

*Gold Wing Road Riders
Association, Inc.*



**Chapter of the Year 2018
Program Guide and Score
Sheet for Tennessee**

August 2018

Table of Contents

Scoring Objective

iii

Program Guide (PG)

1. GWRRA Chapter of the Year History _____	PG-1
2. GWRRA Chapter of the Year Goal _____	PG-1
3. Current GWRRA Tennessee Chapter of the Year _____	PG-1
4. Disqualifiers _____	PG-1
5. How to Calculate the Average Number of Chapter Participants _____	PG-2
6. Basics for 2018 _____	PG-2
7. A Little Extra for 2018 _____	PG-2
8. Chapter Web Site _____	PG-2
9. Convention/Rally Support _____	PG-2
10. Event/Ride Schedules _____	PG-3
11. Chapter Visitation _____	PG-3
12. Extraordinary Chapter Events or Activities _____	PG-3
Membership Enhancement Program	
13. Area Report Lists _____	PG-3
14. Planned Recruiting Activities _____	PG-4
15. Retention _____	PG-4
16. Chapter Couple of the Year _____	PG-4
17. Membership Enhancement Seminars/Modules _____	PG-4
Rider Education Program	
18. Rider Education Levels Program _____	PG-5
19. Rider Education Seminars/Modules _____	PG-5
20. Rider Courses ERC/TRC/ARC _____	PG-6
21. Chapter Motorist Awareness Program Coordinator's Monthly Report _____	PG-6
22. Motorist Awareness Events _____	PG-6
23. Motorist Awareness Seminars _____	PG-6
GWRRA University Training Program	
24. Chapter Director & Assistant Chapter Director Leadership Training _____	PG-7
25. Chapter Leadership Training Program (LTP) Training _____	PG-7
26. Chapter Leadership Training Program (LTP) Horizon _____	PG-7
27. Chapter Level Responsibilities _____	PG-8
28. District Level Responsibilities _____	PG-8-9
29. Gold, Silver & Bronze Level Recognition _____	PG-9
30. Awards and Recognition _____	PG-9
31. Contact Information _____	PG-10
32. Percentage Sheets for Determining Points _____	Appendix A
33. Chapter of the Year Score Sheet _____	Appendix B
34. Chapter of the Year Submission Checklist _____	Appendix C
35. District Participation Report _____	Appendix D

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 University Training. One of the internal goals of developing and updating the score sheet each year is to ensure that the points for the General Chapter area accounts for a large portion of the score and that the other three 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 University Training. Scoring in this manner helps 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 the State of Tennessee.

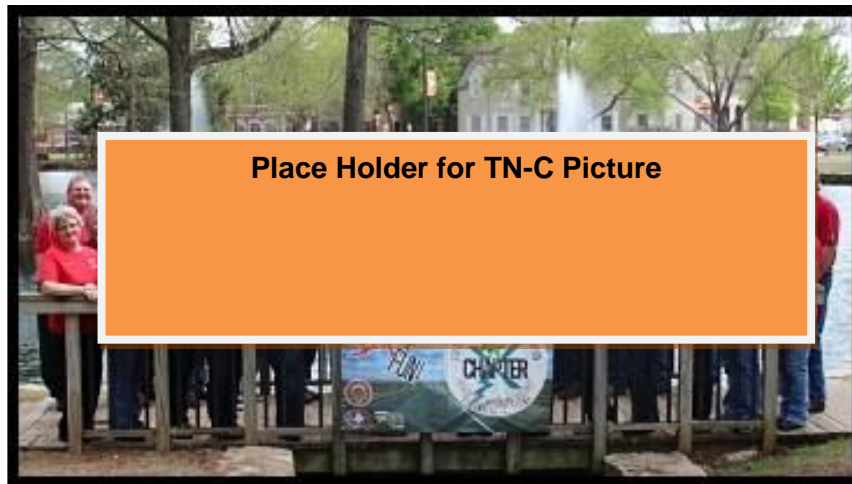
GWRRA Chapter of the Year History

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 was to find and recognize the best of the best Chapters within GWRRA. This program was dropped in 2017 at the International level about the time it was announced that Regions would cease to exist in 2018. Each District was given the option to continue the program if they desired. Tennessee decided to continue the program.

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's programs and FUN activities. Chapters that enter into the Chapter of the Year Program and are not selected as the District 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.

2016 Tennessee Chapter of the Year



Kingsport, Tennessee Chapter C
Chapter of the Year Coordinator – Nelda and Jerry Fleenor
Chapter Directors – Connie and Richard Pendleton

Disqualifiers

If a Chapter was selected as the 2017 District Chapter of the Year they cannot be selected as the 2018 District Chapter of the Year. A District Chapter of the Year must wait one year to compete in the Chapter of the Year program again. All Chapters, including the 2017 District Chapter of the Year can participate in the Gold, Silver and Bronze part of this program, if the Chapter elects to participate in this part of the Chapter of the Year Program.

If a Chapter is selected as the 2018 Tennessee Chapter of the Year, they must wait two years (until 2020) to compete in this program again. As stated above, they may participate in the Gold, Silver and Bronze part of the program.

