



2017 WINTER STATE CIP

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It is hard to believe that second trimester is over!

As we move into spring, here are a few things to consider for programming:

- ◆ Complete the online programming area evaluations. Public Relations, NEWSLET and Youth of Today are the three areas being evaluated. Evaluations are due July 31, 2017.
- ◆ Encourage your chapter president and state delegate to submit their year-end evaluations
- ◆ Submit an article about your chapter to the NEWSLET
- ◆ Send pictures of chapter events to the PR email to be placed in a scrapbook for President Jane
- ◆ Have a certification night—complete the certifications in the all-in-one mailer and send them to LL SPM Cindy. Also use this opportunity to work on STEP certifications and the Outstanding Achievement in Programming
- ◆ Send in Outstanding Programming Manager and Project of the Trimester nominations to the SPMs and IVP
- ◆ Remember to have your LPMs and DPMs submit their trimester reports

I hope you enjoy your spring.

Julie Hammel

IS AN SPM ROLE IN YOUR FUTURE?

We are looking for enthusiastic members to be our next leaders in the programming areas for 2017-2018. If you have a passion for one of our programming areas, becoming a State Program Manager will give you the opportunity to promote an area you love.

Programming areas include:

Internal Areas ~ Benefits the local chapter and its members.

- ◆ Living and Learning
- ◆ NEWSLET
- ◆ Public Relations
- ◆ Records & Recognitions

External Areas ~ Benefits the community and foundations supported by the Minnesota Women of Today.

- ◆ Community Connections
- ◆ Women's Wellness
- ◆ Priority Area—Breaking Free
- ◆ Youth of Today

Contact me at ivp@mnwt.org or Brenda Kennelly at evp@mnwt.org

Important Dates

January

30 IMPACT Monday

February

1 NEWSLET Personals due to SPM

March

4 Finance Committee

11 March Planning

18 Committee Meetings

31 Area 2 Meeting, Rice

April

1 Area 1 Meeting, Bemidji

7 Area 3 Meeting, Golden Valley

8 Area 4 Meeting, New Ulm

14 Year-end Evals due to IVP

30 Certifications due to LL SPM and

IVP

31 LPM and DPM Reports Due

May

1 All American Chapter Due to IVP

Project of the Trimester Due

Outstanding Program Manager

Due

SUCCESS Due

6 LOTS, Rice

NEWSLET Articles Due to SPM

19-21 Annual Convention, Bemidji

23 NEWSLET personals due to SPM

26 Finance Committee

June

2-5 MNJOTS

8-11 USWT Year-end Convention,

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LIVING & LEARNING –CINDY UMLAND

Cindy is looking forward to the Effective Speaking Competition at Annual Convention. Your information is due to Cindy by May 1, 2017. This year's competition topic is, "She Helped Me *Believe in Me.*" Help Cindy meet her goal of 200 Living & Learning certifications—keep sending them in! Thank you to the five chapters for submitting nominations for the Lois M. Christensen Women Who Impact Award.

**NEWSLET - AMY PUMPER**

Have you submitted personal messages being the difference to another member? They are \$2 each or available in bulk for 12 for \$20 or 25 for \$40. For every five messages a member turns in, they will be entered into a drawing at Annual Convention.

Chapters and districts have spotlight editions for the next two *Newslet* issues. March issue—Districts 3, 6, and 9 (articles due February 20) and June issue—Districts 4 and 7 (due May 6)

Please take time to complete the online programming evaluation for this area. They are due July 31, 2017.

PUBLIC RELATIONS—IVP JULIE HAMMEL

IVP Julie is encouraging chapters and districts to continue promoting their events and activities. She is looking for nominations for Outstanding Program Manager and Project of the Trimester.

Please send photos and articles to IVP Julie of President Jane's visits to your chapters and districts. Published articles would be great too!

**RECORDS & RECOGNITION—IVP JULIE HAMMEL**

IVP Julie is dreaming of at least SUCCESS submissions from 20 chapters for third trimester and the opportunity to see what the chapter presidents, state delegates, and Exec Council members have done this year in their year-end evaluations.

Please continue to send in your trimester reports along with nominations for Outstanding Program Manager and Project of the Trimester.

PLEASE MAIL SUCCESS SUBSTANTIATING MATERIALS AND YEAR-END EVALUATIONS TO IVP JULIE HAMMEL.



OUTSTANDING ACHIEVEMENT IN PROGRAMMING



The Outstanding Achievement in Programming is a USWT certification. It is used to recognize our members who make the extra effort to try all of the programming opportunities we provide. The certification can be found on my webpage at mnwt.org. Please promote these to your district and chapter members. They are due no later than May 1 to the USWT Programming VP Mary Wright. You can find the forms on the MNWT.org website in the Book of Forms.

Presidential SUCCESS Bonus Points for Third Trimester

Purchases of at least \$200 for State Ways and Means in any combination of state store, third trimester promotional, and Nice Spice convention fundraisers. (50 points)

and/or

Participate in USWT President Barb's Blizzard Challenge. (50 points)

and/or

Submit a nomination for one of the Community Connections Awards. (50 points)

and/or

Show Chapter Growth for third trimester. (50 points)

OR

Attain 80% member retention and growth +2 for third trimester. (100 points)

USWT Project Recognition

The Project Recognition is an outline that can be used to record the history of your chapter projects. The outline includes a description of the project, goals, how you utilized PR and necessary manpower etc. These can also be submitted for recognition on the national level. It is also a great way to share what your chapter is doing with other chapters and states. These are submitted twice during the year in different categories. Send four copies along with the \$5 entry fee to the USWT Programming VP, Mary Wright. The next due date is May 1st for recognition at USWT Year-End convention in June. More information on the Project Recognition can be found on the USWT website at www.uswomenoftoday.org.

