



# Minnesota Women of Today Chapter Success Guidelines

## VERIFICATION

**Proper verification is very important!** Points will be deducted without it. If you have any questions concerning verification, contact the Success Coordinator [success@mnwt.org](mailto:success@mnwt.org) before completing your submission. Success submissions should be emailed to the Success Coordinator, any exceptions must be arranged with the Success Coordinator.

- Meeting minutes, agendas, outlines, newsletter articles, etc., are excellent examples of verification. Ensure that the information is accurate and complete. The name or type of project, date(s) held, chair, service hours, number of members and/or guests participating, funds raised, etc., must be clear. All verification must be dated.
- Carefully read each explanation below when sending verification. Some verification requires specific information while other areas state that another source will verify. Follow directions carefully.
- When sending newspaper articles, be sure to include the name and date of publication.
- Highlight sentences that provide information and in the margin as close as possible to specified items, state "MTGS, D" or "CHAP MGT, D" or "PROG, A-1" to match the section on the SUCCESS form.
- Compile all verification pages. Label verification to correspond with the categories on the Success Form (Membership, Meetings, Chapter Management, Programming). The preferred method of verification submission is in one document. However, if you are unable to send all verification in one document, please number your verification pages and add **this page number** under the "Reference Page NR" column on the SUCCESS form.
- Secure all substantiating materials and information in **one pdf**, not several stapled items held by a paperclip.
- Be sure to complete all sections of the form asked to complete.

## SUCCESS SYSTEM FORM

When sending in the SUCCESS System form, send one copy to the Success Coordinator and keep a copy for your file.

Double-check your submission before sending.

- Are pages numbered and do the numbers correspond with the correct "NR" column on the Success Form?
- Is all verification highlighted and the area it refers to written next to it?
- Are all sections of the SUCCESS form completed as required?
- Did you keep a copy to use next trimester?

Certifications or any items "verified by" **will not receive credit unless received and verified** by appropriate SPM, staff member, committee chair or the Chapter Service Center.

Programs must be 20-30 minutes in length to qualify for the SUCCESS System. When conducting a Personal Enrichment course, it must be at least two (2) hours in length and have at least three (3) members present (minimum of three (3) members for chapter certification).

**DEADLINES: SUBMISSIONS will not be accepted after the due date as posted by the Success Coordinator.** The dates are always included in the MNWT annual calendar and in each Chapter Management Vice President (CMVP) Chapter Information Packet (CIP).

**HELPFUL TIP:** Mark a folder "SUCCESS SYSTEM" and encourage chapter members to add to it any minutes, correspondence, program report form, newspaper articles, certification copies, invitations, or other information they may have. It will be helpful when preparing your SUCCESS submission at the end of the trimester.

## GENERAL RULES

1. The Minnesota SUCCESS System will run May 1 to April 30 with three submissions.
2. Points must be claimed in the submission period in which the activity was held or completed. A project is considered complete when the final report is given to the chapter, which must be completed within 45 days of end of the project.
3. A project may only receive points one time during a year. A project may only receive points within one area each submission/year. For example, you could not count the same project (for examples a Book Club) under both Programming A1 and Chapter Management G.

## MEMBERSHIP

**All membership points will be verified by the Chapter Service Center (CSC) or MNWT Extensions Director as indicated.**

- A. New Member Adds: Multiply the number of NMAs by 10. **The Success Coordinator will complete this section.** Final figures will be verified by the CSC.
- B. In-Chapter Extensions: You may claim points for each month that you sign four (4) new members in one month and send in their dues to the CSC. Verified by the CSC. 50 points per in-chapter extension each submission.
- C. Renewal dues **paid** by early-bird renewal date: If renewals are in by the early-bird date, you may claim these points. They may be claimed all submissions. See the MNWT calendar for specific dates. Verified by the CSC. 25 points per submission.
- D. Trimester Retention – 75-99% Verified by the CSC. 25 points per submission.
- E. Trimester Retention – 100% Verified by the CSC. 50 points per submission. Chapters may claim only D or E, not both per submission.
- F. Trimester Growth: Chapters who achieve growth + 1 from their trimester base. Growth means that your chapter has a larger membership at the end of the trimester than at the beginning of the trimester. Chapters may claim growth each submission. Verified by the CSC. 50 points per submission.
- G. Growth for the Year: This is claimed third submission only. Verified by the CSC. 50 points one time only.
- H. File intent to extend and hold an informational meeting. Verified by the Extensions Director. 25 points per intent per submission.
- I. Extensions: Any NEW chapter may count. The extending chapter must attend all organizational meetings of a potential chapter prior to actual extension. New chapters must have state dues paid and the Intent to Charter form filed and fees paid. If two chapters work an extension according to the above guidelines, points will be divided equally. Verified by Extension Director. 200 points per chapter extended. 400 points maximum.