2018 Chapter of the Year Program Guide

How to Calculate the Average Number of Chapter Participants

To calculate the average number of Chapter Participants...collect all of the 2018 Chapter Monthly Gathering Sign In Sheets, add the total number of Participants and divide by the number of months when a Gathering was held to determine the average number of Chapter Participants as of December 31, 2018. Round up or down to the nearest whole number?

Note: Visitors/guests will not be a part of the average Chapter Participants.

Basics for 2018 - 1 Point for each (Maximum 7 Points)

- Does the Chapter have an Assistant Chapter Director?
- Does the Chapter have a Chapter Ride Coordinator?
- Does the Chapter have a Membership Enhancement Coordinator?
- 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?
- Did the Chapter submit the annual Chartering Fee on time to the District Director?

A Little Extra for 2018 - 1 Point for each (Maximum 5 Points)

- Does the Chapter have a Motor Awareness Coordinator?
- Does the Chapter have a Chapter of the Year Coordinator?
- 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?

Chapter Web Site 1 Point for each (Maximum of 5 Points)

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

(Note – a web site will be considered current if it has been updated in the previous month/30 days)

- The GWRRA logo and the words "Gold Wing Road Riders Association" or the acronym "GWRRA".
- District, Chapter designations, plus city and state will serve to identify the webpage for those visiting the site.
- A link to the International, and District web site.
- Monthly Gathering meeting place and time on the web site.
- The Chapter Director's Name and phone number or link to their e-mail address on the web site.

Convention/Rally Support - up to 8 points for each (Maximum of 24 Points)

Points in this section vary depending on the number of Chapter Participants attending the event. Attach a list of Chapter Participants that attend the Conventions. Refer to Appendix A for minimum participation and scoring for point for this section.

- Did Participants of the Chapter attend their own District Convention?
- Did Participants of the Chapter attend the 2018 Wing Ding?
- Did Participants of the Chapter attend a District Convention outside their District?

Event/Ride Schedule (Maximum 24 Points)

The Chapter prepares an event/ride schedule each month and provides a copy to all Chapter Participants. Make it available to their surrounding Chapters (suggest emailing to those chapter directors, district ride coordinator, and district webmaster) the objective is to inform other chapters and encourage cross Chapter participation. 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).

The Chapter Event/Ride Schedule must be submitted for verification of points in this category.

- 1 - 2 monthly events 1 Point
 - 3 or more monthly events 2 Points
- You either get 1 point for the month or 2 points for the month. Do not combine them.

Chapter Visitation - up to 8 points for each (Maximum 80 Points)

Points in this section vary depending on the number of Chapter Participants participating in the Chapter. These visits must be listed on the Event/Ride Schedule. Refer to Appendix A for minimum participation and scoring of points for this section.

List Chapters that your Chapter visited during 2018. Chapters may only be counted twice during the current year for points. Chapters may conduct as many visits as they want, but no single visit will be worth more than 8 points with a maximum of 80 points total. Attach a list of Chapter Participants that participated in each event (a copy/photo of the sign-in sheet is acceptable).

Extraordinary Chapter Events or Activities - up to 8 points for each (Maximum 80 Points)

Points in this section vary depending on the number of Chapter Participants participating in the Event or Activity. These visits must be listed on the Event/Ride Schedule. Refer to Appendix A for minimum participation and scoring of points for this section.

List the outstanding and Extraordinary Chapter Events or Activities that the Chapter hosted or participated in during 2018. Chapters may list as many events or activities as they want, but no single event or activity will be worth more than 8 points with a maximum of 80 points total. Attach a list of Chapter Participants that participated in each Event or Activity.

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 Chapter Events or Activities listed in this category may not be listed or counted in the Planned Chapter Recruiting or Motorist Awareness Activities section.

Membership Enhancement Program

Area Report Lists (Maximum 12 Points)

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 was contacted. Count 1 point for months that the Chapter did not have any New or Prospective Members. **(Note – an email does not count as a contact unless you attempted a phone call 1st)**

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

Planned Chapter Recruiting Activities (Maximum 64 Points)

Points in this section vary depending on the number of Chapter Participants participating in the Planned Recruiting Activity. Refer to Appendix A for minimum participation and scoring of points for this section.

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. Chapters may list as many Recruiting Activities as they want, but no single Recruiting Activity will be worth more than 8 points with a maximum of 64 points total. Attach a list of Chapter Participants that participated in each Recruiting Activity.

Planned Chapter Recruiting Activities listed in this section may not be listed or counted in the Extraordinary Chapter Events or Activities or the Motorist Awareness sections.

Retention (5 Points)

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.

Chapter Couple of the Year (Maximum 15 Points)

The Chapter selects a Chapter Couple of the Year for 2018 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

Membership Enhancement Seminars/Modules (Maximum 18 Points)

Does your Chapter participate in GWRRA University Membership Enhancement Modules/Seminars? One (1) point for each Seminar/Module. A minimum of 20% of average number of Chapter Participants must attend each seminar/module between 01/01/16 - 12/31/18 to count. Each seminar/module may only be counted 1 time. Provide copies of each Membership Enhancement Module/Seminar Rosters when submitting your package.

