

Gold Wing Road Riders Association, Inc.



Chapter of the Year 2010 Program Guide and Score Sheet

December 1, 2009

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History and Purpose

The Chapter of the Year program was created and designed to stimulate Chapters to strive for excellence within their respective District and Region. Upon doing so, Districts, Regions, and National will recognize and honor those Chapters who have achieved excellent results throughout the year. At the end of each year, each District and Region will review the best of the best and give recognition and honor accordingly. Then prior to Wing Ding, National will review the Region's Chapter of the Year selections and select one Chapter to receive the honor of GWRRA Chapter of the Year.

2008 GWRRA Chapter of the Year



Mississippi Chapter O – "CheeriO's" – Picayune, MS
Chapter Director – Ms. Patsy Kuchta

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

Basic Qualifications

The following basic qualifications must be met by any GWRRA Chapter wishing to participate in the 2010 Chapter of the Year Program (January 1, 2010 – December 31, 2010).

- The Chapter staff shall consist of at least:
 - Chapter Director
 - Assistant Chapter Director
 - Treasurer
 - Chapter Educator
 - Membership Enhancement Coordinator

- The Chapter has paid its annual charting fees for 2010.

- The Chapter's newsletter is provided to all Chapter participants free of charge on a monthly basis.

- The Chapter meets monthly at an appropriate site for the purpose of establishing Friends for Fun, Safety and Knowledge.

- The Chapter's annual financial report for 2010 was correctly submitted on time to the District Director.

- The Chapter as a whole recruits a minimum of five (5) new members in 2010.

Disqualifier from 2010 Chapter of the Year Competition

- In order to provide an opportunity for other deserving Chapters, a Chapter can not have been selected as their District's 2009 Chapter of the Year. A District Chapter of the Year must wait one year to compete again.

Scoring Categories

- Chapter Activities and FUN
 - **Event/Ride Schedule** - The Chapter prepares an event/ride schedule and each month 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 package. The final Chapter of the Year package should include a copy of each monthly schedule (monthly or revised). Although a Chapter can begin participation in the Chapter of the Year competition 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 3 pts for Jan, 3 pts for Feb, 3 pts for Mar, etc. If a chapter does not start participating in the Chapter of the Year Program until May, May is the 1st month that the Chapter can start receiving 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.**

 - **Extraordinary Chapter Events or Activities** - List the outstanding and extraordinary Chapter events or activities that the Chapter hosted or participated in during 2010. 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, etc. Don't be modest.....Toot your own horn. All extraordinary activities must appear on your event/ride schedule to count. Maximum of 50 Points.

1 Point each

Scoring Categories

- Chapter Activities and FUN
 - **Chapter Web Site** - Chapters that have a web site will be scored as follows.
 - The GWRRA logo and the words “Gold Wing Road Riders Association” or the acronym “GWRRA” should be included as part of the web page. **2 Points**
 - Region, District, Chapter designations, plus city and district will serve to identify the web page for those visiting the site. **2 Points**
 - A link to the National home page and link to the District and Region would be beneficial for the visitor. **2 Points**

- Membership Enhancement
 - **Chapter Net Growth** - This section recognizes the recruitment and retention efforts of the entire Chapter. Points are awarded for the overall net growth of the Chapter. The FULL Area Reports that are sent out on January 10, 2010 and January 10, 2011 will be the official documents used and will be needed to calculate the Chapter membership increase from January 1, 2010 through December 31, 2010.
 - < .4% increase = 0
 - .5 – 3.4% increase = 1 Point
 - 3.5 – 10.4% increase = 5 Points
 - 10.5 – 25.4% increase = 10 Points
 - 25.5 – 50.4 % increase = 25 Points
 - > 50.5% increase = 50 Points

 - **Planned Chapter Recruiting Activities** – List the date, event name and what was done to “Recruit” GWRRA members in 2010. These recruiting activities must be listed on the event/ride schedule. Example: 03/25/2010 - GWRRA Recruiting Table at Northgate Mall - We displayed our Gold Wings, passed out GWRRA literature and solicited new memberships. Maximum 50 Points.

