



RECORDS & RECOGNITION 2017 MNJOTS

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It's a record kind of day!

Hi, I'm Shellie Lemmerman, your new Records and Recognition State Program Manager for the 2017-2018 year. I joined Women of Today in 2003 and have since been President, Secretary, as well as in charge of: Records and Recognition, Living/Learning, External/ Internal, and Membership. I will be celebrating 26 years of marriage with my husband, Wayne. He's a welder in Morris, we have two beautiful daughters; Samantha, 25, is a writer and works at a local hotel in housekeeping and the front desk as well as being a freelance journalist for the Morris Sun Trib. Jessica is 21 and will graduate with her B.A. this December from Moorhead State. She works at a US Bank in Fargo. Jessica and her boyfriend will then move to the cities so that he can attend the police academy. I'm looking forward helping and meeting you at conventions and meetings. Please, feel free to ask me anything anytime, and I'll be happy to help! Shellie

>><<Also attached is Minnesota Women of Today Success System, refer to this as you complete your first success>><<

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 July 15.

1. Attend and 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 to introduce yourself and 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 State due date (July 15). 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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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 July 15, 2017.

1. Write goals for the year.
2. Write your State Program manager introducing yourself and 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, e-mail) 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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**KEEP CALM AND LISTEN TO MUSIC. ANY
KIND OF MUSIC. YOU CAN NOT GO WRONG!**

SUCCESS BONUS POINTS

\$50 donation to the State Plan of Action (POA) {50 Points}
and/or

Hold an M-event between Kids Week (August 13-19), Hold an M-night during SHINE week (July 23-29), post event on facebook, tagging State EVP Barb Zeroth along with adding **FOUR** new members during the months of July and/or August. {100points}

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}

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 2016 (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, 2017 -May31, 2018 (copy of email confirmation from IRS dated after June 1, 2017)

Mid-year is due November 10, 2017!

Do:

- No matter how you think you did on points, send in your submission!
- Use the form which has a 5/08 revision date on the upper left hand corner.
- Read the guidelines! It tells you exactly what verification is needed and who the person is that is verifying.
- Number each page of your verification 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 verification that supports that item on the SUCCESS form.
- Only use a project one time in the year for verification.
- 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 verification 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 verification.
- Submit! Submit! Submit!
- Ask questions! Just email rr@mnwt.org with anything!

Don't:

- Staple the verification and SUCCESS form together. Use a clip that is large enough to contain all of the verification being sent.
- Mail your submission late (watch for the due date and ensure you have it postmarked on or before that date).
- Use post-it notes or flag markers to label items. Mark your reference on the pages being submitted only.
- Use multiple projects to support one item reference choose only one project and reference that one project (for example: 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 visiting chapter sign their name and their title. Include a copy of this signed agenda or invitation for verification (noting the visitation in a chapter meeting minutes is not sufficient).
- Use the pledge, invocation or benediction for a Programming activity.
- Think it is not good enough to submit! Submit it anyway that is how you learn!
- Hesitate to ask questions!

UPCOMING EVENTS

July	
1	Founder's Day
15	LPM & DPM Fast Starts due to SPM's Committee Meeting--Monticello
22	President, State Delegate Retreat-- Monticello
August	
5	USWT Friendship Day
12	Deadline to order 'Day at the Diamond' tickets
31	Founder's Day Participation forms due to PR SPM
	Programming Trimester Report Due (New Form)
September	
1	Project of Trimester Due
	Certifications Due
3	'Day at the Diamond'
	SUCCESS Submission Due
10	Newslet articles Due
22-24	Fall State Convention—Hinckley
24-30	Women of Today Week
	SHINE Week

LIFE IS TOUGH MY DARLING, BUT SO ARE YOU!!!! MARLYN MONROE