



Minnesota Women of Today
2020-2021 MNJOTS CIP
Programming Vice President,
The Power of Our Connection

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Programming Calendar

June

- 24th: MNWT Webinar

July

- 1st: Founders Day
- 15th: Fast Starts Due

August

- MNWT Emphasis Month: YT
- 16th – 22nd: Kids Week

September

- MNWT Emphasis Month: CC
- 2nd: Outstanding Programming Manager and Project of the tri nominations due
- 2nd: Trimester Programming Report due
- 20th – 26th: Women of Today Week

October

- 28th: MNWT Webinar

November

- MNWT Emphasis Month: WW
- 1st: Outstanding Young Adult (OYA) nominations due
- 1st: Women Who Impact (WWI) nominations due
- 1st: Person with Determination Award (PWD) nominations due
- 8th: Mid-Year Evaluation due

January

- MNWT Emphasis Month: LL
- 2nd: Outstanding Programming Manager and Project of the tri nominations due
- 2nd: Trimester Programming Report due

February

- MNWT Emphasis Month: Priority Area
- 24th: MNWT Webinar

March

- 13th: March Planning

April

- 15th: Community Connections Chapter Award nominations due
- 24th: Year End Evaluations due

May

- 2nd: Outstanding Programming Manager and Project of the tri nominations due
- 2nd: Trimester Programming Report due

Please consult the MNWT official calendar at www.mnwt.org, under Events to ensure that other key dates are not missed.

Welcome

Hello to all of our 2020 – 2021 Programming Vice Presidents,

I am very excited to be your State Programming VP this year. A little about me for those I have not met yet. I am Anna Nichols, a stay at home mom of six. My oldest being 24 and my youngest 12. I am also a grandma of one very cute little boy named Dakota. Since half of my children are mostly on their own now, I've started up grandma daycare. I love being a grandma. There is something magical about playing all day and watching your little bear go home at night so you can sleep in the quiet. I joined MNWT in 2009 to find something to do outside of my home. Since then, I have chaired several projects, served on most of my chapter's board positions, several district positions, as an Internal and External SPM, and as the MNWT MVP. I love the opportunities for growth MNWT offers. Even more so, I enjoy supporting other members and helping them support their communities.

This year my goal is to team up with each one of you and help you strengthen your local programming. There are members in your chapters with great ideas. Let's find them and give them the tools to build the personal confidence and skills to turn their ideas into a manageable project. There are organizations and groups in your area that could use your support. Let's work together find them and find a way to show them what MNWT can do.

#MNWT #ProgrammingGoals #Connections

1st Trimester PVP Challenge

The Challenge: Review this CIP for information on how to start your year off with a positive vibe and complete your PVP Fast Start by July 15th.

Why #1: I want to get to know you. Share with me a little about you, a little about your chapter, and a little about your plans for this year. The more I know about you and your chapter, the better I can help support you.

Why #2: The PRIZE! Every PVP (chapter and district) who completes their Fast Start will receive a super fun surprise. EVERYONE! There is no drawing. Everyone who completes their fast start wins the challenge.

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Managing Your Position

PVP Fast Start 101

Calling all Chapter and District PVPs! It's time to start our year off with a BANG and complete the PVP Fast Start.

WHY? Completing a fast start helps you plan your year. This helps to avoid scheduling conflicts and doing too much all at one time. It allows you to create a plan and put the focus of your year on your members and local community.

HOW? Completing a Fast Start is as simple as one, two, three.

Step One create a new email. In the "to" line enter pvp@mnwt.org and your DD's email. For the "subject" line enter PVP Fast Start, {your first and last name}, {your chapter}.

Step Two include the answers to the PVP Fast Start (below) in the email body.

Step Three click send.

WHEN? Your Fast Start is due by July 15th. If it's a few days late, it's okay. Send it.

PVP Fast Start - (for District PVPs, change LPM to DPM & chapter to district)

1. Introduce yourself to the MNWT PVP.
2. List three specific goals for your PVP position.
3. List all local program managers for filled areas (including areas not found at the state level), include name and email. If your chapter does not have any LPMs write "none".
4. Provide an orientation for the local program managers under your supervision. This orientation can be given by you, the chapter or the district. List the date of the orientation and who attended. If not all of your LPMs attended an orientation explain how you plan to train them. If you do not have LPMs, write "N/A".
5. Share how you plan on supporting and encouraging your program managers this year. If you do not have any LPMs, share how you are going to support the programming areas within your chapter.

Programming VP 101

What is your role in your chapters Programming? As your chapters programming vice president, you oversee the programming areas in your chapter. Below are a few tips to help you start your year off with ease.

1. Educate yourself on all programming areas. Each trimester there will be information on page 4 of my CIPS about each programming area.

