

Hello Youth of Today Program Managers
and District Program Directors!

Believing in the Future

I am so very excited to be sending this out to you as your
2016-17 Youth of Today State Program Manager.



I am delighted to introduce you all to our foundation for this year: Bridge for Youth. We will be working hard to provide much needed help to this organization that assist with homeless youth as well as youth in crisis. Included in this CIP is a short summary of their services offered and what you can do to help.

We will also be working hard to raise funds for our Outstanding Young Adults scholarship fund.

Once again I am over the moon to be working with all of you to ensure that we are “Believing in the Future” with our youth.



Shoot for the Moon and you'll reach the stars!
~ Illeana

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FALL STATE PROJECT FAIR

Please visit the Youth of Today booth at the Fall State Project Fair Friday night. If you are an LPM or DPM, introduce yourself for a special incentive. We will be promoting Bridge for Youth. Information will be available for possible events for your chapter to hold to raise money for this organization. There will also be information regarding events this organization is holding with volunteering opportunities for your district or chapter. We will be selling chances on two baskets for \$1.00 a chance and all proceeds will go to the Outstanding Young Adult Scholarship Fund. Please stop by and see what is going on in Youth of Today this year.

It's all about the transmittals

What is a transmittal?

A transmittal is the form used to track monies raised and in-kind donations in External Programming areas only

Why should we send them in?

Transmittals help track the dollars and items donated by our chapters. By compiling the information from these "official receipts" we are able to see how much money was donated statewide. Careful records are maintained by the SPMs and the state treasurer to ensure funds are not counted twice.

Who should fill them out?

Each chapter will determine who will be responsible for filling out the transmittals (i.e., the treasurer, the project chair, etc.). However, as a PVP, DPM, or LPM, you can check to ensure transmittals have been sent and/or offer to help to make it happen

When are they used?

Every time your chapter runs a project and/or makes a donation of money or items a transmittal should be sent with the value of what was donated.

Examples of projects?

A donation can be clothing or other items donated to a shelter or camp; book donated to the library; flowers planted in your community park; food shelf donations; donations to foundations such as Bridge for Youth or March of Dimes; a party or event you sponsor and pay for everything and do not charge to attend; monetary donations to school programs or projects

Where do they go?

White copy goes to the state treasurer and the yellow is kept for your chapter or district records. Even easier would be to submit them online and then the copies go to the right people right away! The online transmittal can be found at: http://mnwt.org.bof/form_report_transmittal.html. Please only use the online form if you already sent your donation to another organization or for in-kind donations. If you are sending a check to Women of Today, please send the check with the paper transmittal.

Where do I send the money?

If the donations were made locally, there would be no check to send. If you have raised money for a foundation, you may send the check directly to the foundation or the state treasurer. All other checks are sent to the state treasurer with the transmittal. Make sure checks are made payable to the Minnesota Women of Today.

Fast Start: Local Program Manager

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:

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.

HOORAY FOR SERVICE HOURS!

What counts as a service hour?

Educating, fund raising, writing an article, giving a report, passing out information, and working on a project (everyone involved) count towards service hours. It is very important to report this information on your reports whether it is an LPM (Local Program Manager) or DPM (District Program Manager) report. **This is the only way the Minnesota Women of Today (MNWT) is able to really know the impact we are having with the foundations we support. Service hours are always under reported.**

How do you figure service hours?

Service hours should include time that ALL chapter members worked on a project. This includes committee work, planning meetings, set up, the actual project, clean up and preparing final reports. Figure service hours for everyone that worked on a project, not just the committee or chair.

How are service hours calculated?

Number of individuals working on a project times number of hours worked equals Service hours.

Example: Games in the Park-One project for Youth of Today (YT).