## MEETINGS

- A. Representative at District Meetings: You may claim these points if anyone in your chapter, excluding the District Director (DD), attends the district meeting. Meetings are held fall, winter and spring. Attendance is verified by the DD each trimester. 25 points per submission.
- B. Representative at District Orientation - Claimed **first submission only**. This is intended to encourage chapters to attend district training. DDs and trainers do not qualify as attendees for SUCCESS purposes. Individual training held on another evening is not applicable. Verified by the DD. 25 points first submission only.
- C. Representative at Area meetings: Anyone in your chapter, excluding the DD, who attends their Area meeting would satisfy this category. Verified by the DD. 25 points Claimed **third trimester only**.
- D. Representative at State business meetings – Includes anyone from your chapter, excluding Exec Council members, who have cleared credentials and attend the official state business meeting at convention. Verified by the CSC. 25 points per submission.
- E. Representative at National business meetings: The meetings are held in October and June. Claimed **first**

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**and second submissions only. Cannot** be claimed if the attendee is a National officer. Verified by the MNWT Chairman of the Board. 25 points per submission.

- F. Attendance at state study committee meetings: Recognizes attendance of committee members and/or visitors that attend meetings of the Finance, Future Directions, Membership Management, Foundation or Marketing committees. Verified by the committee chairperson. 25 points per submission.
- G. Representative at LOTS: A chapter can claim if they have a member in attendance at Local Officer Training (LOTS). Claimed **first submission only**. Verified by the Chapter Management Vice President (CMVP). 50 points first submission only.
- H. Representative at President/State Delegate Retreat. Claimed only in trimester held. Verified by the CMVP. 25 points per member attending. Maximum of 50 points.

## CHAPTER MANAGEMENT

- A. Monthly Board meetings: All meeting dates must fall within submission deadlines. Verified by meeting minutes, agendas, etc. The date of the meeting must be on the verification. A one-line notice or listing is not sufficient. 10 points per meeting. Maximum of 40 points per submission.
- B. Establish a Quorum at General Meetings: Each chapter's quorum is determined by their bylaws and policies. Verified through meeting minutes only and **MUST** say, "Quorum has been established." 10 points per meetings. Maximum of 40 points per submission.
- C. Donation of \$35 minimum to State Ways and Means. Verified by the Financial Vice President. 25 points per submission.
- D. Monthly written treasurer reports: A report must be dated monthly including income and balance. If included in your newsletter, it must be the full treasurer's report, not just beginning and ending balances. The report must include chapter name. 10 points per meetings. Maximum of 40 points per submission.
- E. Conduct a Chapter Survey: This is your local chapter internal evaluation. Attach a completed copy of the survey used or a summary of member responses for verification. Claimed **only one time** during the year. 25 points.
- F. Complete and submit a Plan of Action and a proposed local budget to DD: Established chapters **may claim first submission only**. Newly extended chapters may claim within six (6) months of their charter date. Verified by the DD. 50 points, one time only.
- G. Hold a Membership and/or Chapter Social Event: These are events held to promote your chapter, with the ultimate goal to increase membership and to encourage chapter fellowship. Events must be held on a separate night from the membership/business meeting. Verify by submitting meeting minutes, invitation, pictures, etc. 25 points per event. Maximum 75 points per submission.
- H. Conduct a local membership orientation program: Examples include, but not limited to, one of the following: parliamentary procedure, STEP, new member, programming overview, structure of the national organization and how you fit in, what Personal Enrichment (PE) courses are, what the Future Directions committee is, etc. Orientation must relate directly to Women of Today and can be held during your general meeting. Include the date of orientation and a brief description of what was covered. Verified by meeting minutes, agenda for orientation, outline, etc. 25 points per submission.
- I. Hold a bylaw study committee meeting and submit the bylaws to the State Parliamentarian: This can be claimed **ONE TIME ONLY**. Send in a revised copy of your bylaws to the State Parliamentarian for review. Verified by the State Parliamentarian. 50 points one time only.
- J. Publish a local chapter newsletter: Submit a copy of the **NEWSLETTER FRONT PAGE** of **ONE MONTH ONLY** (unless using the newsletter for other documentation). Your newsletter front page must include the chapter name and the date of the newsletter to count as verification. 25 points per submission.
- K. Participate in an organized Public Relations (PR) program: Send copies of news articles, photos (with dates and publication name), other publicity, active social media page or webpage and other publicity such as pictures of bank boards, community signs, posters, as well as special events coverage. PR articles for events you are claiming elsewhere on the **SUCCESS** entry maybe used. Your chapter brochure can be used one time as a PR program. Include a copy of your brochure as verification. 25 points per submission.

