

*Gold Wing Road Riders
Association, Inc.*



**Chapter of the Year
2013 Program Guide
and Score Sheet**

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Scoring Objective - One of the most frequent questions asked of this program is why a certain amount of points are awarded for one scored area and a different amount of points to other areas. The Chapter of the Year Program is divided into four major areas. They are General Chapter, Membership Enhancement, Rider Education and Leadership Training. One of the internal goals of developing and updating the score sheet each year is to ensure that the points for these four major areas remain fairly equal. By doing this, Chapters that are stronger in Rider Education do not have an unfair advantage over Chapters that might not be so strong in Rider Education. The same example can be used for Chapters that are stronger in Membership Enhancement or Leadership Training. Keeping all four of the major scored areas equal help meet the program's goal by ensuring that small as well as large Chapters have an equal opportunity to win and be recognized as the best Chapter in all of GWRRA. In this 2013 Chapter of the Year Program each of these major four areas have a possible score of 75 points each making the total possible points for the 2013 program to be 300 points.

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.

2011 GWRRA International Chapter of the Year



OK ChN - "N"Credibles - Norman, OK
Chapter Director - Linda Huggard
Chapter of the Year Coordinator - Cindy Andrews

A complete list of all previous GWRRA International Chapters of the Year can be found at <http://mep.gwrra.org/choy.html>

Disqualifier

If a Chapter was selected as the 2012 District Chapter of the Year they cannot be selected as the 2013 Chapter of the Year. A 2012 District Chapter of the Year must wait one year to compete in this program again. All Chapters, including the 2012 District Chapter of the Year can participate in the Gold, Silver, Bronze part of this program, if the District elects to participate in this part of the Chapter of the Year Program.

2013 Chapter of the Year Program Guide

Basics for 2013 - 1 Point for each (Maximum 5 Points)

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 the previous year correctly submitted on time to the District Director?

A Little Extra for 2013 - 1 Point for each (Maximum 21 Points)

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 30% 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 25% of the Chapter Participants attend their Region Convention?

Did at least 20% 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 15% of the Chapter Participants attend Wing Ding in 2013?

To calculate the average number of Chapter Participants...collect all of the 2013 Chapter Monthly Gathering Sign In Sheets and determine average number of Chapter Participants as of December 31, 2013. 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 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, 2012 - December 31, 2013?

Did the ACD attend a Chapter of the Year Seminar between July1, 2012 - December 31, 2013?

Did the Chapter of the Year Coordinator attend a Chapter of the Year Seminar between July1, 2012 - December 31, 2013?

Did the Chapter MEC attend a Chapter of the Year Seminar between July1, 2012 - December 31, 2013?

Is the ACD current in the Officer Certification Program?

Is the Chapter Educator current in the Officer Certification Program?

Is the Chapter Treasurer current in the Officer Certification Program?

Is the Chapter Membership Enhancement Coordinator current in the Officer Certification Program?

Is the Chapter of the Year Coordinator current in the Officer Certification Program?

Is the Motorist Awareness Coordinator current in the Officer Certification Program?

Bonus Points for 2013 - 4 Points for each (Maximum 12 Points)

Does the Chapter have a Membership Enhancement Coordinator?

Does the Chapter have a Chapter of the Year Coordinator?

Does the Chapter have a Motorist Awareness Coordinator?

District Convention Support - 8 Points

Did at least 35% of the Chapter Participants attend their own District Convention?

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 starts sending their event/ride schedule in 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.
Maximum of 24 Points

Extraordinary Chapter Events or Activities

List the outstanding and Extraordinary Chapter Events or Activities that the Chapter hosted or participated in during 2013.

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 25% 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 or Motorist Awareness Activities section.

Must have a minimum of 25% of average number of Chapter Participants taking part in each event/activity to count. **Maximum 15 Points, 1 Point each**

Membership Enhancement Program

Area Report Lists

Did the Chapter contact all New and Prospective GWRRA Members when they appeared on the Monthly Area Report List (ARL)? 1 Point for each month if all were contacted. Count 1 point for months that your Chapter did not have any New or Prospective Members.

