



Julie Hammel

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RECORDS & RECOGNITION 2017 Winter 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, year-end entries, trimester reporting, and nominations for Outstanding Program Manager and Project of the Trimester.

SUCCESS submissions for third trimester are due postmarked by **May 1, 2017**. SUCCESS submissions should be **mailed** to IVP Julie.

Year-end evaluations are due **April 14, 2017**. More information later in this CIP.

Julie Hammel, IVP

Year-End Evaluations

DUE Friday, April 14th (postmarked)

Year-end evaluations are to be mailed to IVP Julie to address listed above.

Thank you to the four chapter presidents and eight state delegates 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/exec-council/execcouncil_results.php?
execcoun=RR](http://www.mnwt.org/exec-council/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.

IMPORTANT DATES

January

20 IMPACT Monday

February

1 NEWSLET Personals due to SPM

March

4 Finance Committee
11 March Planning
18 Committee Meetings
31 Area 2 Meeting, Rice

April

1 Area 1 Meeting, Bemidji
7 Area 3 Meeting, Golden Valley
8 Area 4 Meeting, New Ulm
14 Year-end Evals due to IVP
30 Certifications due to LL SPM and IVP
31 LPM and DPM Reports Due

May

1 All American Chapter Due to IVP
Project of the Trimester Due
Outstanding Program Manager Due
SUCCESS Due
6 LOTS, Rice
NEWSLET Articles Due to SPM
19-21 Annual Convention, Bemidji
23 NEWSLET personals due to SPM
26 Finance Committee

June

2-5 MNJOTS
8-11 USWT Year-end Convention,

Presidential SUCCESS Bonus Points for Third Trimester

Purchases of at least \$200 for State Ways and Means in any combination of state store, third trimester promotional, and Nice Spice convention fundraisers. (50 points)

and/or

Participate in USWT President Barb's Blizzard Challenge. (50 points)

and/or

Submit a nomination for one of the Community Connections Awards. (50 points)

and/or

Show Chapter Growth for third trimester. (50 points)

OR

Attain 80% member retention and growth +2 for third trimester. (100 points)

Year-End Evaluation Substantiating Material

1. A maximum of (5) pages is allowed. Examples: Chapter membership brochure, newspaper articles, pictures, etc.
2. Your Personal Plan of Action (Goals and Implementation) is NOT part of your substantiating material.
3. Number pages 1-5 in the lower right hand corner.
4. One manual, newsletter or three letters pertaining to the same subject may count as one page. Cut off the lower right hand corner of all but the last page and number the last page.
5. Articles from newspapers, magazines etc. must show the name of the publication and the date published.
6. Photos must be labeled, with a brief description. DO NOT stack photos. Each page of pictures is to be counted as one page.
7. Scanned photos may be used but they must be in color and of good quality.
8. Materials must be arranged on one side of an 8 ½ x 11 white piece of paper. Securely fastened. Reduced copies will not be accepted.
9. Contact IVP Julie Hammel or refer to your chapter's RR Manual for any additional questions. **The entry is submitted to the MNWT IVP by April 14, 2017.**
10. There is no monetary fee required to submit.



THANK YOU TO THE LPMS WHO SUBMITTED THEIR TRIMESTER REPORTS!

Kathryn Simmering, Fairmont
Cheryl Swenson, Savage Area
Shellie Matthes, White Bear Lake
Lori Goutermont, STMA
Tammi Winters, Fridley

THANK YOU TO THE 17 CHAPTERS THAT SUBMITTED SUCCESS SECOND TRIMESTER!

Aitkin	New Hope
Anoka	Rice
Brainerd Lakes Area	Sauk Rapids
Burnsville	Savage Area
Byron	St. Cloud
Champlin	St. James
Coon Rapids	STMA
Fridley	White Bear Lake
Monticellp	



SUCCESS Guidelines Third Trimester

SUCCESS submissions must be postmarked by **May 2, 2017**. *No late submissions will be accepted.*

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.

Please note: There **will not be** any in person SUCCESS verification or inquiries at Winter State or Annual Conventions.