1 Point per event

Scoring Categories

- Membership Enhancement
 - **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 Staff and/or Chapter participants are doing to retain members. **5 Points**
 - **Chapter Couple of the Year** - The Chapter selects a Chapter Couple of the Year for 2010 in accordance with the Couple of the Year Manual. **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, 2010. 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. Rider Education data that is effective as late in 2010 as possible will be used to score the levels portion this category. The FULL Area Report sent out on or about January 10, 2011 will be the official document used to determine the number of chapter participants.
 - .4% or less of participants in any category **0 Points**
 - .5% – 10.4% of participants active in any category **1 Point**
 - 10.5% – 15.4% of participants active in any category **2 Points**
 - 15.5% – 25.4% of participants active in any category **3 Points**
 - 25.5% or more of participants active in any category **4 Points**
- **Parking Lot Practice** - The Chapter as a whole participates in a Parking Lot Practice (PLP) exercise in 2010. Chapter as a whole is defined as when a Chapter plans, organizes, advertises and hosts the event. The Chapter does not have any control over the number of participants and therefore will not be penalized for poor attendance. Maximum of 2 per year or 10 Points

5 Points each

Scoring Categories

- Leadership Training
 - **Chapter Director & Assistant Chapter Director Leadership Training –**
This category will score the total amount of Leadership Training completed at any time before December 31, 2010 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. **1 Point for each seminar**

The next two programs are made up of multiple modules designed to be given one after another in a single training session. The following two programs must be completed in their entirety to earn Points in this category.

- Instructor Development / Certification Program **5 Points**
 - Horizon Program **5 Points**

 - **Chapter as a Whole LTD Training** - The Chapter as a whole will earn 1 point for each Leadership Training Seminar attended from the Membership Orientation Program, the Life Skills Program, the Chapter Life Program, The Chapter Leadership Skills Program, the Intermediate Leadership Skills Program or the Advanced Leadership Skills Program when given by the Chapter as a whole in 2010. Each of the individual 47 seminars can only be counted one time for this category. Duplicated seminars will not be counted. Chapter as a whole is defined as when a Chapter plans, organizes, advertises and hosts the event. The Chapter does not have any control over the number of participants and therefore will not be penalized for poor attendance.
 - Keep attendance rosters as proof of this Chapter as a Whole Training and turn in with the Chapter of the Year Packet.
 - Attendance Rosters must include:
 - Date of Seminar
 - Name of Seminar
 - Seminar Instructor
 - Names of participants
- 1 Point for each individual seminar**

Responsibilities

Chapter Level

- Prepare the Chapter of the Year package which should include:
 - Completed Score Sheets
 - Written Retention Plan
 - Proof of Completion for all LTD training for
 - Chapter Director
 - Copy of LTD Training Card
 - Copy of Horizons Completion Certificate
 - Copy of Instructor Development Certification
 - Assistant Chapter Director
 - Copy of LTD Training Card
 - Copy of Horizons Completion Certificate
 - Copy of Instructor Development Certification
 - Chapter as a Whole
 - Copy of all seminar sign in sheets
 - Chapter Director completes the “Submitted by” Section of Score Sheet
- Submit package to District Chapter of the Year Coordinator (suggest this be turned in on or before February 1, 2011)

District Level

- Designate someone as the District Chapter of the Year Coordinator
- Coordinate with other District Staff & Verify All Score Sheet data
- Select and recognize a District Chapter of the Year
- Recognize other Chapters that participated in the Chapter of the Year program
- District Chapter of the Year Coordinator completes the “Recommended by” section of the Score Sheet
- District Director completes the “Approved by” section of the Score Sheet
- Forward the winning District Chapter of the Year’s packet to the Region Chapter of the Year Coordinator (suggest this be turned in on or before March 1, 2011)

Region Level

- Designate someone as the Region Chapter of the Year Coordinator
- Select and recognize a Region Chapter of the Year
- Recognize other District Chapters of the Year
- Forward the winning Region Chapter of the Year’s packet to the GWRRA Chapter of the Year Coordinator on or before April 1, 2011

Responsibilities (Cont'd)

GWRRA

- Select the 2010 GWRRA Chapter of the Year
- Announce the GWRRA Chapter of the Year & 1st Runner Up as soon as possible
- Ensure that the GWRRA Chapter of the Year receives the awards and 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 Chapter of the Year will receive:

- Reserved seating at Wing Ding
- Recognition at Opening Ceremony
- Banner with their Chapter name
- Name badges
- Plaque
- Wing World article
- 1/2 price registration at Wing Ding
- Meet and Greet seminar at Wing Ding

Contact Information

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

Bob & Karla Greer
GWRRA Chapter of the Year Coordinators
2738 Austin Lane
Jonesboro, GA 30236
(770) 473-1316 Home
CHOYcor@comcast.net

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

ACKNOWLEDGEMENTS

Jim and Shirrin Hutchens
First and Former
GWRRA Chapter of the Year Coordinators

Bob & Karla Greer
GWRRA Chapter of the Year Coordinators

Ed and Linda Johnson
Membership Enhancement Division
Directors



2010 Chapter of the Year Score Sheet

Basic Qualifications - You must answer "YES" to all of the following Basic Qualifications.