___ January ___ February ___ March ___ April ___ May ___ June

___ July ___ August ___ September ___ October ___ November ___ December

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: 03/25/2013 - GWRRA Recruiting Table at Northgate Mall where we displayed our Gold Wings, passed out GWRRA literature and solicited new memberships. 15 Chapter Participants.

A minimum of 25% of the Chapter must participate in each 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. Extraordinary Chapter events or activities listed in this category may not be listed or counted in the Planned Chapter Recruiting or Motorist Awareness Activities or the Motorist Awareness sections. **Maximum of 15 Points, 1 Point per Recruiting Activity**

Retention

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. To score any points for this category the Chapter must provide the names of at least two GWRRA members whose memberships had expired for more than three months and then renewed their memberships with GWRRA. **5 Points**

Chapter Web Site (Maximum of 5 Points)

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". **1 Point**
- Region, District, Chapter designations, plus city and state will serve to identify the webpage for those visiting the site. **1 Point**
- A link to the International, Region, and District web site. **1 Point**
- Monthly Gathering meeting place and time on the web site. **1 Point**
- The Chapter Director's Name and phone number or Name and link to e-mail address on the web site. **1 Point**

Chapter Couple of the Year

The Chapter selects a Chapter Couple of the Year for 2013 in accordance with the Couple of the Year Manual. Maximum 16 Points.

- Chapter selects a Chapter Couple of the Year - **6 Points**
- Chapter Couple of the Year participates in the District Selection Process - **10 Points**

Membership Enhancement Seminars

Does your Chapter participate in GWRRA Membership Enhancement Seminars? 1 point for each Seminar. A minimum of 25% of average number of Chapter Participants must attend each seminar to count. **Maximum 7 Points.**

Top Reasons Why Your Chapter Needs A Couple of the Year	1 Point
Couple of the Year Program (Chapter)	1 Point
Couple of the Year Program (District/Region/International)	1 Point
Couple of the Year Program (Complete)	1 Point
Chapter of the Year Presentation	1 Point
Membership Enhancement Coordinator Position Description	1 Point
Fun Activities Guide	1 Point

Rider Education Program

Rider Education Levels Program

Does your Chapter participate in the GWRRA Rider Education Levels Program? **Maximum 16 Points.**

0 - 24.4 % of Chapter Participants in Levels Program	1 Point
24.5% - 49.4% of Chapter Participants in Levels Program	5 Points
49.5% - 74.4% of Chapter Participants in Levels Program	10 Points
75.5 - 100% of Chapter Participants in Levels Program	16 Points

Participants must be current in their level to count.

Chapter Rider Educator's Quarterly Reports

Did the Chapter prepare and submit the quarterly N.6 report to the District Educator? 3 points for each quarter the N.6 report was prepared and submitted on time. 1st Quarterly Report for period 01/01/2013 - 03/31/2013. 2nd Quarterly Report for period 04/01/2013 - 06/30/2013. 3rd Quarterly Report for period 07/01/2013 - 09/30/2013. 4th Quarterly Report for period 10/01/2013 - 12/31/2013. Submit all four quarterly reports with the Chapter of the Year packet. **Maximum 12 Points.**

Rider Education - Seminars

Does your Chapter participate in GWRRA Rider Education Seminars? 1 point for each Seminar. A minimum of 25% of average number of Chapter Participants must attend each seminar to count. **Maximum 16 Points.**

Co-Riders Seminar	1 Point
Co-Rider Two Seminar	1 Point
Road Captains Course Seminar Portion	1 Point
Team Riding Seminar	1 Point
Trailing Seminar	1 Point
Motorcycling for the Mature Riders	1 Point
Motorcycle Crash Scene Response	1 Point
High Siding	1 Point
Riding With New and/or Inexperienced Riders	1 Point
Dealing With Different Elements	1 Point
Going, Going, Gone	1 Point
Night Riding	1 Point

Riding in the Heat	1 Point
Helmet Myths	1 Point
How to Use the Rider Ed Database	1 Point
You're an Educator – Now What?	1 Point

