



2016 MNJOTS CIP

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Internal Vice President

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Welcome to Internal Programming!

I am excited to serve as the internal vice president this year. I am a member of the Anoka Women of Today. I have been a Women of Today member since 2000. I have served on the local, district and state levels of Minnesota Women of Today. These positions include chapter president, internal and external programming vice president, secretary and treasurer, district external programming vice president and treasurer, several LPM and DPM positions, People with Developmental Challenges SPM, NEWSLET SPM, MNWT State Treasurer, and MNWT External Vice President. I have been on the MNWT Foundation Board of Directors since 2005 and am the current foundation treasurer. I have also chaired Future Directions and the Finance Committee.

This is an exciting year in internal programming! Whether you are a chapter or district PVP, know that your job is an 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 assist with the transfer of information to the state from the chapters and districts and vice-versa.

Internal programming includes the areas of Living and Learning, NEWSLET, Public Relations, and Records and Recognition. This is the first year that Ways and Means is not its own programming area, I encourage chapters and districts to continue their support of the State Store and the MNWT trimester fundraisers. **Currently, there are three open SPM positions. They are NEWSLET, Public Relations, and Records & Recognition. Please contact me if you would like to share your talents this year.**

Put the Project Fair on your calendar! It will be held at Fall State at Cragun's. The theme for this year's project fair is FIESTA. This is want everyone to see all of the programming areas. The SPMs are working hard on new and exciting information. Support your state program manager and take the time to look around and ask questions.

The areas up for program review are Living and Learning, Community Connections, and the Priority Area—Breaking Free. Please promote this review process. Programming evaluation forms are available on the main page of the MNWT website (www.mnwt.org). The forms are available online in and in PDF format. Submission deadline is August 1st. See page 6 of this CIP for more information.

Online reporting is easy! LPM and DPM reports can be done online. Please promote using the web site to complete reports.

In friendship,

Julie Hammel

Important Dates

July

- 1 **Founder's Day**
- 23 President, State Delegate Retreat
- 30 Committee Meetings, New Ulm

August

- 1 LPM & DPM Fast Starts due to SPMs
USWT Friendship Day
- 12 Deadline to order Day at the Diamond tickets
- 22 LPMs reports due to DPMs
- 31 **Founder's Day Participation**
forms due to PR SPM
DPM reports due to DDs, SPMs, and IVP/EVP

September

- 1 Project of Trimester due
SUCCESS submissions due
Certifications due
- 10 NEWSLET articles due
- 11 Day at the Diamond

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Living & Learning –Cindy Umland

Cindy is excited to help members discover what is Women of Today through Living & Learning, educating the membership each trimester on four areas: Self-improvement, civic awareness, **spiritual growth, and relationship growth.** Her theme is “Be You– Believe in Yourself.” She is looking forward to receiving many certifications.

**NEWSLET - This area is open and waiting for YOU!**

This position is currently open. NEWSLET is a vital communication tool for our organization to keep our members updated on current activities!

Personals are available online at www.mnwt.org. *You're the Difference!* personals are \$2 each, or you can purchase them in bulk at the low cost of 12 for \$20.

Please contact IVP Julie (ivp@mnwt.org) if you are interested in this area.

Public Relations - This area is open and waiting for YOU!

This position is currently open. Public relations is a vital tool in order for our organization to thrive and grow!! Please contact IVP Julie (ivp@mnwt.org) if you are interested in this area.

See the PR CIP for the Day at the Diamond ticket order form

**Records & Recognition - This area is open and waiting for YOU!**

Contact ivp@mnwt.org for more information! Keeping track of **your members' awards and projects worked is an important job.**

If your chapter would like help completing SUCCESS, contact Julie Hammel, Internal Vice President, at ivp@mnwt.org and she can help you get started until there is a RR SPM in place.

Please contact IVP Julie (ivp@mnwt.org) if you are interested in this area.