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- L. Hold a local ways & means project: This is a fundraising event held to raise funds **ONLY** for your local chapter operations and treasury. Verified by meeting minutes, agenda, newsletter article, etc., stating a project was for Ways & Means, and how money was raised. 25 points per submission.
- M. Participate in SUCCESS all three trimesters. Verified by the Success Coordinator. Claimed **third submission only**. 100 points

### PROGRAMMING

#### **A. Participate In Programming Area At The Local, District Or State Level**

Participate in programming area: Verified by meeting minutes. There is a **maximum of 300 points** for a year with a maximum of **100 points per trimester** each year. Each project can be claimed **only one time and in only one area**. Activities must be a project, not simply donating money. Speakers can count as a project one time per year per programming area. Verification in each category is provided through meeting minutes. Must state funds raised by the project (if applicable).

- A1. Community Connections (CC): Project must fall under CC. Projects that involve their local community (i.e., adopt a family, food shelf, Friendship Ventures, etc.) are included in this category.
- A2. Women's Wellness: Project must fall under Women's Wellness, including March of Dimes Walk for Babies, Relay for Life, projects focusing on women's health issues.
- A3. Youth of Today: Project must fall under Youth of Today, Kids Week, and Local Chapter Outstanding Young Adult program.
- A4. Priority Project: Must be a project that falls under the current Priority Project. The MNWT Priority Project is a foundation (such as Breaking Free, and Wishes & More) approved by the membership and changes every three years.
- A5. Living and Learning: Project must fall under Living and Learning (i.e., projects that promote the personal growth of members). **INVOCATION DOES NOT COUNT AS A PROJECT.**

#### **B. Participate in USWT Programming**

- B1. Participate in USWT external programming area – Domestic Violence Awareness. 25 points per submission. It can be fundraising or educational. Verified through meeting minutes.
- B2. STEP I-IV: 10 points per member who certifies. The STEP certifications should have been sent to the Minnesota Programming Vice President (PVP). **STEP I** for members within first 120 days of membership. **STEP II** for members under a year but longer than 120 days. **STEP III** for members of two to five years. **STEP IV** for members of six or more years. Copies of all STEP certifications with your SUCCESS submission.
- B3. Health and Wellness: 10 points per member. The Health and Wellness certifications should have been submitted to the Living and Learning (LL) State Program Manager (SPM). Include copies of the Health and Wellness certifications with your SUCCESS submission.
- B4. Personal Development: 10 points per member/maximum 120 points for year. The Personal Development certifications should have been submitted to the Living and Learning (LL) State Program Manager (SPM). Include a copies of the Personal Development certifications with your SUCCESS submission.

### MNWT PROGRAMMING AREAS

- C1. Living and Learning Certification: 10 points per member. All certifications must be received by the Living and Learning (LL) SPM to be counted. Verified by LL SPM. Include copies of certifications with your SUCCESS submission.
- C2. Chapter Certification in PE Courses: 50 points per course/Maximum 150 points for year. The Personal Enrichment Program (PEP) certifications should have been submitted to the Living and Learning (LL) State Program Manager (SPM). Include a copy of the Personal Enrichment Program certification with your SUCCESS submission.
- C3. Submit Mid-Year and Year-End Individual Entries for president and state delegate: 50 pts for each entry, a maximum of 100 points per submission. Mid-years are due in November (claim in second submission) and

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Year-Ends in April (claim third submission). Success Coordinator will verify.

- C4. Submit a minimum of one “Project of the Trimester” in any programming area. Claim 20 points for each entry up to a **maximum of four** entries per submission, 80 points per submission. Include copy of Project of the Trimester nominations with SUCCESS submission. Verified by the SPMs.
- C5. Participate in a local project with another non-profit organization: Recognition is given for assisting or participating in a local project with another organization. You must specify project name, date of event, other organization and other details. Projects claimed in Programming A, may NOT be included in this section. Women of Today chapters do NOT count as another volunteer organization. Activity must be a planned project, not merely donating money to another organization. Verify by meeting minutes, newsletter/paper articles, etc. Other 25 points per submission.
- C6. Make a minimum donation of \$35 to MN Women of Today Foundation: Entry fees for competitions do not count. Contributions to other scholarships, projects, etc., are allowed. May be claimed in all three submissions. This is a donation by the CHAPTER, not by individuals within the chapter. Verified by MNWT Foundation treasurer. 25 points per submission.

### **PRESIDENTIAL BONUS POINTS (Programming Section D)**

Points are awarded if the chapter accomplishes requirements set by the State President each submission. A maximum of 100 points per submission, 300 points maximum per year are allowed. Verification methods will be stated in each trimester’s CMVP CIP. Briefly describe what you are claiming points for.

### **BONUS BONANZA POINTS**

Self-Explanatory. You must provide a copy of chapter records for verification by Success Coordinator. Points may be claimed first submission only. Newly extended chapters may claim within 12 months from charter date. SEND COPIES OF FRONT PAGE ONLY OR PROOF OF FILED INFORMATION on:

1. Proof of Sales and use tax number or copy of permit
2. Articles of Incorporation
3. Proof of Annual Registration from Secretary of State (email response from Secretary of State)
4. Proof of insurance for current year
5. Proof of 990 filing to the IRS (email response)