



**Records & Recognition  
MNJOTS CIP  
2018-2019**

Stephanie Putzier  
Internal Vice President  
224 10 1/4 Street SE  
Rochester, MN 55904  
(507) 273-7333  
[rr@mnwt.org](mailto:rr@mnwt.org)  
[www.mnwt.org](http://www.mnwt.org)

I am still looking for a Records & Recognition State Program Manager (SPM) and need to fill this role as soon as possible. If you or someone you know has a passion for this programming area, please contact me at [ivp@mnwt.org](mailto: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, Please send any questions to me at [ivp@mnwt.org](mailto:ivp@mnwt.org).

**Stephanie Putzier**

# Project of the Trimester

Be creative – think outside of the box when submitting your Project of the Trimester for R & R. Suggestions: submit your (1) Project binders, (2) Tracking sheets for attendance at projects, conventions, socials, and awards, etc. Make them fun and easy to read.

**Local Program Manager Fast Start**

- Attend an orientation (district, local LOTS, or one-on-one) with the programming vice president or outgoing local program manager. Date attended:
- Write down your goals or plan of action for the year. Send it to the programming vice president or chapter president. Date sent:
- Write to your district programming vice president. Introduce yourself and share your goals and ideas for the year. Date sent:
- Submit a *preliminary* LPM trimester report activity to your programming vice president by the Fast Start due date. Date *preliminary* LPM trimester report sent:

**Submit your Fast Start by July 15 to get entered into a drawing at the business meeting during Fall State in St. Cloud.**

**IMPORTANT DATES**

**June**

USWT Annual Convention.....7 - 10  
Webinar.....27

**July**

USWT Founders Day.....1  
Statewide Committee Meetings.....14  
LPM Fast Starts due.....15  
Programming VP Fast Starts due.....15

**August**

National Night Out.....1  
Day at the Diamond Ticket Orders due..1  
USWT Friendship Day.....5  
MNWT Foundation Meeting.....11  
Kids Week.....12 - 18  
Programming Trimester Report due....31

"These dates are part of the MNWT official calendar that can be located at [www.mnwt.org](http://www.mnwt.org) under the events section in both a PDF printable and online format.

Please consult the full listing to ensure that other key dates are not missed."

**TABLE OF CONTENTS**

**Page 1**

Looking for an SPM  
Project of the Trimester  
LPM Fast Start

**Page 2**

SUCCESS Bonus Points

**Page 3**

Success System Information  
Chapter History

**Pages 4-6**

Programming Evaluation Forms

**Minnesota Women of Today  
1st Trimester SUCCESS Bonus Points  
2018-2019**

\$50 donation to the State Plan of Action (POA)

**50 points**

and/or

Complete the Chapter Assessment Survey sent to the official chapter emails by  
CMVP Illeana Miller or complete the PDF copy attached to her CIP

(These surveys are available to be submitted anonymously but a chapter name needs to be entered to get  
credit for SUCCESS.)

**50 points**

and/or

Create a public Facebook Event for a membership social and tag  
MVP Anna Nichols during 1st trimester

**50 points**

and/or

Submit a completed Programming Trimester Report for 1st Trimester

**50 points**

*Maximum of 100 Bonus Points*

**ADDITIONAL Presidential Bonanza Bonus Points (100 points)  
if all five copies of the following are submitted to the Chapter Service Center**

- Sales and Use Tax Permit
- Articles of Incorporation
- Proof of Annual Registration filing for 2018  
(A copy of the email confirmation from MN Secretary of State)
- Proof of Insurance for the current year
- Proof of 990 filing for the fiscal year June 1, 2017 through May 31, 2018  
(copy of email confirmation from IRS dated after June 1, 2018)

*Maximum of 100 Presidential Bonanza Bonus Points*

***First Trimester SUCCESS is due postmarked or emailed to the***

***RR SPM by September 5, 2018!***

# SUCCESS System Information

Information on the SUCCESS System can be found on the Minnesota Women of Today web site, [www.mnwt.org](http://www.mnwt.org) -> Members -> State Program Managers Pages ->Records and Recognition. There you will find a link to SUCCESS System Guidelines, and the SUCCESS System form. The SUCCESS System form is available in an Excel spreadsheet or PDF format. I would encourage you to print the form, complete it and when you are ready to submit it to me scan it and all substantiating materials into your computer and send it to me at [rr@mnwt.org](mailto:rr@mnwt.org).

Some Hints and Tips for completing SUCCESS are listed below.

This page was developed to help you complete the Success Form. Visit [www.mnwt.org](http://www.mnwt.org) for more Success Guidelines.