Chapter Director _____
Name (Yes / No)

Assistance Chapter Director _____
Name (Yes / No)

Treasurer _____
Name (Yes / No)

Chapter Educator _____
Name (Yes / No)

Membership Enhancement Coordinator _____
Name (Yes / No)

Has the Chapter paid its annual charting fees for 2010? _____
(Yes / No)

Is the Chapter Newsletter provided to all Chapter participants free of charge on a monthly basis? _____
(Yes / No)

Does the Chapter meet monthly at an appropriate site for the purpose of establishing Friends for Fun, Safety and Knowledge? _____
(Yes / No)

Did the Chapter submit their 2010 financial report correctly and on time to the District Director? _____
(Yes / No)

Did the Chapter as a whole recruit a minimum of five (5) new memberships in 2010? _____
(Yes / No)

Current Year Disqualifier

Was this Chapter selected as 2009 District Chapter of the Year? _____
(Yes / No)

Chapter Web Site ----- _____
Points

List the URL: www. _____

- The GWRRA logo and the words “Gold Wing Road Riders Association” or the acronym “GWRRA” should be included as part of the web page. **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 National home page and link to the District and Region would be beneficial for the visitor. **2 Points** _____

Chapter Net GROWTH ----- _____
Points

1) Total Number of Chapter Participants 12/31/2010 _____
(from the FULL Area Report sent out in Jan2011)

2) Subtract Total Number of Chapter Participants - _____
As of 01/01/2010
(from the FULL Area Report sent out in Jan2010)

3) _____
Increased Chapter Participation

4) Divide the Increased Chapter Participation (line 3) _____ %
by the Total Chapter Participants as of 01/01/2010 (line 2) % of 2010 Net Growth
And multiply by 100.

5) Using the figure from line 4 use the chart below to calculate the Points earned for this category.

- < .4% increase = 0 Points
- .5 – 3.4% increase = 1 Point
- 3.5 – 10.4% increase = 5 Points
- 10.5 – 25.4% increase = 10 Points
- 25.5 – 50.4 % increase = 25 Points
- > 50.5% increase = 50 Points

Rider Education Levels Program ----- Points

	Total Chapter Participants	# Members In Level	% of Total	Points	Multiplier	Sub Total
Level I					x 1	
Level II					x 2	
Level III					x 3	
Level IV					x 4	
Grand Total						

Total Chapter Participants will be as of December 31, 2010 as listed on the FULL Area Report released on or about January 10, 2011. The total Chapter Participant column will be the same number for all four levels.

The # Members In Level Data will be based on the most up to date Rider Education data available to the District.

The % of Total will be calculated by dividing the # Members In Level column by the Total Chapter Participant column. This will be repeated for each of the four levels.

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

Then use the Multiplier and multiply the Points for each Level by the associated multiplier to calculate the Sub Total for each level.

Add all the Sub Totals to get the Grand Total Point value for this category.

Parking Lot Practice ----- Points
Maximum 10 Points

- The Chapter as a whole did not conduct a Parking Lot Practice (PLP) 0 Points
- The Chapter as a whole conducted 1 PLP in 2010 5 Points
- The Chapter as a whole conducted 2 PLPs in 2010 10 Points

1 Point Each for Chapter Director and/or Assistant Chapter Director

Member Orientation Program					
CD	ACD		CD	ACD	
		History of GWRRA			Training Members
		Structure of GWRRA			Horizons Overview
		Helpful Info For New Members			How To Participate In GWRRA
		Member Benefits Overview			How To Have Fun At A Rally

Life Skills Program					
CD	ACD		CD	ACD	1 Point Each for CD & ACD
		Time Management			Remembering Names
		Stress Management			Public Speaking Basics
		Managing Change			Self Esteem, Key To Success
		Listening & Communicating			

Chapter Life Program					
CD	ACD		CD	ACD	1 Point Each for CD & ACD
		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

Chapter Leadership Skills					
CD	ACD		CD	ACD	1 Point Each for CD & ACD
		Leadership			Delegation
		Chapter Structure & Organization			Staffing And Appointment
		Chapter Finances			You're An Officer - Now What
		Newsletters			Interviewing Techniques

Intermediate Leadership Program					
CD	ACD		CD	ACD	1 Point Each for CD & ACD
		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

Advanced Leadership Skills Program					
CD	ACD		CD	ACD	1 Point Each for CD & ACD
		The Name 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

The following are worth 5 Points each					
CD	ACD		CD	ACD	
		Instructor Development Certification Program			Horizon Program

Total LTD Points for CD _____

Total LTD Points for ACD _____

Chapter as a Whole LTD Training - - - - - _____
Points

Total Number of Seminars Completed by Chapter as a whole _____

Please be sure to include a copy of the "Sign In" rosters for each seminar.

Submitted by Chapter Director _____
Chapter District Region

Grand Total of all Points for Chapter _____

Printed Name Signature

Verified by District Chapter of the Year Coordinator

Grand Total of all Points for Chapter _____

Printed Name Signature

Approved by District Director

Printed Name Signature