



MNJOTS CIP

Hello Community Connections Local and District Program Managers!

My name is Brenda Kennelly and last year I was the Breaking Free SPM and this year External Vice President. I am sending this CIP as the Community Connections State Program Manager position is currently open. The Community Connections programming area is very vital to our organization. It is the area where so many of the fantastic things you do for your own communities falls under. This means having a strong leader is equally important in order to help you be successful in your chapter. Please contact me immediately if you may be interested in this area or know someone who is. I would welcome the opportunity to work with an individual who is ready to be a part of the “Heart of External Programming!”

~ Brenda

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Inside this Issue

- What is a Program Manager? Pg. 2
- Reporting at Meetings Pg. 2
- OPDC Award Pg. 2
- Programming Reviews Pg. 3
- 1st Trimester SUCCESS Pg. 3
- Important Dates Pg. 3
- 1st Trimester Challenge Pg. 4
- Domestic Violence Pg. 4
- LPM & DPM Fast Starts Pg. 4

This programming area was developed to assist and encourage MNWT chapters to become significantly involved in their communities, resulting in “community connections,” increase recognition of a chapter’s joint ventures with local community organizations and highlight many other areas. These include the Outstanding Person with Developmental Challenges Award, Domestic Violence Awareness, True Friends and the year-end Community Connections Awards.



What is a Program Manager?

As a program manager, your **job** is an important one. Whether you are a program manager at the chapter, district or state level, your activity within your programming area is vital to our collective success. Briefly, let's review your duties as a program manager.

1. Educate
 - ◆ Tell members all about your programming area.
 - * Can a member certify in your area?
 - * Do you work with a foundation?
 - * When do you have an emphasis month?
 - * Tell members about your plans and ideas for your area.
2. Communicate
 - ◆ Report at your meeting.
 - ◆ Write information in the newsletter.
 - ◆ Send emails.
 - ◆ Mail brochures, letters, postcards, reminders about your programming plans.
 - ◆ Call members to ask if they have questions.
3. Report
 - ◆ Fill in your trimester report and send it to the proper individuals.
 - ◆ Nominate chapter members for Outstanding Program Managers to your SPM.

LPM/DPM Reporting At A Meeting

Read your CIPs. This is a good place to start when writing a meeting report. Prioritize the information, especially note important dates.

Meeting reports don't have to be formal, and they can even be hand written. It is best to have a copy to give to your secretary while you are speaking.

Plan to talk about 3 things. You don't have to give all the information in your CIP at one meeting. By choosing 3 things you will leave yourself topics for future meetings and the things you choose to talk about will be heard more by the membership.

Have fun! Be creative, wear something silly, do a skit, invite a speaker. Get fired up!

Outstanding Person with Developmental Challenges

This award is given by the Minnesota Women of Today recognizing a person with developmental challenges. We recognize their talents, leadership abilities and accomplishments in their local communities. We recognize that they possess the ability to initiate ideas and innovations for new and exciting projects and programs. We celebrate their joy for helping others.

It is never too early to start working on a nomination for this very well-deserving award. Nominations can come from any chapter or district . Entry information can be found on the MNWT website at www.mnwt.org under book of forms/recognition.

The link for this is: http://mnwt.org/bof/forms_results.php?formsID=316

Submission deadline is **November 1st, 2016** with the award being presented at the banquet held at the Winter State Convention in January.



Programming Reviews

The programming areas up for review for 2016-2017 are: Community Connections, Living & Learning and our Priority Area-Breaking Free. In order to keep programming areas functioning and relevant, your input is extremely important. These reviews ask for new ideas as well as suggestions for improvement in current activities and procedures. In addition, it is an opportunity to provide input on things that are liked that don't need to be changed. Please promote to your chapters and districts this opportunity for individuals to give input and suggestions in these areas.

The link to submit a review is:
http://www.mnwt.org/bof/program_evaluations.php

On this page you are able to either submit a review online, or print out a form to fill out and mail in. Participation is greatly appreciated!

DEADLINE TO SUBMIT IS AUGUST 1ST

1st Trimester SUCCESS

Presidential Bonus Points (100 Points Maximum)

\$50 donation to the State Plan of Action (POA) (50 pts.)

