

MINNESOTA WOMEN OF TODAY SUCCESS SYSTEM GUIDELINES

- A. **VERIFICATION: Proper verification is very important!** Without it, your points will not be counted. If you have any questions concerning verification, contact the Records and Recognition (R&R) State Program Manager (SPM) before completing your submission.
1. Meeting minutes, agendas, outlines, newsletter articles, etc., are excellent examples of verification, but be sure that the information is accurate and complete. The name or type of project, date(s) held, chair, service hours, number of members and/or guests participating, funds raised, etc., must be clear. All verification must be dated.
 2. When sending verification, read each explanation as follows very carefully. Some request specific information and some state that another source will verify. Follow directions.
 3. When sending newspaper articles, be sure the name and date of publication is included.
 4. Highlight the sentences that provide information and, in the margin, as close as possible to specified items, state "MTGS, D" or "CHAP MGT, D" or "PROG, A-8" to match the section on the SUCCESS form.
 5. Complete "Cumulative YTD Totals" for non-shaded boxes.
 6. Compile all verification pages. Number consecutively (1, 2, 3, 4 . . .) in the right-hand, bottom corner. Put this page number under the "Reference Page NR" column on the SUCCESS form.
 7. Secure with a paper clip large enough to accommodate all pages. **DO NOT STAPLE.**
 8. Be sure to complete all sections of the form you are asked to complete.
- B. **SUCCESS SYSTEM FORM:** When sending in the SUCCESS System form, send one copy to the R&R SPM and keep a copy for your file.
- C. **WHEN FINISHED:** Double-check your submission.
1. Are pages numbered and in order?
 2. Is your verification highlighted and the area it refers to written next to it?
 3. Are all sections of the SUCCESS System form completed as required?
 4. Did you keep a copy to use next trimester?
 5. When mailing, have you included the SUCCESS System form and any necessary verification sheets?
 6. Have you weighed it to send it with adequate first class postage on it?
- D. **CERTIFICATIONS** or anything "verified by other source" will NOT receive credit unless received and verified by appropriate SPM, staff member, committee chair or the Chapter Service Center.
- E. **PROGRAMS:** Programs must be 20-30 minutes in length to qualify for the SUCCESS System. When conducting a Personal Enrichment course, it must be at least two (2) hours in length and have at least three (3) members present (minimum of three (3) members for chapter certification).
- F. **DEADLINES: NO SUBMISSIONS** will be accepted if they are not postmarked on or before the deadline and must also be received within a reasonable time-frame following the postmark date. Be sure to check with your local post office as postmarking, mailing and pick-up times will vary depending on what part of the state you are in. The dates are always included in the Chapter Mailing monthly calendar and in each convention's R&R Chapter Information Packet (CIP).
- ** HINT:** Mark a folder "SUCCESS SYSTEM" and encourage chapter members to add to it any minutes, correspondence, transmittal forms, visitation documentation, newspaper articles or data they may have. It will be helpful as SUCCESS System submission time occurs.
- G. **POP DIVISIONS:** (Pop division is based on the population of your city/town.)
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|--------------|----------------|--------------|---|
| Division I | 0 - 1,000 | Division V | 12,001 - 28,000 |
| Division II | 1,001 - 2,500 | Division VI | 28,001 + |
| Division III | 2,501 - 5,000 | Division VII | Chapters up to two (2) years after charter date |
| Division IV | 5,001 - 12,000 | | |
- H. **SUBMISSIONS: MUST BE MAILED TO R&R SPM BY THE DEADLINE STATED IN THE MNWT CALENDAR.**

General Rules

1. The Minnesota SUCCESS System will run from May 1 to April 30 with three submissions.
2. Points must be claimed in the submission period in which the activity was held or completed. (A project is considered complete when the final report is given to the chapter, which must be completed by 45 days of the project.)
3. A project may be counted only one time during a year. A project is only counted one time, within one area each submission or year. For example, you could not count the same project under Programming A1 and Chapter Management N.

MEMBERSHIP

All membership points will be verified by the Chapter Service Center (CSC) or other source.

