

## 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 the Region 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 N.6 Reports
- All RE Seminar Rosters
- All PLP Rosters
- All Rider Course Completion Sheets
- All Quarterly Chapter N.23 Reports
- All Motorist Awareness Seminar Sign In Sheets
- All CD & ACD LTP Training Records
- All Chapter LTP Seminar Rosters
- Horizon Completion Certificates for Chapter Participants