Programming Vice President Fast Start

- ◆ Give an orientation for the local and district program managers under your supervision. This orientation can be provide by you, the chapter or the district.
- ◆ Set three specific goals for your PVP position. Provide a copy to your chapter president or district director and send a copy to me at ivp@mnwt.org.
- ◆ Write a letter of introduction to me. Email to ivp@mnwt.org.
- ◆ List all programming mangers for filled areas , include name, address and phone number.
- ◆ Explain how you encouraged your program managers to complete their fast starts.
- ◆ List program mangers that sent in first trimester reports.

Verifications due August 1st to: Julie Hammel, 14672 Junkite Street NW, Ramsey MN 55303 or email to ivp@mnwt.org.

Local Program Manager Fast Start

Complete these steps and send this form along with verification to the Chapter President; 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 manager. 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. Date sent: _____
3. Write to your district program manager or district director; introduce yourself, share your goals and ideas for the year. Date sent: _____
4. Submit a *preliminary* LPM trimester report activity to the state delegate and district program manager by the Fast Start due date (August 1). Please ensure that trimester reports are completed and sent on time. Date *preliminary* LPM trimester report sent: _____
5. Review the Local Program Manager manual to educate yourself on being an LPM. Date reviewed: _____

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District Program Manager 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 is the date of phone call or copy of the letter or email.
4. Compile a list of Local Program Managers (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.

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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:

Sales and Use Tax Permit

Articles of Incorporation

Proof of Annual Registration filing for 2015 (copy of email confirmation from the MN Secretary of State)

Proof of insurance for the current year

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

Duties and Responsibilities for Programming VPs

Programming is the vehicle by which many great things happen, both in our communities and in us. Here are some tips on how to be an effective programming vice president in your chapter.

- ⇒ Understand the programming areas. There are four internal areas and four external areas.
- ⇒ Fill as many local program manager (LPM) positions as possible. But do not feel that every area needs to be filled. Let the chapter members decide what areas they would like to participate in. You should however review the CIPs for the open areas and report on anything of importance. You could participate in those areas during the emphasis months. As programming vice president, you oversee the programming areas in your chapter.
- ⇒ Provide LPM training early in the year. You can find the orientation in the Vice President's Manual or on the MNWT website. Also promote the LPM Fast Start.
- ⇒ **Complete the programming vice president's fast start.**
- ⇒ Review the programming VP manual often.
- ⇒ Ensure that the Chapter Information Packets (CIPs) get distributed in a timely manner. In some chapters this may be **the state delegate's job but you need to make sure your LPMs get the information they need. It is vital to distribute the information as soon as possible so the LPMs have adequate time to review prior to your chapter meeting.**
- ⇒ Encourage your LPMs and DPMs to give a short report at your meeting and report for them in their absence.
- ⇒ Provide the LPM or DPM Report and help them fill it out. This should also be a part of the LPM orientation. You can submit the LPM Report online.
- ⇒ Give a short report at chapter meetings and write articles for the newsletter. You need to set the example.
- ⇒ **Nominate your LPMs and DPMs for the "Outstanding Programming Manager of the Trimester."** This is submitted to the SPM for that area.
- ⇒ Ask for help if you need it. Contact me anytime with questions you may have.

PROJECT FAIR—IT'S A FIESTA!

Be sure to stop by the Project Fair at the Fall State convention where each SPM where be hosting a fiesta, celebrating their programming areas. The Project Fair is Friday evening. Make plans to attend and see what kind of creative “celebrating” will be going on.



ONLINE SUBMISSION OF PROGRAM EVALUATIONS

1. www.mnwt.org
2. Under “select a title” enter in “programming evaluations” on the main page and it will bring up the areas.
3. Select the area completing. (there is a PDF version as well as an online version).
4. Complete form and submit!

THANK YOU...your input is appreciated and valuable. All those completing an evaluation will be put into a drawing at Fall State Convention.

PROGRAM EVALUATIONS

Every three years each area is up for review to the general membership. This year the programming areas up for review are Community Connections, Living and Learning, and the Priority Programming Area—Breaking Free. All members of Women of Today have something to contribute to programming. Do you have suggestions for a programming area involving project ideas, fundraisers, or a new educational emphasis? Do you feel a question should be omitted from a certification form? Would you like to see a new area explored within one of the reviewed areas? What forums would you like to see held?