- A. Growth Plan: A copy of the chapter's completed growth plan must be sent to the State Membership Vice President (VP) to claim points. The plan must be updated to count for second submission. These points can be claimed both first and second submission and **will be verified by the State Membership VP.**
- B. New Member Adds (NMAs): To figure this, divide the number of NMAs by the chapter's May 1 base and multiply by 500. Please use the worksheet space provided on the form for your computation. The R&R SPM will complete this section. **Final numbers will be verified by the CSC.**
- C. New Member Adds: Multiply the number of NMAs by 10. The R&R SPM will complete this section. **Final figures will be verified by the CSC.**
- D. Monthly New Member Adds: A chapter may claim 25 points each month new members' dues are sent to the CSC. If you have one member each month, it is 25 points per month or 100 total points. If you have two (2) members in one month and one (1) in another, your total points are 50 for that submission. **This is verified by the CSC.**
- E. In-Chapter Extensions: You may claim points for each month in which you send in four (4) new members' dues in one month to the CSC **as verified by the CSC.**
- F. Renewal dues paid by trimester renewal date: These points may be claimed all submissions. See the MNWT calendar for specific dates. NOTE: If you have no renewals due in a trimester, you cannot claim points. **This is verified by the CSC.**
- G. Renewal dues paid by early-bird renewal date: If renewals are in by the early-bird date, you may claim these points. They may be claimed all submissions. See the MNWT calendar for specific dates. See NOTE above (F.), as you can claim both F & G if renewals were sent in by the early-bird deadline. **This is verified by the CSC.**
- H. Trimester Growth: Chapters who achieve growth + 1 will receive 25 points. If you lose a member and sign a new member, that is NOT growth because your base for the trimester remains the same. Chapters may claim this each submission. **This is verified by the CSC.**
- I. Growth for the Year: This is claimed 3rd trimester only for 50 points and is **verified by the CSC.**
- J. Year End Retention: This is claimed 3rd trimester only. To compute, divide renewed members for the year by the chapter's May 1 base and multiply by 500. **This is verified by the CSC.**
- K. File an intent to extend and hold an informational meeting. **Verification of this is by the Extensions Director.**
- L. Extensions: Any NEW chapter may count. The extending chapter must attend organizational meetings (**verified by the Extensions Director**). New chapters must have state dues paid and the Intent to Charter form filed and fees paid. Extension work done by an individual officer (DD, SPM, staff) may not count as extension work. An extending chapter must attend all meetings of a potential chapter prior to actual extension. If two chapters work an extension according to the above guidelines, points will be divided equally.
- M. Extension follow-up completed: The dated Follow-up Checklist (form is in the Extensions Manual) must be submitted to the **Extensions Director for verification**. Points will not be allowed until 6 months, 12 months, 18 months and 24 months after a chapter's charter date.

MEETINGS

- A. Representative at District Meetings: You may claim these points if anyone in your chapter, excluding the District Director (DD), attends the district meeting. Meetings are held fall, winter and spring. **Attendance is verified by the DD each trimester.**
- B. Representative at District Orientation: This is claimed first submission only. This is intended to encourage chapters to be represented at district training. DDs and trainers do not qualify as attendees for SUCCESS purposes. Individual training held on another evening is not applicable. **This is verified by the DD.**
- C. Representative at Area meetings: This is anyone in your chapter, excluding the DD, who attends their Area meeting. This is claimed third submission only and **is verified by the District Director.**
- D. Representative at State business meetings: This includes anyone from your chapter, excluding Exec Council members, who have cleared credentials and attend the official state business meeting at convention. **This is verified by the CSC.**
- E. Representative at National business meetings: The meetings are held in October and June so this may be claimed first and second submissions. This cannot be claimed if the attendee is a National officer. **This is verified by the State Chairman of the Board.**
- F. Active member of state study committees: This recognizes chapters who have members that make a long-term commitment to be an active member of the Finance, Future Directions, Membership Management, Foundation or Marketing committees. This includes staff members. This is claimed third submission only and is **verified by the committee chair.**
- G. Visitation at state study committee: If someone in your chapter attends a study committee meeting (Finance, Future Directions, Membership Management, Foundation or Marketing) as a visitor, claim these points. These can be claimed all three submissions and are **verified by the committee chairperson.**
- H. Representative at LOTS: A chapter can claim ten (10) points for each member in attendance at Local Officer Training (LOTS). This can be claimed first submission only and is **verified by the Chapter Management Vice President (CMVP).**
- I. Representative at President/State Delegate Retreat. This can be claimed second submission only and is **verified by the CSC.**

