



## CHAPTER OF THE YEAR PROGRAM

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

The following criteria has been developed to aid and assist the Districts / Regions in their selection of their Chapter of the Year.

All “charter paid” GWRRA chapters worldwide are eligible to participate in the 2009 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 2010.

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 prepares an event schedule (ride schedule) and submits, at least monthly, 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.
    - **One point** for 5 – 10% of members active in any category
    - **Two points** for 11 – 15% of members active in any category
    - **Three points** for 16 – 25% of members active in any category
    - **Four points** for 26% or more of members active in any category

Note: The percentages and points may apply for each Level.

- The Chapter as a whole participates in a Parking Lot Practice (PLP) exercise. **2 points**

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 and/or Assistant Chapter Director attends Leadership Training programs / seminars listed below. Completion Certificate or copy of the LTD Training Record Card must be submitted each year.
  - Member Orientation Program (8 seminars) **1 pt per seminar**
  - Life Skills Program (7 seminars) **1 pt per seminar**
  - Chapter Leadership Skills (8 seminars) **1 pt per seminar**
  - Intermediate Leadership Program (8 seminars) **1 pt per seminar**
  - Advanced Leadership Skills Program (8 seminars) **1 pt per seminar**
  - Chapter Life Program (8 seminars) **1 pt per seminar**

***The next three programs are made up of modules designed to be given one after another in a single training session.***

- Instructor Development / Certification Program **1 pt per program**
- Officer Mentor Program **1 pt per program**
- Horizon Program **1 pt per program**

***Note: If the current CD/ACD has taken the programs, there is NO need to take the programs each year for the purpose of obtaining the bonus point. Simply submit the Certificate copy or LTD Training card to receive the bonus point.***

- 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.
  
- 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.