Rider Education - Parking Lot Practice (PLP)

The Chapter participates in a Parking Lot Practice (PLP) exercise in 2013. A minimum of 25% 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 no longer requires the signature of the PLP facilitator. **5 Points per PLP with a maximum of 2 per year or 10 Points**

Chapter Motorist Awareness Coordinator's Quarterly Reports

Did the Chapter prepare and submit the quarterly N.23 report to the District? 3 Points for each quarter the N.23 report was prepared and submitted on time. 1st Quarterly Report for period 01/01/2013 - 03/31/2013. 2nd Quarterly Report for period 04/01/2013 - 06/30/2013. 3rd Quarterly Report for period 07/01/2013 - 09/30/2013. 4th Quarterly Report for period 10/01/2013 12/31/2013. Submit all four quarterly reports with the Chapter of the Year packet. Submit all four quarterly reports with the Chapter of the Year packet. **Maximum of 12 points.**

Rider Education - Motorist Awareness Events

Chapter will receive 2 points for each Motorist Awareness Event that they organize and conduct. These events can be for either a motorcycle group outside your home Chapter or non-motorcycle group. A copy of the sign in sheet must be prepared and submitted with Chapter of the Year Package. Each roster will include date of the event, the name of the event, the number of attendees and the number of Chapter Participants that were an active part of the event. Motorist Awareness Events listed in this category may not be listed or counted in the Planned Chapter Recruiting Events or Extraordinary Chapter Events sections. – **Maximum of 6 Points**

Rider Education - Motorist Awareness Seminars

Does your Chapter participate in GWRRA Motorist Awareness Seminars? 1 point for each Seminar. A minimum of 25% of average number of Chapter Participants must attend each seminar to count. **Maximum of 3 Points.**

Think Motorcycle Seminar	1 Point
Middle School Seminar	1 Point
Why Motorcycle Awareness Seminar	1 Point

Leadership Training Program

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

This category will score the total amount of Leadership Training Programs (Member Orientation [8 Seminars], Life Skills [8 Seminars], Chapter Life [6 Seminars], Leadership Skills [8 Seminars], Intermediate Skills [9 Seminars], Advanced Skills [8 Seminars] and Horizon Program completed at any time before December 31, 2013 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. **1 Point for each program completed Maximum of 14 Points**

Chapter Leadership Training Program (LTP) Training

The Chapter will earn 1 point for each Leadership Training Seminar attended from the Membership Orientation, Life Skills, Chapter Life, Leadership Skills, Intermediate Skills or Advanced Skills. These seminars will count whether taken at a home Chapter or GWRRA event. A minimum of 25% of the Chapter must participate in LTP Seminar for it to count in this category. Points in this category can only be counted if Chapter Participants completed these seminars during Calendar Year 2013. 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. **Maximum of 47 Points.** Attendance Rosters must include:

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

1 Point for each individual Seminar

Chapter Leadership Training Program (LTP) Horizon

The Chapter will earn 14 points if 35% of the Chapter Participants complete the Horizon Program any time before December 31, 2013. Individual Horizon Completion Certificates should be submitted with Chapter of the Year Packet for verification of points in this category. **14 Points**

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 RE Seminar Rosters
 - All Quarterly Chapter N.6 Reports
 - All Motorist Awareness Seminar Sign In Sheets
 - Membership Enhancement Seminar Rosters
 - All Quarterly Chapter N.23 Reports
 - All Chapter LTP Seminar Rosters
 - Horizon Completion Certificates for Chapter Participants
 - 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 attended each District Convention
 - List of participants that attended each Region Convention
 - List of participants that attended 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, 2013. Visitors should not be a part of the average Chapter Participants. A guideline to determine average number of chapter participants 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, 2014.