2. Train your LPMs on what you expect from them and lead by example. Start with an LPM orientation, promote the LPM Fast Start, follow up with training on how to give a written report, contact them before your board meetings for updates, and encourage them to write articles for your chapter and local papers.

3. Review the SPM CIPs and share them with your LPMs. Encourage them to take pieces out of the CIPS and use them for reporting at general meetings. You do not need to wait for the paper copies to view the CIP. The new copies can be found online following each convention.

4. Communicate with your LPMs before every meeting. If an LPM cannot make it to a general meeting, ask them to give you their report to read.

5. Recognize your LPMs and project chairs. Write them notes of thanks. Nominate them for MNWT Programming awards.

FAQ

Q: I'm new what are all of these acronyms?

A: Let us start with the basics for your position.
PVP – Programming Vice President
LPM – Local Programming Manager
SPM – State Programming Manager
CIP – Chapter Information Packet
DD – District Director
MNJOTS - Minnesota June Officer Training Session
MNWT – Minnesota Women of Today

Q: What do I do if my chapter doesn't fill any or all of the MNWT LPM positions?

A: It is okay not to fill all of the LPM Positions. Many smaller chapters do not have any LPMs, they have the PVP report on all of the different programming areas. **Being a PVP or LPM for an area does not mean you chair all of the projects in that area.** You support the chairs as needed and collect information such as service hours and amounts raised and donated. **What should you do?** You help the president find chairs for projects. You read through the SPM CIPs and **share information** relevant to your chapter. You report on projects when the chairs are not at the general meetings. You can write articles for your chapter and/or community papers. You can write thank you notes to project chairs and nominate them for district and state recognition. Each trimester you should **report** the programming numbers to the State PVP by either completing the MNWT online form or send an email to the PVP listing your projects, the area they represent, service hours, amount raised and amount donated. Suggest an agenda clean up to **simplify** what is communicated and reduce clutter. If there is no LPM, there is no need for it to be listed. Instead, list the projects under the PVP. After the project name, list the area represented, followed by the project chair.

Before:

Programming
PVP – report
*CC, open
-Project 1, {chair};
-Volunteer, {chair};
*LL, open
-Certification (chair)
*Wishes and More, open
-Project 3 (chair)
*WW, open
-no report
*YT, open
-Fundraiser (chair)

After:

Programming
PVP – report
*Certification (LL), {chair};
*Fundraiser (YT) {chair};
*Project 1 (CC) {chair};
*Project 2 (Wishes) {chair};
*Volunteer (CC) {chair};

Support & Recognition

MNWT Programming is on Facebook!

www.facebook.com/mnwt.programming

like and share our page for updates
and chapter support.

MNWT Trimester Programming Awards

Every trimester each State Programming Manager recognizes one amazing project and one outstanding programming manager as programming's best in their area for that trimester. They review nominations sent in from chapters and districts throughout the state and select the top entry for each programming area. Receiving an Outstanding Programming Manager or Project of the Trimester award is no small task and should be considered a special achievement.

No project is too big or small to be considered for the **Project of the Trimester Award**. As your chapter's PVP, you have an opportunity to nominate a project in each of the five MNWT programming areas. Email your nomination to the appropriate SPM by the due date listed in the Programming Calendar (page 1). Include your contact information, chapter, type of project (project area), date(s) project were held, and briefly summarize the Project (purpose, people that benefit from the project, amount raised/donated, why the project is being nominated).

Make the time to nominate all of your LPMs each trimester for the **Outstanding Programming Manager Award**. Email your nomination to the appropriate SPM by the due date listed in the Programming Calendar (page 1). Include your contact information, chapter, name of member you are nominating, their position, and briefly summarize the activities of your nominee during the trimester you are nominating them for (projects chaired, communications with chapter and/or district, meeting attendance, promotion of programming area, why they are being nominated).

Take your nominations one step further by using them to recognize members on a local level. Publish them in your chapter paper. Include them in a post-convention press release. Incorporate them into a thank you note for your LPMs and project chairs. Recognize individuals at chapter meetings by sharing what you wrote. There may only be one MNWT award in each area handed out each trimester, but there are handfuls of amazing members out there waiting for you to say "you are a valuable to our chapter."

Mid-Year and Year End Evaluations

Each year Chapter Presidents, State Delegates, and the MNWT Executive Council are encouraged to complete a Mid-Year and Year-End Evaluation. Completed evaluations are sent to the MNWT PVP (pvp@mnwt.org) to disburse to the proper supervisors. As your chapter's PVP, there is no evaluation for you to fill out. There is however an opportunity for you to share these valuable Programming tools with your Chapter President and State Delegate. Offer to support your President and State Delegate as they complete their evaluations. Remind them self-evaluation and trying things outside of their comfort zone leads to personal growth.

The Mid-Year Evaluation is due Nov. 8th. Completing the mid-year allows Chapter Presidents and State Delegates an opportunity to prioritize their year and make adjustments as needed. They will receive a review of their goals/performance from their MNWT supervisor and be offered encouragement and tips specific to their needs.

