



## CHAPTER OF THE YEAR PROGRAM

The Chapter of the Year Award and Honorable Mention Awards were created to acknowledge the extraordinary efforts and performance of local chapter leaders and members. The growth and continued success of GWRRA is dependent on the thoughtful planning and implementation of important local initiatives.

All “charter paid” GWRRA chapters worldwide are eligible to participate in the 2008 GWRRA Chapter of the Year Award and Honorable Mention Awards, providing the qualifications have been met.

Each District shall select a Chapter of the Year that demonstrates the greatest combined achievement in the below listed criteria – point category.

Each Region will select one outstanding Chapter that will be compared to other Region chapters at Wing Ding 2009.

The Chapter of the Year Award will be presented to one regional chapter that demonstrates the greatest combined achievement in the criteria listed below.

### Criteria - Qualifications

Each chapter will be eligible for this prestigious award, providing the chapter has met the basic qualifications and has paid the annual charter fee.

- The Chapter staff shall consist of at least
  - Chapter Director
  - Assistant Chapter Director
  - Chapter Treasurer
  - Chapter Rider Educator
  - Membership Enhancement Coordinator
- The Chapter newsletter is mailed or provided, at no fee, to chapter participants at least monthly.
- The Chapter meets monthly at an appropriate site for the purpose of establishing Friends for Fun, Safety and Knowledge.
- The Chapter Financial report will be submitted annually to the appointing District Director.
- The Chapter, as a whole, shall recruit a minimum of three (3) new memberships prior to the end of the current year.

## Criteria – Point Categories

The District Directors and District Chapter of the Year Coordinator will determine if the chapter has met the basic qualifications above and shall select the most outstanding chapter based upon the below listed categories.

- The Chapter Director submits, prior to the end of current year , a Chapter Event Schedule (ride schedule) to its members and the District Chapter of the Year Coordinator. The event schedule can be a monthly ride schedule or an annual ride schedule.
  - Point Value.....1 – 2 monthly events **5 points**
  - Point Value.....3 or more monthly events **10 points**
  
- Membership Recruitment and Retention: This section recognizes the recruitment and retention efforts of the entire chapter. Points are bestowed for recruiting new members and persistent efforts in retaining existing members (e.g. membership recruitment initiatives / campaigns, member outreach programs, etc)
  - Chapter membership **1 - 3% increase = 1 point**  
**4 – 5% increase = 2 points**
    - Number of chapter members as of Jan 1<sup>st</sup>, current year
    - Number of chapter members as of Dec 31<sup>st</sup>, current year
  - Chapter has planned recruiting activity (e.g. mall shows, Honda dealers) and appears on Chapter Ride Schedule. **2 points**
  - Chapter has a written action plan for the purpose of retaining existing chapter members. Action plan submitted to District Director prior to the end of current year. **2 points**
  
- Rider Education Programs
  - Number of chapter members enrolled, as a % of total members, in the Levels Program at the end of each calendar year.
    - Level I – **One point** for 5 – 10% of members enrolled
    - Level II – **Two points** for 11 – 15% of members enrolled
    - Level III – **Three points** for 16 – 25% of members enrolled
    - Level IV – **Four points** for 26% or more of members enrolled.

It is suggested the Chapter Rider Educator track this information and submit the results to the Chapter Director.

- The chapter selects a Chapter Couple of the Year **2 points**
- The Chapter Director attends Leadership Training programs such as Horizons, Knowledge Enhancement, Intermediate Leadership Skills or Advanced Leadership Skills and submits a copy of the Horizon Completion Certificate or copy of their LTD Training Record Card **1 point per program**
- The Chapters that have a web site containing the minimum required information prior to the end of current year. **2 points**
  - The GWRRA logo, and the words “Gold Wing Road Riders Association” or the acronym “GWRRA” should be included as part of the web page.
  - Region, District, chapter designations, plus city and district will serve to identify the web page for those visiting the site.
  - A link to the National home page and link to the District and Region would be beneficial for the visitor.
- Extraordinary Chapter Events or Activity **1 point for each activity with a maximum of 25 points.**
  - Based upon the input from the Chapter Director to the District Director, list the outstanding chapter events or activity the chapter hosted or participated in during the year. Examples; Charitable rides or donations, Chapter awards received during the year, guest speakers at chapter gatherings, Fun activities including campouts, festive parties, chapter visitations, bike shows, cruise – in’s ,etc.
  - Don’t be modest.....We want to know all the great activities the chapter accomplished.
- Chapter of the Year Award / Recognition  
**To be determined later.**

- Recommended Guidelines
  - Each District and Region will need a Chapter of the Year Coordinator as this program must have undivided attention.
  - The Assistant District Directors will need clear instructions to administer this program and feedback forwarded to the District Chapter of the Year Coordinator / District Director / Region Director.
  - After the close of the current year. Each District Chapter of the Year Coordinator will select their respective Chapter using the above point system and submit the necessary information to the District Director. The Region Chapter of the Year Coordinator will then select the Region Chapter of the Year and submit all the pertinent information and point sheets to the National Chapter of the Year Coordinator.
  - A National Committee will be formed to review the Chapter entries and select the “Chapter of the Year” for GWRRA.

# Chapter of the Year Scoring Sheet

Region	<input type="text"/>
District	<input type="text"/>
Chapter	<input type="text"/>

Qualifications:	Y / N
Chapter Director	<input type="text"/>
Asst Chapter Director	<input type="text"/>
Chapter Treasurer	<input type="text"/>
Chapter Rider Educator	<input type="text"/>
M.E.D. Coord	<input type="text"/>
Newsletter to members monthly	<input type="text"/>
Monthly meetings / gatherings	<input type="text"/>
Annual Financials to Dist Director	<input type="text"/>
Annual Chartering Fee paid	<input type="text"/>
A minimum of 3 new members	<input type="text"/>

## Additional Point Categories

An Event Schedule (ride schedule) with 1 - 2 monthly events  5 pts

An Event Schedule (ride schedule) with 3 or more monthly events  10 pts

### Chapter membership (Recruitment / Retention)

Number of members as of January 1st, current year

Number of members as of December 31st, current year  1-3% gain = 1 pt

(per the "green bar" report) % change  4-5% gain = 2 pts

### Suggested Guidelines

Each District & Region should appoint a CHOY Coordinator to monitor the chapter activities and assist the Chapters with the program.

It is suggested the A.D.D.'s use this Scoring Sheet to record the point values of each category and submit to the District CHOY.

At the end of the year, it is suggested each District select their CHOY and recognize their accomplishments openly. It is also suggested that each District recognize at least the TOP TEN chapters for the District.

Each District will submit their winning chapter to the Region Director for final grading and selection.

Chapter planned recruiting activity, example Mall shows, Honda dealers, etc.  
 (must appear on Event Schedule)

List them>>>

	2 pts
	2 pts
	2 pts
	2 pts
	2 pts
	2 pts
	2 pts

Chapter Action Plan for retention of members.

	2 pts
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Note: A plan describing how the Chapter plans on retaining current members. Example: Track the expiration dates and remind members to renew.

Rider Education Levels Program

Number of chapter members enrolled, as a % of total members, in the Levels programs at the end of 2008.

	Total Chapter Members	No. members in Level	% to total	
Level 1				pts
Level 2				pts
Level 3				pts
Level 4				pts

5-10% = 1 pt  
 11-15% = 2 pts  
 16-25% = 3 pts  
 26% or more = 4 pt

The Chapter selects a Couple of the Year for 2008.

Y/N 

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2 pts

Couple of the Year Names

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