



Sharing the Heart of Programming MNJOTS 2016 CIP

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Dear Local and District External Vice Presidents (PVPs):

I am very excited to be serving as your External Vice President this year. I have been a member of the Brooklyn Park Women of Today for four years and recently transferred to my new home chapter of Coon Rapids Women of Today. During my four years I have served on all levels including: Youth of Today LPM, Chapter External VP, chapter president (two years), district 7 director and just finished my year as the state program manager for our priority area (Breaking Free).

Welcome to a fresh start in your new exciting position! Whether you are a local or district program manager, know that your job is a very important one. While your **job description may vary slightly in chapters and districts, your basic duties** are to assist the LPMs and DPMs in promoting each area and to assist with the transfer of information to the state from the chapters and districts (and vice-versa).

External Programming includes the areas of: Youth of Today, Community Connections, Breaking Free (our priority area) and Women's Wellness. Each state program manager (SPM) has developed excellent Chapter information Packets (CIPs) and material to get LPMs and DPMs off to an amazing start.

MARK YOUR CALENDARS FOR THE PROJECT FAIR! You do not want to miss out on this fun night at Cragun's Resort in Brainerd, Friday September 17th in the pool area starting at 7:00 pm. We want to make sure everyone gets a chance to see all of the amazing programming areas that the SPMs are working hard to promote across the great state of Minnesota.

Each year we do a **programming review** of a few areas, this year they are: Our 3 year Priority Area, Women's Wellness and Youth of Today. See page 3 for more information.

On-line reporting is so easy!

LPM and DPM reports can be done on-line. Please promote using the web site to complete reports. We will have a drawing at Fall Convention for all LPM and DPMs that submit their reports on-line.

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Year priority area

**Share the love of
Programming with
me this year by:**

**COMPLETING YOUR
FAST START!!!**

Please Promote ~

~LPM & DPM fast
Starts

~Program reviews

~External program

Area support

~Reporting after

Each event all

Service hours and

Donations in

Transmittals

~Project Fair at

Fall State

~ Nominations for

Awards and new

3 year priority

Wanted: Programming Vice President Fast Start!

Here is your chance to get “off to a great start” this year. It is simple to do and will help you start thinking about your year as a Programming Vice President (PVP). Here is your fast start:

This fast start may be used by either an internal or external programming vice president. Complete and send verification to the appropriate state vice president by **August 1st**. If you are managing both the internal and external programming areas, you may send your Fast Start to both state VPs. All PVPs will be recognized in my Fall CIP and receive an incentive for all your amazing work.

1. Orientate program managers under your supervision. (This orientation can be provided by you, the chapter or district). Date of orientation:
2. Set three specific goals for your position. Give one copy to your chapter president or district director and one copy to the appropriate state VP.
3. Write a letter of introduction to the appropriate state PVP. If you are covering both internal and external programming, please send a letter to both state PVPs.
4. Explain how you encouraged your program managers to Fast Start.
5. List program managers who sent in first trimester reports.

Please send verification to Brenda Kennelly at evp@mnwt.org.

Reporting is Important

One of the most important things you can do as a programming vice president is to relay information from chapters and the district to the state organization and from the state to the chapters and districts. Here are some tips to help encourage reporting:

Ask for reports

1. Make sure program managers understand what is expected of them
2. Show program managers the forms needed
3. Explain that reports can be filled out online at: www.mnwt.org by the chair following each event.
4. Type a blank report and email them – they can fill in the blanks and email it back

Reminders may be needed

1. Time your reminder about 1-2 weeks before the deadline
2. Email is a great tool to use – everyone is busy
3. Follow up with a phone call, if necessary
4. Postcard reminders can be fun

Recognition is very important – remember your LPMs and DPMs are volunteers just as you are

1. Never underestimate the power of a simple thank you
2. A small thank you type incentive is nice. Candy, chocolate, supplies such as postcards, pens or post it notes are useful. Have fun with your theme.
3. Consider having a drawing each trimester or at year end for all DPMs or LPMs that turn in reports. If reports are given all three trimesters, throw in their name one extra time.
4. Consider a nomination for an Outstanding Programming Manager!

