



# Minnesota Women of Today Local Program Manager Fast Start

Name: \_\_\_\_\_ District: \_\_\_\_\_ Year: \_\_\_\_\_

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 July 15.

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 (July 15). 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: