

Jun-16

Emphasis: Chapter Management (MN); Personal Development (US); Public Relations(US); STEP (US)

- 1 SPM and Staff monthly reports due
- 3-5 MNJOTS
- 5 District Director monthly reports due to AVP
- 10 Chapter Mailing Highlights due to State Secretary
- 9-12 USWT National Convention in Lincoln, NE
- 25 Articles due to AVP for DD Newsletter
- Articles due to EVP/IVP for SPM Newsletter
- 30 Chapter President reports due to DD
- NMAs due IN HAND to Chapter Service Center

Jul-16

Emphasis: Community Connections-Friendship Ventures (MN); Public Relations (MN); Extensions (US); Mei

- 1 USWT Founder's Day
- SPM and Staff monthly reports due
- Cheryl L. Anderson scholarship applications due to MNWT Foundation
- Plan of Action contents due to State Secretary
- 5 District Director monthly reports due to AVP
- Webinar - "2020 by 2020"
- 10 Chapter Mailing Highlights due to State Secretary
- 12 Out and About Night
- 15 Early Bird Renewals due POSTMARKED to Chapter Service Center
- District Director Fast Start due to AVP
- Chapter President Fast Start due to DD
- Secretary Fast Start due to State Secretary
- Treasurer Fast Start due to State Treasurer
- SPM Fast Start due to IVP/EVP
- 19-21 District Directors call Chapter Service Center to check renewals
- 22 Pre-Convention forms due to Executive Director
- 23 President/State Delegate Retreat in Rice
- 24 State Staff Meeting
- 25 Articles due to AVP for DD Newsletter
- Articles due to EVP/IVP for SPM Newsletter
- 30 Marketing (10:00 am), Membership (noon) and Future Directions (1:30 pm); American Legion, New Ulm
- 31 Chapter President reports due to DD
- NMAs due IN HAND to Chapter Service Center
- Chapter President Fast Start verification due from DD to CMVP
- Key Woman nominations for Fall State due to Key Woman President

Aug-16

Emphasis: Ways & Means (MN), Youth of Today (MN); Health & Wellness (US); Project Recognition (US); Domestic Violence Prevention (US)

- 1 SPM and Staff monthly reports due
- LPM and DPM Fast Starts due to SPM and DD
- Membership VP Fast Start due to MVP
- Programming VP Fast Start due to IVP and EVP
- District Membership Fast Start due to DD and MVP

- State Delegate Fast Start due to AVP
- Programming Evaluations due to IVP/EVP (CC, LL, Priority Area - all available online)
- USWT Friendship Day
- 5 District Director monthly reports due to AVP
- MNWT Foundation meeting
- 6 Finance Committee Meeting: 10:00am at Resurrection Church in Monticello
- 7 State Delegate Fast Start verification due from DD to AVP
- 10 MNWT Webinar Series
- 12 Deadline to order Day at the Diamond tickets from PR SPM
- 14-20 Kid's Week
- 15 All Renewals due POSTMARKED to Chapter Service Center
- SPM Challenge due to IVP/EVP
- DD Challenge due to AVP
- 16-18 District Directors call Chapter Service Center to check renewals
- 22 LPM reports due to DPM
- SPM Newslet Article drafts for Post Fall State Issue due to IVP/EVP
- Presidential pin and medallion nominations due to State President
- 25 Articles due to AVP for DD Newsletter
- Articles due to EVP/IVP for SPM Newsletter
- 26 Expense Vouchers due from DDs to AVP
- Expense Vouchers due from SPMs to IVP/EVP
- 29 Fall State CIP draft due from Executive Council to Supervisor
- Fall State Staff report due from SPMs to IVP/EVP
- Impact Membership Monday
- 31 Trimester 1 Close Out
- Chapter President monthly reports due to DD
- State Delegate Reports due to DD & AVP
- NMAs due IN HAND to Chapter Service Center
- DPM reports due from DPMs to DD, SPM and IVP/EVP
- Founder's Day Participation Forms due to PR SPM
- End of 1st Trimester Ways & Means Promotionals

Sep-16

Emphasis: Community Connections (MN) Public Relations (MN & US), Women of Today Week (MN & US); Membership (MN); USWT Foundation (US); Personal Development (US)