CHAPTER MANAGEMENT

- A. Monthly Board meetings: All meeting dates must fall within submission deadlines. **This is verified by meeting minutes, agendas, etc.** The date of the meeting must be on the verification. A one-line notice or listing is not sufficient.
- B. Establish a Quorum at General Meetings: Each chapter's quorum is determined by their bylaws and policies. **This is verified through meeting minutes only and MUST say, "Quorum has been established."**

- C. Participate in State Ways & Means projects: Any time during the submission period that you have a total of \$75 in state promotional sales, purchase as a chapter \$75 in State Store materials (this includes clothing; include receipts as verification), make a minimum donation of \$25 to the State Ways & Means, or have a chapter member that works a one and a half (1 ½) hour shift at the state store during convention (one of the above four), you can claim these points. Briefly describe which item you are claiming. **This is verified by the State Ways & Means SPM.**
- D. News article submitted to NEWSLET: Any article submitted to the NEWSLET SPM during submission deadlines can be counted. Articles need not be published to claim points. NEWSLET personals do not qualify. This can only be claimed ONCE. **This is verified by the NEWSLET SPM.**
- E. Monthly written treasurer reports: A report must be dated monthly including income and balance. If included in your newsletter, it must be the treasurer's report, not just beginning and ending balances. The report must include chapter name. (You can claim up to 4 reports per submission for a maximum of 12 in a year.)
- F. Participate in a special activity with PALS chapter: Activity does not have to be that your chapters' are physically meeting. Examples would include a social, special meeting at convention or other location, sending a newsletter, holiday cards, working on a joint project, etc. You may claim twice in a year. **Verify by including a news article, picture, invitation, etc.** Each example can only be claimed one time. The State Secretary does NOT verify this section.
- G. Chapter certification in Women of Today Week: A chapter must meet the designated requirements to earn a chapter certification in WT Week. This can be claimed ONE TIME ONLY and will be **verified by the Public Relations (PR) SPM.**
- H. Chapter Visitations: This is a visit by at least one chapter member to any other chapter function or business meeting. This would include socials, projects you participate in by working at, general or district meetings other than your own. Visits by the DD or any other in an official capacity cannot be counted. **To verify, obtain an official agenda, signed by one of the board members of that chapter or district, including date and their title. If it is a project, have the board member sign the invitation or something stating the project title, their title and the date of the project.**
NOTE: GOLD Team visitations can count if you take another chapter member with you.
- I. Reactivated Chapter: A chapter may file an intent for reactivation for a chapter that meets the Bylaw requirements found in Section D., Membership Number 2, Reactivated Chapters of the MNWT Policies. **Contact the R&R SPM with additional questions.**
- J. Reactivation Follow-up: A chapter is considered reactivated by meeting the Policy definitions of a Reactivated Chapter found in Section D.2.f. of the state bylaws. Points will be allowed at 6 months, 12 months, 18 months and 24 months after the reactivation date has been confirmed and proper reports have been given to the R&R SPM. Points are awarded to the chapter who filed the reactivation papers. **This is verified by the Chapter Management VP.**
- K. Participate in an In-Chapter Mid-Year Evaluation: This is your local chapter internal evaluation. **Attach a completed copy of the survey used or a summary of member responses for verification.** This can be claimed second submission only.
- L. Submit a Plan of Action and a proposed local budget to DD: This must be completed by first submission. Newly extended chapters must submit within six (6) months of their charter date. **This is verified by the DD.**
- M. Hold a Membership Event: This is an event held to promote the organization, with the ultimate goal to increase membership within the chapter. **Verify by meeting minutes, agenda, invitation, newspaper article, etc.** You may claim this all three submissions.
- N. Hold a Chapter Social: This is to encourage chapter fellowship and is held for chapter members. The event must be held on a separate night from the business meeting. **Verify by submitting meeting minutes, invitation, pictures, etc.** You may claim this all three submissions.
- O. Conduct a local membership orientation program: This might include a program on, but not limited to, one of the following: parliamentary procedure, STEP, new member, programming overview, structure of the national organization and how you fit in, what Personal Enrichment (PE) courses are, what the Future Directions committee is, etc. **Verify by attaching meeting minutes, agenda for orientation, outline, etc.** This must relate directly to Women of Today and can be held during your general meeting. Include the date of orientation and briefly what was covered.
- P. Hold a bylaw study committee meeting and submit the bylaws to the State Parliamentarian: This can be claimed ONE TIME ONLY. Send in a revised copy of your bylaws to the State Parliamentarian for review. **This is verified by the State Parliamentarian.**
- Q. Publish a local chapter newsletter: Submit a copy of the NEWSLETTER FRONT PAGE ONLY of ONE MONTH ONLY (unless using the newsletter for other documentation). **Your newsletter front page must include the chapter name and the date of the newsletter to count as verification.**
- R. Participate in an organized Public Relations (PR) program: Send copies of news articles, photos (with dates and publication name), other publicity active social media page or webpage and other publicity such as pictures of bank boards, community signs, posters, as well as special events coverage. You are allowed to use PR articles for events you are claiming elsewhere on the SUCCESS entry. Your chapter brochure can be used one time as a PR program. **Include a copy of your brochure as verification.**
- S. Hold a local ways & means project: This is a fundraising event held to raise funds ONLY for your local chapter operations and treasury. **Verify by including meeting minutes, agenda, newsletter article, etc., stating a project was for Ways & Means, and how money was raised.**
- T. Participate in SUCCESS System submission all three quarters. This is claimed third submission only and **verified by the R&R SPM.**