Membership Enhancement Position Description (replaced by module 202-3)	Recruiting and Retention	R&R Tools, The Area Report List (ARL)	GWRRA History (replaced by module 301-5)
Couple of the Year Program (Complete)	Couple of the Year Program (Shop Talk)	Overseas Couple of the Year	Helpful Information for New Members
Fun Activities Guide	How to have Fun at a GWRRA Event	How Can I Participate in GWRRA	Member Benefits Overview
Newsletters (replaced by module 201-6)	Structure of GWRRA		
Ham Radio Special Interest Group (SIG)	RV Special Interest Group (SIG)	Camping 101	Tents and Camping

Rider Education Program

Rider Education Levels Program (Maximum 20 Points)

Does your 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	15 Points
74.5% - 100% of Chapter Participants in Levels Program	20 Points

(Participants must be current within the last 6 months in their level to count)

Use all the members that were included in the count for the average number of participants to calculate this score. For example: If your average gathering attendance is 20. Then at least 15 members must be current at their level to receive 20 points. If only 10 are current then your score is 15 points.

Rider Education Seminars/Modules (Maximum 23 Points)

Does your Chapter participate in GWRRA Rider Education Seminars? 1 point for each Seminar/Module. A minimum of 20% of average number of Chapter Participants must attend each seminar/module between 01/01/16-12/31/18 to count. Provide copies of each Rider Education Seminar/Module Rosters when submitting package.

Co-Riders Seminar (101-2)	Motorcycling for the Mature Riders (101-4)	Motorcycle Crash Scene Response (101-5)	Night Riding (replaced with module 101-6)
Riding Readiness (102-1)	Riding in the Heat (replaced with module 102-2)	Co-Rider View (102-6)	Helmet Myths (replaced with module 102-7)
Distracted Drivers (103-1)	Riding With New and/or Inexperienced Riders (replaced with module 103-2)	Riding in the Rain (103-3)	Team Riding Seminar (103-4)
High Side Scenarios (103-5)	Riding in the Cold (104-1)	Riding Mountains, Hills, and Curves (104-2)	Trailer Seminar (104-3)
Road Captains Course Seminar Portion (104-5)	How to Use the Rider Ed Database (replaced with module 106-1)	Level Up (replaced with module 106-1)	Co-Rider Two Seminar (removed 11 Jul 2017)
Dealing With Different Elements (removed 7 Sep 2017)	Going, Going, Gone (removed – date unknown)	You're an Educator – Now What? (removed – date unknown)	

Rider Education ERC / TRC / ARC (Maximum 8 Points)

Points in this section vary depending on the number of Chapter Participants participating in the Rider Course. Chapter Participants must attend a Rider Course between 01/01/16-12/31/18 to count. Refer to Appendix A for minimum participation and scoring of points for this section.

Chapters may participate in as many Rider Courses as they want, but no single Rider Course will be worth more than 8 points with a maximum of 8 points total. A list of Participants must be submitted with the packet and forwarded to the District

Chapter Motorist Awareness Program Coordinator's Monthly Reports (Maximum 12 Points)

Did the Chapter prepare and submit the monthly report to the District? 1 Point for each month the report was prepared and submitted on time. Submit all monthly reports with the Chapter of the Year packet.

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

Chapter Motorist Awareness Program Events (Maximum 24 Points)

Points in this section vary depending on the number of Chapter Participants participating in the Motorist Awareness Event. Refer to Appendix A for minimum participation and scoring for point for this section.

Motorist Awareness Events are organized and conducted by the Chapter. 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. Attach extra sheets as necessary. Chapters may conduct as many Motorist Awareness Events as they want, but no single Motorist Awareness Events will be worth more than 8 points with a maximum of 24 points total.

Motorist Awareness Seminars (Maximum 2 Points)

Did 20% of the Chapter participate in Motorist Awareness Seminars? Each seminar must be attended between 01/01/16 - 12/31/18 to count. Each seminar can only be counted 1 time. Provide copies of each Motorist Awareness Seminar Rosters when submitting package.

Think Motorcycle Seminar
Share the Road Seminar – Think Motorcycles

GWRRA University Training Program

Chapter Director (CD) & Assistant Chapter Director (ACD) Leadership Training (Maximum 30 Points)

This section will score the total amount of Leadership Training Programs (Lead, Live, Member Orientation, Life Skills, Chapter Life, Leadership Skills, Intermediate Skills, and Advanced Skills between 01/01/16-12/31/18 or the Horizon Program completed at **any time before December 31, 2018** 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 for verification of points in this category. 1 Point for each seminar/module completed Maximum of 30 Points. (see Appendix B)