What is the Program Review

The Programming review is the MN WT process of reviewing and improving each programming area. Every three years each area comes up for review to the general membership. This year's areas being reviewed are: finding a new 3 year Priority Area, Community Connections and Living and Learning.

This is the opportunity for the members to let us know their views on the programming areas, what suggestions they have for changes, additions or omissions.

Please help us promote this process to your chapter/districts and to the LPMs and DPMs:

Members can submit the form on-line at www.mnwt.org

There will be a presentation at each fall district meeting and a time for each member to fill out review forms. If you are willing to help with this, please contact me and I will help to arrange it.

This is a very important process for the programming areas. New policies were adapted stating that 50% or more of the members responding to a programming evaluation must state that they want to continue involvement in the programming area and we need to have 30% of the chapters participating in a programming area to continue (see policy K). This makes it very important for us to get as much information as possible.

I appreciate your help in promoting the review process.

PRESIDENTIAL SUCCESS BONUS POINTS

\$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. {50 Points}

and/or

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

and/or

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

MAXIMUM of 100 Bonus Points

There will be an **additional 100 Bonanza Bonus Points** awarded **IF ALL FIVE** copies of the following are included:

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

Transmittals Are Important!

What are transmittals?

A transmittal is the 3-part form used to track monies raised in EXTERNAL programming areas only. *Online form is best

When are they used?

Every time your chapter runs a project and/or makes a donation of money or items, a transmittal should be sent with the value of what was donated **and please include service hours**. Each event takes time and people.

Examples of projects:

A donation can be clothing or other items donated to a shelter or camp; books donated to a library; flowers planted in your community park; food shelf/bread donations; donations to a foundation such as March of Dimes, National Kidney Foundation or Relay for Life; a Halloween party that you sponsor & pay for everything and do not charge to attend; donations supporting your local girl scout troop; sponsoring a family or a giving program at Christmas or Thanksgiving; monetary donations to school programs or projects.

How are they used?

The white copy is sent to the state treasurer; the yellow copy is sent to the appropriate state program manager and the pink copy is retained for chapter records. **Online form is submitted instantly and you get a copy for your records.

Where do I send the money?

If the donation were made locally, there would be no check to send. If you have raised money for a foundation, you may send the check directly to the foundation or to the state treasurer. All other checks are sent to the state treasurer with the transmittal. Make sure the check is made payable to the Minnesota Women of Today!

Why do we have them?

Transmittals help to track the dollars donated. By compiling the information from these "official receipts", we are able to see how much money was donated statewide. Careful records are maintained by the SPMs and the state treasurer to ensure funds are not counted twice.

Who should fill them out?

Determine who will be responsible for filling out the transmittals, i.e. the treasurer or project chair and complete as soon as the project is finished. However, as a PVP or LPM you can check to ensure transmittals have been sent and/or offer to help. Many chapters have found it easiest to have the project chair report out after each event so nothing gets missed or recorded incorrectly.

WHAT WILL OUR NEW 3 YEAR PRIORITY PROJECT BE???

As you know we have just ended our first year strongly supporting Breaking Free as our current priority project and we are building even stronger support as our second year begins. HOWEVER ~ It is already time to start thinking about what our next priority project might be. Please put the word out to foundations that you know of that might be interested in bidding with the Minnesota Women of Today to be a 3-year priority project beginning in May 2018.

Any organization that is interested may contact me directly for more information. I can send them the outline and requirements needed for them to begin the big process. All bids are due April 1, 2017. Presentations are made by the bidding organization at Annual 2017 with the vote held at the Fall State Convention 2017 for the priority project that will begin in the year 2018-2019.