- No matter how you think you did on points, send in your submission!
- Use the form with the 4/13 revision date in the upper right-hand corner.
- Read the guidelines dated 11/11! 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.
- Include the name of the project, participation level of membership, date of project, where donations are going 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).
- 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 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](mailto:rr@mnwt.org) with anything!

## Chapter History

How about your chapter's history, do you know anything about it? Wouldn't this year be a great time to start keeping those records? Your chapter history will have all the information you need on one piece of paper, everything from membership base, board members, projects and awards can be kept in your chapter history.

This form can be completed anytime during the year; however I encourage you to complete it at the start of the year. Work with your chapter president, past president, and board members to complete.

The form can be found online at [www.mnwt.org](http://www.mnwt.org) on the R&R State Program Manager's page.

**2018-2019 MNWT PROGRAMMING EVALUATION FORM**  
**AREA: RECORDS & RECOGNITION** (Use additional paper if needed.)

(Optional) Print Name: \_\_\_\_\_ Chapter: \_\_\_\_\_  
 Address: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

1. What is the level of participation by your chapter's members during the last three years in the following areas? (Records & Recognition could include Success, project reports, Project of the Trimester nominations, member recognition, chapter history, chapter file review, etc)

	<b>Low</b>				<b>High</b>
• Local projects?	1	2	3	4	5
• District projects?	1	2	3	4	5
• State projects?	1	2	3	4	5

2. Does the information from the state program manager get passed on to the members in your chapters?  
 Yes \_\_\_\_\_ No \_\_\_\_\_

3. Who passes the information on?  
       \_\_\_\_\_ Local Program Manager                      \_\_\_\_\_ Programming Vice President  
       \_\_\_\_\_ President    \_\_\_\_\_ Other \_\_\_\_\_

4. What are the area's strengths?  
 Comment:

5. What are the area's weaknesses? How can they be improved upon?  
 Comment:

6. What new ideas could be developed in this area?

7. Does your chapter president and/or state delegate traditionally complete and submit a mid-year and/or year-end individual entry?  
 \_\_\_\_\_ Yes \_\_\_\_\_ No    If no, why not?

8. Have you personally ever completed a mid-year and/or year-end entry?  
 \_\_\_\_\_ Yes \_\_\_\_\_ No    If no, why not?

9. What ideas do you have for improving or changing the mid-year and year-end entries?

10. (Only applicable to past mid-year or year-end judges.)  
 a. What ideas do you have for improving or changing the judging process?  
  
 b. What ideas do you have for improving or changing the entries?

11. Any other comments, ideas or suggestions?  
 Comment:

Please indicate if this is an individual or chapter response.

<input type="checkbox"/>	<input type="checkbox"/>
Individual	Chapter – number of chapter members included in chapter response _____

Return form to: Chapter Service Center, PO Box 44242, Eden Prairie, MN 55344 or [ivp@mnwt.org](mailto:ivp@mnwt.org)  
 Submit online at [www.mnwt.org](http://www.mnwt.org) ~ Due by September 30, 2018

**2018-2019 MNWT PROGRAMMING EVALUATION FORM**  
**AREA: SUCCESS SYSTEM** (Use additional paper if needed.)

(Optional) Print Name: \_\_\_\_\_ Chapter: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**SECTION I**

1. How many times in the last two years has your chapter participated in Success? If none, why not?
2. Is the form legible and understandable?
3. Any other comments regarding the form?
4. What do you like about the Success Awards and marches as it done now? What if anything would you change?
5. How does your chapter utilize the Success System as a chapter management tool?
6. List any other suggestions, improvements or comments you have regarding the Success system?

**SECTION II**

Review the Success form on the other side of this survey and respond by indicating with an X in the appropriate column. You may also add comments below for each section.

Membership:

Meetings:

Chapter Management:

Programming:

Please indicate if this is an individual or chapter response.

<input type="checkbox"/>	<input type="checkbox"/>
Individual	Chapter – number of chapter members included in chapter response _____

Return form to: Chapter Service Center, PO Box 44242, Eden Prairie, MN 55344 or [ivp@mnwt.org](mailto:ivp@mnwt.org)  
Submit online at [www.mnwt.org](http://www.mnwt.org) ~ Due by September 30, 2018

# MINNESOTA WOMEN OF TODAY SUCCESS SYSTEM

Chapter Name \_\_\_\_\_  
 May 1 Base \_\_\_\_\_ Trimester \_\_\_\_\_ Year \_\_\_\_\_