Horizon Program (206-1)	Life Skills (7 seminars)	Leadership Skills (8 seminars)	Intermediate Skills (8 seminars)	Advanced Skills (8 seminars)
Member Orientation (8 seminars)	Chapter Life (8 seminars)	Work and Life Balance (301-1)	Recruitment (301-2)	Gathering Feedback (301-3)
The COY Perspective (301-4)	Stress Mgmt (302-1)	Email Etiquette (302-2)	Zone Out (302-3)	Horizon Overview (302-4)
Flyers for Fun and Profit (302-5)	Add Fun to Socials (303-1)	Toxic People (201-1)	Conflict Resolution (201-2)	Communication (201-3)
Manage Change (201-4)	Conflict (202-1)	Give Feedback (202-2)	Retention (202-4)	Remember Names (202-5)
Setting Goals (203-1)	Delegation (203-2)	Difficult Talks (203-3)	Women in Leader Roles (203-4)	Public Speaking (203-5)
Leadership Decisions (204-1)	Planning an Event (204-2)	Train your Brain (204-3)	Chapter Finance (205-1)	Body Language (205-2)
Coach Your Team (205-3)	Promoting Teams (207-1)			

Chapter Leadership Training (Maximum 65 Points)

The Chapter will earn 1 point for each Leadership Training Module/Seminar attended from the Lead, Live, Membership Orientation, Life Skills, Chapter Life, Leadership Skills, Intermediate Skills, and Advanced Skills (see above classes with exception of Horizon. These seminars will count whether taken at a home Chapter or another GWRRA event. Points in this category can only be counted if Chapter Participants completed these seminars between 01/01/16 - 12/31/18. The Chapter LTP Training Attendance Rosters and/or a copy of the Individual training cards must be forwarded for verification of points in this category. Each seminar may only be counted 1 time per participant. (see Appendix B)

Chapter Leadership Training – Horizon (20 Points)

The Chapter will earn 20 points if 20% of the Chapter Participants complete the Horizon Program any time before December 31, 2018. Individual Horizon Completion Certificates should be submitted with Chapter of the Year Packet for verification of points in this category.

For Chapter Module/Seminar participation in areas of Membership Enhancement, GWRRA University Training, Rider Education and Motorist Awareness you can combine class's taken at different times and locations together for your total. As long as they fall with-in the allowed time frame)

A University trainer presenting a seminar may be counted as attending that seminar, whether they present to their Chapter, at a District, or Wing Ding event.

Chapter Level Responsibilities

- Prepare the Chapter of the Year packet which should include:
 - Completed Chapter of the Year Score Sheet
 - All Chapter Monthly Gathering Sign-In Sheets (to the District Level Only)
 - List of participants that attended the District Convention
 - List of participants that attended Wing Ding
 - List of participants that attend other Conventions
 - All Event/Ride Schedules
 - All Chapter Visitation participant lists
 - All Extraordinary Chapter Events/Activities participant lists
 - All Planned Recruiting participant lists
 - Copy of written Retention Plan
 - All Membership Enhancement Module/Seminar Rosters
 - All Rider Education Seminar/Module Rosters
 - All Rider Course Completion Sheets
 - All Monthly Chapter Motorist Awareness Program Reports
 - All Motorist Awareness Seminar Sign In Sheets
 - All CD & ACD Leadership Training Records
 - All Chapter Leadership Training Module/Seminar Rosters
 - Horizon Completion Certificates for Chapter Participants
- To calculate the average number of Chapter Participants...collect all of the 2018 Chapter Monthly Gathering Sign In Sheets, add the total number of Participants and divide by the number of months when a Gathering was held to determine the average number of Chapter Participants as of December 31, 2018. Visitors/guests will not be a part of the average Chapter Participants.
- Submit hard copy of packet to District Chapter of the Year Coordinator on or before March 1, 2019.

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 2018 Chapter Monthly Gathering Sign in Sheets from all participating Chapters to verify the average number of Chapter Participants as of December 31, 2018. To calculate the average number of Chapter Participants...collect all of the 2018 Chapter Monthly Gathering Sign In Sheets, add the total number of Participants and divide by the number of months when a Gathering was held to determine the average number of Chapter Participants. Visitors/guests will not be a part of the average Chapter Participants. The final determination of average number of Chapter Participants will be up to the District Director.
- Complete the "Verified By" Section of the Score Sheet
 - Enter the average Number of Chapter Participants as of December 31, 2018
 - Ensure the Chapter Director has completed the entire score sheet including the "Submitted By" Section
 - Sign and Date the "Verified By" Section
 - Complete the District Participation Report

