



# Coordinator Newsletter



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## CHAPTER INSURANCE

If your chapter currently has an Insurance Certificate I have included a new application in your workshop materials this month. You can send **Form L-031: Meeting Insurance Application** to TOPS if the owner of your meeting place requires a Certificate of Insurance. Please do not apply for insurance if it is not requested by your meeting place. Read and follow instructions on the form. Keep a copy for chapter records and send two copies to TOPS with your chapter check. **Please note that the cost for chapter insurance is \$40 per year.** Do not use an old form. Destroy any Form L-031 with a revision date prior to 12/10. Ask your Area Captain or me for the form if you need one.

**Please contact me if you need to file a claim.**

## ANNUAL CHAPTER MAINTENANCE

Please refer to the Chapter Manual, Chapter 2, Duties of Chapter Officers, Treasurer, on pages 15 and 16. 1. c. refers to the treasurer promptly forwarding maintenance fees to coordinator. 4. i. says that one of the chapter expenses is the chapter maintenance fee. 8. explains the process in detail. Since I send Membership Lists to chapters with the form I use the current list to determine the member count for the L-020 Form. Also, I never collect a supplemental fee if your membership increases to the next category during the year. By paying your fee based on the total current list instead of only active members and not paying an additional fee when membership increases it evens out.

2012 Chapter Maintenance forms are included in this month's materials. Please send **one copy** and a chapter check to me for the amount indicated on your form **as soon as possible**. I must have all maintenance received and recorded by the end of the year.

Some chapters did not pay maintenance for 2011 last year so they are being billed for that in addition to what is due for 2012 maintenance.

Thanks for your compliance!

## **WORKSHOPS**

I will be holding workshops to review year end weight recording and chapter resume preparation. Also, the topic of discussion in our continuing leadership skills series will be *Praise, Recognition and Rewards*. Ideas for Annual Awards, KOPS Recognition and other ceremonies will be discussed and shared.

Unless otherwise noted times will be:

**Supplies & Sales @ 9:00 AM**  
**Workshop 10:00 AM—NOON**

**Saturday November 5**

**Trinity Southern Baptist Church**  
**Fellowship Hall**  
**4890 E Holland Ave Fresno CA**

**Saturday November 12**

**Bethel Baptist Church**  
**3578 Clayton Road Concord CA**

**Saturday November 19**

**Almond Blossom Mobile Estates**  
**Club House**  
**1901 East Yosemite Ave Manteca CA**

**Thursday December 8**

**Margie Charles' Home**  
**913 Oakwood Ct Visalia CA**

**Supplies & Sales @ 9:30 AM**  
**Workshop 10:00 AM—NOON**

**Saturday December 10**

**St James Episcopal Church**  
**479 L Street Lincoln CA**

Area Captains will be holding workshops throughout the area during November and December as well. Check with them for dates and location. **ALWAYS BRING RAFFLE ITEMS.**

## Area Captain Visits

I hope you are all enjoying having your Area Captain visit and present the *Super Foods* program. If you have not had a visit from your Area Captain please call and invite her to come to one of your meetings soon. Area Captains are required to visit each of their chapters at least one time each year and give a program. I am so proud of your Area Captains who make their chapter visits as well as conduct workshops, have walks and staff TOPS displays at local Health Fairs and other events.

*Please remember to help with gas expense from chapter funds when your Area Captain comes to your chapter. With gas prices being so high these days the cost of traveling to 20 to 30 chapters at up to 200 miles away does add up. Area Captains do not earn near enough to cover these expenses.*

The 2012 Area Captain Program is called “*Masterpiece or Paint-by-Number: The Difference Between Healthy and Restrictive Eating.*” It contains a powerful message that choosing healthy foods is not about restricting or punishing ourselves. We do not have to live off carrot sticks and rice cakes (although if you enjoy those, you should certainly include them as part of your own healthy diet). The program focuses on helping you think about what you *do* like so that you can paint a picture of health that is a “masterpiece” for you, reflecting your own likes, dislikes, and lifestyle. After all, real lifestyle change won’t last if it’s all about drudgery—weighing, counting, and denying ourselves.

This year’s for-sale item is a large, colorful refrigerator magnet with a write-on, wipe-off surface (pen included). The magnet features a weekly “To Do” list that you can use to establish healthy habits by checking off seven items, including “ate breakfast” and “wrote in my journal.”

## IMPORTANT CHAPTER PAPERWORK

These are a chapter’s most important forms and reports that must be sent to me on time with appropriate payments each year. If they are not sent to me on time serious consequences may occur, such as a KOPS losing status, the chapter and/or members being disqualified from yearly or weight loss awards at all levels or a chapter losing its charter altogether.

- 1. Membership Applications**—Form L-003 Membership Application for new and renewing members or L-003R Annual Renewal mailed from TOPS must be completed and sent to me with a chapter check for every member each year. *Included in this month’s mailing is a Membership List for your chapter. Please review it carefully and notify me if anything does not agree with your records. If you have active members that are not listed please let me know immediately.*
- 2. Chapter Maintenance**—Form L-020 Maintenance Form is sent to all chapters in **October** and a chapter check for payment must be sent to me by the end of the year. The maintenance fee is based on current membership enrollment.
- 3. Annual Officers Chart**—Form L-001 Officers Chart must be completed and sent to me immediately after election of officers, which must take place at the first meeting of **March** each year.
- 4. Year End Resume**—Form L-010 Chapter Resume must be completed and sent to me along with all members weight charts from the previous year by **January 8** each year.

Please take care that a chapter officer is assigned to be responsible for each of these. Refer to your Chapter Manual for more information or contact your Area Captain or me with questions.