

July 11, 2014

To: Division I Host Pool - Edgebrook  
Division II Host Pool -Klahanie  
Division III Host Pool - Kingsgate Royals  
Division IV Host Pool - Kingsgate Monarchs  
Division V Host Pool - Woodridge

From : Laura Weingaertner  
Midlakes Awards & Records Chair  
206-979-1903

RE : Division (B ) Champ Awards

This box contains the awards that you will need for your division's Championship Meet. I have determined the number of medals/ribbons based on averages from past years. Therefore, IT IS POSSIBLE that you may run short of a particular place medal or ribbon.

Not to worry! *Please return the box by 8:30am the MORNING OF A CHAMPS to the Awards Room (next to the computer room) at KCAC!! Check them in with me or the person running the A Champs awards room. WE DON'T WANT THE B CHAMP AWARDS MIXED UP WITH THE LEAGUE A CHAMP AWARDS BEING ISSUED THAT DAY!*

Please include the inventory sheet (*fill it out by the end of the day today so ordering can be corrected for next year*), any excess medals/ribbons that you have ALONG WITH the stickers for medals/ribbons that you are short - I will be sure they get matched up based on what's returned from all of the divisions, and they will get to the correct club.

**Important suggestions:**

1. Track the place labels on a heat sheet. This will help you know if you are getting DUPLICATE labels from the computer folks, and prevent you from giving out duplicate awards (and therefore running out of awards later in the day).
2. Find someone to hand out heat winner ribbons - look at the instructions on the other sheet in this box.
3. Don't let your volunteers break apart all of the batches of ribbons before they need to use them! The ribbons are batched from the manufacturer in groups of 25, unless otherwise noted. The tendency to unbatch and organize everything happens early in the day when you have volunteers without much to do.

Thanks for your help! If you have any questions, please try my cell phone, listed above.