- **Ensure the winning packet includes:**
 - Completed District Participation Report
 - Completed Chapter of the Year Score Sheet
 - List of participants that attended the District Convention
 - List of participants that attended Wing Ding
 - List of participants that attend other Conventions
 - All Event/Ride Schedules
 - All Chapter Visitation participant lists
 - All Extraordinary Chapter Events/Activities participant lists
 - All Planned Recruiting participant lists
 - Copy of written Retention Plan
 - All Membership Enhancement Modules/Seminar Rosters
 - All Rider Education Modules/Seminar Rosters
 - All Rider Course Completion Sheets
 - All Monthly Motorist Awareness Program Reports
 - All Motorist Awareness Seminar Sign In Sheets
 - All CD & ACD Leadership Training Records
 - All Chapter participant Leadership Training Module/Seminar Rosters
 - Horizon Completion Certificates for Chapter Participants
- Select and recognize a District Chapter of the Year
- Recognize other Chapters that participated in the Chapter of the Year Program
- Each District Chapter that participate in the Chapter of the Year Program will be recognize by the following designation which can be determined according to the number of total points earned.
 - Platinum Level Chapters.....421&> Points and higher
 - Gold Level Chapters.....283 to 420 Points
 - Silver Level Chapters..... 121 to 282 Points
 - Bronze Level Chapters.....zero to 120 points
 - (A Chapter of the Year will be named based on total points earned, regardless of what “level” they attain.)
- Note: Tennessee will award the Highest score as a Platinum Chapter, the 2nd Highest score as a Gold Chapter, and the 3rd Highest score as a Silver Chapter regardless of points achieved.

Awards and Recognition

Awards and recognition at the District Level will be at the discretion of the District Director. Recognition will be given to other Chapter of the Year Participants as well as the winner.

The GWRRA District Chapter of the Year will receive:

- Plaque
- Reserved seating at Spring Fling
- Recognition at Opening Ceremony
- Wing World article submission

Contact Information

To find out who your District Chapter of the Year Coordinators are, please contact your District Membership Enhancement Program Coordinator or your District Director.



Membership Enhancement Program Coordinators – District Level

Dennis & Anne Greer
Address: 892 Old Bushy Branch Rd,
Manchester, TN 37355
Home: (931) 728-1463 Cell: (931) 409-9045
email tn.mepc@gmail.com Webpage: <http://gwrratn.org/membership-enhancement>

Tennessee District Directors



Gary & Patti Hamilton
(865) 962-7905
email tn.gwrra.dd@gmail.com



Appendix A

Percentage Sheets for Determining Points

To use these percentage sheet charts to determine points for an event, you must first calculate the average number of participants using the 2018 Chapter Monthly Gathering Sign-In Sheets.

NOTE: Once you have this number it will be used in calculating all the % based points on the score sheet.

- * Next find your Chapter's average number of participants in the left column.
- * Read right to find the number of participants that participated in the event.
- * Then find the number at the top of the column for the points shaded in green.

Example:

Average number of participants - 15

Number participating in the event - 6

Points awarded for the event > - 6

Points	1	2	3	4	5	6	7	8
Participants	15%	20%	25%	30%	35%	40%	45%	50%
10	2	2	3	3	4	4	5	5
11	2	2	3	3	4	4	5	6
12	2	2	3	4	4	5	5	6
13	2	3	3	4	5	5	6	7
14	2	3	4	4	5	6	6	7
15	2	3	4	5	5	6	7	8

Points are awarded based on percentages as follows:

15%	1 Point
20%	2 Points
25%	3 Points
30%	4 Points
35%	5 Points
40%	6 Points
45%	7 Points
50%	8 Points

Percentages are rounded to the nearest whole number. Therefore, the number of participants may be listed under multiple percent columns. When this happens, use the higher percentage and point total.

Points	1	2	3	4	5	6	7	8
Participants	15%	20%	25%	30%	35%	40%	45%	50%
10	2	2	3	3	4	4	5	5
11	2	2	3	3	4	4	5	6
12	2	2	3	4	4	5	5	6
13	2	3	3	4	5	5	6	7
14	2	3	4	4	5	6	6	7
15	2	3	4	5	5	6	7	8
16	2	3	4	5	6	6	7	8
17	3	3	4	5	6	7	8	9
18	3	4	5	5	6	7	8	9
19	3	4	5	6	7	8	9	10
20	3	4	5	6	7	8	9	10
21	3	4	5	6	7	8	9	11
22	3	4	6	7	8	9	10	11
23	3	5	6	7	8	9	10	12
24	4	5	6	7	8	10	11	12
25	4	5	6	8	9	10	11	13
26	4	5	7	8	9	10	12	13
27	4	5	7	8	9	11	12	14
28	4	6	7	8	10	11	13	14
29	4	6	7	9	10	12	13	15
30	5	6	8	9	11	12	14	15
31	5	6	8	9	11	12	14	16
32	5	6	8	10	11	13	14	16
33	5	7	8	10	12	13	15	17
34	5	7	9	10	12	14	15	17
35	5	7	9	11	12	14	16	18
36	5	7	9	11	13	14	16	18
37	6	7	9	11	13	15	17	19
38	6	8	10	11	13	15	17	19
39	6	8	10	12	14	16	18	20
40	6	8	10	12	14	16	18	20
41	6	8	10	12	14	16	18	21
42	6	8	11	13	15	17	19	21
43	6	9	11	13	15	17	19	22
44	7	9	11	13	15	18	20	22
45	7	9	11	14	16	18	20	23
46	7	9	12	14	16	18	21	23
47	7	9	12	14	16	19	21	24
48	7	10	12	14	17	19	22	24
49	7	10	12	15	17	20	22	25
50	8	10	13	15	18	20	23	25
51	8	10	13	15	18	20	23	26
52	8	10	13	16	18	21	23	26
53	8	11	13	16	19	21	24	27
54	8	11	14	16	19	22	24	27
55	8	11	14	17	19	22	25	28
56	8	11	14	17	20	22	25	28
57	9	11	14	17	20	23	26	29
58	9	12	15	17	20	23	26	29
59	9	12	15	18	21	24	27	30

