



CHAPTER PRESIDENT FAST START  
DUE JULY 15

1. Attend or hold a local officer's training in your chapter. (Provide a brief description of information covered.)
2. Attend LOTS or district orientation. (Two or more officers required to attend.)
3. Hold a training session for local program managers.
4. Describe three membership ideas (from the membership manual or m-events found on the mnwt.org website as a starting point) you will try this year. (Send to district director.)
5. Establish measurable goals in the following areas and write how you will achieve them.
  - a. Membership (consider activation, retention, recruitment)
  - b. Programming (consider service, fundraising, certification)
  - c. Meetings (consider increasing attendance, adding fun, improving efficiency)
  - d. Two goals in addition to the above. Could consider goals for community visibility (consider public relations, significant projects for or contributions to the community) and/or more personal goals about what you would like to accomplish during the year.
6. Develop a yearly calendar of events planning for projects in the following areas.
  - a. Ways and Means
  - b. M-events/Recruiting
  - c. Personal Growth/PEP Course
  - d. Community/Service
  - e. Fellowship/Gathering/Socials
7. Compile a chapter handbook (sometimes called a POA) to be handed out to each member.
8. Work with other chapter officers to develop a chapter budget. (Review Treasurer Manual for helpful hints.)
9. Use a printed agenda at meetings. (Send copy to district director.)
10. Publish a monthly chapter newsletter. (Send copy to district director.)
11. Submit first trimester dues postmarked by July 15th. This is the EARLY BIRD DEADLINE.
12. Hold, or have scheduled, an m-event any time first trimester. (Provide the date and an agenda or invitation.)
13. Submit May and June monthly reports to the district director by the due date. (District director will verify.)

One or two additional requirements may be added at the discretion of the State President.

ALL VERIFICATION IS TO BE SENT TO YOUR DISTRICT DIRECTOR BY JULY 15<sup>th</sup>

Copies of all information that verifies completion must be included. All items must be DATED. Your district director will verify attendance at district meeting/orientation. LOTS chairperson will verify LOTS attendance.