

*Gold Wing Road Riders  
Association, Inc.*



**Chapter of the Year  
2011 Program Guide  
and Score Sheet**

Revised June 2011

## Table of Contents

### Program Guide (PG)

1. GWRRA Chapter of the Year History.....	PG-1
2. GWRRA Chapter of the Year Goal .....	PG-1
3. Current GWRRA International Chapter of the Year.....	PG-1
4. Basics for 2011.....	PG-2
5. A Little Extra for 2011 .....	PG-2
6. Bonus Points for 2011.....	PG-2
7. Event/Ride Schedules .....	PG-3
8. Extraordinary Chapter Events or Activities .....	PG-3
9. Chapter Web Site .....	PG-3
10. Planned Recruiting Activities .....	PG-4
11. Chapter Couple of the Year .....	PG-4
12. Rider Education Levels Program .....	PG-4
13. Parking Lot Practice (PLP).....	PG-4
14. Written Retention Plan .....	PG-5
15. Written Plan to Bring Back Members with Expired Memberships.....	PG-5
16. Chapter Director & Assistant Chapter Director Leadership Training....	PG-5
17. Chapter Leadership Training Program (LTP) Training.....	PG-5
18. Chapter Level Responsibilities.....	PG-6
19. District Level Responsibilities.....	PG-6-7
20. Region Level Responsibilities.....	PG-7
21. International Level Responsibilities.....	PG-7
22. Awards and Recognition.....	PG-7
23. Contact Information.....	PG-7-8

### Acknowledgements

### Score Sheets (SS)

1. Basics for 2011.....	SS-1
2. A Little Extra for 2011 .....	SS-1-3
3. Bonus Points for 2011.....	SS-3
4. Event/Ride Schedules .....	SS-3
5. Extraordinary Chapter Events or Activities .....	SS-4
6. Chapter Web Site .....	SS-5
7. Planned Recruiting Activities .....	SS-5
8. Chapter Couple of the Year .....	SS-6
9. Rider Education Levels Program .....	SS-6
10. Parking Lot Practice (PLP).....	SS-7
11. Written Retention Plan .....	SS-7
12. Written Plan to Bring Back Members with Expired Memberships.....	SS-7
13. Chapter Director & Assistant Chapter Director Leadership Training....	SS-7
14. Chapter Leadership Training Program (LTP) Training.....	SS-8
15. Chapter Director's SUBMITTED BY Section.....	SS-9
16. District Chapter of the Year Coordinator's VERIFIED BY Section.....	SS-9
17. District Director's APPROVED BY Section.....	SS-9
18. Region Director's FORWARDED BY Section.....	SS-9

## **GWRRA Chapter of the Year History**

The Chapter of the Year Program was created and designed in 2007 to stimulate Chapters to strive for excellence within their respective District and Region. Secondly it is to find and recognize the best of the best Chapters within GWRRA.

## **GWRRA Chapter of the Year Goal**

The goal of the Chapter of the Year Program is to get more Chapters involved in all of the GWRRA programs and **FUN** activities that have been proven successful for many of the active and growing Chapters throughout GWRRA. Chapters that enter into the Chapter of the Year Program and are not selected as the District, Region or GWRRA International Chapter of the Year, will be a stronger healthier Chapter for their efforts. Many of the scoring areas are measured in percentages to ensure that small and large Chapters alike have an equal chance in winning.

### **2010 GWRRA International Chapter of the Year**



FL1-L2 – "Wings Of Wesley Chapel" – Wesley Chapel, FL  
Chapter Directors – Rick & Madalena Buck

A complete list of all previous GWRRA International Chapters of the Year can be found at <http://med.gwrro.org/choy/choy.htm>.

**If a Chapter was selected as the 2010 District Chapter of the Year they cannot be selected as the 2011 Chapter of the Year. A 2010 District Chapter of the Year must wait one year to compete in this program again.**

## 2011 Chapter of the Year Program Guide

### **Basics for 2011 - 1 Point for each**

Does the Chapter have an Assistant Chapter Director?

