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MNJOTS CIP 2016

STATE DELEGATES,

Congratulations on accepting the position of State Delegate! Thank you to those who were able to attend the roundtable at Annual Convention on May 21st. Being State Delegate is a very important position for your chapter. You are the link between your chapter, district, state and national organization. I am very excited for you this year and look forward to working with each of you.

At each convention, Fall, Winter, and Annual convention, there will be a roundtable for state delegates. I strongly encourage you to plan your schedule to attend these trainings. Between conventions, it would be helpful to stay connected with each other. Here are 2 ways to do that. One is an email connection (see page 3 of this CIP for more information). The other is a State Delegate group on Facebook. Please email me at avp@mnwt.org to be added to these groups.

I have been a member of Women of Today since 1990. I've served on my local chapter in all board positions, DPM positions, DD, State MVP, State Extensions Director, Marketing Chair, on the Foundation board and now as AVP. I love visiting chapters and I am sure I probably have met many of you already serving in the many different positions I have held.

Please do not hesitate to contact me anytime with questions, concerns or suggestions. You can reach me by email, text or cell phone. I wish you the best this year in your adventure as State Delegate.

Lisa, AVP

Dates to Remember:

July

- 1 Founders Day
- 15 Early Bird renewals due to chapter Service Center
- 30 Marketing, Membership Management, and Future Directions state committee meetings

August

- 1 State Delegate Fast Start Due to District Director
- 3 USWT Friendship Day
- 5 MNWT Foundation meeting
- 15 All renewals due to Chapter Service Center
- 14-20 Kid's Week
- 22 LPM Reports Due

September

- 11 Day at the Diamond
- 16-19 Fall State at Cragun's in Brainerd
- 18-24 Women of Today Week

You may already have your year planned out and that's great! If not, that's okay, too. We are just getting started and there is plenty of time to get your year planned and organized. The following are things you should do right now. Getting these things done will ensure that your year is off to a good start and will help you have a successful year.

- **Read Your State Delegate Manual.** Everything pertaining to your position is covered in the manual. Every chapter should have officer manuals in their files. If you can't find yours, ask your chapter to purchase a new one. They are available through the State Store. Just contact the Ways and Means SPM at wm@mnwt.org.
- **Put Your Plan Of Action Into Writing.** Put together some specific goals for the year and how you plan to implement these goals. Talk to your chapter president and board to get their ideas on what they would like to see happen concerning your area. Individual chapters may have duties for their state delegates that are not stated in the handbook. Do use the State Delegate Manual as a guide when preparing your Plan of Action. Make sure your Plan of Action is included in your chapter's handbook/plan of action.
- **State Delegate Fast Start.** I strongly encourage you to complete the enclosed Fast Start. This is a great way for you to get your year off to a great start. All state delegates who complete their Fast Start will be recognized at Fall State. The first requirement is to attend LOTS or your district training. So, if you missed LOTS, please plan to attend your district training session.
- **Log Your Activities.** Start keeping a log of your activities. Include visitations, news articles, promotions, incentives and recognitions used/given by you, and chapter member's participation on the local, district and state level. It will be a lot easier to do your Mid-Year Evaluation if you keep good records.

Chapter State Delegate Fast Start - Due Aug. 1st

Complete these steps and send this form with verification to your District Director by Aug. 1st.

1. Attended LOTS on April 30th in Rice or a District Orientation. Date Attended:
2. Establish measurable goals (plan of action) and write how you will achieve them (to be included in Chapter Handbook). Areas to set goals: a. Role as liaison; b. Visitations; c. Promotion of district, state and national activities. d. others: extensions, CIP distribution, personal goals)
3. Schedule and make a visitation to another chapter. Submit a signed agenda. Date Attended: (can be a future date)
4. Submit an article about your chapter or chapter project to the district newsletter.
5. Attend district meeting and report on your chapter's first trimester activities. If report is upcoming, what do you plan to report on? Date Attended (can be future date):
6. Report on upcoming district and state meetings at June and July meetings (submit synopsis or copy of report). If report is upcoming for July, what do you plan to report on?
7. Submit at least one article to chapter newsletter promoting upcoming district and state events.
8. Submit a preliminary trimester report either online or hardcopy to your district director and Administrative Vice President (AVP)

Copies of all information must be included to verify completion. All items must be DATED. Your DD will verify meeting attendance at district mtg/orientation. LOTS chairperson will verify LOTS attendance.

State Delegate E-Mail Connection

Below is the list of State Delegates that signed up at LOTS and/or Annual Convention roundtable to be included in the E-mail Connection. Please take the opportunity to share ideas or ask questions of these state delegates. If you would like your name added here, please let me know. My e-mail address is avp@mnwt.org.

