



GWTA Chapter Olympics Checklists

One of the key purposes of the GWTA Chapter Olympics is to celebrate successful, fun Chapters, and give all Chapters tools and ideas to improve their programs.

Many aspects of the Chapter Olympics lend themselves to easy measurement. A Chapter's Net Growth, submitting Chapter Registration on time, having members a level of the Rider Education program, selling 10 National Raffle tickets per membership, participation in State and Regional Gatherings and/or going to Gold Rush, Helping Hands donations and the use of a monthly newsletter are all things that can easily be checked off.

But other important aspects of quality, fun chapters are a greater challenge to recognize and measure.

To give chapters ideas about what makes for fun, successful programs, we have assembled the following checklists to give ideas and suggestions for chapters to consider. Many fun, successful chapters already use many if not most of these ideas. They are provided to help everyone in the GWTA be open to new concepts which will help Chapters better serve members with fun and excitement.

The enclosed checklists are not mandatory, but rather are guidelines and a collection of thoughts that have been proven in many successful chapters. If they work for your chapter, you are free to employ them, or modify them in ways that work for you.

Good luck in the GWTA Chapter Olympics!

Certification Process

State & Provincial Directors and their authorized agents:

The enclosed forms give you guidelines and ideas to be used in the GWTA Olympics. Several aspects require your approval and/or certification that Chapters in your domain are meeting the requirements to be considered fun, successful chapters where new members will want to join, and veterans will want to renew their memberships. Your opinion is important. We want to celebrate chapters doing well, and provide coaching ideas for chapters needing tools and ideas to improve their program.

When complete, please mail your approval forms no later than June 1st 2006, to:

Mike & Carol Brush
GWTA National Education & Retention Directors
8978 Laurie Circle
Omaha, NE 68124
brush123@cox.net

Member Recruitment Check List

[]	Chapter provides membership applications to all members.
[]	Chapter encourages members to invite friends to rides and events, and emphasizes that friendship is the biggest reason to join GWTA.
[]	Chapter has designated chairman of member recruitment activities, and sets a goal of having net positive growth.
[]	Chapter sends "thank-you" notes to visitors.
[]	Chapter has Info Packet for meeting visitors.
[]	Chapter works hard to make visitors feel welcome. (For example, introduces them and offers to pay for their meal if at a meal meeting.)
[]	Chapter introduces new members at meeting, and quickly includes them on newsletter and email distribution lists.
[]	Chapter is open to ideas from new members, and tries to involve them whenever possible.
[]	Multiple times a year, chapter endeavors to have a special time to invite new prospects to join GWTA. ("Guest Day", etc.)
[]	Chapter maintains a POSITIVE ATTITUDE in all aspects of inviting people to join and participate in the GWTA philosophy of being a fun, member-owned and operated organization.

Chapter: _____

Region: _____

This chapter meets the standards necessary to earn credit in the GWTA Chapter Olympics for Member Recruitment.

Signature

GWTA Office

Member Retention Check List

[]	Chapter has program to 'check-in' with members who have not been active for several months.
[]	Chapter has a "Family Reunion" meeting, inviting past members to participate in at least one meeting a year.
[]	Chapter assigns a member to monitor and follow-up on those whose memberships are about to expire.
[]	Chapter keeps track of expiring memberships on a monthly basis.
[]	Chapter alerts members whose memberships are about to expire.
[]	Chapter has a respectful, sensitive survey of those members who elect to let their memberships expire.
[]	Chapter offers suggestions to members who elect to not renew, including ideas of other chapters that might be more convenient.
[]	Chapter staff reviews surveys of expired members, with intention to improve environment in such a way to keep more members.
[]	Other activities which pertain to and support this category.

Chapter: _____

Region: _____

This chapter meets the standards necessary to earn credit in the GWTA Chapter Olympics for Member Retention.

Signature

GWTA Office

Chapter Newsletter & Communication

<input type="checkbox"/>	Chapter distributes fun, informational newsletter to chapter members and the state/regional director (hard copy or electronic).
<input type="checkbox"/>	Newsletter is published on a website, and sent via e-mail to online readers.
<input type="checkbox"/>	Hard copy mailed to those with no internet access.
<input type="checkbox"/>	Communication includes meeting time, location, and other information necessary to attend a Chapter Meeting.
<input type="checkbox"/>	Communication includes complete information on how to contact Chapter leadership.
<input type="checkbox"/>	Communication tools include calendar of up-coming events.
<input type="checkbox"/>	Chapter Leadership writes a column for the newsletter.
<input type="checkbox"/>	Other activities which foster good communication in a Chapter.

