



**RECORDS &
RECOGNITION
2018 WINTER STATE
CIP**

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Record & Recognition
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It's a record kind of day!

SUCCESS Submissions are due May 5th

This is the last trimester and we are doing great. Thank you to all who submitted Success and midyear evaluations. Thank you to all the judges who helped and to those who sent them in. Let's finish the year with a BANG! Please look at the calendar for dates that are important. Let's see if we can get 25 success reports as this is one of my goals. Let's make it happen ladies.

Shellie Lemmerman

**Year-End Evaluations
DUE EMAILED BY Friday, April 13**

Year-end evaluations should be emailed to Shellie Lemmerman at rr@mnwt.org.

Thank you to the who submitted mid-year evaluations. You are off to a great start for your year-end evaluations. A good evaluation isn't always one where you succeeded at your goals. A good evaluation honestly assesses your successes and failures to help you and your chapter, district or state predecessor learn to improve and grow. Instructions for completing your year-end entry can be found on the Records & Recognition webpage: http://www.mnwt.org/execcouncil/execcouncil_results.php?execcoun=RR

Click on Individual Entry Guidelines

Start collecting your substantiating material: Chapter membership brochure, newspaper articles, pictures, etc. Judges like seeing these things. A maximum of 5 pages is allowed. See page 2 of this CIP for more information on substantiating material. Please let me know if I can be of assistance to you, I am here to help.

Thank you to all the chapters who submitted their second trimester SUCCESS!

Duluth

Monticello

Byron

Sauk Rapids

St. James

Rice

Fairmont

STMA

Fridley

Avon

New Hope

Morris

White Bear Lake

Brainerd

Hutchinson

Anoka

Aitkin

Coon Rapids

Burnsville

Champlin

3rd Trimester SUCCESS Points

1. Purchases of at least \$100 for State Ways & Means in any combination of the state store, online clothing and apparel purchases and 3rd trimester promotional (50 pts.) and/or
2. Submit a nomination for a Community Connections Year-End Award (50 pts.) and/or
3. Show chapter growth for 3rd trimester (50 pts.) And/or
4. Hold an M-night and sign 3 members 3rd trimester (100 pts.)

Maximum of 100 Bonus Points

Mid Year Evaluations that were turned in:

DD's - 7

Chapter Presidents - 8

State Delegates - 5

State Program Managers - 6

State Officers - 3

INDIVIDUAL ENTRY GUIDELINES

1. Be sure to use the correct evaluation form. For chapter presidents and state delegates for newly chartered chapters, check the box that you are a 2 and under chapter. This includes newly chartered chapters after January 1 of the previous year.
2. Type the question and then the answer. There is no need to type what is in parenthesis. Using bullets under each question is preferred and makes it easier for the reader.
3. Use phrases if possible to explain what you did. Use details in answering questions – be specific. Example: 10 invitations sent out. Visited 3 chapters first trimester.
4. The first time an abbreviation is used, it SHOULD be spelled out. After it is used the first time the abbreviation may be used. Example: Chapter Information Packets (CIPs).
5. The evaluation should be no longer than 10 pages (not including substantiating material). Pages should be numbered.
6. Use margins of ½" (.50) or larger and font of 10 point or larger. A font style of Times New Roman or a similar font is preferred for ease of reading.
7. Your entry should be professionally done and presented in a neat format.
8. Mid-Year Entry: Completing the mid-year allows you an opportunity to prioritize your year and make adjustments as needed. You will receive a review of your goals/performance and be offered encouragement and tips specific to your needs including suggestions for any changes you might want to make for your year-end entry. Remember, this feedback is to help you improve your entry and suggest ideas/implementation that you might not have thought about.
9. Year-End Entry: Completing the year-end allows you the opportunity to honestly review your year, share your accomplishments, and support your successor. By giving a copy of your year-end to your successor you will be helping them get a better understanding of their new position. Although all year-ends will be considered for an individual award, not all entries may receive one. The year-end entries will be evaluated by a group of reviewers and the state president. Gold, Silver and Bronze keys will be awarded at Annual Convention.
10. Your Year-End Entry should consist of the following:
 - Limited to a 10 page typed entry, numbered
 - Your personal Plan of Action (Goals and Implementation)
 - You may include up to 5 pages of substantiating material; this helps to illustrate how you accomplished your goals and strengthens your entry. It is not required but is recommended.
11. Entries should be emailed to the R&R State Program Manager at rr@mnwt.org as either a word or pdf document. There is no monetary fee required to submit.

SUBSTANTIATING MATERIAL

1. A maximum of (5) pages is allowed. Examples: Chapter membership brochure, newspaper articles, pictures, etc.
2. Articles from newspapers, magazines etc. must show the name of the publication and the date published.
3. Photos must be labeled, with a brief description.

Your Personal Plan of Action (Goals and Implementation) is NOT part of your substantiating material.

Contact the R & R State Program Manager with questions.