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 2013 Chapter Monthly Gathering Sign In Sheets from all participating Chapters to verify the average number of Chapter Participants as of December 31, 2013. 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, 2013
 - 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 Chapter of the Year Score Sheet
 - All Event/Ride Schedules
 - All PLP Rosters
 - All RE Seminar Rosters
 - All Quarterly Chapter N.6 Reports
 - All Motorist Awareness Seminar Sign In Sheets
 - Membership Enhancement Seminar Rosters
 - All Quarterly Chapter N.23 Reports
 - All Chapter LTP Seminar Rosters
 - Horizon Completion Certificates for Chapter Participants
 - 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 attended each District Convention
 - List of participants that attended each Region Convention
 - List of participants that attended 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.....225 & > Points (75%) and higher
 - Silver Level Chapters.....150 to 224 Points (50-75%)
 - Bronze Level Chapters..... 75 to 149 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, 2014. The packet should include everything listed above in the District section except the Chapter Sign-In Sheets.

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, 2014.

- 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 RE Seminar Rosters
 - All Quarterly Chapter N.6 Reports
 - All Motorist Awareness Seminar Sign In Sheets
 - Membership Enhancement Seminar Rosters
 - All Quarterly Chapter N.23 Reports
 - Horizon Completion Certificates for Chapter Participants
 - All Chapter LTP Seminar 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 2013 GWRRA International Chapter of the Year
- Announce the 2013 GWRRA International Chapter of the Year and 1st 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 designation
- 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
CHOYcor@att.net

(770) 680-0158 Cell

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

ACKNOWLEDGEMENTS

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

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

Ed & Linda Johnson
International Directors, Membership Enhancement Program



Rick & Madalena Buck
Membership Enhancement Program Webmasters
Manual Design & Formatting

2013 Chapter of the Year Score Sheet

Chapter	District	Region
Basics for 2013 - 1 Point for each		Sub Section Score _____ <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 the current year correctly submitted on time to the District Director?		

A Little Extra for 2013 - 1 Point for each		Sub Section Score _____ <i>(Maximum of 21 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 30% 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 25% of the Chapter Participants attend their Region Convention?		
	Dates	# of Chapter Participants
_____ Did at least 20% of the Chapter Participants attend a Convention outside their Region? (Max. 3 Pts.) <i>(Attach a list of Chapter Participants that attended each out of Region Convention)</i>		

A Little Extra for 2013 - 1 Point for each (continued)

Convention Attended	Dates	# of Chapter Participants
Convention Attended	Dates	# of Chapter Participants
Convention Attended	Dates	# of Chapter Participants
Did at least 15% of the Chapter Participants attend the 2013 Wing Ding? <i>(Attach a list of Chapter Participants that attended Wing Ding)</i>		
	Dates	# of Chapter Participants

If a person holds more than one positions they can only be counted one time for attending a Chapter of the Year seminar.

_____ Did the CD attend a Chapter of the Year Seminar between July 1, 2012 - December 31, 2013?

CD's Name	Location	Date
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_____ Did the ACD attend a Chapter of the Year Seminar between July 1, 2012 - December 31, 2013?

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, 2012 - December 31, 2013?

Coordinator's Name	Location	Date
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_____ Did the Chapter MEC attend a Chapter of the Year Seminar between July 1, 2012 - December 31, 2013?

MEC's Name	Location	Date
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If a person holds more than one positions they can only be counted one time for being current in the Officer Certification Program.

_____ Is the ACD current in the Officer Certification Program?

ACD's Name	Location	Date
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_____ Is the Chapter Educator current in the Officer Certification Program?

C.E.'s Name	Location	Date
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A Little Extra for 2013 - 1 Point for each (continued)

_____ Is the Chapter Treasurer current in the Officer Certification Program?

_____ Treasurer's Name _____ Location _____ Date

_____ Is the Chapter MEC current in the Officer Certification Program?

_____ MEC's Name _____ Location _____ Date

_____ Is the Chapter of the Year Coordinator current in the Officer Certification Program?

_____ Coordinator's Name _____ Location _____ Date

_____ Is the Motorist Awareness Coordinator current in the Officer Certification Program?

_____ Coordinator's Name _____ Location _____ Date

Bonus Points for 2013 - 4 Point for each

Sub Section Score _____
(Maximum of 12 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

_____ Does the Chapter have a Motorist Awareness Coordinator?

_____ Coordinator's Name

District Convention Support

Sub Section Score _____
(Maximum of 8 Points)

_____ Did at least 35% of the Chapter Participants attend their District Convention?
(Attach a list of Chapter Participants that attended)

_____ Dates # of Chapter participants

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.*

Extraordinary Chapter Events or Activities

Sub Section Score _____
(Maximum of 15 Points)

1 Point per Activity. Must have a minimum of 25% of average number of Chapter Participants taking part in each event/activity to count. Use additional paper if necessary. Extraordinary Chapter events or activities listed in this category may not be listed or counted in the Planned Chapter Recruiting or Motorist Awareness Activities sections.

Date	Event / Ride Description	Number of Chapter Participants

Membership Enhancement Program

Area Report Lists

Sub Section Score _____
(Maximum of 12 Points)

_____ Did the Chapter contact all New and Prospective GWRRRA Members when they appeared on the Monthly Area Report List (ARL)? 1 Point for each month when all were contacted. Count 1 point for months that your Chapter did not have any New or Prospective Members.

_____ January	_____ February	_____ March	_____ April
_____ May	_____ June	_____ July	_____ August
_____ September	_____ October	_____ November	_____ December

Planned Chapter Recruiting Activities

Sub Section Score _____
(Maximum of 15 Points)

1 Point per Activity. Must have a minimum of 25% of average number of Chapter participants taking part in each recruiting activity to count. Use additional paper if necessary. Planned Chapter Recruiting Activities listed in this category may not be listed or counted in the Extraordinary Chapter Events or Activities or the Motorist Awareness Activities.

Date	Describe Each Recruiting Activity And What Was Done To Recruit	Number of Chapter Participants

Retention

Sub Section Score _____
(Maximum of 5 Points)

_____ Does Chapter have a written retention plan? Yes/No *(attach the plan)*

Written Plan to Bring Back Members with Expired Memberships

Sub Section Score _____
(Maximum of 5 Point)

_____ Does the Chapter have a written plan to bring back Members with Expired Memberships? Yes/No (attach the plan).

To score any points for this category the Chapter must provide the names of at least two GWRRA members whose memberships had expired for more than three months and then renewed their memberships with GWRRA.

Name	Member #	Expired On	Renewed On	New Number If Applicable
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Chapter Web Site

Sub Section Score _____
(Maximum of 5 Points)

_____ Is the GWRRA Logo and the Words "Gold Wing Road Riders Association" or the acronym "GWRRA" included on the home/first page of the web site. **1 Point**

_____ Does the home/first page of the webpage include the Region, District, and Chapter designations, plus the city and state where the Chapter meets. **1 Point**

_____ Is there is a link to the GWRRA International, Region, and District Web Site on the home/first page? **1 Point**

_____ Is the next meeting place and time on the home/first page of the web site. **1 Point**

_____ Is the Chapter Director's Name and phone number or Name and link to e-mail address on the web site. **1 Point**

Couple of the Year

Sub Section Score _____
(Maximum of 16 Points)

Did Chapter have a Couple of the Year in 2013?

Yes = 6 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 10 Points

No = 0 Points

_____ Points

_____ Date of District Selection Process

Membership Enhancement Seminars

Sub Section Score _____
(Maximum of 7 Points)

Does your Chapter participate in Membership Enhancement Seminars? **1 point** for each Seminar. A minimum of 25% of average number of Chapter Participants must attend each seminar to count.