Does the Chapter have a Chapter Educator?

Does the Chapter provide a Newsletter to all Chapter Participants free of charge on a monthly basis?

Does the Chapter meet monthly at an appropriate location to promote GWRRA's motto, "Friends for **FUN**, Safety, and Knowledge"?

Was the Chapter's Annual Financial Report for 2011 correctly submitted on time to the District Director?

### **A Little Extra for 2011 - 1 Point for each**

Does the Chapter have a Chapter Mascot?

Does the Chapter have a Chapter Banner?

Does the Chapter have an up to date and current Chapter Scrap Book?

Did at least 20% of the Chapter Participants attend their District Convention?

Did at least 10% of the Chapter Participants attend a District Convention outside their District but within their own Region? (1 Point for each Convention attended up to a maximum of 3 Points.)

Did at least 10% of the Chapter Participants attend their Region Convention?

Did at least 5% of the Chapter Participants attend a Convention outside their Region? (1 Point for each Convention attended outside their Region up to a maximum of 3 Points.)

Did at least 5% of the Chapter Participants attend Wing Ding in 2011?

### **The same person cannot be counted more than one time for attending a Chapter of the Year seminar or OCP.**

Did the CD attend a Chapter of the Year Seminar between July1, 2010 - December 31, 2011?

Did the ACD attend a Chapter of the Year Seminar between July1, 2010 - December 31, 2011? (*Maximum of two ACD's per Chapter can be counted or 2 points*)

Did the Chapter of the Year Coordinator attend a Chapter of the Year Seminar between July1, 2010 - December 31, 2011?

Did the Chapter MEC attend a Chapter of the Year Seminar between July1, 2010 - December 31, 2011?

Did the ACD complete the Officer Certification Program? (*Maximum of two ACD's per Chapter can be counted or 2 points*)

Did the Chapter Educator complete the Officer Certification Program?

Did the Chapter Treasurer complete the Officer Certification Program?

Did the Chapter Membership Enhancement Coordinator complete the Officer Certification Program?

Did the Chapter of the Year Coordinator complete the Officer Certification Program?

### **Bonus Points for 2011 - 2 Points for each**

Does the Chapter have a Membership Enhancement Coordinator?

Does the Chapter have a Chapter of the Year Coordinator?

## **Event/Ride Schedule**

The Chapter prepares an event/ride schedule each month and provides a copy to all Chapter Participants and the District Chapter of the Year Coordinator. The purpose of the monthly submissions is to ensure that upcoming events and rides are made available to all Participants each month. Impromptu rides should be added to the Event/Ride Schedule and the updated Event/Ride Schedule should be submitted to the District Chapter of the Year Coordinator with the final submission packet. The final Chapter of the Year packet should include a copy of each monthly schedule (monthly or revised). Although a Chapter can begin participation in the Chapter of the Year Program at any time during the year, those Chapters that begin in January will be eligible for more points than those beginning later in the year.

For example, if a Chapter starts sending their monthly Event/Ride Schedule in January and they have 3 or more rides per month they would get 2 points for January, 2 points for February, 2 points for March, etc... If a Chapter does not start participating in the Chapter of the Year Program until May, May is the first month that the Chapter can start receiving points in this category. The Chapter Event/Ride Schedule must be forwarded to all levels for verification of points in this category.

Point Value.....1 – 2 monthly events.....**1 Point per mo.**

Point Value.....3 or more monthly events....**2 Points per mo.**

*You either get 1 point for the month or 2 points for the month. Do not combine them.*

## **Extraordinary Chapter Events or Activities**

List the outstanding and Extraordinary Chapter Events or Activities that the Chapter hosted or participated in during 2011.

Examples; Charitable rides or donations, Chapter awards received during the year, Guest speakers at Chapter Gatherings, Campouts, Festive parties, Bike Shows, Toy Rides, Parades, Adopt a Family program, Cruise-in's, visiting another GWRRA Chapter, etc... Don't be modest, toot your own horn. All Extraordinary Activities must appear on your Event/Ride Schedule to count. A minimum of 10% of the average number Chapter Participants must participate in the Extraordinary Event for it to count in this category. Extraordinary Chapter events or activities listed in this category may not be listed or counted in the Planned Chapter Recruiting Activities section.

