



Official Weight Recorder's Week November 27 – December 3, 2011 KOPS



Weight Recorder's Week is the Official Week that Weight Recorders let each member examine their own weight charts. As KOPS you examine your Weight Chart for KOPS (L-39). Verify weights and other weekly notations, and check the following information on the chart to be sure everything is filled in and is correct. Fill in the blanks below for your own records.

1. Correct weight division for the year, which is _____.
2. TOPS highest weight _____ and date _____.
3. Goal weight is _____.
4. Leeway is... from _____ (7 lbs. Under) to _____ (3 lbs. above).
5. Date of KOPS registration _____.
6. Put your phone number on the weight chart, in case I need to contact you.
7. Did membership lapse during the current year? Indicate yes or no
8. If this applies to you;
 - Last date KOPS status lost _____.
 - Last re-registration date _____.
 - If goal was changed this year... Date of goal change _____.

Critically important: Without your signature, status can be lost when your chart is submitted at the end of the year for resume.

Lost Status: If status is lost, confirm that the Weight Recorder has filed a notice of KOPS Lost Status card (L-21) with the Coordinator. This will help maintain an accurate record of your KOPS history with the Coordinator, if future questions should arise.

Goal Slip: If you have had a goal change or are a first time KOPS ask the chapter to make a copy of the goal slip to keep on file with the chapter.

Transferring to another chapter - Follow this process when a KOPS transfers from Chapter #1 (Original) to Chapter #2 (new).

- Chapter #1 makes a copy of Official weight chart for KOPS to keep for its year-end resume; also, it fills out the top portion of the chapter Transfer from (L-7).
- KOPS member takes original KOPS chart and Transfer form to chapter #2.
- Chapter #2 continues to record official weights on original chart, and fills out bottom portion of chapter transfer form, which is then sent to the Coordinator in chapter #2's area.

Be sure your weights are marked with a black pen if you weigh-in within your leeway. Your leeway is 7 lbs. below and 3 lbs. above your goal.

If you have maintained your status for 5, 10, 15 continuous years (increments) have your chapter submit The S-51 form, KOPS Longevity.

When you are an Alumni KOPS make sure your December weights and dates from the previous year is recorded on this years weight chart (upper left corner).



**Official Weight Recorder's Week
November 27 – December 3, 2011
TOPS**



Weight Recorder's Week is the Official Week that Weight Recorders let each member examine their own weight charts. The Weight Recorder(s) will give each member their own weight chart and explain any questions they may have about their progress. **Weight Recorders – make copies of this page so the members may use it as a guide.**

When you are reviewing your weight chart please check for the following:

Red Ink is used only if you had a gain.

If a mistake was made – One line should be drawn through it and the weight recorders initials by it.

Is your signature, address and phone number on the weight chart?

Is your membership number correct?

Are all the dates and weights filled in? NO blank spaces. Dates and weights MUST be filled in as long as your membership is active.

If you have lost 10 lbs. or more make sure you weigh-in at least once in December.

Are you in the right Division? See the back of the weight chart to be sure.

If you became a KOPS this year make sure you check and sign both weight charts.

They should have a weight, ABS, EX, MED or NM for each week. No other notations are necessary.

If you have transferred from another chapter check the transfer date is correct (L-0027 Transfer Chart) and that your present chapter has filed form L- 007 with the Coordinator.

Is the original starting date correct? Did your membership lapse?

Is the highest weight recorded in TOPS correct? For teens is your Birth date correct?

If you have had surgery for weight loss; Fill out the necessary information on the top of the weight chart and change your Division to 9.



Weight Recorder's Week 2011
sTOP and Yield on the Road to Success!



Dear Leader and Weight Recorders,

The week of November 27 through December 3 is Weight Recorder's Week. On this week Central New York Weight Recorders and/or Assistants are asked to do a program using the chapter member's weight charts.

To achieve a special Coordinator's Award the weight recorders are to pass out the member's weight charts for each of them to review. Give each member a copy of the attached forms or read it to them as they check their own weight charts.

This project is to help YOU the Weight Recorder prepare for the resume at the end of the year. It also gives the member a chance to view their progress. For new members, it helps them become more aware of the incentives and awards they can achieve. This is a win win project for you, your chapter and me. Good Luck!

A few points to cover:

- How close are you to losing at least 10 lbs. for the year? There is still time to be a division winner.
- Do you have four absences in a row? Explain the importance of regular weigh-ins.
- Have you signed your weight chart?
- Is your address correct?
- Is your name on the weight chart the same as your membership card? No nick names
- Explain why they are in the division that they are in.
- How to become a Chapter King or Queen.
- Why do new KOPS need to weigh-in in December?
- Did their membership lapse? Are they getting their TOPS News?

To qualify this form must be postmarked December 17, 2011 and be signed by both Leader and Weight Recorder.

Chapter - NY _____

Leader's signature _____

Weight Recorder' signature _____

Date program done: _____

Who did the program: weight recorder ____ assistant ____ leader ____

How many members present: _____

Mail form to: Patty Perrault, 82 Brady Road, Madrid, NY 13660