- | | | |
|-------|--|---------|
| _____ | Top Reasons Why Your Chapter Needs A Couple of the Year | 1 Point |
| _____ | Couple of the Year Program (Chapter) | 1 Point |
| _____ | Couple of the Year Program (District/Region/International) | 1 Point |
| _____ | Couple of the Year Program (Complete) | 1 Point |
| _____ | Chapter of the Year Presentation | 1 Point |
| _____ | Membership Enhancement Coordinator Position Description | 1 Point |
| _____ | Fun Activities Guide | 1 Point |

Rider Education Program

Rider Education Levels Program

Sub Section Score _____

(Maximum of 16 Points)

_____	Does the Chapter participate in the GWRRA Rider Education Levels Program?	
_____	0 - 24.4 % of Chapter participants in Levels Program	1 Point
_____	24.5% - 49.4% of Chapter participants in Levels Program	5 Points
_____	49.5% - 74.4% of Chapter participants in Levels Program	10 Points
_____	75.5 - 100% of Chapter participants in Levels Program	16 Points
	Participants must be current in their level to count	

Chapter Rider Educator Quarterly Reports

Sub Section Score _____

(Maximum of 12 Points)

Did the Chapter prepare and submit the quarterly N.6 report to the District Educator? 3 points for each quarter the N.6 report was prepared and submitted on time. Submit all four quarterly reports with the Chapter of the Year packet. Maximum 12 Points.

_____	Due By 04/05/2013 for period 01/01/2013 - 03/31/2013	3 Points
_____	Due By 07/05/2013 for period 04/01/2013 - 06/30/2013	3 Points
_____	Due By 10/05/2013 for period 07/01/2013 - 09/30/2013	3 Points
_____	Due By 01/05/2014 for period 10/01/2013 - 12/31/2013	3 Points

Rider Education – Seminars

Sub Section Score _____

(Maximum of 16 Points)

Does your Chapter participate in GWRRA Rider Education Seminars? **1 point** for each Seminar. A minimum of 25% of average number of Chapter Participants must attend each seminar to count.

_____	Co-Riders Seminar	1 Point
_____	Co-Rider Two Seminar	1 Point
_____	Road Captains Course Seminar Portion	1 Point
_____	Team Riding Seminar	1 Point
_____	Trailing Seminar	1 Point
_____	Motorcycling for the Mature Riders	1 Point
_____	Motorcycle Crash Scene Response	1 Point
_____	High Siding	1 Point
_____	Riding With New and/or Inexperienced Riders	1 Point
_____	Dealing with the Elements	1 Point
_____	Going, Going, Gone	1 Point
_____	Night Riding	1 Point
_____	Riding in the Heat	1 Point
_____	Helmet Myths	1 Point
_____	How to Use the Rider Ed Database	1 Point
_____	You're an Educator – Now What?	1 Point

Rider Education - Parking Lot Practice

Sub Section Score _____
(Maximum of 10 Points)

Must attach a list of Participants that attended each PLP. At the bottom of the list(s) put the date, place, name of PLP sanctioned Facilitators and number of PLP participants. Must have a minimum of 25% of average number of Chapter Participants taking part in each PLP to count. Example list on PG-5.

- Chapter did not conduct a PLP in 2013 **0 Points**
- Chapter conducted one PLP in 2013 **5 Points**
- Chapter conducted two PLPs in 2013 **10 Points**

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

Chapter Motorist Awareness Coordinator's Quarterly Report

Sub Section Score _____
(Maximum of 12 Points)

Did the Chapter prepare and submit the quarterly N.23 report to the District? 3 Points for each quarter the N.23 report was prepared and submitted on time. Even if the Chapter does not have any Motorist Awareness Activity for a particular quarter, the Chapter must still submit the quarterly N.23 showing no activity to receive any points for that quarter. Submit all four quarterly reports with the Chapter of the Year packet.

_____	Due By 04/05/2013 for period 01/01/2013 - 03/31/2013	3 Points
_____	Due By 07/05/2013 for period 04/01/2013 - 06/30/2013	3 Points
_____	Due By 10/05/2013 for period 07/01/2013 - 09/30/2013	3 Points
_____	Due By 01/05/2014 for period 10/01/2013 - 12/31/2013	3 Points

Rider Education - Motorist Awareness Events

Sub Section Score _____
(Maximum of 6 Points)

Chapter will receive 2 points for each Motorist Awareness Event that they organize and conduct. These events can be for either a motorcycle group outside your home Chapter or non-motorcycle group. A copy of the sign in sheet must be prepared and submitted with Chapter of the Year Package. Each roster will include date of the event, the name of the event, the number of attendees and the number of Chapter Participants that were an active part of the event. Motorist Awareness Events listed in this category may not be listed or counted in the Planned Chapter Recruiting Events or Extraordinary Chapter Events sections. These Motorist Awareness Events must show on the Ride/Event Calendar to be counted. - Maximum of 6 Points.