Points	1	2	3	4	5	6	7	8
Participants	15%	20%	25%	30%	35%	40%	45%	50%
60	9	12	15	18	21	24	27	30
61	9	12	15	18	21	24	27	31
62	9	12	16	19	22	25	28	31
63	9	13	16	19	22	25	28	32
64	10	13	16	19	22	26	29	32
65	10	13	16	20	23	26	29	33
66	10	13	17	20	23	26	30	33
67	10	13	17	20	23	27	30	34
68	10	14	17	20	24	27	31	34
69	10	14	17	21	24	28	31	35
70	11	14	18	21	25	28	32	35
71	11	14	18	21	25	28	32	36
72	11	14	18	22	25	29	32	36
73	11	15	18	22	26	29	33	37
74	11	15	19	22	26	30	33	37
75	11	15	19	23	26	30	34	38
76	11	15	19	23	27	30	34	38
77	12	15	19	23	27	31	35	39
78	12	16	20	23	27	31	35	39
79	12	16	20	24	28	32	36	40
80	12	16	20	24	28	32	36	40
81	12	16	20	24	28	32	36	41
82	12	16	21	25	29	33	37	41
83	12	17	21	25	29	33	37	42
84	13	17	21	25	29	34	38	42
85	13	17	21	26	30	34	38	43
86	13	17	22	26	30	34	39	43
87	13	17	22	26	30	35	39	44
88	13	18	22	26	31	35	40	44
89	13	18	22	27	31	36	40	45
90	14	18	23	27	32	36	41	45

*** For Chapter's with an average number of participants of less than 10, use the requirements, points/ percentages listed for 10 participants

2018 Chapter of the Year Score Sheet

Chapter	District	
Basics - 1 point for each		Points
Does the Chapter have an Assistant Chapter Director?	_____	_____
	ACD's Name	
Does the Chapter have a Chapter Ride Coordinator?	_____	_____
	Coordinator's Name	
Does the Chapter have a Membership Enhancement Coordinator?	_____	_____
	MEC'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?		_____
Did the Chapter submit the annual Chartering Fee on time to the District Director?		_____
Basics - Sub Section Score		_____
<i>(Maximum 7 points)</i>		
A Little Extra - 1 point for each		Points
Does the Chapter have a Motorist Awareness Program Coordinator?	_____	_____
	Coordinator's Name	
Does the Chapter have a Chapter of the Year Coordinator?	_____	_____
	Coordinator's Name	
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?		_____
A Little Extra - Sub Section Score		_____
<i>(Maximum 5 points)</i>		
Chapter Website - 1 point for each		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 website?		_____
Does the home/first page of the webpage include the District, and Chapter designations, plus the city and state where the Chapter meets?		_____
Is there a link to the GWRRA International and District Website on the home/first page?		_____
Is the next meeting place and time on the home/first page of the website?		_____
Is the Chapter Director's Name and phone number or Name and link to e-mail address on the website?		_____
Chapter Website - Sub Section Score		_____
<i>(Maximum 5 points)</i>		

Convention / Rally Support (determine points using Appendix A)

Points

Did Participants of the Chapter attend their District Convention? _____

Did Participants of the Chapter attend the 2018 Wing Ding? _____

Did Participants of the Chapter attend a District Convention outside their District? _____

Convention / Rally Support - Sub Section Score
(Maximum 24 points)

Event / Ride Schedule

Points

Number of months with 1 - 2 events / rides _____ X 1 Point per month _____

Number of months with 3 or more events / rides _____ X 2 Point per month _____

Event / Ride Schedule - Sub Section Score
(Maximum 24 points)

Chapter Visitation (determine points using Appendix A)

Date	Chapter Visited	# of Attendees	Points
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Chapter Visitation - Sub Section Score
(Maximum 80 points)

Extraordinary Events / Activities (determine points using Appendix A)

Date	Extraordinary Event/Activity Description	# of Attendees	Points
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Extraordinary Events / Activities - Sub Section Score
(Maximum 80 points)

Area Report Lists (ARL)

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

Area Report Lists (ARL) - Sub Section Score _____
(Maximum 12 points)

Planned Recruiting Activities (determine points using Appendix A)

Date	Planned Recruiting Activities Description	# of Attendees	Points
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Planned Recruiting Activities - Sub Section Score _____
(Maximum 64 points)

Retention

Does Chapter have a written retention plan? Yes = 5 points No = 0 points

Retention - Sub Section Score _____
(Maximum 5 points)

Couple of the Year

Did the Chapter have a Couple of the Year in 2018? Yes = 10 points No = 0 points

_____	_____	_____
Print/Type Male's Full Name	Membership #	Expirations Date
_____	_____	_____
Print/Type Female's Full Name	Membership #	Expirations Date