Maximum 25 Points

**1 Point each**

## **Chapter Web Site**

Chapters that have a web site and the following items are on the home/first page will be scored as follows:

- The GWRRA logo and the words "Gold Wing Road Riders Association" or the acronym "GWRRA". **2 Points**
- Region, District, Chapter designations, plus city and state will serve to identify the web page for those visiting the site. **2 Points**
- A link to the International, Region, and District web site. **2 Points**
- Monthly Gathering meeting place and time on the web site. **2 Points**

## **Planned Chapter Recruiting Activities**

List the date, describe each activity and what was done to recruit and record the number of Chapter Participants attending the Recruiting Activity. These Recruiting activities must be listed on the Event/Ride Schedule.

Example: 03/25/2011 - GWRRA Recruiting Table at Northgate Mall where we displayed out Gold Wings, passed out GWRRA literature and solicited new memberships. 15 Chapter Participants.

A minimum of 10% of the Chapter must participate in the planned Chapter Recruiting Activity for it to count in this category. Planned Chapter Recruiting Activities listed in this category may not be listed or counted in the Extraordinary Chapter Events or Activities.

Maximum of 15 Points

**1 Point per Recruiting Activity**

## **Chapter Couple of the Year**

The Chapter selects a Chapter Couple of the Year for 2011 in accordance with the Couple of the Year Manual.

- Chapter selects a Chapter Couple of the Year - **10 Points**
- Chapter Couple of the Year participates in the District Selection Process - **5 Points**

## **Rider Education Levels Program**

This category will score the number of Chapter Participants that are enrolled, active and current in each level of the Rider Education Levels Program as a percentage of total Chapter Participants as of December 31, 2011. The percentages and points apply for each level. As an incentive to get more Participants in the higher levels of the Levels Program, the individual levels will have a multiplier. Multiply Level I points by 1, multiply Level II points by 2, multiply Level III points by 3 and multiply Level IV points by 4. The International Rider Education database will be used to verify Chapter data. The average number of Chapter Participants as of December 31, 2011 will be used to calculate the percentage of enrollment in each level.

- |  |                 |
|--|-----------------|
| • .4% or less of participants in any category          | <b>0 Points</b> |
| • .5% - 10.4% of participants active in any category   | <b>1 Point</b>  |
| • 10.5% - 15.4% of participants active in any category | <b>2 Points</b> |
| • 15.5% - 25.4% of participants active in any category | <b>3 Points</b> |
| • 25.5% or more of participants active in any category | <b>4 Points</b> |

## **Parking Lot Practice (PLP)**

The Chapter participates in a Parking Lot Practice (PLP) exercise in 2011. A minimum of 10% of the Chapter must participate in the PLP for it to count in this category. A list of Participants must be submitted with the packet and forwarded to all levels. This list must be signed by the Facilitator. This must be a sanctioned GWRRA PLP Facilitator.

**10 Points per PLP with a maximum of 2 per year or 20 Points**

### **Written Retention Plan**

Chapter has a written action plan for the purpose of retaining existing Chapter Participants. Be sure to include any and all retention activities that the Chapter Team and/or Chapter Participants are doing to retain Members. Please note that this should be very specific to what the Chapter is doing to "RETAIN" current GWRRA Members. This is not a recruiting plan.

**5 Points**

### **Written Plan to Bring Back Members with Expired Memberships**

Chapter has a written action plan for the purpose of bringing back past GWRRA Members whose memberships have expired. Be sure to include anything that the Chapter Team and/or Chapter Participants are doing to encourage these Members to rejoin GWRRA.