Chapter: _____

Region: _____

This chapter meets the standards necessary to earn credit in the GWTA Chapter Olympics for Newsletters and Chapter Communication.

Signature

GWTA Office

Fun After-Meeting Rides Check List

[]	Ride Leader has fun After-Meeting Rides for most meetings (or before meeting, if that is appropriate).
[]	Rides are organized and planned, rather than simply spontaneous.
[]	Rides use Ride Leaders and “Drag” / “tail-gunner” / “Charlie”.
[]	Rides have route guides and reservations where appropriate.
[]	Pre-ride meeting prior to start covers route details and guidelines.
[]	Some rides are scheduled to visit other chapters.
[]	Rides offer variety and creativity in destinations, rather than always going to the same locations.
[]	Consideration is given to those new to group riding.
[]	Rides occasionally offer opportunities for more aggressive riders to “ride their own ride”, and meet up later on the ride.
[]	Other activities which pertain to and support this category.

Chapter: _____

Region: _____

This chapter meets the standards necessary to earn credit in the GWTA Chapter Olympics for After Meeting Rides.

Signature

GWTA Office

Organizes Fun Major Event Check List

[]	Chapter has fun, major event which involves significant portion of chapter in planning, promoting, preparation and execution.
[]	Chapter has fun in putting on the major event, and looks forward to doing it year after year.
[]	Chapter systematically involves new members in the major event.
[]	Event is open to more than just host chapter, and may (probably does) involve the public.
[]	Some portion of event proceeds go to support chapter's favorite cause.
[]	Event promotion involves visiting other chapters and perhaps other organizations.
[]	Event reflects well on the GWTA as an organization.
[]	Event provides opportunities to recruit new members.
[]	Event lends itself to getting positive publicity in local media.

Chapter: _____

Region: _____

This chapter meets the standards necessary to earn credit in the GWTA Chapter Olympics for Major Annual Event.

Signature

GWTA Office

Has Fun Annual Rides Planned Check List

[]	Chapter has fun annual rides planned.
[]	Chapter considers new kinds of rides in their Ride Calendar.
[]	Ride Calendar is available so members can plan their vacations.
[]	Members are encouraged to participate in annual rides with incentives.
[]	Annual rides include options of long and short rides.
[]	Rides are promoted in the club newsletter and other channels.
[]	Some of annual rides are in support of other GWTA chapters.
[]	Some weekends are specifically left open for spontaneous rides.
[]	Ride Coordinator works with other Chapter staff to share ideas, promote safety and promote membership participation.
[]	Other activities which pertain to and support this category.

Chapter: _____

Region: _____

This chapter meets the standards necessary to earn credit in the GWTA Chapter Olympics for Annual Rides.

Signature

GWTA Office

Rider Education Check List

[]	Any member attained any level in the Rider Education Program during the program year, and information was sent to the National Rider Education Director.
[]	Promotes basic safety procedures at all chapter rides, including such things as proper safety clothing, helmet usage, safe speeds and group riding, etc.
[]	Chapter newsletter includes articles on safety in every issue.
[]	Promotes GWTA Rider Education, including encouragement of attaining Level IV status for all members.
[]	Celebrates when members reach various Rider Ed levels with presentation at Chapter meeting.
[]	Frequently provides reprints of good safety articles.
[]	Monitors availability of ERC courses for the Chapter.
[]	Occasionally holds group riding classes for new and veteran members.
[]	Other activities which pertain to and support this category.

Chapter: _____

Region: _____

This chapter meets the standards necessary to earn credit in the GWTA Chapter Olympics for Rider Education.

Signature

GWTA Office

Supports Other Chapters Check List

<input type="checkbox"/>	Invites other chapters to make announcements at chapter meetings.
<input type="checkbox"/>	Puts other chapter activities on chapter Ride Calendar.
<input type="checkbox"/>	Displays flyers about other chapter rides at meeting literature table.
<input type="checkbox"/>	Plans Rides to other chapter meetings.
<input type="checkbox"/>	Helps State and Region start new GWTA chapters.
<input type="checkbox"/>	Refers prospective members to other chapters in their area (if applicable and more convenient.)
<input type="checkbox"/>	Other activities which pertain to and support this category.

Chapter: _____

Region: _____

This chapter meets the standards necessary to earn credit in the GWTA Chapter Olympics for Supporting Other Chapters.