Date	Name of Event	Number of Attendees	Number of Chapter Participants
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Rider Education - Motorist Awareness Seminars

Sub Section Score _____
(Maximum of 3 Points)

Does your Chapter participate in GWRRA Rider Education Seminars? **1 point** for each Seminar. A minimum of 25% of average number of Chapter Participants must attend each seminar to count.

- | | | |
|-------|--------------------------------|---------|
| _____ | Think Motorcycles Seminar | 1 Point |
| _____ | Middle School Seminar | 1 Point |
| _____ | Why Motorist Awareness Seminar | 1 Point |

Leadership Training Program

CD & ACD Leadership Training Program (LTP)

Sub Section Score _____

(Maximum of 14 Points)

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

CD	ACD	
_____	_____	Member Orientation
_____	_____	Life Skills
_____	_____	Chapter Life
_____	_____	Horizon Program

CD	ACD	
_____	_____	Leadership Skills
_____	_____	Intermediate Skills
_____	_____	Advanced Skills

Chapter Leadership Training Program (LTP)

Sub Section Score _____

(Maximum of 47 Points)

1 Point per Seminar Completed by the Chapter in 2013

Must have a minimum of 25% 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

Member Orientation *(8 Possible)*

_____	Helpful Information for New Members	_____	Structure of GWRRA
_____	Horizon Program Overview	_____	How To Have Fun At An Event
_____	How Can I Participate In GWRRA	_____	Training The Members
_____	Member Benefits Overview	_____	GWRRA History

Life Skills *(8 Points Possible)*

_____	Remembering Names	_____	Listening & Communicating
_____	Managing Change	_____	Smart Moves
_____	Public Speaking 101	_____	Stress Management
_____	Self Esteem – Key To Success	_____	Time Management

Chapter Life *(6 Points Possible)*

_____	Chapter Structure & Organization	_____	How To Show or Judge A Bike
_____	What Is A CD?	_____	Planning A Chapter Event
_____	What Is The Rider Ed Program?		
_____	Flyers For Fun & Profit		

Leadership Skills *(8 Points Possible)*

_____	Chapter Finances	_____	Leadership
_____	Write Stuff	_____	Newsletters
_____	Delegation	_____	You're An Officer - Now What?
_____	Interviewing Techniques	_____	Staffing & Appointment

Intermediate Skills *(9 Points Possible)*

_____	Building High Performance Teams	_____	Win Win Progress Reviews
_____	Releasing Volunteer Leaders	_____	Self Esteem - Key To Success
_____	Chapter Communications Plan	_____	Motivating Volunteers
_____	Problem Solving	_____	FUND Raising
_____	Financial Reporting Seminar		

Advanced Leadership Skills Program *(8 Points Possible)*

- | | |
|--------------------------------------|-------------------------------------|
| _____ The Nature Of Leadership | _____ Know Your True Colors |
| _____ High Impact Leadership | _____ Studies In Applied Leadership |
| _____ People Based Leadership Skills | _____ Coaching and Mentoring |
| _____ Leadership Survival Skills | _____ Conflict Management |

Chapter Leadership Training Program (LTP) Horizon

Sub Section Score _____

(Maximum of 14 Points)

_____ Did at least 35% of the Chapter Participants complete the GWRRR Horizon Program?
(Attach individual Horizon Completion Certificates)

Submitted by Chapter Director _____
Chapter District Region

Average Number of Chapter participants as of December 31, 2013 _____

_____ Grand Total of All Points out of 300 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, 2013 _____

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's 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 to GWRRA International Assistant Directors, Membership Enhancement Program, Chapter of the Year, by the Region Director.

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