PROGRAMMING

- A. Participate in programming area: **Verification is by meeting minutes.** NOTE: 300 points maximum for a year. There is a limit of 100 points per trimester each year. Each project can be claimed only one time and in only one area. Each project has a maximum of 25 points each. Priority Project is the state promoted foundation (such as Can-Do Canines, Isaac's Journey or Breaking Free), voted in on a three-year rotating basis. Activities must be a project, not simply donating money. Speakers can count as a project one time per year per programming area.
 - A1. Community Connections (CC): Project must fall under CC. Projects that involve their local community (i.e., adopt a family, food shelf, Friendship Ventures, etc.) can be counted. **Verification is provided through meeting minutes.** Must state funds raised by the project (if applicable).

- A2. Women's Wellness: Project must fall under Women's Wellness, including **March of Dimes Walk for Babies, Relay for Life, projects focusing on women's health issues**. **Verification** is provided through meeting minutes. Must state funds raised by the project (if applicable).
- A3. Youth of Today: Project must fall under Youth of Today, Kids Week, and Outstanding Young Adult. **Verification is provided through meeting minutes**. Must state funds raised by the project (if applicable).
- A4: Priority Project (Can-Do Canines for 2011-2012; Isaac's Journey for 2012-2015; Breaking Free 2015-2018): Must be a project that falls under this area to count. **Verification is provided through meeting minutes**. Must state funds raised by the project (if applicable).
- A5: Living and Learning: Project must fall under Living and Learning (i.e., projects that promote the personal growth of members). **Verification is provided through meeting minutes**. Must state funds raised by the project (if applicable). **INVOCATION DOES NOT COUNT AS A PROJECT.**
- B. Participate in USWT programming area.
- B1. Participate in USWT external programming area. This is claimed once per trimester. It can be fundraising or educational. **Verify through meeting minutes**.
- B2. Submit USWT Project Recognition. Points are given for submitting Project Recognition Entries for judging to the USWT. This can be claimed first and third submissions only. **Verify by sending in a copy of the submission cover sheet to the R&R SPM**.
- B3. STEP I: 10 points per member. The STEP certifications should have been sent to the Minnesota Internal Vice President (IVP), **who will verify**. No maximum for STEP I; only members within first 120 days of membership can claim this. **You should also include a copy of the STEP I certifications with your SUCCESS submission**.
- B4. STEP II: 10 points per member. The STEP certifications should have been sent to the Minnesota Internal Vice President (IVP), **who will verify**. No maximum for STEP II. **You should also include a copy of the STEP II certifications with your SUCCESS submission**.
- B5. STEP III: 10 points per member/maximum 120 points for year. The STEP certifications should have been sent to the Minnesota Internal Vice President (IVP), **who will verify**. **You should also include a copy of the STEP III certifications with your SUCCESS submission**.
- B6. STEP IV: 10 points per member/maximum 120 points for year. The STEP certifications should have been sent to the Minnesota Internal Vice President (IVP), **who will verify**. **You should also include a copy of the STEP IV certifications with your SUCCESS submission**.