- 1 Project of the Trimester due to SPM
- Outstanding Program Manager nominations due to SPMs
- Transmittals due
- 1st Trimester Success due POSTMARKED to R&R SPM
- All Certifications due to L&L SPM
- Impromptu Registration for Fall State due to Living and Learning SPM
- SPM and Staff monthly reports due
- Friendship Day participation form due postmarked to USWT Membership VP (copy MNWT Membership VP)
- National Project Recognition reports and National Effective Writing essays due to US WT
- State of MN Annual Registration due to Sec. of State's Office
- 990N filing due to IRS (first deadline, \$10 late fee assessed)
- Begin 2nd Trimester Ways & Means promotionals
- Fall State Staff Reports due to State Secretary
- 2 Success verification due from Exec Council to R&R SPM
- Expense Vouchers due from Staff to Treasurer

- 3 Project of the Trimester write-ups due from SPMs to IVP/EVP
 - Outstanding Program Manager write-ups due from SPMS to IVP/EVP
- 5 District Director monthly reports due to AVP
- 6 MNWT Webinar Series
- 8 Staff Go To Meeting; 7:00pm
- 9 Staff Script items due to CSC
- 10 NEWSLET articles for Post Fall State Issue due to Newslet SPM
 - Chapter Mailing Highlights due to State Secretary
- 11 Day at the Diamond
- 14 Fall State CIPs submitted to supervisor for upload
- 16-18 Fall State Convention, Cragun's in Brainerd
- 16 MNWT Foundation Annual Meeting at Fall State Exec Council Meeting
 - MNWT Foundation Special Election Meeting
- 17 Cheryl L. Anderson Scholarship Awarded
 - Cheryl L. Anderson Art Auction at Fall State
- 18-24 Women of Today Week
- 20 NEWSLET Personals due to NEWSLET SPM
- 25 Articles due to AVP for DD Newsletter
 - Articles due to EVP/IVP for SPM Newsletter
- 30 Chapter President monthly reports due to DD
 - NMAs due IN HAND to Chapter Service Center

Oct-16

Emphasis: R&R (MN); Buckets of Sunshine (US); Extensions (US); Domestic Violence Awareness (US)

- 1 SPM and Staff monthly reports due
 - 990N filing due to IRS (\$40 late fee assessed)
- 5 District Director monthly report due to AVP
- 6-9 Mid-Year National Convention
- 7 Programming Review Committee Go To Meeting
- 10 Chapter Mailing Highlights due to State Secretary
- 12 MNWT Webinar Series
- 15 Mid-Year Exec Staff reports due from SPMs to IVP/EVP
- 15-16 Foundation Fundraiser Retreat - Eagle Lake Brainerd
- 22 Mid-Year Exec Staff reports due to State Secretary
- 22 Make A Difference Day
- 25 Articles due to AVP for DD Newsletter
 - Articles due to EVP/IVP for SPM Newsletter
- 28 Bylaw Review; Location TBD
- 31 Shout Out with Pride certification due postmarked to USWT PR Director (copy PR SPM)
 - Chapter President monthly reports due to DD
 - Impact Membership Monday
 - NMAs due IN HAND to Chapter Service Center

Nov-16

Emphasis: Women's Wellness (MN); Parliamentarian (US); Health & Wellness (US)

- 1 SPM and Staff monthly reports due
 - Women Who Impact nominations due POSTMARKED to Awards Committee Chair
 - People with Developmental Challenges nominations due POSTMARKED to Awards Committee Chair
 - Outstanding Young Adult nominations due POSTMARKED to Awards Committee Chair
 - MNWT Webinar Series
- 5 District Director monthly reports due to AVP

- 4 Mid-year Evaluation due POSTMARKED to R&R SPM
- 4-5 Mid-Year Exec Council Meeting, Maple Grove
- 10 Chapter Mailing Highlights due to State Secretary
Out and About Night
- 12 Give to the Max Day
- 15 Early Bird Renewals due POSTMARKED to Chapter Service Center
Bids for next 3-year Priority Area due to EVP
- 21-23 District Directors call Chapter Service Center to check renewals
- 25 Articles due to AVP for DD Newsletter
Articles due to EVP/IVP for SPM Newsletter
- 30 Chapter President monthly reports due to DD
NMAs due IN HAND to Chapter Service Center

Dec-16

Emphasis: Membership (US); Community Connections (US)

