

# UNITED STATES WOMEN OF TODAY

## PROJECT RECOGNITION

A “Project Recognition” is a report utilizing a specific outline form developed by the USWT. Completing this form helps a chapter, district or state compile a written “history” of the events of a given project. Members are encouraged to complete a “Project Recognition” on any chapter, district, region or state activity and keep it for your chapter records. You may also submit it to the US Programming VP for judging twice a year. Winners recognized at the USWT conventions will also be recognized at the MNWT Fall State and Summer Awards conventions.

Even if you don’t choose to submit this for recognition, this form should be used by your chapter as your Project Report Form as described on page 18.

The form, current as of February 2005, is found on the following page. The entire USWT Project Recognition Manual may be found on the USWT website in the book of forms, found at the following sub-website (current as of November 2006):

**<http://www.uswt.org/images/forms/manuals/USWTProjectRecognition.pdf>**

## United States Women of Today Project Recognition Form

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I. Description of Project

A. Brief description explaining the project

II. Purpose and Goals of Project

A. Purpose

1. Brief statement on why you are running project and what it entails

B. Goals (MUST BE TANGIBLE AND SPECIFIC!)

1. Number of people you wish to benefit/reach/participate

2. Number of members you wish to participate

3. Amount of money you wish to raise (when applicable)

4. Other accomplishments you wish to achieve (must be MEASURABLE!)

\*\*\* You are judged on whether or not the goals are clearly stated

III. Promotion to Public and Chapter

A. Public

1. TV, radio, newspaper promotion used

2. Fliers and posters distributed

3. Public appearances made

4. Outside contacts utilized

5. Any additional PR used

B. Chapter

1. Newsletter article

2. Phone contact made

3. Personal contact made

4. Promotional contest held/incentives given

5. Any additional PR used for chapter members

\*\*\* You are judged on whether or not the project had good public promotion and chapter promotion

IV. Participation of Members and Number of Hours Worked

A. Participation

1. \_\_\_\_\_% of our members participated (or \_\_\_\_\_ out of \_\_\_\_\_ members participated)

B. Number of members needed to run project successfully

C. Hours Worked

1. \_\_\_\_\_ number of hours worked by chair/committee

2. \_\_\_\_\_ number of hours worked by members (# of Hours X # of members)

3. \_\_\_\_\_ numbers of hours attended by \_\_\_\_\_ members

4. \_\_\_\_\_ total hours for project (Numbers 1 through 3 should total this line)

\*\*\* You are judged on whether chapter member participation was adequate and if you showed adequate hours worked on the project.

V. Budget

A. Actual Income

B. Actual Expenses

C. Profit or loss

\*\*\* You are judged on whether actual income and expenses are shown

VI. Evaluation of Project

A. Evaluate each goal listed in II.B. above and how it was met/not met

\*\*\* You are judged on your evaluation of the goals you set

VII. Recommendations

A. What recommendations can you make to improve the project? (What do you suggest be repeated and what do you suggest not be repeated and why?)

\*\*\* You are judged on whether the recommendations made can assist in the future running of the project.