District \_\_\_\_\_  
 E-mail Address of Submitter \_\_\_\_\_

5/1/2017

MEMBERSHIP	POINTS	REFERENCE PAGE NR	Verified by
A. New Member Adds: 10 pts / NMA.			CSC
B. In-Chapter Extensions: 50 pts each.			CSC
C. Renewals paid by early bird deadline. 25 pts/sub.			CSC
D. Trimester Retention: 75% = 25 pts/sub			CSC
E. Trimester Retention: 100% = 50 pts/sub			CSC
F. Trimester Growth: (trimester base + 1) 50 pts/sub.			CSC
G. Growth for the year: 50 pts. 3RD SUBMISSION ONLY.			CSC
H. File an intent to extend and hold informational mtg. 25 pts to extending chapter			Ex1 Dr
I. Extensions (10 charter members): 200 pts/chapter extended. Max=400 pts. Name of extension:			Ex1 Dr
<b>Total for Membership</b>	0		

MEETINGS	POINTS	REFERENCE PAGE NR	Verified by
A. Representative at district meetings. 25 pts/sub.			DD
B. Representative at district orientation. 25 pts. 1ST SUBMISSION ONLY			DD
C. Representative at Area Meetings. 25 pts. 3RD SUBMISSION ONLY			DD
D. Rep. at State business meetings. 25 pts/sub.			CSC
E. Rep. at National meetings. 25 pts/sub. 1ST & 2ND SUBMISSIONS ONLY.			COB
F. Attendance at state committee meetings 25 pts/sub.			COB/Chs
G. Representative at LOTS. 50 pts 1ST SUBMISSION ONLY			DM/P
H. Attend President/State Del. Retreat. 25 pts/member			DM/P
<b>Total for Meetings</b>	0		

CHAPTER MANAGEMENT	POINTS	REFERENCE PAGE NR	Verified by
A. Monthly board meeting 10 pts/meeting Max=40/sub			Agenda
B. Establish quorum at general meeting. 10 pts/meeting. Max= 40 pts/sub			Mg Min
C. Donation \$35 to state ways and means 25 pts/sub			Treas.
D. Monthly written treasurer's report. 10 pts/meeting. Max = 40 pts/sub			Copies
E. Conduct Chapter survey 25 pts ONE TIME ONLY			COB/Results
F. Submit a Plan of Action and proposed local budget to District Director. 50 pts. 1ST SUBMISSION ONLY.			DD
G. Hold a membership/social event 25 pts/event. 75 pts/sub.			Mg Min/Pics
H. Conduct a local membership orientation (not limited to new member). 25 pts/sub.			Mg Min
I. Hold a by-law study committee meeting and submit to State Parli 50 pts. ONE TIME ONLY.			State Parli
J. Publish a local chapter newsletter. 25 pts/sub.			Copies
K. Participate in an organized public relations Program. 25 pts/sub.			Copy of PR
L. Hold a local ways & means project. 25 pts/sub.			Mg Min
M. Submit Success all 3 trimesters. 100 pts. 3RD SUBMISSION ONLY			RR SPM
<b>Total for Chapter Management</b>	0		

PROGRAMMING	POINTS	REFERENCE PAGE NR	Verified by
<b>A. Participate in prog. areas. 25 pts/project. 100 pts/submission</b>			
A1. Community Connections			Mg Min
A2. Women's Wellness			Mg Min
A3. Youth of Today			Mg Min
A4. Priority Project			Mg Min
A5. Living and Learning			Mg Min
Subtotal for A.(1-5)	0		

B. Participate in USWT Programming Areas	POINTS	REFERENCE PAGE NR	Verified by
B1. USWT external program area-Domestic Violence Awareness 25 pts/ sub			Mg Min
B2. STEP I-IV: 10 pts/member.			Copies
B3. Health and Wellness: 10 pts/member			Copies
B4. Personal Development:10 pts/member			Copies
<b>C. Participate in MN Programming Areas</b>			
C1. Living and Learning 10 pts/member			Copies
C2. Chapter certification in PE course. 50 pts/course. 1 course/sub.			Certification Copies
C3. Submit Mid-Year/Year-End Ind. for Pres & State Delegate Entry 50 pts/entry.			RR SPM
C4. Submit Project of the Trimester Entry 20 pts/entry. Max=4 entrants/sub			SPMs
C5. Participate in local proj. with another non profit organization. 25 pts/sub			Mg Min
C6. Make minimum donation of \$35 to MNWT Foundation. 25 pts/sub.			Foundation
<b>D. Presidential Bonus: 100 pts/sub. See R&amp;R CIP for details. Describe:</b>			RR CIP
<b>E. Bonus Bonanza Points: 100 pts. 1ST SUBMISSION ONLY. (See guidelines for info.)</b>			Copies
<b>Total for Programming</b>	0		

Membership Points	0
Meetings Total Points	0
Chapter Management Total Points	0
Programming Section A Total Points	0
Programming Section B-E Total Points	0
<b>Total Points this Success Submission</b>	0