- 1 Chapter Grant applications due to MNWT Foundation Chair
SPM and Staff monthly reports due
Key Woman nominations for Winter State due to Key Woman President
- 3 Pre-convention forms due to Executive Director
- 5 District Director monthly reports due to AVP
- 10 Staff Holiday Party
Marketing (10:00 am), Membership (noon) and Future Directions (1:00 pm); Eden Prairie
- 14 MNWT Webinar Series
- 15 All Renewals due POSTMARKED to Chapter Service Center
SPM 2nd Trimester Challenge due to IVP/EVP
DD Challenge due to AVP
Effective Writing Essay Contest entries due L&L SPM
- 25 Articles due to AVP for DD Newsletter
Articles due to EVP/IVP for SPM Newsletter
- 30 State Delegate Reports due to DD & AVP
Chapter President monthly reports due to DD
NMAs due IN HAND to Chapter Service Center
2nd Trimester Closeout
- 31 End 2nd Trimester

Jan-17

Emphasis: Living and Learning (MN); Personal Development (US); Project Recognition (US)

- 1 SPM & Staff monthly reports due
- 2 Presidential pin and medallion nominations due to State President
Expense Vouchers due from DDs to AVP
Expense Vouchers due from SPMs to IVP/EVP
2nd Trimester Success due postmarked to R&R SPM
Bidding SPM POA due to IVP/EVP
Winter State staff reports due from SPMs to IVP/EVP
All certifications due to L&L SPM
Project of the Trimester nominations due to SPM
Success verification due from Exec Council to R&R SPM
Transmittals due
Outstanding Program Manager nominations due to SPMs
LPM reports due to DPMs

- Winter State CIP drafts due from Executive Council to Supervisors
- 3 MNWT Webinar Series
- 5 District Director monthly reports due to AVP
- 6 MidYear Budget Review
- 7 Finance Meeting
 - Outstanding Program Manager write-ups due from SPMs to IVP/EVP
 - Project of the Trimester write-ups due from SPMs to IVP/EVP
- 9 Expense Vouchers due to Treasurer
 - Insurance Payments due from chapters to CSC
- 10 Chapter Mailing Highlights due to State Secretary
 - DPM Reports due to DD, SPM, and IVP/EVP
 - Staff Reports due to Secretary for Winter State Convention
- 13 SPM Newslet Article drafts for post Winter State Issue due to IVP/EVP
- 14 MNWT Foundation meeting
 - NEWSLET articles due for Post Winter State Issue to Newslet SPM
- 17 Staff Go To Meeting; 7:00pm
- 22 Staff Script items due to CSC
- 23 President Jane's Birthday!!
- 25 Articles due to AVP for DD Newsletter
 - Articles due to EVP/IVP for SPM Newsletter
 - Exec Council submit CIP to supervisor for upload
- 27-29 Winter State Convention; DoubleTree Park Place, St. Louis Park
- 30 Impact Membership Monday
- 31 Chapter President monthly reports due to DD
 - NMAs due IN HAND to Chapter Service Center

Feb-17

Emphasis: NEWSLET (MN), Extensions (MN& US); STEP (US); Domestic Violence Awareness (US)

- 1 NEWSLET personals due to NEWSLET SPM for Post Winter State Issue
 - SPM and staff monthly reports due
- 5 District Director monthly reports due to AVP
 - Sales Tax due to Department of Revenue
- 8 MNWT Webinar Series
- 10 Chapter Mailing Highlights due to State Secretary
- 13 SPM NEWSLET article drafts for March Issue due to IVP/EVP
- 15 LOTS materials due from CMVP to Staff for review
 - March Planning recommendations due to Chairman of the Board
- 20 NEWSLET Articles for March Issue due to Newslet SPM
 - NEWSLET Personals for March Issue due to Newslet SPM
- 25 Articles due to AVP for DD Newsletter
 - Articles due to EVP/IVP for SPM Newsletter
- 28 NMAs due IN HAND to Chapter Service Center
 - Chapter President monthly reports due to DD

Mar-17

Emphasis: STEP (MN); Membership (MN &US); USWT Foundation (US); Health & Wellness (US)

