



**Julie Hammel**

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## RECORDS & RECOGNITION 2016 FALL STATE CIP

### Records and Recognition Update

For the remainder of the 2016-17 year, only specific parts of the Records and Recognition area will be promoted at the state level. These parts include SUCCESS, mid-year and year-end entries, trimester reporting, and nominations for Outstanding Program Manager and Project of the Trimester.

First trimester, we tried a new process for SUCCESS submissions and substantiating materials. The online/email submissions did not work well for those chapters with large amounts of substantiating materials. We will be going back to mailing in submissions and not accepting email versions. This will also assist the person who is compiling SUCCESS results. More information on the process for the next two trimesters later in this CIP.

Mid-year evaluations are due **November 4, 2016**. More information later in this CIP.

Thank you for your patience and understanding this year as we continue this area without an SPM.

*Julie Hammel, IVP*

### Mid-Year Evaluations

**DUE: Friday, November 4<sup>th</sup> (postmarked on or before)**

**Chapter Presidents, State Delegates & Executive Council**

**Mid-year evaluations are to be submitted electronically in a Word or PDF document to the [rr@mnwt.org](mailto:rr@mnwt.org) email.**

- This is your opportunity to brag about all the hard work you have done, be proud, you have accomplished a lot and the organization is better because of you!
- This is a great tool to show your successor. Instead of trying to start at ground zero they can see what you did, what worked, what didn't work and what they could use to start their year off in the right direction.
- You are not on your own; if you would like help let me know.
- I am here to help all of you succeed. It would be awesome if all Presidents, State Delegates and Executive Council members complete a mid-year and year-end evaluation. Let's surprise President Jane and show her what we are capable of doing while working together.
- For the Individual Entry Guidelines visit the Records & Recognition page on the Minnesota Women of Today website ([www.mnwt.org](http://www.mnwt.org)).

### Mid-Year Evaluation Webinar

**Date: Tuesday, October 4th      Time: 7:00 pm**

## Presidential SUCCESS Bonus Points for Second Trimester

Submit a nomination for the Outstanding Young Adult,  
Outstanding Person with Developmental Challenges, or  
Lois M. Christensen Women Who Impact Award.

{50 points}

**and/or**

Sell two boxes of the World's Finest Chocolate OR sell 2  
books of Raffle Tickets (\$100) for the MNWT State  
Ways & Means fundraisers. {50 points }

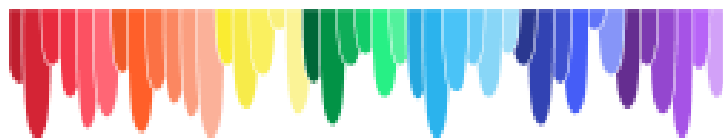
**and/or**

Have at least one chapter member attend the MNWT  
Foundation Retreat. {50 points}

**and/or**

Sign at least two (2) members the week of  
October 24-31 for the October IMPACT Monday  
(October 31). {50 points}

**Maximum of 100 Bonus Points**



**Thank you to the LPMs and DPMs who completed  
fast starts and submitting their trimester reports!**

### **FAST STARTS**

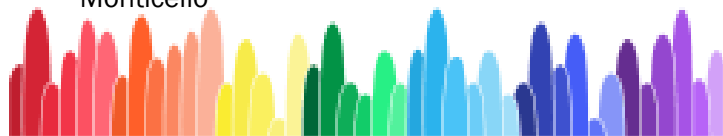
Sue Renz, St. James  
Leslie Goble, Aitkin

### **LPM REPORTS**

Cheryl Swenson, Savage Area  
Bonnie Olmanson, St. Cloud  
Lori Goutermont, STMA  
Pat Nelson, Madelia  
Becky Stock, Brainerd Lakes Area  
Candice Hellerman, Melrose Area  
Tammi Winters, Fridley

### **THANK YOU TO THE 19 CHAPTERS THAT SUBMITTED SUCCESS FIRST TRIMESTER!**

Aitkin	New Hope
Anoka	New Ulm
Avon	Rice
Brainerd Lakes Area	Sauk Rapids
Byron	Savage Area
Champlin	St. Cloud
Coon Rapids	St. James
Fridley	STMA
Madelia	White Bear Lake
Monticello	



## **IMPORTANT! IMPORTANT!**

Additional SUCCESS Guidelines for Second  
Trimester due to no RR SPM.

SUCCESS submissions need to be postmarked by  
**January 2, 2017.**

**Mail** SUCCESS submissions to IVP Julie at:

Julie Hammel  
14672 Junkite St NW  
Ramsey, MN 55303

Once your chapter's submission has been scored,  
an email will be sent to the email address listed  
on your SUCCESS System form. If points have  
been deducted, there will be a deadline to submit  
the missing verification stated in the email.

Requested verification may be sent electronically  
to the Records and Recognition email  
(rr@mnwt.org). Any verification submitted **after**  
the stated deadline in the email will not be added  
back to your total, nor included in your year-end  
point total.

As with first trimester, there **will not be** any in  
person SUCCESS verification or inquiries at Winter  
State or Annual Conventions.

### **Common Errors to Avoid:**

Using statements in minutes that an event will be  
happening, but has not yet occurred. Events  
need to occur during the same trimester in which  
they are counted. They must have substantiating  
documentation they occurred even if your chapter  
meeting is after the event. Pictures of the event  
is one example of documentation. An article in  
your chapter newsletter also counts as  
documentation. Points will be deducted if the  
event was listed as being planned in chapter  
minutes but has not occurred.

Facebook posts are not to be counted as a  
newsletter. They are considered promotion  
publicity and included under public relations.

If Project of the Trimester nominations are  
counted as part of your chapter's submission,  
copies of the submissions need to be sent as  
substantiating materials.