**5 Points**

### **Chapter Director (CD) & Assistant Chapter Director (ACD) Leadership Training**

This category will score the total amount of Leadership Training Programs (Member Orientation Program [8 Seminars], Life Skills Program [7 Seminars], Chapter Life Program [8 Seminars], Chapter Leadership Skills Program [8 Seminars], Intermediate Leadership Program [8 Seminars], Advanced Leadership Program [8 Seminars], Instructor Development Certification Program and Horizon Program completed at any time before December 31, 2011 by the Chapter Director and/or the Assistant Chapter Director. Completion Certificate and/or copy of the Leadership Training Record must be submitted as a part of Chapter packet to all levels for verification of points in this category. The CD and ACD can count points in this category if they completed LTP Programs anytime before December 31, 2011.

**1 Point for each program completed**

### **Chapter Leadership Training Program (LTP) Training**

The Chapter will earn 1 point for each Leadership Training Seminar attended from the Membership Orientation Program, Life Skills Program, Chapter Life Program, Chapter Leadership Skills Program, Intermediate Leadership Skills Program or Advanced Leadership Skills Program. These seminars will count whether taken at a home Chapter or GWRRA event. Each of the individual 47 seminars can only be counted one time for this category. A minimum of 10% of the Chapter must participate in LTP Seminar for it to count in this category. A Chapter will also earn 1 point if 10% of the Chapter Participants complete the Horizon Program. Points in this category can only be counted if the Chapter Participants completed these seminars and/or The Horizon Program during Calendar Year 2011. Keep attendance rosters as proof of this Chapter LTP Training and turn in with the Chapter of the Year packet. The Chapter LTP Training Attendance Roster must be forwarded to all levels for verification of points in this category. Attendance Rosters must include:

- Date of Seminar
- Name of Seminar
- Seminar Instructor
- Names of Participants

**1 Point for each individual Seminar & 1 Point for Horizon Program**

## **Chapter Level Responsibilities**

- Prepare the Chapter of the Year packet which should include:
  - Completed Chapter of the Year Score Sheet
  - All Event/Ride Schedules
  - All PLP Rosters
  - All Chapter LTP Rosters
  - All CD LTP Training Records
  - All ACD LTP Training Records
  - Copy of written Retention Plan
  - Copy of written plan to bring back Members with Expired Memberships
  - List of participants that attend each District Convention
  - List of participants that attend each Region Convention
  - List of participants that attend Wing Ding
  - All Chapter Monthly Gathering Sign-In Sheets to the District Level Only
- Determine the average number of Chapter Participants as of December 31, 2011. Visitors should not be a part of the average Chapter Participants. A guideline is to count regular Chapter Participants as those Chapter Participants that attend at least 50% of the Chapter's monthly Gatherings.

Submit **hard copy** of packet to District Chapter of the Year Coordinator on or before February 1, 2012

## **District Level Responsibilities**

- Designate someone as the District Chapter of the Year Coordinator
- Coordinate with other District Team Members & verify All Score Sheet data. This includes collecting all the 2011 Chapter Monthly Gathering Sign In Sheets from all participating Chapters to verify the average number of Chapter Participants as of December 31, 2011. Visitors should not be a part of the average Chapter Participants. A guideline is to count regular Chapter Participants as those Chapter Participants that attend at least 50% of the Chapter's monthly Gatherings. The final determination of average number of Chapter Participants will be up to the District Director. The Chapter Monthly Gathering Sign-In Sheets do not have to be forwarded to Region.
- Complete the "**Verified By**" Section of the Score Sheet
  - Enter the average Number of Chapter Participants as of December 31, 2011
  - Ensure the CD has completed the entire score sheet including the "Submitted By" Section
  - Sign and Date the "**Verified By**" Section
- Ensure the winning packet forwarded to Region includes:
  - Completed Score Sheet
  - All Event/Ride Schedules
  - All PLP Rosters
  - All Chapter LTP Rosters
  - All CD LTP Training Records
  - All ACD LTP Training Records
  - Copy of written Retention Plan
  - Copy of written plan to bring back Members with Expired Memberships
  - List of Participants that attend each District Convention
  - List of Participants that attend each Region Convention
  - List of Participants that attend Wing Ding
- Select and recognize a District Chapter of the Year
- Recognize other Chapters that participated in the Chapter of the Year Program
- It is suggested that each District recognize all Chapters that participate in the Chapter of the Year Program by the following designation which can be determined according to the number of total points earned.

