

Common errors made on WEIGHT CHARTS FOR TOPS AND KOPS

- ____ Year not entered.
- ____ Membership # not entered or not correct.
- ____ Weight Division not entered or not correct.
- ____ Female/Male box not checked.
- ____ Weight loss (C) in top right corner not completed.
- ____ Original starting date or highest weight recorded not completed.
- ____ A. B. C., First weight, Last weight and Total pounds lost, current year not accurate.
- ____ Birth date for Division 6 and 8 only filled in/not filled in.
- ____ Member name, address, phone number, email not complete or legible.
- ____ Chapter and Coordinator information not completed or incorrect.
- ____ No signature of member on KOPS and Division Winner charts.
- ____ Gains not written in red ink on body of chart.
- ____ Gain not written in red ink at C. and (C) at top right of chart.
- ____ Things other than a Weight, AB, EX, or NM written in weight column.
- ____ Meeting dates not written in date column.
- ____ Transfer Chart Member Weight loss and Chapter Weight loss sections not completed accurately.
- ____ New KOPS Annual weight loss not from 1st weight on TOPS chart to last weight in December on KOPS.
- ____ Lost KOPS Annual weight loss not from 1st weight on KOPS chart to last weight in December on TOPS.
- ____ KOPS Lost Status or Goal Change not recorded.
- ____ KOPS Medical Excuse (ME) not attached to chart or not valid.
- ____ KOPS Out of Leeway not written in red ink.
- ____ Goal weight, Leeway weights, original KOPS date, last date lost or last reinstated date not on KOPS.
- ____ Fine-tip felt pen (or approved, **dark** gel or roller-ball pen) not used.

Any checked items apply to your Chapter Weight Charts.