Committee meeting: 5 members x 1.5 hours = 7.5

Buy prizes: 2 members x 2 hours = 4

Set up: 10 members x .75 hours = 7.5

Running activity: 15 members/volunteers x 2

Hours = 30

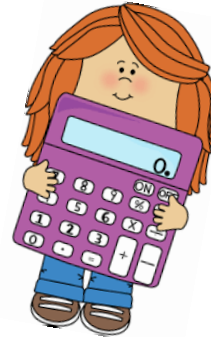
Take down: 10 members x .5 = 5

2 non-members: 2 hours each = 4

Write up, report at meeting, newsletter article: 1 member x 1 hour = 1

Total Service Hours: 59

Total money Raised \$500.00 (report on transmittal)



How do you track service hours?

- ◆ Ask your chapter president to put an information needed line on the meeting agenda. Information needed can include the number of members participating, service hours, dollars raised. When the committee reports, information can be filled in.
- ◆ Have paper copies of the LPM reports available at each meeting. Encourage the LPM's to record any monthly activity in their area during the meeting. At the end of the trimester, use the four handwritten sheets to complete the trimester LPM report that is submitted to the DPM and SPM.
- ◆ Encourage project report information to be included in your chapter newsletter. All members have use of this information to complete their reports.
- ◆ At your meeting, define what area each project should be reported under. Remember, there are new members that are LPMs and they are not always sure what area an activity or project should be reported in.

It's never too late to send in information!

If your chapter missed reporting for a trimester, it is never too late to send information in! Either send a separate report for that trimester or include it in the trimester that you are reporting on. The **only exception** to this is in MAY's reporting deadlines when we need a final year-end amount. We want all the work that chapters have been doing to count, so don't hesitate to send in those hours and reports!

FUNDS OR ITEMS DONATED ON LPM/DPM REPORTS NEED TO ALSO BE REPORTED ON A TRANSMITTAL.

1st Trimester Challenge

1. Submit a calendar event for Kid's Week. An event every day is not needed, just participate and report once to qualify.
2. Have your chapter or district submit 1st Trimester LPM or DPM reports

This is an and/or challenge. For each submission you are entered into a drawing for an awesome basket at Fall State.



Promoting Youth of Today

Show your dedication to Youth of Today!

Below are some ideas for promoting YT to your district or chapter!

- ◆ Report at all meetings, make it fun & creative. Use a prop or costume with a relevant theme.
- ◆ Ask for new ideas for YT projects. Offer incentives for submitted ideas even if the project isn't used.
- ◆ When doing YT projects and events do a press release in your local newspapers promoting the event. After all events do articles in local newspapers, chapter and district newsletters, and NEWSLET.
- ◆ Present a new YT project or outline to your chapter and/or chapter board. Include details such as: best time of year to do the project; target population (preschoolers, school-agers, teens); estimated number of members needed for project; benefit to community; estimated cost/budget (if any) for the project; location of the project.



Kid's Week (DATES)

This week is a great opportunity for your chapter or district to plan some fun events for the youth and families in your community. Get businesses, schools, police & fire departments, and other organizations in your area involved and promote each other. Create a calendar of events to use as advertising, and submit to me as part of my 1st Trimester challenge. You do not need to have events all week to qualify.

Ideas for Events/Project For the Week:

- ◆ If your chapter has adopted a highway, invite a local troop or youth group to help clean the highway.
- ◆ Get kids together to make decorations and cards for a local senior center or just for fun.
- ◆ Start a youth book club.
- ◆ Arrange a community "play-date" at an area park or recreation area.
- ◆ Be part of a local library reading day for the youngsters in the community.

For additional help with these or any events, please feel free to contact me at any time. Sometimes that extra support is all it takes to start something new or improve on something already done.



About The Bridge for Youth

The Bridge for Youth assists youth that are homeless or in crisis around the Twin Cities and Chanhassen area. It was founded in 1970 by Sister Rita Steinhagen when she discovered a need for youth in the area. The Bridge for Youth has assisted thousands of youth since its origination and recently opened their Chanhassen location. To learn more go to: www.BridgeforYouth.org

Mission:

We help youth in crisis.

