

Chapter of the Year Package Submission Checklist

- ☐ Completed Chapter of the Year Score Sheet
- ☐ All Chapter Monthly Gathering Sign-In Sheets (to the District Level Only)
- ☐ List of participants that attended the District Convention
- ☐ List of participants that attended the Region Convention
- ☐ List of participants that attended Wing Ding
- ☐ List of participants that attend other Conventions
- ☐ All Event/Ride Schedules
- ☐ All Chapter Visitation participants list
- ☐ All Extraordinary Chapter Events/Activities participants list
- ☐ All Planned Recruiting participants list
- ☐ Copy of written Retention Plan
- ☐ All Membership Enhancement Seminar Rosters
- ☐ All Monthly Chapter N.6 Reports
- ☐ All RE Seminar Rosters
- ☐ All PLP Rosters
- ☐ All Rider Course Completion Sheets
- ☐ All Quarterly Chapter N.23 Reports
- ☐ All Motorist Awareness Seminar Sign In Sheets
- ☐ All CD & ACD LTP Training Records
- ☐ All Chapter LTP Seminar Rosters
- ☐ Horizon Completion Certificates for Chapter Participants