

**REGISTRATION OF KOPS  
WEIGHT RECORDERS FILE FOR FUTURE REFERENCE**

To prevent errors in registering KOPS for first registration, goal change, or reinstatement please follow my letter of instructions.

**New KOPS:** Chapter is to send to me the same night member reaches goal weight. (Must have Official Doctors goal slip on file.)

Copy of members weight chart (L-027T or L-027Tr if a transfer)

Official Doctors goal slip. (make copy before sending original for chapter file)

The Coordinator will return to the Chapter:

KOPS Weight Chart L-027K with information on it

KOPS Registration form L-014 filled out

The chapter needs only to have the official form L-014 signed by the member and weight recorder. Dated signature. **Mark where member wishes to graduate. Return entire form to Coordinator.**

**KOPS REINSTATEMENT:** The same procedure as above. Exception is if the member has changed their goal. If there is a goal change than the goal slip must be included with the copy of the weight chart. If goal has not changed then a note stating same goal.

**KOPS GOAL CHANGE:** Follow the same procedure as for registering a new KOPS. Always include a copy of the weight chart, and the official goal slip.

I will provide the KOPS Registration form L-014 which is used for all registrations for KOPS.

**Check you new rules on KOPS. A KOPS must be in leeway of their original goal weight when they raise or lower their goal. The leeway being three pounds over present goal or seven pounds under present goal. Check rule on medicals.**

Goal changes for TEENS. Weight Recorder should have on file the form S-056  
GROWTH ALLOWANCE FOR TEENS.

Coordinator

Tana O'Donnell

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