Did the 2017 Chapter Couple of the Year enter into the District Level Selection? Yes = 5 points No = 0 points

_____ Date of District Selection Process

Couple of the Year - Sub Section Score _____
(Maximum 15 points)

Membership Enhancement Seminars

Date	Seminar	# of Attendees	Points
_____	Membership Enhancement Position Description (module 202-3)	_____	_____
_____	Recruiting and Retention	_____	_____
_____	R&R Tools, The Area Report List (ARL)	_____	_____

Membership Enhancement Seminars (continued)

Date	Seminar	# of Attendees	Points
	Couple of the Year Program (Complete)		
	Couple of the Year Program (Shop Talk)		
	Overseas Couple of the Year		
	GWRRA History (replaced by module 301-5)		
	Fun Activities Guide		
	Helpful Information for New Members		
	How Can I Participate in GWRRA		
	How to have Fun at a GWRRA Event		
	Member Benefits Overview		
	Newsletters (replaced by module 201-6)		
	Structure of GWRRA		
	Ham Radio Special Interest Group (SIG)		
	RV Special Interest Group (SIG)		
	Camping 101		
	Tents and Camping		

Membership Enhancement Seminars/Modules - Sub Section Score
(Maximum 18 points)

Rider Education Levels Program

Points

of Chapter participants in Levels Program, From All the Participants used in the average Calculation

0 - 24.4 % = 1 point 24.5% - 49.4% = 5 points 49.5% - 74.4% = 15 points 74.5 - 100% = 20 points

Rider Education Levels Program - Sub Section Score
(Maximum 20 points)

Rider Education Seminars

Date	Seminar	# of Attendees	Points
	Co-Riders Seminar (101-2)		
	Co-Rider Two Seminar (removed 11 Jul 2017)		
	Road Captains Course Seminar Portion (104-5)		
	Team Riding Seminar (103-4)		
	Trailer Seminar (104-3)		
	Motorcycling for the Mature Riders (101-4)		
	Motorcycle Crash Scene Response (101-5)		
	High Siding (103-5)		
	Riding With New and/or Inexperienced Riders (replaced with 103-2)		
	Dealing with the Elements (removed 7 Sept 2017)		
	Going, Going, Gone (removed – date unknown)		
	Night Riding (replaced with module 101-6)		
	Riding in the Heat (replaced with module 102-2)		
	Helmet Myths (replaced with module 102-7)		
	How to Use the Rider Ed Database (replaced with module 106-1)		
	You're an Educator - Now What? (removed – date unknown)		
	Level Up (replaced with module 106-1)		
	Riding Readiness (102-1)		

_____	Distracted Driving (103-1)	_____	_____
_____	Riding in the Cold (104-1)	_____	_____
_____	Co-Rider View (102-6)	_____	_____
_____	Riding in the Rain (103-3)	_____	_____
_____	Riding Mountains, Hills, and Curves (104-2)	_____	_____

Rider Education Seminars/Modules - Sub Section Score
(Maximum 23 points) _____

Rider Education ERC / TRC / ARC (determine points using Appendix A)

Date	Location	# of Attendees	Points
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Rider Education ERC / TRC / ARC - Sub Section Score
(Maximum 8 points) _____

Motorist Awareness Program (MAP) Coordinator Monthly Reports

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

MAP Coordinator Monthly Reports - Sub Section Score
(Maximum 12 points) _____

Motorist Awareness Events (determine points using Appendix A)

Date	Location	# of Attendees	Points
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Motorist Awareness Events - Sub Section Score
(Maximum 24 points) _____

Motorist Awareness Seminars

Date	Seminar	# of Attendees	Points
_____	Think Motorcycles Seminar	_____	_____
_____	Share The Road Seminar	_____	_____

Motorist Awareness Seminars - Sub Section Score
(Maximum 2 points) _____

CD & ACD Leadership Training Program

2 points for each completed **program** by the CD & ACD (see next section for programs and seminars)

	CD	ACD		CD	ACD
Member Orientation	_____	_____	Leadership Skills	_____	_____
Life Skills	_____	_____	Intermediate Skills	_____	_____
Chapter Life	_____	_____	Advanced Skills	_____	_____
Horizon Program	_____	_____	Modules	_____	_____

CD & ACD Leadership Training Program - Sub Section Score _____
(Maximum 30 points)

Chapter Leadership Training

Date	Seminar	# of Attendees	Points
	Member Orientation Program		
_____	Horizon Program Overview (302-4)	_____	_____
_____	Training The Members	_____	_____
	Life Skills Program		
_____	Remembering Names (202-5)	_____	_____
_____	Managing Change 201-4)	_____	_____
_____	Public Speaking 101 203-5)	_____	_____
_____	Self Esteem - Key To Success	_____	_____
_____	Listening & Communicating (201-3)	_____	_____
_____	Smart Moves	_____	_____
_____	Stress Management (302-1)	_____	_____
_____	Time Management (removed 1 Jan 18)	_____	_____
	Chapter Life Program		
_____	Chapter Structure & Organization	_____	_____
_____	What Is A CD?	_____	_____
_____	What Is The Rider Ed Program?	_____	_____
_____	Flyers For Fun & Profit (302-5)	_____	_____
_____	How To Show or Judge A Bike	_____	_____
_____	Planning A Chapter Event (204-2)	_____	_____
	Leadership Skills Program		
_____	Chapter Finances (205-1)	_____	_____
_____	Write Stuff	_____	_____
_____	Delegation	_____	_____
_____	Interviewing Techniques	_____	_____
_____	Leadership	_____	_____
_____	You're An Officer - Now What?	_____	_____
_____	Staffing & Appointment	_____	_____

