



Minnesota Women of Today
2021-2022 Fall CIP
Programming Vice President
We Are Stronger Together

Melanie Chenoweth
 pvp@mnwt.org
 www.mnwt.org



Hello 2021-2022 Programming Vice Presidents!

I hope you all had a great 1st trimester. Thank you for sending in your reports. I hope you had a fun time at convention. It is wonderful to hear all the great things our chapters are doing and the impact we have on our communities. Did you not report your hours? Need help? I am here for you. We want to have big numbers to report and we can only do that if we hear from you.

<u>What is Included</u>
Note from PVP
Calendar
Fast Start Thank Yous
Challenge
Why Report Service Hours

Thank you to those that completed their fast start.

- Andrea Schue, Roseau
- Carolyn Fortier, Warroad
- Joanne Larson, Aitkin
- Becky Hale, Brainerd Lakes Area
- Ronda Wagner, Duluth
- Jeanne Wolbeck, Albany
- Sharon Bergquist, District 3
- Janell Hoffman, Melrose Area
- Shirley Viesselman, Hutchinson Area
- Barbara, Boeck, Monticello
- Sondra Kirckoff, ROD
- Tracy Salwei, District 5
- Fawn Widman, Sauk Rapids
- Jenise Teske, St. Joseph
- Stefany Nikolaus, Anoka
- Jeny Ohr, Coon Rapids & District 6
- Sherri Straff, STMA
- Deb Oldenburg, Burnsville
- Shellie Lemmerman, Morris Area

October
23 rd Make a Difference Day
23 rd Trimester 2 Webinar
November
1 st WWI, OYA, & PWD nominations due by email.
20 th Committee Meetings
28 th /Dec 4 th MNWT Membership Week
December
30 th Trimester 2 Close out
January
2 nd Outstanding Awards Nominations Due
2 nd Pin and Medallion Nominations Due
2 nd SUCCESS Due Emailed
8 th Finance Meeting
27 th – 29 th Winter Convention

[2nd Trimester Challenge - Fill out your programming report](#)

Every chapter that fills out their report will get a gift and be put in a drawing for a fun prize!

WE REPORT SERVICE HOURS? YES, WE DO!

Why report service hours?

It shows the impact that we are having on our communities across the state. It helps support our state staff with their goals. It is really fun to see the big checks at the end of the year.

What counts as a service hour?

Educating, fund raising, writing an article, giving a report, passing out information, project fairs and working on a project (everyone involved) count towards service hours. It is very important to report this information on your trimester reports. This is the only way the Minnesota Women of Today (MNWT) is able to really know the impact we are having with the foundations we support. Service hours are always under-reported. The value of a service hour for 2021 is \$28.54!!!

How do you figure service hours?

Service hours should include time that ANYONE worked on a project. This includes committee work, planning meetings, set-up, take-down, the actual project, and preparing final reports. Figure service hours for everyone that worked on a project, including family members and others who volunteer to help out with the project!

How are service hours calculated?

Number of individuals working on a project times number of hours worked equals Service Hours.

Example: Games in the Park— Community Connections (CC).

Committee meeting: 5 members x 1.5 hours=7.5

Buy prizes: 2 members x 2 hours = 4

Set up: 10 members x .75 hours = 7.5

Running activity: 15 members/volunteers x 2 hours = 30

Take down: 10 members x .5 = 5

Write up, report at meeting, newsletter article:

1 member x 1 hour = 1

Total Service Hours: (7.5+4+7.5+30+5+1) =55

That is 55 x 28.54 = \$1569.70

How do you track service hours?

Ask your chapter president to put an “information needed” line on the meeting agenda. Information needed can include the number of members participating, service hours, dollars raised. When the committee reports, information can be filled in.

Encourage project report information to be included in your chapter newsletter. All members have use of this information to complete their reports.

At your meeting, define what area each project should be reported under. Remember, there are new members that are LPMs and they are not always sure what area an activity or project should be reported under.

It's never too late to send in information!

If your chapter missed reporting for a trimester, it is never too late to send the information in! Either send a separate report for that trimester or include it in the trimester that you are reporting on. The only exception to this is in MAY's reporting deadline when we need a final year-end amount. We want all the work that chapters have been doing to count, so don't every hesitate to send in those hours and reports!!

What should you be doing this trimester?

Keep track of all of your hours, in-kind donations, and monies donated. Checking with your local program managers to see if they need anything. Think about what you would like to do next year either in your chapter, district, or the state level. See help is you need it. I am here for you!

Thinking about being an SPM?

Being a State Program Manager (SPM) is an extremely rewarding position. If you would like to know more about what it takes to be an SPM or help deciding what position is right for you, this is the place to start. For more information, contact the Programming Vice President (PVP).

SPM Requirements

- Be a member in good standing in his/her local Minnesota Women of Today chapter for at least two (2) years or more.
- Have personal backing of his/her chapter, as indicated by a letter of support.
- Have served as a Local Program Manager (LPM) and/or on Chapter Board, AND a District Program Manager (DPM) and/or on District Board a minimum of one (1) year each (can be concurrent and can be this year).

Time Involvement

- Attend all three Conventions (Friday morning - Sunday morning) - As a member of Exec Council your registration is paid -Required to attend
- Attending MNJOTS. Typically, first full weekend in June (Friday evening - Sunday afternoon) - Training session for your position -Required to attend

- Attending Mid-Year (All day Saturday) - Training session for your position and mid-year exec council meeting -Required to attend
- Foundation visits if you are working with a foundation
- Visitations to chapter/districts as time permits
- 5 - 10 hours during the month to complete paperwork, CIPs etc. Varies from week to week. The month before a convention will be on the high end of time needed, while the month after convention will be on the low end

Potential Expenses

- Convention Hotel Stays (Your actual convention registration is paid for)
- Uniform (MNWT blue Polo and black suit Jacket)
- Official Name Tag (typically \$10 - \$15)
- MNJOTS and Mid-Year Registration (approx. \$90)
- Mid-Year gift/card/ornament exchanges (\$15 - \$25)

What's in it for you?

