

# STEP III Certification

STEP III is designed for the member who has been a member for more than one year and for any past member in good standing that leaves the organization for any length of time and then rejoins the organization at a later date. This program is for continual activation of those members in all areas of the organization. To certify in STEP III all of the mandatory requirements in Part A and at least 11 of the optional requirements in Part B must be completed by the member within a 12 month period from May 1st to April 30th. No activity may be counted more than once. No STEP I or STEP II activity may be repeated for STEP III. STEP III may only be earned once each year. Complete the 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 local officer, committee chairperson, or co-chairperson.  
Position \_\_\_\_\_ Date \_\_\_\_\_
- Attend another Women of Today meeting other than the local chapter meeting. (May include a visit to another chapter, a national, state, district, or regional meeting, a state committee meeting, etc.) Date \_\_\_\_\_
- Participate in an activity determined by the local chapter. Date \_\_\_\_\_

## B. OPTIONAL REQUIREMENTS (QUALIFY IN AT LEAST 11 CATEGORIES) -- 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 or a social. Date \_\_\_\_\_
- Give a report at a meeting. Date \_\_\_\_\_
- Give an invocation, a benediction, or lead the Pledge of Allegiance at a WT 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 \_\_\_\_\_
- Bring an additional prospective member to a Women of Today activity. Date \_\_\_\_\_
- Assist in re-activating and retaining a current member. Date \_\_\_\_\_
- Participate in a USWT external area. Date \_\_\_\_\_
- Participate in a presentation of an orientation program. Date \_\_\_\_\_
- Participate in a Focus on Women activity. Date \_\_\_\_\_
- Attend a USWT Midyear Meeting or National Convention. Date \_\_\_\_\_
- Serve as a speaker at a non-Women of Today meeting in support of a Women of Today project or on behalf of the Women of Today organization. Date \_\_\_\_\_
- Serve as a state or national officer or committee member. Date \_\_\_\_\_
- Work on a local chapter project in addition to the mandatory and optional requirement.  
Project \_\_\_\_\_ Date \_\_\_\_\_
- Participate in an activity determined by the local chapter. Date \_\_\_\_\_