<u>Name</u>	<u>Chapter</u>	<u>E-Mail Address</u>
Bernice Graves	Duluth	bgraves3041@charter.net
Sara Rocksted	Monticello	sara.rocksted@gmail.com
Kellie Mensink	Coon Rapids	kelliemensink@hotmail.com
Kandy Dorlack	Champlin	kdorlack1@aol.com
Melissa Bueckers	Avon	bmbueckers@albanytel.com
Donna Barrett	St. James	dbarrettwt@gmail.com
Leslie Goble	Aitkin	g3g@mlecmn.net
Carrie Aitkinson	New Hope	carriatkinson06@gmail.com
Cindy Golbuff	Glenville	scgolbuff@wctatel.net
Michelle McGowan	Byron	mickimcgowan@gmail.com
Shirley Halgrimson	Fridley	shirlhalg@hotmail.com
Cindy Umland	St. Cloud	cindyumland@gmail.com
Brenda Reeves	Brooklyn Park	brendajreeves@gmail.com
Shirley Welch	Anoka	swelch012@comcast.net
Steph Kuehn	Rice	stephkuehn@gmail.com

Reporting and Communications

It is important that you have a report at each meeting. There is always something coming up and something to report! Keep these ideas in mind:

- **Top Ten List**—reasons why members should attend a visitation, district meeting, convention, etc.
- **Offer Incentives**-show your support when your members participate: a drawing for money off registration or a goody bag
- **Make up a Skit**-you can search the internet for ideas to go with the theme of the convention and create your own short skit; others will want to join you for the fun

Also, use your other chapter resources to promote events: articles in your chapter newsletter, information on your chapter website, on Facebook, email reminders, hand out flyers.

STATE DELEGATE CHECKLIST

MONTHLY

- _____ Report at chapter meeting. Give written report to chapter secretary.
- _____ Submit articles for the chapter newsletter.
- _____ Make sure chapter members are informed of upcoming district and state events.

TRIMESTER

- _____ Complete State Delegate Trimester Report and return to district director by deadline given.
- _____ Promote attendance at district and state meetings and events. Could also include other meetings such as Future Directions, Finance, Membership Management, and Marketing.
- _____ Represent your chapter by attending district meetings and state conventions as possible.
- _____ Present awards received at district and state meetings.
- _____ Promote and set up visitations to other chapters in your district and others nearby.
- _____ Attend new member orientations and promote participation at the district and state level.

DISTRICT MEETINGS

- _____ Pass around a sign-up sheet and collect money if needed prior to the registration deadline.
- _____ If chapter pays any registration, get check from treasurer.
- _____ Mail registration forms and check to proper person by deadline if needed.
- _____ Arrange car pooling for those attending.
- _____ Prepare state delegate report for meeting with the assistance of the chapter president if needed.
- _____ Attend state delegate roundtable if available.
- _____ Represent your chapter delegation. Voice all votes for the chapter when appropriate.
- _____ Keep a record of all awards and recognition received at the meeting, as well as any upcoming events announced.
- _____ Promote participation in competitions and First Timer's program.

STATE CONVENTIONS

- _____ Pass around registration forms and collect money at meeting prior to registration deadline (registration forms can be found in CIPs from prior trimester).
- _____ Make and verify room reservations for your chapter for state conventions at least 6 months in advance.
- _____ If chapter pays any registration, get check from treasurer.
- _____ Mail registration forms and checks to proper person by the deadline.
- _____ Arrange car pooling for those attending.
- _____ Attend state delegate roundtable.
- _____ Represent your chapter delegation. Voice all votes for your chapter when appropriate.
- _____ Check in at Financial and Voting Credentials.
- _____ Pick up your Chapter Information Packet and awards from your district director.
- _____ Promote participation in competitions and First Timer's program.

OTHER

- _____ Pass around sign-up sheet for Area Meeting in spring. Send registration if needed and arrange car pooling.
- _____ Submit an article about your chapter to the state NEWSLET.
- _____ Promote Local Officer Training Session (LOTS) in May and submit registration for your chapter. Arrange car pooling for those attending.
- _____ Promote national conventions (Mid-year and Annual).
- _____ Complete a mid-year and year-end State Delegate Individual Entry.

DISTRICT MEETING – AWARDS TRACKING FORM

Meeting / Date _____

PROGRAMMING:

LPM of the Trimester:

Living & Learning -

Newsletter -

Public Relations -

Records & Recognition -

Ways and Means –

Community Connections -

Women's Wellness –

Youth of Today –

Priority Area –

Internal DPM of the Trimester:

Internal Project of the Trimester:

External DPM of the Trimester:

External Project of the Trimester:

MEMBERSHIP:

DD RECOGNITION AND AWARDS

First Timers:

Early Bird Renewals:

On Time Renewals:

Growth:

New Member Adds:

Retention – Greater than 70%

Retention – 100%

Success Submissions:

President's Challenge:

Chapter Visitations:

State Delegate of the Trimester:

Chapter President of the Trimester:

Member of the Trimester:

Chapter of the Trimester:

District Officer of the Trimester:

MISC:

Lucky Buck Winners: _____

Convention Drawing: _____

First Timer Drawing: _____

Door Prize Drawings: _____

OTHER:

CONVENTION TRIMESTER AWARDS

(this form can be used to track award information at conventions for your chapter and/or district)

State Convention _____

Presidential Pins **Chapter** **Presidential Medallions** **Chapter/Position**

Membership Awards
100% Retention **75% Retention** **Growth +?** **One-A-Month-Club**

In Chapter Extension **Individual Recruiters** **Chapter**

Project of the Trimester **Chapter**

Chapter Mile _____ **Outstanding LPMs** **Chapter**

Chapter Attendance _____

District Excitement _____ **Fired-Up DPMs** **Chapter**

Executive Council Awards (members from your district/chapter)
Name **Chapter** **Type of Award**

Success System:
Ranking **Chapter**

Other: (describe)

Articles for chapter newsletters

Feel free to use these template articles for your chapter newsletters or handouts

July — What is a CIP (Chapter Information Packet) and when do we receive them?

CIPs are available at MNJOTS, Fall State and Winter State. The packets include information and materials from the state program managers, state staff, and others. If you cannot attend a state meeting, arrange to obtain your CIP packet from your district director. All CIPs will be distributed in the chapter bags that you receive at convention from your district director. Each chapter usually has a procedure to distribute them within the chapter and typically the state delegate or programming vice president(s) have the task to ensure they are distributed to the appropriate individuals in their chapter. It is important to distribute the CIPs quickly so that officers and program managers get the information in a timely manner.

August — Project Fair at Fall State

What is the project fair? This event takes place on Friday evening and Saturday morning at Fall State convention. It provides members with the opportunity to meet the State Program Managers (SPMs) in an expo type of format. The SPMs set up information booths about their area and they make these interactive and fun for the members who visit them. There also are other vendors from the community with special interest items and products for women. As a local program manager (LPM), be sure to identify yourself as an LPM to the SPM of your program area. The SPM would love to meet you and share some helpful hints and project ideas. There will also be a few informational training sessions. Don't miss the project fair!!

PRESIDENTIAL *SUCCESS* BONUS POINTS – TRIMESTER 1

\$50 donation to the State Plan of Action (POA) {50 points}

and|or

Hold an M-event between Kids week (August 14-20) and IMPACT Monday (August 29), post event on Facebook, tagging State MVP Julie Marchand, along with adding two new members during the month of August.

and|or

Celebrate Founder's Day by holding an M-event (utilizing PR) and submit USWT Founder's Day Participation form found in PR CIP {50 pts}

and|or

Submit a completed first trimester LPM report in all eight (MNWT) programming areas.
(100 points)

Maximum of 100 bonus points

In addition, there will be **another 100 Bonanza Bonus points awarded** when you include copies of ALL FIVE of the following:

1. Sales and Use Tax Permit
2. Articles of Incorporation
3. Proof of Annual Registration filing for 2016 (copy of email confirmation from MN Secretary of State)
4. Proof of insurance for current year
5. Proof of 990 filing year June 1, 2015-May 31, 2016 (copy of email confirmation for IRS dated after June 1, 2016)

President / State Delegate Retreat Save the Date: July 23rd in Rice at the Immaculate Conception Church



State Delegate Promotions

Check the rest of your MNJOTS CIP and your Chapter Mailing Highlights for events that you can promote as State Delegate: convention (including registration form), district meeting, MNWT Foundation fundraiser, and much more! Also check out the the MNWT website under “Events” and “State Publications.”

State Delegate Trimester Report

Track your chapter’s activities and report each trimester. The State Delegate Report form can be found at www.mnwt.org, click on “Members”, then “Book of Forms”, “Officer Reports”, then click desired State Delegate Report format. If submitting by mail, send a copy to both your District Director and me. I look forward to receiving and reading your reports; reporting assists our leaders in identifying your chapter’s needs regarding training or assistance. The state delegate report will ask for information about your promotions, travel, extensions activity, participation in USWT, and specific information about programming in your chapter.

State Delegate Duties

There are 4 main duties of a state delegate:

- Serve as the liaison between your chapter and the district and state Women of Today organization.
- Represent your chapter at all district and state meetings.
- Act as extension representative for your chapter. You could choose to join an extensions team or maybe offer support to a 2 & under chapter. Check with your State Extensions Director at extensions@mnwt.org to find out how you can help.
- Set up visitations to other chapters. Contact the chapter president to make arrangements to visit at a meeting or other activity. A signed agenda or written verification of the visit can be used for Success System. It’s a great opportunity to meet new people and get new ideas.

Check out your State Delegate Officer manual for more information about your position and duties.

TRAINING MATERIALS AVAILABLE

If you were not able to attend Annual Convention in Mankato on May 20th -22nd and missed the State Delegate roundtable, you can still request a copy of the training materials. Included in the materials: What you need to know, state delegate responsibilities, trimester report form, 2016 Fast Start form, Top 10 Ways to be the Best State Delegate you can be, tips from past state delegates, and incentive ideas. Email me at avp@mnwt.org or lisah1980@charter.net to request a packet.