



Records and Recognition (RR) MNJOTS CIP 2016-2017

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Hello! Congratulations to all the Records and Recognition Local and District Program Managers (LPMs and DPMs) for choosing to take on this VERY important role in Women of Today! I am still looking for an RR State Program Manager (SPM) and need to fill this role before the end of first trimester. If you or someone you know has a passion for this programming area, please contact me at ivp@mnwt.org. I will happily work with them to create a Plan of Action and provide the training missed at MNJOTS.

Until this position is filled, I will be monitoring the RR email (rr@mnwt.org) so you can send any questions or concerns to me there.

Julie Hammel

**Mid-year evaluations are due to the mailed or emailed to rr@mnwt.org
by November 4, 2016.**

Local Program Manager & District Program Manager Fast Starts

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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Revised 2016; Reviewed 5/25/2016 by MNWT Internal Vice President

DPM 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 to be 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 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:

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)

SUCCESS HINTS AND TIPS

This page was developed to help you complete the SUCCESS form. See the MNWT website for additional information on completing SUCCESS.

- No matter how you think you did on points, send in your submission!
- Use the form on the MNWT website.
- Read the guidelines on the MNWT website! They tell you exactly what verification is needed and who the person is that is verifying.
- Number each page of the substantiating material you send in with your form and use the page number on the SUCCESS form (middle column), not the item reference.
- Write the item reference (such as CHAP MGMT B) next to the place in your substantiating material that supports that item on the SUCCESS form.
- Only use a project one time in the year for substantiation.
- Include name of the project, participation level of membership, date of project, where donations are going to and name of the joint organization (if applicable) within your Membership Meeting Minutes as substantiation for Programming.
- Say EXACTLY "a quorum has been established" within your Membership Meeting Minutes in order to receive credit for Chapter Management B (Establish a Quorum at General Meetings).
- Send in copies of certifications for substantiation.
- For chapter visitations, ensure you get a copy of an agenda or an invitation and have the presiding officer of the chapter you are visiting sign their name and their title. Include a copy of this signed agenda or invitation for verification (noting the visitation in chapter meeting minutes is not sufficient).
- DO NOT staple the substantiating material and SUCCESS form together. Use a clip that is large enough to contain all of the items being sent.
- DO NOT mail your submission late (watch for the due date and ensure you have it postmarked on or before that date).
- DO NOT use post-it notes or flag markers to label items. Mark your reference directly on the pages being submitted for substantiation.
- DO NOT use multiple projects to support one item reference. Choose only one project and reference that one project (i.e., holding a social; choose only one social which was held within the trimester).
- DO NOT use the pledge, invocation or benediction for a Programming activity.
- DO NOT think it is not good enough to submit! Submit it anyway; that is how you learn!
- Ask questions! Just email rr@mnwt.org with anything!
- Submit, Submit, Submit!

NOTE: You may submit your substantiating materials and your SUCCESS form ONLINE to rr@mnwt.org.

**First trimester SUCCESS is due postmarked or emailed to the
RR SPM by September 1, 2016!**