- Gold Level Chapters..... 189 Points (75%) and higher
- Silver Level Chapters.....126 to 188 Points (50-75%)
- Bronze Level Chapters..... 63 to 125 Points (25-50%)

**(A Chapter of the Year will be named based on total points earned, regardless of what “level” they attain.)**

- District Director completes the “**Approved By**” Section of the Score Sheet
- Forward **hard copy** of the winning District Chapter of the Year packet (only one winner/packet per District) to the Region Chapter of the Year Coordinator on or before March 1, 2012. The packet should include everything listed above in the District section except the Chapter Sign-In.

### **Region Level Responsibilities**

- Designate someone as the Region Chapter of the Year Coordinator
- Select and recognize a Region Chapter of the Year
- Forward **hard copy** of the winning Region Chapter of the Year packet (only one winner/packet per Region) to the International Assistant Director, Chapter of the Year Program on or before April 1, 2012.
- The packet should include everything sent from the District.
- Ensure that the District has completed all requirements as listed above.
- Ensure the winning packet forwarded to GWRRA includes:
  - Completed Score Sheet
  - All Event/Ride Schedules
  - All PLP Rosters
  - All Chapter LTP Rosters
  - All CD LTP Training Records
  - All ACD LTP Training Records
  - Copy of written Retention Plan
  - Copy of written plan to bring back Members with Expired Memberships

### **International Level Responsibilities**

- Select the 2011 GWRRA International Chapter of the Year
- Announce the 2011 GWRRA International Chapter of the Year and 1<sup>st</sup> Runner Up as soon as possible
- recognition listed below

### **Awards and Recognition**

Awards and recognition at the District and Region Level will be at the discretion of those Directors. It is suggested that recognition be given to other Chapter of the Year Participants as well as the winner.

The GWRRA International Chapter of the Year will receive:

- Reserved seating at Wing Ding
- Recognition at Opening Ceremony
- Traveling Banner with their Chapter name
- Name badges for all active Chapter Participants
- Plaque
- Wing World article
- 1/2 price registration at Wing Ding for the following year
- Meet and Greet Seminar at Wing Ding

## **Contact Information**

### District & Region Levels

To find out who your District and Region Chapter of the Year Coordinators are, please contact your District Director.

### International Level

Bob & Karla Greer, International Assistant Directors, Membership Enhancement Program, Chapter of the Year

2738 Austin Lane  
Jonesboro, GA 30236

(770) 473-1316 Home  
(770) 630-2328 Cell  
[CHOYcor@att.net](mailto:CHOYcor@att.net)

Webpage: <http://med.gwrra.org/> (Chapter of the Year Tab)

## **ACKNOWLEDGEMENTS**

Jim and Sherrin Hutchens  
First and Former  
Chapter of the Year Directors

Bob & Karla Greer  
International Assistant Directors, Membership Enhancement  
Program, Chapter of the Year

Ed and Linda Johnson  
International Directors, Membership Enhancement Program



## 2011 Chapter of the Year Score Sheet

Chapter	District	Region
<b>Basics for 2011 - 1 Point for each</b>		<b>Sub Section Score</b> _____ <i>(Maximum of 5 Points)</i>
_____ Does the Chapter have an Assistant Chapter Director?		_____ ACD's Name
_____ Does the Chapter have a Chapter Educator?		_____ Educator's Name
_____ Does the Chapter provide a Newsletter to all Chapter participants free of charge on a monthly basis?		
_____ Does the Chapter meet monthly at an appropriate location to promote GWRRA's motto, "Friends for FUN, Safety, and Knowledge"?		
_____ Was the Chapter's Annual Financial Report for 2011 correctly submitted on time to the District Director?		