- B7. Health and Wellness: 10 points per member/maximum 120 points for year. The Health and Wellness certifications should have been submitted to the Living and Learning (LL) State Program Manager (SPM), **who will verify**. **You should also include a copy of the Health and Wellness certifications with your SUCCESS submission**.
- B8. Personal Development: 10 points per member/maximum 120 points for year. The Personal Development certifications should have been submitted to the Living and Learning (LL) State Program Manager (SPM), **who will verify**. **You should also include a copy of the Personal Development certifications with your SUCCESS submission**.
- B9. Chapter Certification in PE Courses: 50 points per course/Maximum 150 points for year. The Personal Enrichment Program (PEP) certifications should have been submitted to the Living and Learning (LL) State Program Manager (SPM), **who will verify**. **You should also include a copy of the Personal Enrichment Program certifications with your SUCCESS submission**.
- C. Living and Learning Certification: 10 points per member/maximum 120 points for year. All certifications must be received by the Living and Learning (LL) SPM to be counted. **The LL SPM will verify**.
- D. Submit Mid-Year and Year-End Individual Entries for president and state delegate: 50 pts for each entry, a maximum of 100 points per submission. Mid-years are due in November (claim in second submission) and Year-Ends in April (claim third submission). **R&R SPM will verify**.
- E. Submit a minimum of one "Project of the Trimester" in any programming area. Claim 25 points for each entry up to a maximum of 50 points per submission, 150 points per year. **This is verified by the SPMs**.
- F. Participate in a State or National Competition: This can include any of the State or National sponsored individual competitions such as Effective Speaking, Effective Writing, or the Focus on Women Essay Contest. For National competitions, include a copy of your entry form.
- G. Participate in a local project jointly with another volunteer organization: Recognition is given for assisting or participating in a local project with another organization. You must specify project name, date of event, other organization and other details. You cannot count a project here if it was counted in Programming A. **Verify by meeting minutes, newsletter/paper articles, etc**. Other Women of Today chapters do NOT count as another volunteer organization. Activity must be a planned project, not merely donating money to another organization.
- H. Make a minimum donation of \$35 to MN Women of Today Foundation: Entry fees for competitions do not count. Contributions to other scholarships, projects, etc., are allowed. **This is verified by MNWT Foundation treasurer** and you may claim it all three submissions. This is a donation by the CHAPTER, not by individuals within the chapter.
- I. Presidential Bonus: Points are awarded if the chapter accomplishes requirements set by the State President each submission. A maximum of 100 points per submission, 300 points per year are allowed. **Verification methods will be stated in each trimester's R&R SPM CIP**. Briefly describe what you are claiming points for.
- J. Bonus Bonanza Points: Self-Explanatory. **You must provide a copy of chapter records for verification by R&R SPM**. Points may be claimed first submission only. Newly extended chapters may claim within 12 months from charter date. **SEND COPIES OF FRONT PAGE ONLY OR PROOF OF FILED INFORMATION on:**
1. Sales and use tax permit
 2. Articles of Incorporation
 3. Current Annual Registration from Secretary of State
 4. Proof of insurance for current year
 5. Proof of 990 filing to the IRS