



Coordinator's Newsletter



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Chapter Member List

This month I have prepared a membership list for each chapter that lists all members, their TOPS number, renewal date and weight at last renewal, highest weight recorded at TOPS on a renewal, and whether or not they are a KOPS.

Please use this list as a tool to **make sure all member renewals are paid by their renewal date** and all information is correct. Please let me know if anything does not agree with your records. **Notify me immediately if you have any members that are not listed at all.** Share the list with all officers and membership chairmen that need it.

USE THE LIST AS THE TOOL IT'S DESIGNED TO BE!

Area Captain IRD Love Fund

If you planned to send a contribution to financially help our Area Captains attend IRD in Milwaukee this year and haven't done it yet please send your chapter check to me right away. The funds collected will be divided equally between the Area Captains who are attending.

Those that have sent me a donation already please be aware that I have not recorded and deposited the checks yet. I apologize for causing any inconvenience in having outstanding checks for a long period of time. I will be making that deposit very soon.

New Members, Renewals and KOPS Registrations

1. New member application (Form L-003) must have the **date enrolled** and **present weight** entered. These must match the first date and weight entered on their weight chart.
2. When a member joins they **MUST BE GIVEN a MY DAY ONE** immediately on the day they join. If you do not have a few on hand for this please let me know and I'll send you some. You may also purchase extras using Form L-017.
3. Encourage new members to give an email address on their application. A **welcome to TOPS email** is automatically generated and sent from HQs when a member with email is entered in the database.
4. Also point out to new members that they may purchase a **Choice is Mine** and **Choice is Mine Workbook** at a discount when they join. Check the boxes on the L-003 and include the amount in check to me.
5. The L-003 may be used for Renewals if the member does not have the renewal form sent to them. Complete appropriate spaces and boxes.
6. If a renewal is a month or more past the due date please write '**backdate**' or '**lapsed**' in the top right corner so that I will know how to properly process it.
7. A **copy of current weight chart** must be included with all KOPS Registrations (Form L-014).
8. Always make chapter checks payable to me and mail to me—**not** TOPS Club, Inc.
9. PLEASE review to make sure everything is complete before mailing to me. Thanks!

WORKSHOPS

Wednesday June 29 Lodi

with Area Captain Mickey Drake
Grace Presbyterian Church
10 N Mills Avenue
Lodi CA

SRD Report will be given
Program on Mission & Vision
Fall Rally Days discussed

Saturday July 16 Sacramento

with Area Captain Vicki Menebroker
Florin United Methodist Church
7560 Florin Road
Sacramento CA

IRD Report will be given
Program on Communication
Fall Rally Days discussed

Supplies & Sales @ 9:00 AM

Workshop 10:00 AM—NOON

BRING RAFFLE ITEMS

IRD

I will be gone to IRD in Milwaukee, Wisconsin from Monday, July 4 through Tuesday, July 12. Mail chapter business to me as usual but keep in mind that there will be a week's delay in processing. If necessary, you may also leave voice mail messages and emails that I will respond to when I return.

Our own Diane Cannon, from CA 1542 Napa, will also be in attendance at IRD representing California as our State Queen!



CA TOPS United

SRD was a huge success due to all of you who attended and participated. Congratulations to all our wonderful winners. Many, many thanks goes to everyone who helped in any way!
California TOPS truly is united!

Just an FYI—preliminary plans have been started for 2013 SRD when we will be hosting in our area again!



2011 Fall Rally Days

“Spread Your Wings and Fly”

Mark your calendars for one or more of these dates:

September 10—Napa

October 15—Union City

September 17—Corning

October 22—Bakersfield

September 24—Oakdale

October 29—Fortuna

Summer Busy Bee Challenge to be awarded at rally days is going out this month

Complete details and registration materials distributed the first of August



CHAPTER ASSIGNMENT

Those chapters that have attended an Area Captain or Coordinator workshop over the past few months have had a program on MISSION and VISION STRATEGIES presented. I hope you have taken back to your chapters what you learned and have had a discussion on the purpose of your chapter and developed an ideal vision of your chapter. The next step is to plan specific ways to make your chapter into what you have envisioned. Please report back to me or your Area Captain how and what you are doing.

If you have not had the opportunity to attend a workshop recently make plans to do so. The mission/vision topic will continue through the month of June. And even if you don't make it to a workshop you certainly can work on a plan to make your chapter the perfect vision of a TOPS chapter! The “Road to Success” theme can be used as a tool for contest and incentives to help you get to your ideal destination as a chapter.

The topic of discussion in July and August will be COMMUNICATION and then in September and October we will be all about INFLUENCING CHANGE on a personal and chapter level at our Fall Rally Days.

Area Captain Chapter Visits

I hope you have enjoyed the *Super Foods* program being given by your Area Captains at recent chapter visits. If you haven't had this program presented to your chapter yet please call your Area Captain to set a date for her visit. Area Captains are required to visit each of their chapters at least one time each year and present the Area Captain Program that is provided by TOPS Club, Inc. **When your Area Captain visits your chapter please refund their gas cost.** If you have any questions or need help determining how much is appropriate to give for gas expense please call or email me.

On the subject of Area Captains, we now have coverage for all of the area except the nine chapters in Ventura County. If you are interested or know anyone who you would like to recommend please let me know and I will be happy to provide information on the duties of an Area Captain and talk to you about it.