It is important to set up a good system of awards for your chapter. Meet with your chapter’s executive committee and, together, you can set up a program for awards. Remember, award items purchased with your chapter treasury are also an excellent way for members to benefit from their weekly chapter dues.

Once you decide on a plan, type a list of awards that can be earned and how to earn them. Give all members a copy. Make sure you put the plan in your chapter bylaws. Keep in mind, as your membership changes, your awards system may need to be updated also.

Ordering Award Items
TOPS awards can be ordered using form L-015 or from the TOPS Store at www.tops.org.

Example Awards System
The following are suggestions of ways to earn awards. You may want to choose a few or many. These are only examples. With some brainstorming, your executive committee can come up with many more ideas.
(Keep adding an award for every 10-pound loss thereafter. You might award teens and preteens at 5-pound intervals.)

- Halfway to goal: C-17
- Reached goal: C-18
- Best loser of month: C-64
- First six weeks of continuous losses: C-88
- Second six weeks of continuous losses: C-86 (Continue awarding for continuous losses until goal is reached.)

Chapter Officers
- Leader: C-3
- Co-Leader: C-4
- Secretary: C-5
- Treasurer: C-6
- Weight Recorder: C-7
- Assistant Weight Recorder: C-12
- Program Presenter: C-99

Contest Awards*
A great way to spark competition among members. For example, use C-56 for a team contest, and C-70 or C-105 for a walking contest. You might order a variety of awards to be given out as “choice awards” for various contests.

KOPS (Keep Off Pounds Sensibly) Graduate
C-2 or C-22. If graduating at State Recognition Days (SRD) or Provincial Recognition Days (PRD), present the week after the event. Member must have graduated.
Backsliders
For each five pounds they re-lose to their lowest weight in TOPS, C-75

Annual Chapter Division Winner
C-53 (female winners) and P-7 pin (male winners)

Annual Chapter Queen and King
P-12 pin, C-8, or P-15 pin

Perfect Attendance
C-62 or P-16. This could be awarded every six months. Specify if any excused absences would be allowed and, if so, how many.

Numerals
Numerals listed on the L-015 award order blank can be used to mark a member's anniversary of joining and presented on their renewal date, or they can be used to designate significant years or pounds lost. (Note: KOPS numerals for continuous KOPS status are ordered on a different form, L-017, or from the TOPS Store at www.tops.org. They are ordered after a KOPS anniversary date has been reached.)

Awarding items as described above are suggestions only. Adapt the use of these awards for accomplishments to meet the needs of your own chapter. One week per month should be set aside (the first week of the month, for example) for presentation of awards earned the previous month. Make the presentation something special. If it is done in an enthusiastic manner, it should have a very positive effect on your chapter.

You will soon see members working hard to earn an award monthly!

*Ideas for contests may be found in the Leader's Corner of www.tops.org under “Contests.”