

**TOPS, TAKE OFF POUNDS SENSIBLY  
CHAPTER'S FIELD STAFF VISIT FORM**

After you have had a visit by a member of the Field Staff, please fill out this form and send or email it, as soon as possible, to your Regional Director:

**Beverly Staniak**  
2017 Lilac Court  
Stevens Point, Wisconsin 54482  
[bev01@charter.net](mailto:bev01@charter.net)

CHAPTER: \_\_\_\_\_

DATE OF VISIT: \_\_\_\_\_

LEADER: \_\_\_\_\_

EMAIL: \_\_\_\_\_ PHONE: \_\_\_\_\_

WHO CAME TO VISIT? \_\_\_\_\_

WAS FIELD STAFF MEMBER ON TIME? \_\_\_\_\_ Yes \_\_\_\_\_ No

NUMBER OF MEMBERS IN ATTENDANCE AT MEETING: \_\_\_\_\_

WAS THIS A DROP-IN VISIT? \_\_\_\_\_ Yes \_\_\_\_\_ No

WHY WAS THE FIELD STAFF THERE? - YEARLY VISIT ? \_\_\_\_\_ CHAPTER  
PROBLEM? \_\_\_\_\_ AWARD CEREMONY? \_\_\_\_\_ NEW CHAPTER? \_\_\_\_\_

DID THE CHAPTER DONATE TO A/C'S TRAVEL EXPENSES? \_\_\_\_\_ YES \_\_\_\_\_ NO

Amount paid \$ \_\_\_\_\_ If no funds given, please state the reason why:

\_\_\_\_\_  
\_\_\_\_\_

COMMENTS (If any – please note on separate sheet).

YOUR NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

COORDINATOR'S NAME: \_\_\_\_\_

Area Captains try to visit each of their chapters yearly. Thank you for making them welcome in your chapter and for taking the time to fill out this form!

Add Comments to back of this sheet (if any):