- 1 LOTS Training Materials due to CMVP
 - SPM and Staff monthly reports due
- 4 Finance Committee Meeting
- 5 District Director monthly reports due to AVP
- 6 Area Meeting Staff Reports from SPMs due to IVP/EVP
- 7 MNWT Webinar Series

- 10 Chapter Mailing Highlights due to State Secretary
- 11 Area Meeting Staff Reports due from Staff to State Secretary
March Planning
- 13 Presidential Pins & Medallion nominations for Area Meetings due to State President
- 14 Out and About Night
- 15 Early Bird Renewals due POSTMARKED to Chapter Service Center
- 18 Marketing (10:00 am), Membership (noon) and Future Directions (1:00 pm); Location TBD
- 20-22 District Directors call Chapter Service Center to check renewals
- 24 Pre-convention forms due to Executive Director
- 25 Articles due to AVP for DD Newsletter
Articles due to EVP/IVP for SPM Newsletter
- 31 Chapter President monthly reports due to DD
- 31 NMAs due IN HAND to Chapter Service Center
Area 2 Meeting; Rice

Apr-17

Emphasis: Volunteer Recognition/Public Relations (US); Outstanding Achievement in Programming (US)

- 1 Key Woman nominations for Annual due to Key Woman President
SPM and staff monthly reports due
Area 1 Meeting; Bemidji
- 5 District Director reports due to AVP
- 7 Area 3 Meeting; Location TBD
- 8 Area 4 Meeting; New Ulm
- 9-15 National Volunteer Week
- 12 MNWT Webinar Series
- 14 Year-End Individual Evaluations due POSTMARKED to R&R SPM
- 15 Community Connections Award nominations due To CC SPM
SPM 3rd Trimester Challenge due to IVP/EVP
All Renewals due POSTMARKED to Chapter Service Center
- 17 SPM NEWSLET Article drafts for Post Annual Issue due to IVP/EVP
- 17-19 District Directors call Chapter Service Center to check renewals
- 22 MNWT Foundation Meeting
Year-End Individual Evaluation Judging
- 24 LPM reports due to DPM
Annual Convention Staff reports due from SPMs to IVP/EVP
Presidential Pins & Medallion nominations due to State President
- 25 Articles due to AVP for DD Newsletter
Articles due to EVP/IVP for SPM Newsletter
- 29 Expense Vouchers due from SPMs to IVP/EVP
Expense Vouchers due from DDs to AVP
- 30 End 3rd Trimester Ways & Means Promotional
All Certifications due to L&L SPM
DPM Reports due from DPMs to DD, SPM and IVP/EVP
Chapter President monthly reports due to DD
NMAs due IN HAND to Chapter Service Center
Trimester and Year-end Closeout

May-17

Emphasis: Website (US); Parliamentarian (US); Community Connections (US)

- 1 SPM and Staff monthly reports due

- All US certifications due to USWT
- National Project Recognition Reports due USWT
- All American Chapter information due to USWT President
- 3rd Trimester SUCCESS due to R&R SPM
- State Delegate Reports due to DD & AVP
- Project of the Trimester nominations due to SPM
- Outstanding Program Manager nominations due to SPM
- Success verification due from Exec Council to R&R SPM
- Transmittals Due
- 2 MNWT Webinar Series
- 5 Staff Reports for Annual Conventiton due to State Secretary
- District Director monthly reports due to AVP
- DD Challenge due to AVP
- 5 Outstanding Program Manager write-ups due from SPMS to IVP/EVP
- Project of the Trimester write ups due from SPMs to IVP/EVP
- Expense Vouchers due from Staff to State Treasurer
- 6 LOTS; Location TBD
- NEWSLET articles for post Annual issue due to NEWSLET SPM
- 10 Chapter Mailing Highlights due to State Secretary
- 11 Staff Go To Meeting; 7:00pm
- 12 Staff Script Items due to CSC
- 19-21 Annual Convention; Location TBA

- 21 Special Executive Council Meeting (for newly elected/appointed incoming exec council members)
- 23 NEWSLET personals due for post Annual Issue
- 26 Finance Meeting (6:00pm) and Budget Review (2:00pm)
- 27 Staff Training
- 31 NMAs due IN HAND to Chapter Service Center

Jun-17

Emphasis: Chapter Management (MN); Personal Development (US); Public Relations(US); STEP (US)

2-5 MNJOTS

8-11 USWT National YearEnd Convention