The Year-End Evaluation is due April 24th. The Mid-Year does not need to be submitted to complete the year-end. (**Pro Tip:** It is much easier to complete a year end if the mid-year has been done in November.) Completing the year-end allows the president and state delegate the opportunity to honestly review their year, share accomplishments, and support their successor. By giving a copy of the year-end to their successor they will be helping them get a better understanding of their new position. The year-end entries will be reviewed by the state president.

Evaluation forms can be found in the PVP area of the MNWT Website.

http://mnwt.org/about/execcouncil_results.php?execcoun=PVP

Online Resources

MNWT Blog:

<https://mnwomenoftoday.wordpress.com/>

Trimester Programming Report:

http://mnwt.org/members/forms_results.php?formsID=414

Chapter Information Packets (CIPs):

http://mnwt.org/fellowship/state_publications.php

Personal Enrichment Program (PEP):

http://mnwt.org/members/training_pepcourses.php

Configuring Service Hours:

http://mnwt.org/members/training_boardtraining.php

Making Connections

SPM Highlights

This year we have five amazing SPMs to support your chapter's specific programming needs. You don't have to be an LPM to utilize these amazing volunteers as a resource for your chapter. All five of these Programming managers want to help you support your chapter and your local community within their programming areas.

Community Connections (CC): Tawn Hanson, cc@mnwt.org

Tawn's theme this year is "Giving Power to Our Communities." She is asking all chapters and districts to support Habitat for Humanity this year. The CC Area encourages chapters to become involved in their local communities, resulting in "community connections," increase recognition of a chapter's joint ventures with local community organizations; promoting a community-focused area; supporting the Person with Determination Award, and honoring chapters who have established Community Connections awarded at the MNWT Annual Convention.

Living and Learning (LL): Melanie Chenoweth, ll@mnwt.org

Melanie's theme this year is "Discover Your Best Self". She is encouraging all chapters and districts to share opportunities for self-discovery with their members. The LL Area encourages a member's personal growth: mentally, spiritually, civically and so much more. Highlights of this area include: promoting the Living and Learning certification; promoting Personal Enrichment Program courses; encouraging speaking, writing and impromptu competitions; and organizing fellowship services, invocations and benedictions.

Priority Area (Wishes and More): Jennifer Auger, priority-area@mnwt.org

Jennifer's theme this year is "Unlocking Wishes." She is challenging all chapters to raise awareness of Wishes & More. Our Priority Area changes every three (3) years; Wishes & More is our 2018-2021 Priority Area. This is its 3rd year. Wishes & More grants wishes for infants and children with a life threatening or terminal illness to the age of 19. Families can be supported with a Scholarship of Hope (\$2000) or financial relief to families that lose their child before their wish could be experienced.

Women's Wellness (WW): Shanna Pratt, ww@mnwt.org

Shanna's theme this year is "We're In This Together." She will be supporting chapters and districts with information on mental illness, perceived stigma, and available support. The WW Area encourages women to become more involved with their health; promotes health education; supports Domestic Violence awareness; participates in walks and other community events that benefit women's health issues; and supports the Outstanding Women Who Impact program.

Youth of Today (YT): Glorie Balfanz, yt@mnwt.org

Glorie's theme this year is "Young at Heart." She is encouraging all members to support the Children's Hospital Foundation. The YT Area promotes ideas and activities that allow youth to discover and experience the importance of volunteering; supports organizations related to youth activities; encourages participation in MNWT Kids Week held in August; and supports the Outstanding Young Adult program.

Save the Date for a Must See Webinar!

June 24, 2020

Learn how to complete the Trimester Program Report & ALL about the Outstanding Young Adult, Person with Determination, and Woman Who Impact nominations.

Presidential SUCCESS Points

1st Trimester

Donation of \$50 to the State POA
25 points

AND/OR

At least 2 chapter members
attend Tri I Webinar
25 points

AND/OR

Participate in the Membership VP
ROAR challenge
50 points

AND/OR

Spend \$25 at State Store
(excludes redeemed state store
certificates)
25 points

AND/OR

Donate \$25 to any of the SPM's
foundations
(Funds to be sent to the CSC)
25 points

MAXIMUM 100 POINTS

ADDITIONAL Presidential Bonanza Bonus Points (100 points) if all of the following are submitted with your documentation

- Sales and Tax permit
- Articles of Incorporation
- Proof of Annual Registration for 2020 (a copy of the email confirmation from the MN Secretary of State)
- Proof of insurance for current year
- Proof of 990 filing for the fiscal year 6/1/2019 through 5/31/2020 (a copy of email confirmation from IRS dated after 6/1/2020)

For more information about SUCCESS see mnwt.org under Success Coordinator or CMVP.