Signature

GWTA Office

Contributes to Helping Hands & Other Charities Check List

<input type="checkbox"/>	Chapter contributes to Helping Hands
<input type="checkbox"/>	Chapter participates in philanthropic support of charities.
<input type="checkbox"/>	Chapter promotes charity of choice with announcements to membership
<input type="checkbox"/>	Chapter considers fun and humorous ways to collect funds for charity.
<input type="checkbox"/>	Chapter participates in benefit rides for charities.
<input type="checkbox"/>	Chapter does not support charity solely for publicity, but welcomes appropriate coverage if available.
<input type="checkbox"/>	Other activities which pertain to and support this category.

Chapter: _____

Region: _____

This chapter meets the standards necessary to earn credit in the GWTA Chapter Olympics for Contributing To Charities.

Signature

GWTA Office

Participates in State, Regional and National Events

<input type="checkbox"/>	Chapter attends State events.
<input type="checkbox"/>	Chapter helps coordinate and organize State events
<input type="checkbox"/>	Chapter attends Regional events.
<input type="checkbox"/>	Chapter helps coordinate and organize Regional events
<input type="checkbox"/>	Chapter attends National events (Gold Rush, Camp Wing Tyme, Winter Campout, etc.)
<input type="checkbox"/>	Chapter helps out at National events (Gold Rush, Camp Wing Tyme, Winter Campout, etc.)
<input type="checkbox"/>	Other activities which help Chapter relate to National activities.

Chapter: _____

Region: _____

This chapter meets the standards necessary to earn credit in the GWTA Chapter Olympics for participating in State, Regional and National Events.

Signature

GWTA Office

Community Service Check List

The GWTA Chapter Olympics allows for "Style Points" to be awarded to Chapters employing creative Community Service ideas which reflect well on the chapter and GWTA, promote positive values in the community, and involve membership in fun activities.

An example would be a story in the December, 2003 issue of Touring News, where Chapter Y of Washington State got special permission from Executive Director Bruce Keenon to award a honorary membership to the single motorcycle officer in their community. The chapter got the local news media to cover a presentation, and got members together to meet with the Chief of Police and the motorcycle patrolman.

Another chapter volunteers their services as escorts at the funerals of Veterans of Foreign Wars.

Another chapter planned a trip to a local Blood Bank, to make blood donations together as a chapter.

Another chapter provides escorts for a local bicycle ride through the country-side, where the proceeds of the ride go to find a cure for AIDS.

Ideas for "Style Points" abound. Chapters are encouraged to have fun thinking of things which will reflect well on them and the GWTA, promote positive values in the community, and involve membership in activities they where they can take pride in their efforts.

<input type="checkbox"/>	Chapter has fun, creative ideas.
<input type="checkbox"/>	Activity reflects well on the Chapter and the GWTA.
<input type="checkbox"/>	Promotes positive values in the community State/Province.
<input type="checkbox"/>	Involves membership in activities where they can have pride in their efforts.

Chapter: _____

Region: _____

This chapter meets the standards necessary to earn credit in the GWTA Chapter Olympics for Community Service.

Signature

GWTA Office

Welcoming Committee/Info Kit Check List

[]	Chapter has specific members assigned to make guests and new members feel welcome at meetings.
[]	Chapter supports a mentor program to integrate new members.
[]	Welcoming Committee insures that new members contact information is included on roster, phone list and email groups.
[]	New members are introduced at Chapter meetings.
[]	New Member Kit is quickly provided to all New Members.
[]	New Member Kit includes welcome letter from CD.
[]	New Member Kit includes Chapter Roster with member and officer contact data.
[]	New Member Kit includes recent newsletter, FAQ, and Chapter Calendar.
[]	New Member Kit includes order form for Chapter and GWTA clothing.
[]	Other activities which pertain to and support this category.

Chapter: _____

Region: _____

This chapter meets the standards necessary to earn credit in the GWTA Chapter Olympics for Welcoming Committee & Information Kit.

Signature

GWTA Office

Business Meeting Check List

[]	Chapter has Business Meetings.
[]	Business Meetings held separate from other meetings so Chapter can discuss subjects without Guests and visitors present.
[]	Business Meetings have agenda that allows all committees and chapter staff opportunity to report and participate.
[]	Each Business Meeting includes report from Treasurer.
[]	Minutes from previous Business Meeting are reviewed and/or approved.
[]	Business meeting is open to all members, and all members are encouraged to participate fully.
[]	Chapter is open to ideas from any member, and supports new ideas.
[]	Business meetings run smoothly and efficiently, without dragging on forever.
[]	Chapter business includes support for State and Regional events and activities.
[]	Other activities which pertain to and support this category.

Chapter: _____

Region: _____

This chapter meets the standards necessary to earn credit in the GWTA Chapter Olympics for Effective Business Meetings.

Signature

GWTA Office