

*Gold Wing Road Riders  
Association, Inc.*



**Chapter of the Year  
2015 Program Guide  
and Score Sheet**

December 2014

## 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 International 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 2015 _____	PG-2
7. A Little Extra for 2015 _____	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-4
14. Planned Recruiting Activities _____	PG-4
15. Retention _____	PG-4
16. Chapter Couple of the Year _____	PG-4 & 5
17. Membership Enhancement Seminars _____	PG-5
18. Chapter of the Year Seminar _____	PG-4
Rider Education Program	
19. Rider Education Levels Program _____	PG-5
20. Chapter Rider Educator's Quarterly Report _____	PG-5 & 6
21. Rider Education Seminars _____	PG-6
22. Rider Education Parking Lot Practice (PLP) _____	PG-6
23. Rider Courses ERC/TRC/ARC _____	PG-6
24. Chapter Motorist Awareness Coordinator's Quarterly Report _____	PG-6
25. Rider Education Motorist Awareness Events _____	PG-7
26. Rider Education Motorist Awareness Seminars _____	PG-5
Leadership Training Program	
27. Chapter Director & Assistant Chapter Director Leadership Training _____	PG-7
28. Chapter Leadership Training Program (LTP) Training _____	PG-7
29. Chapter Leadership Training Program (LTP) Horizon _____	PG-7
30. Officer Certification Program _____	PG-8
31. Chapter Level Responsibilities _____	PG-8
32. District Level Responsibilities _____	PG-9
33. Gold, Silver & Bronze Level Recognition _____	PG-9
34. Region Level Responsibilities _____	PG-9 & 10
35. International Level Responsibilities _____	PG-10
36. Awards and Recognition _____	PG-10
37. Contact Information _____	PG-10
38. Acknowledgements _____	PG-11

**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 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 Leadership 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 all of GWRRA.

## **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's 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.

### **2013 GWRRA International Chapter of the Year**



Colorado Chapter L - Red Rocks Wings - Lakewood, CO  
Chapter Directors - Fred & Linda Fisher  
Chapter of the Year Coordinator - Carl Williams

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

## **Disqualifiers**

If a Chapter was selected as the 2014 District Chapter of the Year they cannot be selected as the 2015 Chapter of the Year. A 2014 District Chapter of the Year must wait one year to compete in this program again. All Chapters, including the 2014 District Chapter of the Year can participate in the Gold, Silver and Bronze part of this program, if the District elects to participate in this part of the Chapter of the Year Program.

If a Chapter is selected as the 2014 International Chapter of the Year, they must wait three years to compete in this program again. As stated above, they may participate in the Gold, Silver and Bronze part of the program.

## **2015 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 2015 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, 2015. Visitors/guests will not be a part of the average Chapter Participants.

### Basics for 2015 - 1 Point for each (Maximum 7 Points)

- Does the Chapter have an Assistant Chapter Director?
- Does the Chapter have a Chapter Educator?
- 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 2015 - 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 web site and the following items 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".
- Region, District, Chapter designations, plus city and state will serve to identify the webpage for those visiting the site.
- A link to the International, Region, 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 e-mail address on the web site.

### Convention/Rally Support - up to 8 points for each (Maximum of 32 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 District Convention?
- Did Participants of the Chapter attend their Region Convention?
- Did Participants of the Chapter attend the 2015 Wing Ding?
- Did Participants of the Chapter attend a District or Region 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 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 forwarded to all levels 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 for point for this section.

List Chapters that your Chapter visited during 2015. 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.

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 for point for this section.

List the outstanding and Extraordinary Chapter Events or Activities that the Chapter hosted or participated in during 2015. 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 were contacted. Count 1 point for months that the 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 (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 for point 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 2015 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 (Maximum 20 Points)

Does your Chapter participate in GWRRA Membership Enhancement Seminars? 1 point for each Seminar. A minimum of 20% of average number of Chapter Participants must attend each seminar between 01/01/13 - 12/31/15 to count. Each seminar may only be counted 1 time. Provide copies of each Membership Enhancement Seminar Rosters when submitting package.

