



Coordinator Newsletter



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January 2012
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CHAPTER RESUMES and WINNERS

Review of all area resumes and weight charts that I received is now complete. The Area Resume has been sent to Regional Director Nancy Marasco. We had some great losers and I'm anxious to find out who we will be honoring at SRD on July 4 in San Diego. You will receive a copy of your resume and winners certificates, along with notes about any errors made and improvements to be made in the future, as soon as they are approved, by the end of February. Please read all the notes and ask me if you have any questions or need further clarification on anything. These notes are for the future—do not send me any corrected resumes this year. Some of the most common errors are as follows:

1. Dark black and red ink must be used on weight charts so that they can be viewed after being scanned to file at headquarters. Please invest in some good fine tip felt or gel pens for use on weight charts.
2. Digital scales tenths must be converted to quarter pounds for TOPS yearly weight loss/gain. Only first weight of the year (A.) last weight of the year (B.) and net loss/gain for the year (C.) in the top right corner of the weight chart needs to be converted. Loss or gain must also be written at (C.) in the very top right of chart. Gains are to be written in red ink. All weekly weights on the chart should be entered exactly how the scale reads. Please refer to the conversion charts on pages 48 and 49 of the Chapter Manual.
3. Complete ALL information on KOPS charts regarding original KOPS date, goal changes this year, lost status and reinstatement dates and weights for December of the preceding year. Ask me or your Area Captain if you don't have that information.
4. Send *three complete 2-sided copies, front and back*, of chapter resume. Do not send copies of all the charts. I only need the originals.
5. When a KOPS drops out enter four consecutive ABs and record a lost status and send an L-021: Notice of KOPS Lost Status form to me right away.
6. Enter EX for excused absence, AB for unexcused absence and NM for no meeting. A weight or AB, EX, NM is the only thing that should be written in the weight column. There are very few exceptions to this on KOPS charts only.
7. Remember to include a self-addressed envelope (#10 legal size) for your copy of the chapter resume and winners certificates to be returned.
8. New & reinstated and lost status KOPS should always have a TOPS chart as well. Record at A.& B. on the TOPS chart the member's *first weight* of the year and *last weight* of the year *wherever it occurs, on the TOPS or KOPS chart*. They are eligible to be a division winner if they qualify in all other ways.
9. Please use decimals and not fractions on all charts and resumes.

I hope that you are all planning to have a nice Annual Awards ceremony to honor your chapter winners, officers and all members who have helped with programs, contests or in any way throughout the year. You may hold your awards program anytime after receiving your copy of chapter resume and certificates from me for all your winners but please not before. The Ceremonies Guide has some good suggestions for awards. Check the Leader's Corner in tops.org for things like the enclosed Quick 'n Easy Ceremony—How to Use TOPS Chapter Award Items. Your Area Captain can also help with ideas.

Many thanks to all of you—weight recorders, assistant weight recorders, leaders and anyone who helped to prepare your chapter's resume.

Congratulations to all chapter winners!

If your chapter has **state winners** a letter will be sent to the chapter leader as soon as our State Resume has been approved.

Area Captain 2012 Visits

Your Area Captain will soon be scheduling a chapter visit. Please allow her at least 30 minutes of your meeting time to present a program.

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." Sales of this helps with Area Captain expenses.

With the cost of gas so high these days the Area Captain fee they receive and proceeds from the sale item doesn't cover the expense of traveling to make chapter visits. I remind all chapters to give their Area Captain a donation from the chapter treasury to help them with gas expense when they visit.

Thank you!

2012 IRD BUS TO SAN DIEGO

The deadline for registration to travel to IRD on a bus tour out of Oregon has been extended to February 15, 2012. I have included the form and information with my email this month and it will be posted on www.whywelovetops.com. This is not being organized by our area. Please call or email the contact given for more information or with any questions you have.

Miscellaneous Stuff

1. Please combine memberships and renewals and KOPS Registrations all on one chapter check in a single mailing. Make checks payable to me and mail to me, not TOPS Club, Inc. Two signatures are required on all chapter checks.
2. Please double check that all blanks are completed on forms before sending to me. Particularly, starting date and starting weight on new member applications is important.
3. Do not abbreviate city or county on membership applications in either the member's address or the chapter name/location. The membership form asks for "county", not "country", beside the chapter name.
4. Always send a copy of current weight chart with L-014 KOPS Registration form. It will not be returned so make sure it is a copy.
5. Send me the original Goal Slip with L-014 for new KOPS and Goal Changes. Keep a copy for chapter.

A decorative border of palm trees surrounds the central text. The border consists of two rows of palm trees at the top and bottom, and two vertical columns of palm trees on the left and right sides.

IRD 2012 in San Diego
Information and registration forms to attend,
participate in events and reserve hotel rooms are in the
December 2011/January 2012 and February 2012
TOPS News magazine and online
at www.tops.org by clicking on Events
on the Home Page.