<b>A Little Extra for 2011 - 1 Point for each</b>		<b>Sub Section Score</b> _____ <i>(Maximum of 23 Points)</i>
_____ Does the Chapter have a Chapter Mascot?		_____ Mascot's Name
_____ Does the Chapter have a Chapter Banner?		
_____ Does the Chapter have an up to date and current Chapter Scrap Book?		
_____ Did at least 20% of the Chapter Participants attend their District Convention? <i>(Attach a list of Chapter Participants that attended)</i>	_____ Dates	_____ # of Chapter Participants
_____ Did at least 10% of the Chapter Participants attend a District Convention outside their District but within their own Region? (Max. 3 Pts.) <i>(Attach a list of Chapter Participants that attended each out of District Convention)</i>		
_____ District Convention Attended	_____ Dates	_____ # of Chapter Participants
_____ District Convention Attended	_____ Dates	_____ # of Chapter Participants
_____ District Convention Attended	_____ Dates	_____ # of Chapter Participants
_____ Did at least 10% of the Chapter Participants attend their Region Convention?	_____ Dates	_____ # of Chapter Participants

**A Little Extra for 2011 - 1 Point for each (continued)**

\_\_\_\_\_ Did at least 5% of the Chapter Participants attend a Convention outside their Region? (Max. 3 Pts.)  
*(Attach a list of Chapter Participants that attended each out of Region Convention)*

Convention Attended	Dates	# of Chapter Participants
Convention Attended	Dates	# of Chapter Participants
Convention Attended	Dates	# of Chapter Participants

\_\_\_\_\_ Did at least 5% of the Chapter Participants attend the 2011 Wing Ding?  
*(Attach a list of Chapter Participants that attended Wing Ding)*

	Dates	# of Chapter Participants
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**The same person cannot be counted more than one time for attending a Chapter of the Year seminar**

\_\_\_\_\_ Did the CD attend a Chapter of the Year Seminar between July 1, 2010 - December 31, 2011?

CD's Name	Location	Date
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\_\_\_\_\_ Did the ACD attend a Chapter of the Year Seminar between July 1, 2010 - December 31, 2011?

ACD's Name	Location	Date
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\_\_\_\_\_ Did the ACD attend a Chapter of the Year Seminar between July 1, 2010 - December 31, 2011?

2 <sup>nd</sup> ACD's Name	Location	Date
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\_\_\_\_\_ Did the Chapter of the Year Coordinator attend a Chapter of the Year Seminar between July 1, 2010 - December 31, 2011?

Coordinator's Name	Location	Date
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\_\_\_\_\_ Did the Chapter MEC attend a Chapter of the Year Seminar between July 1, 2010 - December 31, 2011?

MEC's Name	Location	Date
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**The same person cannot be counted more than one time for attending an Officer Certification Program**

**A Little Extra for 2011 - 1 Point for each (continued)**

\_\_\_\_\_ Did the ACD complete the Officer Certification Program?

\_\_\_\_\_ ACD's Name \_\_\_\_\_ Location \_\_\_\_\_ Date

\_\_\_\_\_ Did the ACD complete the Officer Certification Program?

\_\_\_\_\_ 2<sup>nd</sup> ACD's Name \_\_\_\_\_ Location \_\_\_\_\_ Date

\_\_\_\_\_ Did the Chapter Educator complete the Officer Certification Program?

\_\_\_\_\_ C.E.'s Name \_\_\_\_\_ Location \_\_\_\_\_ Date

\_\_\_\_\_ Did the Chapter Treasurer complete the Officer Certification Program?

\_\_\_\_\_ Treasurer's Name \_\_\_\_\_ Location \_\_\_\_\_ Date

\_\_\_\_\_ Did the Chapter MEC complete the Officer Certification Program?

\_\_\_\_\_ MEC's Name \_\_\_\_\_ Location \_\_\_\_\_ Date

\_\_\_\_\_ Did the Chapter of the Year Coordinator complete the Officer Certification Program?

