

STEP II Certification

STEP II is designed for the member who has been a member for 12 months or less. By participating in this program, the member will become activated on all levels of the organization. To certify in STEP II the member must complete all of the mandatory requirements in Part A and at least 8 of the optional requirements in Part B within the 12 months of membership. (12 months from date dues are paid.) No activity may be counted more than once. No STEP I activity may be repeated for certification in STEP II. STEP II may only be earned one time. 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 information and dates.

- Know and recite the USWT Creed.
- Sign a new member. Name _____ Date _____
- Complete certification requirements for a Personal Enrichment Program (state approved course), Effective Writing, Effective Speaking, Leadership, Listening or Team Building.
Course _____ Date _____
- Serve as a project chairperson or co-chairperson.
Event _____ Date _____
- Attend an orientation program or personal orientation.
Orientation _____ Date _____
- Participate in an activity determined by the local chapter.
Activity _____ Date _____

B. OPTIONAL REQUIREMENTS – qualify in at least eight (8) categories and record information and dates.

- Complete certification requirements for Effective Speaking, Effective Writing, Leadership, Listening or Team Building in addition to the mandatory requirement. Course _____ Date _____
- Serve as a project chairperson or co-chairperson and complete a project report in addition to the mandatory requirement.
Event _____ Date _____
- Attend a district, regional, state, or national business meeting. Date _____
- Give a report at a meeting. Date _____
- Give an invocation, a benediction, or lead the Pledge of Allegiance at a Women of Today function. Date _____
- Present a complete outline for a new project. Date _____
- Write an article for the newsletter or local paper. Date _____
- Present or participate in a program for a local meeting. Date _____
- Participate on an extension team. Date _____
- Attend a Women of Today social. Date _____
- Bring an additional prospective member to a Women of Today activity. Date _____
- Participate in a state or national project. Date _____
- Serve as a local officer or standing committee chairperson. Date _____
- Participate in a local Women of Today project (in addition to Mandatory No. 4 and Optional No. 1 Requirement). Date _____
- Participate in an activity determined by the local chapter. Date _____