Vision:

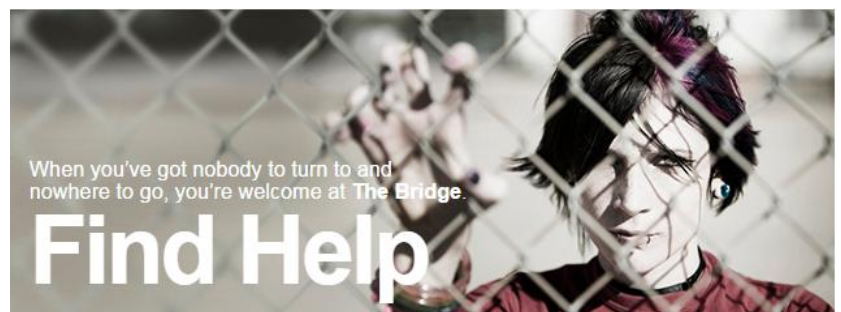
The Bridge for Youth is the premiere resource for youth and their families in ending homelessness.

Values:

- ◆ We love working with youth and their families!
- ◆ We value the ideas, contributions, and potential of young people.
- ◆ We honor the worth, strengths, and bonds of families in all their forms.
- ◆ We welcome, understand, and encourage the diversity and gifts of our staff, clients, and colleagues.
- ◆ We promote excellence with our staff, volunteers, interns, and community partners, and celebrated their contributions

Donations needed:

- ◆ \$5 Gift Cards to Cub Foods, Target, Subway, Caribou, Jimmy Johns
- ◆ Slippers, Flip Flops, Sandals, New Sneakers
- ◆ New Twin Sheet sets, comforters, and pillows
- ◆ Seasonal clothing for teens, particularly larger sizes
- ◆ A used or new passenger van to transport youth
- ◆ Sports Bras – all sizes
- ◆ Boys & Girls Underwear – all sizes
- ◆ Boys & Girls Socks – all sizes & styles
- ◆ Deodorant – boys, girls, gender neutral
- ◆ Girls Leggings – all colors & sizes
- ◆ Sweatpants & Hoodies – all sizes & both genders



1st Trimester Success

\$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:

Sales and Use Tax Permit

Articles of Incorporation

Proof of Annual Registration filing for 2015 (copy of email confirmation from the MN Secretary of State)

Proof of insurance for the current year

Proof of 990 filing for fiscal year June 1, 2015 - May 31, 2016 (copy of email confirmation from IRS dated after June 1, 2016).

Jail & Bail

BACK BY POPULAR DEMAND!

With the success and fun that was had last year we will be holding a "Jail & Bail" event at Winter State Convention. Take this opportunity to have your favorite Minnesota Women of Today member "arrested". They will then have to arrange "bail" in order to get out and continue their evening.

We will have a make-shift jail area set-up to put them in which will include a guard or two. There may possibly be some "convict-wear" that they will be sporting during their incarceration. Like last year they will receive a copy of the "warrant" as a souvenir. Many photo-ops!

All proceeds will go to the Outstanding Young Adult Scholarship Fund which directly promotes the successful futures of our youth and continuing education. A goal has been set in Youth of Today to raise \$1000 for this fund and you could help, and hopefully surpass, this goal!

The cost to have someone arrested is \$5.00. The convict will be allowed to keep their cell phone and they will then need to contact someone to raise \$5.00 to bail them out. If a person receives multiple "warrants" they will have an opportunity to purchase insurance after successfully bailing out of their first incarceration. This will insure they not be incarcerated again. Please keep in mind that if this happens your \$5.00 fee will be considered a donation and not refunded. The person will still be informed of all warrants issued in their name and by whom.

Arrests will commence at the Friday Night Party

To participate, send a check made out to MNWT by December 10th to:

Illeana Miller – 6024 Badger St, Monticello, MN 55362

Be sure to include the name of the person/chapter/district issuing the warrant and the name of convict/person to be arrested. I will accept "arrest warrants" all day Friday at convention but keep in mind with limited time you might not get your warrant in if you don't issue it ahead of time.

This is all in the spirit of fun and raising money for a great area of our organization!