\_\_\_\_\_ Coordinator's Name \_\_\_\_\_ Location \_\_\_\_\_ Date

**Bonus Points for 2011 - 2 Point for each**

**Sub Section Score** \_\_\_\_\_  
(Maximum of 4 Points)

\_\_\_\_\_ Does the Chapter have a Membership Enhancement Coordinator?

\_\_\_\_\_ MEC's Name

\_\_\_\_\_ Does the Chapter have a Chapter of the Year Coordinator?

\_\_\_\_\_ Coordinator's Name

\_\_\_\_\_ Was this Chapter selected as the 2010 District Chapter of the Year?

Yes/No

**Event/Ride Schedule**

**Sub Section Score** \_\_\_\_\_  
(Maximum of 24 Points)

1 - 2 monthly events / rides for any given month scores **1 Point** per month for those months.  
3 or more events / rides for any given month scores **2 Points** per month for those months.

\_\_\_\_\_ Number of months with 1 – 2 events / rides was \_\_\_\_\_ X **1 Point** per month

\_\_\_\_\_ Number of months with 3 or more events / rides was \_\_\_\_\_ X **2 Point** per month

*You either get **1 Point** for the month or **2 Points** for the month. Do not combine them.*





**Couple of the Year**

**Sub Section Score** \_\_\_\_\_  
*(Maximum of 15 Points)*

Did Chapter have a Couple of the Year in 2011?

Yes = 10 Points

No = 0 Points

\_\_\_\_\_ Points

\_\_\_\_\_  
 Print/Type Male's Full Name          Membership #          Expirations Date

\_\_\_\_\_  
 Print/Type Female's Full Name          Membership #          Expirations Date

Did the Chapter Couple of the Year enter into the District Level Selection Process?

Yes = an additional 5 Points

No = 0 Points

\_\_\_\_\_ Points

\_\_\_\_\_  
 Date of District Selection Process

**Rider Education Levels Program**

**Sub Section Score** \_\_\_\_\_  
*(Maximum of 39 Points)*

Average Chapter Participants will be as of December 31, 2011 which will be calculated from the Chapter's 2011 Sign-In Sheets. The average Chapter Participant column will be the same number for all four levels.

The # Members In Level data will be based on the Rider Education data as shown on the International REP database.

The **Points** for each level will then be determined using the % of Total columns to find the point value for each level using the chart below.

- .4% or less participants in any category = **0 Points**
- .5 – 10.4% active participants in any category = **1 Point**
- 10.5 – 15.4% active participants in any category = **2 Points**
- 15.5 – 25.4% active participants in any category = **3 Points**
- 25.5% or more active participants in any category = **4 Points**

Then use the Multiplier to multiply the points for each level to calculate the Sub Totals

Add the Sub Totals for each of the levels to get the Grand Total point value for this category.

	<b>Average Chapter Participants</b>	<b># Members In Level</b>	<b>% of Total</b>	<b>Points</b>	<b>Multiplier</b>	<b>Sub Total</b>
Level I					x 1	
Level II					x 2	
Level III					x 3	
Level IV					x 4	
<b>GRAND TOTAL</b>						

**Parking Lot Practice**

**Sub Section Score** \_\_\_\_\_  
*(Maximum of 20 Points)*

Must attach a list of Participants that attended each PLP, date and signed by the Facilitator. Must have a minimum of 10% of average number of Chapter Participants taking part in each PLP to count. Use additional paper if necessary.

- Chapter did not conduct a PLP in 2011 **0 Points**
- Chapter conducted one PLP in 2011 **10 Points**
- Chapter conducted two PLPs in 2011 **20 Points**

_____	_____	_____	_____
Date of PLP	Place of PLP	Print Facilitators Name	# of Participants
_____	_____	_____	_____
Date of PLP	Place of PLP	Print Facilitators Name	# of Participants

**Written Retention Plan**

**Sub Section Score** \_\_\_\_\_  
*(Maximum of 5 Points)*

\_\_\_\_\_ Does Chapter have a written retention plan?  
*(attach the plan)*

**Written Plan to Bring Back Members With Expired Memberships**

**Sub Section Score** \_\_\_\_\_  
*(Maximum of 5 Points)*

\_\_\_\_\_ Does the Chapter have a written plan to bring back Members with Expired Memberships?  
*(attach the plan)*