- Become a part of the Executive Council team making new friendships and gaining a lot of knowledge and experience
- Create excitement and enthusiasm with the membership by providing information and challenges
- Work closely with other programming enthusiasts and a supervisor ready to help you succeed
- Envision the programming possibilities and create your own vision for that programming area
- Connect with other members, chapters and districts through visitations
- Work with a foundation to promote your area
- Gain knowledge of Women of Today
- Grow as a person through your trainings, experiences and collaboration with other Executive Council members
- Honor deserving individuals through trimester awards for outstanding work by members and chapters
- Make a difference in Women of Today

How the process begins

The easiest way to prepare for a successful year is to bid at Winter State Convention.

- Sept/Oct - Review the available SPM positions and decide which one you would like to support
- Oct/Nov/Dec - Contact the PVP pvp@mnwt.org to share your interests and start the bidding process
- Jan - Bid at Winter State

Position Descriptions

- The **Community Connections (CC)** programming area was developed to assist and encourage MNWT chapters to become significantly involved in their local communities, resulting in "community connections," increase recognition of a chapter's joint ventures with local community organizations, and highlight the following areas: promoting a community-focused area of the SPM's choosing; and honoring chapters who have established [Community Connections](#) awarded at the MNWT Annual Convention.
 - CC specific tasks
 - Support chapters in finding local projects and organizations to partner with and support
 - Promote and award the 3rd Trimester Community Connection Awards (Civic/Environmental, Community Impact, and Joint Ventures)
 - Promotes (1st & 2nd trimester) and Fundraises (one trimester) for the Person with Determination Award (PWD)
 - Prepare a civic or patriotic reading for convention luncheons
 - Can promote and educate members on organization or cause of choice, does not need to fundraise for it

The **Living and Learning (LL)** programming area was developed to encourage a member's personal growth: mentally, spiritually, civically and through family. Highlights include: promoting the [Living and Learning certification](#); promoting [Personal Enrichment Program courses](#); encouraging USWT Certifications and Competitions (Speaking, Writing and Impromptu); and organizing fellowship services, invocations and benedictions at convention.

- LL specific tasks
 - Support chapters in finding local actives that support living and learning
 - Fall State and Annual Convention Impromptu Competition
 - Promote/Collect Living and Learning Certifications & PEP Courses
 - Promotes USWT Wellness and Personal Development (WPD) PM and certification
 - Prepares invocations and benedictions for all Exec Council meetings and MNWT conventions (brunches, business meetings luncheons, and banquets)
 - Can host Fellowship Services at state events (conventions & mid-year)

The **Priority Area** began in 2003 and changes every three (3) years. The current 2021- 2024 area is Crescent Cove. This area encourages members to come together and support a statewide organization in need. The idea is to raise awareness, supplies, and funds for our chosen organization. Together we can do more. The past Priority Area organizations have been; Girl Scouts 2003-2006, Jacob Wetterling Foundation 2006-2009, Can Do Canines 2009-2012, Isaac's Journey Foundation 2012-2015, Breaking Free 2015-2018, Wishes & More 2018-2021.

- Priority Area specific tasks
 - Winter State promotional with Marketing Committee
 - Bring awareness to, educate and fundraiser for Priority Area
 - Support chapters in ways to promote the services offered from the Priority Area to their local community

The **Women's Wellness (WW)** programming focuses on providing women's health education through traditional and holistic practices as well as balanced lifestyles. This area encourages women to become more involved with their health and wellbeing; promotes health education by providing challenges to chapter members encouraging participation with the added benefit of feeling better. This area supports the Outstanding Women Who Impact program.

- WW specific tasks
 - Support chapters in finding local projects and organizations to partner with and support
 - Promotes (1st & 2nd trimester) and Fundraises (one trimester) for the Women Who Impact Awards
 - Supports USWT Domestic Violence Awareness (DVA) PM
 - Can promote and educate members on organization or cause of choice, does not need to fundraise for it

The **Youth of Today (YT)** area promotes ideas and activities that allow youth to discover and experience the importance of volunteering, and also promotes foundations related to youth activities. A major emphasis in this area is Kid's Week held in August. The [Outstanding Young Adult](#) program is held annually at Winter State. Young people are honored for their contribution to the community, and scholarships are awarded by the Minnesota Women of Today.

- YT Specific tasks
 - Support chapters in finding local projects and organizations to partner with and support
 - Promote Kids Week (The third full week in August)
 - Promotes (1st & 2nd trimester) and Fundraises (one trimester) for the Outstanding Young Adult Awards (OYA)
 - Can promote and educate members on organization or cause of choice, does not need to fundraise for it

SUCCESS System Points for Programming

- Complete the Living and Learning certification: 10 pts/member
 - Chapter certification in PE course: 50 pts/course
 - Submit Project of the Trimester Entry: 20 pts/entry
- Participate in local project with another Non-profit organization: 25 pts/submission
- Participate in local programming area projects or events: 25 pts/area, 100 pts total

For Presidential Bonus Points, see President or CMVP CIP. For more information about SUCCESS see CMVP CIP or mnwt.org under CMVP, Success Coordinator.