Membership Enhancement Position Description  
R&R Tools, The Area Report List (ARL)  
Recruiting and Retention  
2015 Chapter of the Year  
2015 Chapter of the Year (Shop Talk)  
Couple of the Year Program (Complete)  
Couple of the Year Program (Shop Talk)  
Overseas Couple of the Year  
GWRRA History  
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  
Structure of GWRRA  
Ham Radio Special Interest Group (SIG)  
RV Special Interest Group (SIG)  
Camping 101  
Tents and Camping

Chapter of the Year Seminars – 1 point each (Maximum 5 Points)

- Did the CD attend a Chapter of the Year Seminar between 01/01/15 – 12/31/15?
- Did the ACD attend a Chapter of the Year Seminar between 01/01/15 – 12/31/15?
- Did the Treasurer attend a Chapter of the Year Seminar between 01/01/15 – 12/31/15?
- Did the Ride Educator attend a Chapter of the Year Seminar between 01/01/15 – 12/31/15?
- Did the MEC attend a Chapter of the Year Seminar between 01/01/15 – 12/31/15?

**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 in their level to count)

Chapter Rider Educator's Monthly Report (Maximum 12 Points)

Did the Chapter prepare and submit the monthly N.6 report to the District Educator? 1 point for each monthly N.6 report that was prepared and submitted on time. Submit all monthly reports with the Chapter of the Year packet.

Rider Education Seminars (Maximum 17 Points)

Does your Chapter participate in GWRRA Rider Education Seminars? 1 point for each Seminar. A minimum of 20% of average number of Chapter Participants must attend each seminar between 01/01/13-12/31/15 to count. Provide copies of each Rider Education Seminar Rosters when submitting package.

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



Rider Education Parking Lot Practice (PLP) (Maximum 16 Points)

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

Chapters may conduct as many PLPs as they want, but no single PLP will be worth more than 8 points with a maximum of 16 points total. A list of Participants must be submitted with the packet and forwarded to all levels.

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

Point in this section vary depending on the number of Chapter Participants participating in the Rider Course. Chapter Participants must attend a Rider Course between 01/01/13-12/31/15 to count. Refer to Appendix A for minimum participation and scoring for point 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 all levels.

Chapter Motorist Awareness Coordinator's Quarterly Reports (Maximum 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. 1st Quarterly Report for period 01/01/2015 - 03/31/2015. 2nd Quarterly Report for period 04/01/2015 - 06/30/2015. 3rd Quarterly Report for period 07/01/2015 - 09/30/2015. 4th Quarterly Report for period 10/01/2015 - 12/31/2015. Submit all four quarterly reports with the Chapter of the Year packet. Submit all four quarterly reports with the Chapter of the Year packet.

Rider Education Motorist Awareness 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.

Rider Education - Motorist Awareness Seminars (Maximum 3 Points)

Did 20% of the Chapter participate in Motorist Awareness Seminars? Each seminar must be attended between 01/01/13 - 12/31/15 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  
Why Motorcycle Awareness Seminar

## **Leadership Training Program**

### Chapter Director (CD) & Assistant Chapter Director (ACD) Leadership Training (Maximum 28 Points)

This section will score the total amount of Leadership Training Programs (Member Orientation, Life Skills, Chapter Life, Leadership Skills, Intermediate Skills, Advanced Skills and the Horizon Program) completed at any time before December 31, 2015 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. 2 Point for each program completed Maximum of 28 Points

### Chapter Leadership Training Program (LTP) Training (Maximum 39 Points)

The Chapter will earn 1 point for each Leadership Training Seminar attended from the Membership Orientation, Life Skills, Chapter Life, Leadership Skills, Intermediate Skills and Advanced Skills. These seminars will count whether taken at a home Chapter or a GWRRA event. A minimum of 20% 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 between 01/01/13 - 12/31/15. The Chapter LTP Training Attendance Rosters and/or a copy of the Individual training cards must be forwarded to all levels for verification of points in this category. Each seminar may only be counted 1 time.

### Chapter Leadership Training Program (LTP) Horizon (20 Points)

The Chapter will earn 20 points if 20% of the Chapter Participants complete the Horizon Program any time before December 31, 2015. Individual Horizon Completion Certificates should be submitted with Chapter of the Year Packet for verification of points in this category.

### Officer Certification Program - 5 points each (Maximum 25 Points)

- Has the CD completed the Officer Certification Program?
- Has the ACD completed the Officer Certification Program?
- Has the Treasurer completed the Officer Certification Program?
- Has the Ride Educator completed the Officer Certification Program?
- Has the MEC completed the Officer Certification Program?

