



February Newsletter 2018

Dear TOPS Family,

As I write this letter I noticed on my calendar it is 5 weeks till spring. Our winter has brought many challenges for our chapters. Many cancelled meetings. Don't let the weather and not meeting keep you from continuing on your weight loss journey. Stay in touch with your members through phone calls, emails, text, or a short written note.

Resumes have been checked and winner certificates have been mailed. As I corrected many of the resumes this question came to mind. Does your weight Recorder have a copy of Making Your chapter Great? If not, why not? A check list on Pg. 67 if read would have prevented many errors. In my December letter I stated when the L-010 was due to me. (Jan. 8th) TOPS letter to the chapters also stated this information. I have offered to help in anyway and answer your questions. Some Weight Recorders took advantage of this offer.

A Big Hug and Thank you to those that sent them on time.

If you have an Online member join your chapter you need to do the following. Fill out a membership form L-003. Make sure it shows the date and their weight when they join. They will have a printed voucher showing payment. Attach the voucher and the L-003 and send to TOPS Headquarters.

All memberships go directly to Headquarters as of January of 2017. I still handle all KOPS registrations. Your chapter has a letter on how and what you need to send me for all registrations.

Start making plans to hold an Open House in the Spring. Look for places to advertise your chapter. Your Area Captains are always looking for Health Fairs to spread the word about TOPS.

Ohio State Recognition (SRD) is April 6 & 7th in Columbus, Ohio. Check all the deadline dates on the entry forms. If your chapter has Royalty, Graduates, or State Division Winners, please help them with registering and defray their cost to attend. Help defray the costs of your members to attend. This is what your chapter funds are to be used. Come, see and hear TOPS member's stories of struggles, and success.

All chapters should have sent their Maintenance to TOPS Headquarters. If you have misplaced your form please contact me.

If a TOPS member transfers into your chapter send to me immediately their information using the form L-007. I will contact headquarters. When a member of your chapter dies please contact me so I can let headquarters know not to send the TOPS News or renewal forms.

I am attaching a letter requesting funds for my Area Captains to attend IRD this July in Montreal Quebec. Your love gift is most appreciated. Send by May 30th to me.

If you have a question and are uncertain of the answer I am here to help.

February is Heart Month. Take care of your heart and your health. You are all important to me.

I care,

Tana O'Donnell Area Coordinator

529 S. Main St. Wellington, Ohio 44090 440-647-4562

tanalodonnell@frontier.com