

RAF-O-Meter

Download, Display & Use Instructions for Local Associations

This year, the RAF-O-Meter is available in a **digital folder**, allowing each local association to download, print, and display as many copies as needed.

1. Download Your RAF-O-Meter

- ▶ Access the shared folder containing [RAF-O-Meters](#).
- ▶ Files are organized **alphabetically by Association name**.
- ▶ Select your Association and **download your file** to your computer.
- ▶ You may **print and use multiple copies** if needed.

2. Print the Poster

- ▶ Print in **color** at **24 x 36 inches**.
- ▶ Use standard poster paper (do not laminate).

3. Mounting the Poster *(Recommended)*

For best display and durability:

- ▶ Mount the poster on **24 x 36 foam board**.
- ▶ Approximate cost: **\$35** (pricing may vary).
- ▶ Request a **whiteboard or dry-erase** finish so progress can be colored in as goals are reached.

Please note:

- ▶ Poster edges may be trimmed by approximately **1/8 inch** during mounting.
- ▶ Call ahead to confirm foam board availability.

4. Mounting Locations

Poster mounting services are commonly available at:

- ▶ FedEx Office (Kinko's)
- ▶ Office Depot
- ▶ Staples
- ▶ Select Walmart locations
- ▶ Local framing or print shops



5. Display & Track Progress

- ▶ Place the RAF-O-Meter in a **high-visibility area** (lobby, staff area, meeting room).
- ▶ Use **dry-erase markers** to color in progress toward your goals.
- ▶ Update regularly to encourage participation and momentum.

6. Reimbursement Reminder

- ▶ **Save all receipts** related to printing and mounting your RAF-O-Meter.
- ▶ Submit expenses through using the [RAF Reimbursement Form](#) available online.
- ▶ Reimbursement requests must include copies of receipts.

7. To Download your Association's current data:

- ▶ Visit raf.car.org
- ▶ Click on the Matric tab
- ▶ Select the RAF-O-Meter section
- ▶ Click the down button and select your Association's name.