Chapter Leadership Training (continued)

Date	Seminar	# of Attendees	Points
	Intermediate Leadership Skills Program		
_____	Building High Performance Teams	_____	_____
_____	Releasing Volunteer Leaders	_____	_____
_____	Chapter Communications Plan	_____	_____
_____	Problem Solving	_____	_____
_____	Financial Reporting	_____	_____
_____	Win Win Progress Reviews	_____	_____
_____	Motivating Volunteers	_____	_____
_____	FUNd Raising	_____	_____
	Advanced Leadership Skills Program		
_____	The Nature Of Leadership	_____	_____
_____	High Impact Leadership	_____	_____
_____	People Based Leadership Skills	_____	_____
_____	Leadership Survival Skills	_____	_____
_____	Know Your True Colors	_____	_____
_____	Studies In Applied Leadership	_____	_____
_____	Coaching and Mentoring (205-3)	_____	_____
_____	Conflict Management (201-2) <i>(items below are modules)</i>	_____	_____
_____	Work and Life Balance (301-1)	_____	_____
_____	Recruitment (301-2)	_____	_____
_____	Gathering Feedback (301-3)	_____	_____
_____	The COY Perspective (301-4)	_____	_____
_____	Email Etiquette (302-2)	_____	_____
_____	Zone Out (302-3)	_____	_____
_____	Add Fun to Socials (303-1)	_____	_____
_____	Toxic People (201-1)	_____	_____
_____	Conflict (202-1)	_____	_____
_____	Give Feedback (202-2)	_____	_____
_____	Retention (202-4)	_____	_____
_____	Setting Goals (203-1)	_____	_____
_____	Delegation (203-2)	_____	_____
_____	Difficult Talks (203-3)	_____	_____
_____	Women in Leadership Roles (203-4)	_____	_____
_____	Leadership Decisions (204-1)	_____	_____
_____	Train Your Brain (204-3)	_____	_____
_____	Body Language (205-2)	_____	_____
_____	Promoting Teams (207-1)	_____	_____

Chapter Leadership Training - Sub Section Score
(Maximum 65 points) _____

Horizon Program

of Attendees _____
Points _____

Horizon Program - Sub Section Score
(Maximum 20 points) _____

Submitted by Chapter Director _____
Chapter _____ District _____

Average Number of Chapter participants as of December 31, 2018 _____

_____ Grand Total of All Points out of 543 Possible Points

Print Name of Chapter Director Signature Date Submitted

Verified by the District Chapter of the Year Coordinator
District Participation Report completed and submitted with winning packet:

Average Number of Chapter participants as of December 31, 2018 _____

_____ Total Points Verified

Print Name of District Coordinator Signature Date Submitted

Approved by: the District Director, as the District's Chapter of the Year winner

Print Name of District Director Signature Date Submitted

Included Participation Report(s) from (All) participating Districts _____

Number of Chapters in Districts ___ Number of Chapters participating ___ Projected participation next year __

Print Name of District Coordinator Signature Date Submitted

Chapter of the Year Package Submission Checklist

- Completed Chapter of the Year Score Sheet
- All Chapter Monthly Gathering Sign-In Sheets (to the District Level Only)
- List of participants that attended the District Convention
- List of participants that attended Wing Ding
- List of participants that attend other Conventions
- All Event/Ride Schedules
- All Chapter Visitation participants list
- All Extraordinary Chapter Events/Activities participants list
- All Planned Recruiting participants list
- Copy of written Retention Plan
- All Membership Enhancement Seminar Rosters
- All Monthly Chapter Motorists Awareness Reports
- All RE Module/Seminar Rosters
- All Rider Course Completion Sheets
- All Motorist Awareness Seminar Sign In Sheets
- All CD & ACD Leadership Training Records
- All Chapter Leadership Training Module/Seminar Rosters
- Horizon Completion Certificates for Chapter Participants

District Participation Report

District _____

Number of Active Chapters _____

Number of Chapters Participating _____

Projected Number of Chapters that will participate in the Chapter of the Year Program next year. _____

Chapter Achieving Platinum, Gold, Silver and Bronze Level

Platinum Level Chapters _____	421 & > Points and higher
Gold Level Chapters _____	283 to 420 Points
Silver Level Chapters _____	121 to 282 Points
Bronze Level Chapters _____	zero to 120 Points

Chapter (PA-Z)	Location - City / State (My City, PA)	Points/Level (292/Gold)

Print Name of District Coordinator	District Coordinators Signature	Date Submitted
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