### **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 the Region 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 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
- To calculate the average number of Chapter Participants...collect all of the 2015 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, 2015. 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 February 1, 2016.

### **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 2015 Chapter Monthly Gathering Sign in Sheets from all participating Chapters to verify the average number of Chapter Participants as of December 31, 2015. To calculate the average number of Chapter Participants...collect all of the 2015 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. 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, 2015
  - Ensure the CD 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 forwarded to Region 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 the Region 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 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
- 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.....421 & > Points and higher
  - Silver Level Chapters.....283 to 420 Points
  - Bronze Level Chapters..... 121 to 282 Points
  - (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, 2016. The packet should include everything listed above in the District section except the Chapter Gathering 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, 2016.
- Forward all District Participation Reports with the winning packet.
- 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 District Participation Report’s from **(ALL) Districts**
  - Completed Chapter of the Year Score Sheet
  - 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 participant lists
  - All Extraordinary Chapter Events/Activities participant lists
  - All Planned Recruiting participant lists
  - 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

### **Team GWRRA International Level Responsibilities**

- Select the 2015 GWRRA International Chapter of the Year
- Announce the 2015 GWRRA International Chapter of the Year and 1st Runner Up as soon as possible
- Determine the top participating Region and District using the District Participation Reports
- 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 the Wing Ding 2015
- Meet and Greet Seminar at the Wing Ding (Open to All Participants at all levels)

### **Contact Information**

District & Region Levels

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

Team GWRRA Level

Mike & Shirley Prince

Assistant Directors, Membership Enhancement Program, Chapter of the Year

Address: 98 Farm House Ln York, PA 17408

Home: 717-225-6499 Cell: 717-495-5400

[choy@gwrrapav.org](mailto:choy@gwrrapav.org)

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

## ACKNOWLEDGEMENTS

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

Mike & Shirley Prince  
Assistant Directors, Membership Enhancement Program  
Chapter of the Year

Bob & Karla Greer  
Directors, Membership Enhancement Program



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

## Appendix A

### Percentage Sheets for Determining Points

To use this percentage sheets chart to determine points for an event. You must first calculate the average number of participants using the 2015 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

## 2015 Chapter of the Year Score Sheet

Chapter	District	Region
---------	----------	--------

**Basics - 1 point for each**

Points

Does the Chapter have an Assistant Chapter Director? \_\_\_\_\_

\_\_\_\_\_ ACD's Name \_\_\_\_\_

Does the Chapter have a Chapter Educator? \_\_\_\_\_

\_\_\_\_\_ Educator'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**

*(Maximum 7 points)*

**A Little Extra - 1 point for each**

Points

Does the Chapter have a Motorist Awareness 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**

*(Maximum 5 points)*

**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 Region, District, and Chapter designations, plus the city and state where the Chapter meets? \_\_\_\_\_

Is there a link to the GWRRA International, Region, 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**

*(Maximum 5 points)*

**Convention / Rally Support** (determine points using Appendix A)

Points

Did Participants of the Chapter attend their District Convention? \_\_\_\_\_

Did Participants of the Chapter attend their Region Convention? \_\_\_\_\_

Did Participants of the Chapter attend the 2015 Wing Ding? \_\_\_\_\_

Did Participants of the Chapter attend a District or Region Convention outside their District? \_\_\_\_\_

**Convention / Rally Support - Sub Section Score**

*(Maximum 32 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**

Points

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

**Retention - Sub Section Score** \_\_\_\_\_  
*(Maximum 5 points)*

**Couple of the Year**

Points

Did the Chapter have a Couple of the Year in 2015? 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 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	_____	_____
_____	Recruiting and Retention	_____	_____
_____	R&R Tools, The Area Report List (ARL)	_____	_____
_____	2014 Chapter of the Year	_____	_____
_____	2014 Chapter of the Year (Shop Talk)	_____	_____

**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	_____	_____
_____	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	_____	_____
_____	Structure of GWRRA	_____	_____
_____	Ham Radio Special Interest Group (SIG)	_____	_____
_____	RV Special Interest Group (SIG)	_____	_____
_____	Camping 101	_____	_____
_____	Tents and Camping	_____	_____