And/or

Hold an M-event between Kids Week (Aug. 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 (50 pts)

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)

Or

Submit a **completed** 1st trimester LPM report in all eight (MNWT) programming areas (100 points)

Additional Bonanza Bonus Points (100 pts)

If ALL FIVE copies of the following are submitted:

Sales and Use Tax Permit

Articles of Incorporation

Proof of Annual Registration filing for 2016 (copy of email confirmation from MN Secretary of State)

Proof of Insurance for the current year

Proof of 990 filing for the fiscal year June 1, 2015 through May 31, 2016 (copy of email confirmation from IRS dated after June 1, 2016)

Important Dates:

July

USWT Founder's Day	1
Out and About Night	10
Deadline for Day at the Diamond Order from PR SPM	12
Committee Meetings, New Ulm	30

August

Programming Reviews Due	1
LPM and DPM Fast Starts due to SPM/DD	1
Kid's Week	14-20
LPM reports due to DPM	22
Presidential Pin nominations due to President Jane	22
DPM Reports due	31
Founder's Day participation forms Due to PR SPM	31

September

Project of the Trimester nominations due to SPMs	1
Outstanding Program Manager nominations due to SPMs	1
Transmittals due	1
Friendship day participation form due postmarked to USWT Membership VP	1
National Project recognition and National Effective Writing essays due to USWT	1
Impromptu registration for Fall State due to LL SPM	1
MNWT 1st Tuesday Webinar Series	1
NEWSLET articles due to SPM	10
Day at the Diamond	11
Fall State Convention Cragun's in Brainerd	16-18
Women of Today Week	18-24

1st Trimester Challenge

Even though we do not currently have an SPM in this area, we didn't want those working so hard in Community Connections to miss out on an opportunity to win a fantastic basket at Fall State Convention. To be entered in the drawing:

1. Submit LPM or DPM 1st trimester reports.
2. Submit a transmittal. Each transmittal submitted will be an entry for the drawing.

This is an and/or challenge. Can be put in the drawing more than once.

LPM Fast Start

Fast Start: Local Program Manager

Complete these steps and send with verification to the Chapter President (president@mnwt.org), the local, district and state Programming Vice President and District Program Managers by August 1st.

1. Attend an Orientation-district, local, LOTS, or one-on-one with the programming vice president or outgoing local program manger. Include date attended.
2. Write down the goals or plan of action for the year. Send it to the programming vice president or chapter president and the district program manager. Include date sent.
3. Write to your district program manager or district director; introduce yourself, share your goals and ideas for the year. Include either a copy or the date sent.
4. Submit a *preliminary* LPM trimester report activity to the state delegate and district program manger by the Fast Start due date (August 1). Please ensure that the trimester reports are completed and sent on time. Include the date *preliminary* LPM trimester report was sent.
5. Review the Local Program Manager manual to educate yourself on being an LPM. Include the date reviewed.

Hint: When doing your introductory letter about yourself, (#3), you can include the other steps in paragraph form describing what you did and include the dates you completed it on.

Include any necessary copies; ex: preliminary LPM trimester activity report.

Domestic Violence

Awareness

Domestic Violence Awareness (DVA) is one of our National Programming Areas of the USWT. We now recognize this as part of MNWT Community Connections (CC) programming. Please be sure to report any service hours, money raised or in-kind donations under CC not Women's Wellness.

Mark your calendars that October is Domestic Violence Awareness Month. Plan some events and projects to help those in your communities that may be dealing with some of these issues.

Some ideas are hold a clothing or items needed drive for your local shelter, hold a meat-affle or pancake breakfast with all proceeds going to your local shelter, ask a speaker to attend one of your local or district meetings, send encouraging cards and letters to residents and families at a local shelter and/or offer to volunteer at a shelter.

Make sure to submit those transmittals! Don't forget to submit a USWT DVA transmittal also.

DPM Fast Start

The District Program Manager Fast Start was designed to help you get involved and off to a great start in your new position. Complete and send a copy to your District Director, State Program Manager, and District Programming Vice President by August 1st.

1. Write goals for the year.
2. Write your State Program Manager introducing yourself and your ideas for the year.
3. Contact the Local Program Managers in your district (if not available, contact the Chapter President instead). Verification to be date of phone call or copy of the letter or email.
4. Compile a list of Local Program Manager (name, address, phone number, email) for your area in your district.
5. Schedule a forum, visitation, or presentation at district or chapter meeting.
6. Submit 1st trimester report on time.