Participation is simple, quick and painless. The forms are available online at www.mnwt.org on the main page. Remember they can be completed by individuals or as a chapter. These can be completed online.

LOCAL PROGRAM MANAGER ORIENTATION

What is a Program Manager?

Program Managers are members who promote an area in internal or external programming of the Minnesota Women of Today.

There are three levels of program managers:

State Program Managers (SPMs) bid for their position at Winter State or Annual Convention. They are responsible for promoting their area for one year. SPMs are the members who come up with ideas, coordinate statewide projects, and promote education and participation in their area. They communicate with the district and local program managers and report on statewide Eactivity in their area.

District Program Managers (DPMs) coordinate a programming area at the district level. The main duties of a DPM are to pass along information from the state program manager, to coordinate district wide activities, to motivate chapters to participate in their area and to report chapter and district activity to the SPM.

Local Program Managers (LPMs) promote one of the programming areas in her local chapter. She receives information from the state and district program manager, presents ideas and information to the chapter, and oversees activities and projects in the area and also reports chapter activity to the DPM. An LPM DOES NOT chair all the projects that fall under her area.

Internal Areas

Benefit the local chapters and their members

Living & Learning
Public Relations

NEWSLET
Records & Recognition

External Areas

Benefit our communities and the foundations supported by the MNWT

Community Connections
Youth of Today

Women's Wellness
Priority Area—Breaking Free

STEP Certifications

STEP certifications are a valuable tool to strengthening our members through individual certifications. Please introduce these certifications to all your members and encourage them to complete them. STEP is a USWT programming area that the IVP promotes. The forms are available as PDFs or can be completed online. Please refer to the IVP page on www.mnwt.org for these.

STEP I is designed to promote the orientation and activation of the new member. All steps of the **program must be completed during the member's first 120 days** (date from when dues are paid). By participating in the required activities, the new member becomes familiar with all levels of the organization. To certify in STEP I, the individual must complete all of the mandatory requirements and two of the optional requirements. The certification form should be sent to the IVP within 30 days of the completion of the program.

STEP II is designed for the member who has been a member for **12 months or less**. By participating in this program the member will become activated on all levels of the organization. To certify in STEP II, the member must complete all of the mandatory requirements and four of the optional requirements **within one (1) year of her/his join date**.

The certification form should be sent to the IVP within 30 days of the completion of the program. {It is NOT necessary to complete STEP I to complete STEP II.}

STEP III is designed for the member who has been a member for **1 through 5 years** and for any past member in good standing that leaves the organization for any length of time and then rejoins the organization at a later date. This program is for continual activation of those members in all areas of the organization. To certify in STEP III, the member must complete all of the mandatory requirements and eight of the optional requirements. This can only be completed **once per year**. The certification form should be sent to the IVP within 30 days of the completion of the program. {It is NOT necessary to have completed the earlier STEPs.}

STEP IV is designed for the member who has been a member for **6 years or more** and for any past member in good standing that leaves the organization for any length of time and then rejoins the organization at a later date. This program is for continual activation of those members in all areas of the organization. To certify in STEP IV, the member must complete all of the mandatory requirements and eight of the optional requirements. This can only be completed **once per USWT year**. The certification form should be sent to the IVP within 30 days of the completion of the program. {It is NOT necessary to have completed the earlier STEPs.}

Lois M. Christenson Women Who Impact Award

The Lois M. Christenson Women Who Impact Award is designed to honor women who have made a valuable contribution to and impact upon their communities.

A Women Who Impact Award nominee can be nominated in one of three categories: Non-profit, **Youth Outreach** and **Women's Advocacy**.

Examples for each category include:

- **Non-profit**
Community service, volunteer, spiritual

- **Youth Outreach**
Special education, education, mentoring youth, 4-H, Scouts, working with youth under 18
- **Women's Advocacy**
Women's shelters, business, government, adult education, healthcare

Please refer to the Outstanding Awards Manual for more details.

Entries are due postmarked to the Living & Learning SPM Cindy Umland by November 1, 2016.