TRAINING YOUR SUCCESSOR

It is the time to start thinking about what you might be doing next year. I hope you take on another challenge and continue on your chapter or district board, or Exec. Council. **Whatever you decide to do in Women of Today, don't forget about your successor for your current position.** They will need proper training. I encourage you to meet with them and go through some of the duties and answer any of their questions.

Here are a few things to discuss.

- ◆ A general overview of the programming areas.
- ◆ Supervising the local or district program manager. This includes providing a LPM or DPM orientation, encouraging them to complete their fast start, communicating with them on a regular basis, sending reminders for submitting reports, using the information included in CIPs and being available for questions etc.
- ◆ Filling as many of the program manager positions as **possible. This wouldn't be their sole responsibility,** they can certainly ask for help.
- ◆ Completing the programming vice president fast start. Please contact me if you need a copy.
- ◆ Distributing all programming materials from the trimester's chapter information packets (CIPs) to the appropriate program managers. If there is time, read through the materials first. It is vital to distribute the information as soon as possible so they have an adequate amount of time to promote the information contained in the materials. Remember following MNJOTS you will find the CIPs online.
- ◆ Encourage LPMs/DPM's to give a short report at each meeting. Report for them in their absence. Ask them to provide you with a report if they cannot attend a meeting.
- ◆ Recognize the local or district program manager who does a superb job by nominating them as an outstanding program manager of the trimester. Every trimester, each state program manager recognizes one local or district program manager or programming vice president in their area.
- ◆ Check your bylaws and policies for duties specific to your chapter or district.
- ◆ Should attend board and membership meetings regularly. Encourage them to attend LOTS (Local Officer Training) May 6, 2017, Immaculate Conception Church, Rice.



USWT Programming News

ALL AMERICAN CHAPTER CERTIFICATION

Has your chapter completed the following items? If so, they qualify as an All American Chapter. Complete the certification form, found on the MNWT website http://www.mnwt.org/pdfs/otherPDFs/bof/uswt_allamericanchapter-2015.pdf. Have your chapter president sign the form and email it to IVP Julie (ivp@mnwt.org) by **May 1, 2017** and she will forward for USWT President Barb Wigell.



- Conducted an officer orientation/training for local officers or program managers
- Held a general membership orientation including an overview of MNWT and USWT
- Prepared a chapter budget
- Completed 3 external area projects
- Completed 3 internal programs or activities
- Conducted a mid-year chapter evaluation
- Offered a fun social activity for chapter members
- Held a chapter ways and means fundraiser
- Had 2 or more chapter members attend a Women of Today meeting other than a chapter meeting
- Added at least 4 new members or completed an extension

USWT Effective Writing and Speaking Competitions

Topic: Write or speak about a women in the history of your state (Minnesota) that you admire.

Deadline: May 1, 2017

Writing: 600-800 words, double-spaced, single-sided

Speech: 4-6 minutes in length

Entry Fee: \$5.00 (payable to USWT with writing/speaking competition in memo field)

Include:

USWT Stat Sheet (https://docs.google.com/document/d/10-B-h6rp8W8XbthmxVsWFv6vQrUIdQF82FhU6my_lxo/edit) with your speech or essay.

4 Copies

Mail to USWT PDSTEP Program Manager

STEP IV

Mandatory Requirement

Participate in the USWT President's Challenge

This year's STEP IV National President's Challenge is to participate in a Domestic Violence Awareness Program such as education, tour a facility, donate items with your chapter, or donate items on your own, etc.

It is optional for STEP II and STEP III.



2017-18 PROGRAMMING AREAS
SIGN UP FOR A LOCAL PROGRAM MANAGER POSITION TODAY!

Programming Area SPM Email	External Area Descriptions	Program Manager
Breaking Free (third and last year) priority-area@mnwt.org	Program to encourage involvement with Breaking Free to reach strategic goals to serve women and girls in “breaking free” from abuse and sexual exploitation. MNWT three (3) year priority area.	
Community Connections (CC) cc@mnwt.org	Program to encourage involvement in their local community, (e.g. food shelf, a civic project, senior citizens, adopt-a-family, etc.) Promotes Friendship Ventures, the Outstanding Person with Developmental Challenges Award, Community Connection Awards, and national programming areas that do not fall under a MNWT programming area.	
Women’s Wellness (WT) ww@mnwt.org	Educate members on current health issues; support a foundation dealing with women’s health; promote the March of Dimes March for Babies.	
Youth of Today (YT) yt@mnwt.org	Promotes ideas and activities that allow youth to discover and experience the importance of volunteering. Also promotes the OYA program, Kids Week, and foundations related to youth activities.	

Programming Area SPM Email	Internal Area Descriptions	Program Manager
Living and Learning (LL) ll@mnwt.org	Promotes participation and provides information and ideas in the areas of personal growth of members; intellectually, spiritually, civically, and through family. Also promotes the Effective Writing, Speaking, and Impromptu competitions as well as the Women Who Impact Awards. Oversee invocations and benedictions at meetings.	
NEWSLET newslet@mnwt.org	Responsible for gathering the information for the monthly newsletter, putting it all together in an easy-to-read format, copying and distributing to members and other individuals.	
Public Relations (PR) pr@mnwt.org	This area gets the word out about our organization. This position submits press releases to local newspapers and helps to identify other PR tools for the chapter, cable TV, radio, internet etc. Also promotes Women of Today week.	
Records & Recognition (R&R) rr@mnwt.org	Program to encourage good recordkeeping for chapter projects; project recognition; mid-year and year-end entries; Projects of the Trimester; and Success.	

Ways & Means No longer a programming area	Help to raise funds to keep your chapter going! Promotes state promotional items for each trimester and the state store. MNWT State Treasurer oversees this area.	
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