**Membership Enhancement Seminars - Sub Section Score**  
(Maximum 20 points)

**Chapter of the Year Seminar**

Points

_____	CD's Name	_____	Date Attended	_____
_____	ACD's Name	_____	Date Attended	_____
_____	Treasurer's Name	_____	Date Attended	_____
_____	Ride Educator's Name	_____	Date Attended	_____
_____	MEC's Name	_____	Date Attended	_____

**Chapter of the Year Seminar - Sub Section Score**  
(Maximum 5 points)

**Rider Education Levels Program**

Points

# of Chapter participants in Levels Program \_\_\_\_\_

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 Educator Monthly Reports**

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

**Rider Educator Monthly Reports - Sub Section Score**  
(Maximum 12 points)

**Rider Education Seminars**

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

**Rider Education Seminars - Sub Section Score**  
*(Maximum 17 points)*

**Rider Education Parking Lot Practice** (determine points using Appendix A)

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

**Rider Education Parking Lot Practice - Sub Section Score**  
*(Maximum 16 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 Quarterly Reports**

	Points
1st Quarter (01/01/2015 - 03/31/2015)	_____
2nd Quarter (04/01/2015 - 06/30/2015)	_____
3rd Quarter (07/01/2015 - 09/30/2015)	_____
4th Quarter (10/01/2015 - 12/31/2015)	_____

**Motorist Awareness Quarterly 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	_____	_____
_____	Why Motorist Awareness Seminar	_____	_____

**Motorist Awareness Seminars - Sub Section Score**  
(Maximum 3 points)

**CD & ACD Leadership Training Program**

2 points for each completed program by the CD & ACD

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

**CD & ACD Leadership Training Program - Sub Section Score**  
(Maximum 28 points)

**Chapter Leadership Training Program**

Date	Seminar	# of Attendees	Points
	Member Orientation		
_____	Horizon Program Overview	_____	_____
_____	Training The Members	_____	_____
	Life Skills		
_____	Remembering Names	_____	_____
_____	Managing Change	_____	_____
_____	Public Speaking 101	_____	_____
_____	Self Esteem - Key To Success	_____	_____
_____	Listening & Communicating	_____	_____
_____	Smart Moves	_____	_____
_____	Stress Management	_____	_____
_____	Time Management	_____	_____
	Chapter Life		
_____	Chapter Structure & Organization	_____	_____
_____	What Is A CD?	_____	_____
_____	What Is The Rider Ed Program?	_____	_____
_____	Flyers For Fun & Profit	_____	_____
_____	How To Show or Judge A Bike	_____	_____
_____	Planning A Chapter Event	_____	_____

**Chapter Leadership Training Program (continued)**

**Leadership Skills**

Chapter Finances		
Write Stuff		
Delegation		
Interviewing Techniques		
Leadership		
You're An Officer - Now What?		
Staffing & Appointment		
<b>Intermediate Leadership Skills</b>		
Building High Performance Teams		
Releasing Volunteer Leaders		
Chapter Communications Plan		
Problem Solving		
Financial Reporting		
Win Win Progress Reviews		
Motivating Volunteers		
FUNd Raising		
<b>Advanced Leadership Skills</b>		
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		
Conflict Management		

**Chapter Leadership Training Program - Sub Section Score**  
*(Maximum 39 points)*

**Horizon Program**

# of  
Attendees      Points

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

**Officer Certification Program**

Points

CD's Name	Date Attended	
ACD's Name	Date Attended	
Treasurer's Name	Date Attended	
Rider Educator's Name	Date Attended	
MEC's Name	Date Attended	

**Officer Certification Program - Sub Section Score**  
*(Maximum 25 points)*



Submitted by Chapter Director \_\_\_\_\_  
Chapter District Region

Average Number of Chapter participants as of December 31, 2015 \_\_\_\_\_

\_\_\_\_\_ Grand Total of All Points out of 578 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:

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

Average Number of Chapter participants as of December 31, 2015 \_\_\_\_\_

\_\_\_\_\_ 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

-----  
**Verified by** the Region Chapter of the Year Coordinator

Included Participation Report(s) from (All) participating Districts \_\_\_\_\_

Number of Districts in Region \_\_\_\_\_ Number of Districts participating \_\_\_\_\_ Projected participation next year \_\_\_\_\_

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

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

\_\_\_\_\_  
Print Name of Region Director 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 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

