

STEP I Certification

STEP I is designed to promote the orientation and activation of the new member. All steps of this program must be completed during the member's first 90 days. By participating in the required activities, the new member becomes familiar with all levels of the organization. To certify in STEP I the individual must complete all of the mandatory requirements in Part A and one of the optional requirements in Part B. The certification form should be sent to the State Program Manager within 30 days of the completion of the program. REMEMBER, THESE REQUIREMENTS MUST BE COMPLETED WITHIN THE FIRST 90 DAYS OF JOINING THE LOCAL CHAPTER. (90 days from date dues are paid.) Complete this certification form and mail to your state STEP program manager within 30 days of completion.

Chapter _____ State _____

Name _____ Date Joined _____ Date Certified _____

Address _____

City _____ State _____ Zip _____

Email _____

A. MANDATORY REQUIREMENTS -- record the completion dates.

1. Attend a local or personal orientation that informs the new members of all levels of our organization and explains what each level offers. Date _____
2. Attend three (3) Women of Today meetings (two local and one other).
 - General membership or local board meeting. Date _____
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 - Visit another chapter. Date _____
 - State executive committee meeting. Date _____
 - District, regional, or state meeting. Date _____
 - Local chapter project committee meeting. Date _____
 - Chapter social. Date _____
3. Participate in one local Women of Today project. Date _____

B. OPTIONAL REQUIREMENTS – complete one of the following and record dates.

- Originate a project for the local chapter. Date _____
- Be a member of a committee. Date _____
- Complete the first step of Effective Speaking (ice breaker). Date _____
- Bring a prospective member to a meeting. Date _____
- Certify in a Personal Enrichment Program (state approved course), Effective Writing, Effective Speaking, Leadership, or Team Building. Date _____
- Know and recite state creed. Date _____