**CD & ACD Leadership Training Program (LTP)**

**Sub Section Score** \_\_\_\_\_  
*(Maximum of 16 Points)*

- 1 Point** for each completed program by the CD
- 1 Point** for each completed program by the ACD

CD	ACD		CD	ACD	
		Member Orientation Program			Life Skills Program
		Chapter Life Program			Chapter Leadership Skills Program
		Intermediate Leadership Program			Advanced Leadership Skills Program
		Instructor Development Certification Program			Horizon Program

**Chapter Leadership Training Program (LTP)**

**Sub Section Score** \_\_\_\_\_  
*(Maximum of 48 Points)*

**1 Point** per Seminar Completed by the Chapter in 2011

Must have a minimum of 10% of average number of Chapter Participants taking part in each Chapter LTP Seminar. Use additional paper if necessary. Duplicate seminars will not count. The Chapter LTP Training Attendance Roster must be forwarded to all levels of this competition for verification of points in this category.

**1 Point per Completed Seminar by the Chapter**

*And 1 Point for Completion of the Horizon Program*

<b>Member Orientation Program (8 Possible)</b>			
History of GWRRA			Training Members
Structure of GWRRA			Horizon Overview
Helpful Info For New Members			How To Participate In GWRRA
Member Benefits Overview			How To Have Fun At A Rally

<b>Life Skills Program (7 Possible)</b>			
Time Management			Remembering Names
Stress Management			Public Speaking Basics
Managing Change			Self Esteem, Key To Success
Listening & Communicating			

<b>Chapter Life Program (8 Possible)</b>			
Flyers For Fun & Profit			Planning A Chapter Event
What is A CD			Chapter Structure & Organization
What Is The Rider Ed Program			Basic Web Use & Site Design
How To Show / Judge A Bike			Basic PC Maintenance

<b>Chapter Leadership Skills Program (8 Possible)</b>			
Leadership			Delegation
Chapter Structure & Organization			Staffing And Appointment
Chapter Finances			You're An Officer - Now What
Newsletters			Interviewing Techniques

<b>Intermediate Leadership Skills Program (8 Possible)</b>			
Building High Performance Teams			Chapter Communications Plan
Financial Reporting and the IRS			Problem Solving
Motivating & Managing Volunteers			Win Win Progress Reviews
Releasing Volunteer Leaders			FUNdraising

<b>Advanced Leadership Skills Program (8 Possible)</b>			
The Nature Of Leadership			Getting To Know Yourself
High Impact Leadership Skills			Studies In Applied Leadership
People Based Leadership Skills			Coaching and Mentoring
Leadership Survival Skills			Conflict Management

Horizon Program
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**Submitted by** Chapter Director \_\_\_\_\_  
Chapter District Region

Average Number of Chapter participants as of December 31, 2011 \_\_\_\_\_

\_\_\_\_\_ Grand Total of All Points out of 252 Possible Points

\_\_\_\_\_  
Print Name of Chapter Director CD's Signature Date Submitted

**Verified by** the District Chapter of the Year Coordinator

Average Number of Chapter participants as of December 31, 2011 \_\_\_\_\_

*Chapter Monthly Gathering Sign-in Sheets do not need to be forwarded to Region or International with packets.*

\_\_\_\_\_ Total Points Verified

\_\_\_\_\_  
Print Name of District Coordinator District Coordinator Signature Date Submitted

**Approved by** the District Director as the District's Chapter of the Year and forwarded to Region

\_\_\_\_\_  
Print Name of District Director District Director's Signature Date Submitted

**Forwarded by** the Region Director as the Region's Chapter of the Year and forwarded to GWRRA International Assistant Directors, Membership Enhancement Program, Chapter of the Year.

\_\_\_\_\_  
Print Name of Region Director Region Director's Signature Date Submitted