

# USWT STEP MANUAL



*The mission of the United States Women of Today is to provide state and local member chapters opportunities in the areas of leadership training, personal growth, community service and work in partnerships with established foundations.*

OCTOBER 2014

# TABLE OF CONTENTS

	Page Number
STEP Program	
STEP I, II, III & IV Programs	2
Tips for running a Successful Chapter STEP Program	3
Often asked questions about STEP	4
Certification Clarification	
STEP I Clarification	5
STEP II Clarification	6-7
STEP III Clarification	8-9
STEP IV Clarification	10-11
Ceremony	
STEP Recognition Ceremony	12
Game	
STEP Jeopardy	13
Forms	
STEP I	14
STEP II	15
STEP III	16
STEP IV	17

# SUCCESS THROUGH ENTHUSIASTIC PARTICIPATION

## STEP I, II, III & IV PROGRAMS

The STEP programs are tools used to promote growth and activation of the individual Women of Today member. STEP I, which must be completed within the first 120 days of membership, familiarizes the new member with local, district and state activities. STEP II is for the person who has been a member for 12 months or less. By participating in this program, they will become activated in the local, district, regional, and state levels. STEP III is for the person who has been a member for more than one year and up to five years or for any person in good standing that leaves the organization for any length of time and then rejoins the organization at a later date. STEP IV is for the person who has been a member for six or more years or for any person in good standing that leaves the organization for any length of time and then rejoins the organization at a later date. These programs lead to continued activation in the various levels of our organization. A person may certify in STEP I and STEP II only once during their Women of Today membership and in STEP III until their fifth year as a member and STEP IV any year thereafter.

All members should be encouraged to complete these programs. When the requirements are met and they certify, they are to be congratulated. These members are some of the most active people in the Women of Today organization.

## TIPS FOR RUNNING A SUCCESSFUL CHAPTER STEP PROGRAM

- I. Include the STEP Certification Program in your chapter's Plan of Action
  - II. Appoint a Local STEP ~~Program Manager or Director~~
- 

Some chapters break up the responsibilities by having a chairperson to work more specifically with the new members. It will be their responsibility to get all members certified and certifications sent in to their State STEP Contact.

- III. Promote, inform and educate the membership on STEP
  - A. When new members join your chapter, provide them with a copy of the STEP I requirements and explain the program.
  - B. Publish the requirements for certification in your newsletter.
  - C. Provide each member with Women of Today Certification Sheets. Encourage them to update them frequently. Supply members with a list of STEP requirements so they can evaluate their progress.
  - D. Inform members of upcoming events so they can accomplish the requirements needed to certify, i.e. orientation (which can be found in the membership manual), Personal Development, Health & Wellness, etc.
- IV. Recognize your members
  - A. Provide special recognition for members achieving their STEP certifications.
  - B. Utilize your chapter newsletter. Publish the names of the members that certify in STEP. You can also recognize your members through your community newspaper.

By participating in STEP, members will realize it is fun being involved. Doing things for our community and ourselves is great.

## OFTEN ASKED QUESTIONS ABOUT STEP

### I. WHY IS THE SIGNING OF A NEW MEMBER A MANDATORY REQUIREMENT?

The STEP III & STEP IV certificates are designed to honor outstanding members of our organization □ those members who have made a total commitment to the Women of Today organization. In order to continue as a great organization, the Women of Today must grow. By signing new members, we help guarantee a future for our organization. These members have gone that extra mile and sold their enthusiasm to someone else.

### II. DOES THE NEW MEMBER HAVE TO BE IN MY CHAPTER?

No. You may sign a member for any chapter. Your new member may be part of an extension of a new chapter, a friend, or relative in another town or someone in your own community. In extensions, only one member may take credit for one new member. The whole extension team cannot receive credit for the same person.

### III. WHAT IS CERTIFICATION?

This is the process of submitting a completed STEP form for each qualified member. This form is given to your local Program Manager, which is then sent to your State Program Manager. The State Program Manager will then send the Verification for Certification form to the USWT Personal Development Program Manager. Certificates are then awarded for participation.

### IV. WHY SHOULD I CERTIFY?

This is a program of participation. It helps to activate new members and keep seasoned members active. It is also the only way you will receive a certificate to recognize your work in accomplishing the requirements.

## STEP I CLARIFICATIONS

### MANDATORY REQUIREMENTS

1. Introduce yourself at your local meeting as a member  
Give your name, hobbies, family life, work and some other things about yourself.
2. Attend an orientation and/or local membership meeting  
Must attend one local membership meeting and/or orientation.
3. Attend a chapter social or project  
Attend a social or local project.

### OPTIONAL REQUIREMENTS (COMPLETE TWO OF THE FOLLOWING)

1. Submit an idea for a new project  
Submit an idea for a new project for the local chapter to participate in, even though it may not be run by the chapter.
2. Visit another chapter and/or attend a state meeting  
Visit a different chapter's meeting and/or attend your state meeting.
3. Bring a prospective member to a local membership meeting  
Invite and bring a prospective member to a local chapter meeting.
4. Participate in a Domestic Violence Awareness activity  
This could be from attending a local or community project that supports a local shelter or supporting a fundraiser or attending an educational project on the local, state or national level.
5. Join a Women of Today Facebook page  
Join either the local, state or national Women of Today Facebook page.
6. Know and recite your local, state or USWT Creed  
You must recite your local, state or USWT Creed to someone in your chapter.

## STEP II CLARIFICATIONS

### MANDATORY REQUIREMENTS

---

1. Know and recite the USWT Creed  
Must recite to someone in your chapter.
2. Bring a prospective member to a meeting  
Invite and bring a prospective member to a local chapter meeting.
3. Certify in Personal Development or Health & Wellness  
Complete one of these programs.
4. Participate in a Domestic Violence Awareness project  
This could be from attending a local or community project that supports a local shelter or supporting a fundraiser or attending an educational project on the local, state or national level.

### OPTIONAL REQUIREMENTS (COMPLETE 4 OF THE FOLLOWING)

1. Sign a new member  
Sign a new member.
2. Certify in Personal Development or Health & Wellness  
This must be in addition to the Mandatory Requirements.
3. Attend another chapter, district, regional, state or national business meeting
4. Give a report at a meeting  
Report on a project, a visitation, etc. at any meeting.
5. Join a Women of Today Facebook page  
Join either the local, state or national Women of Today Facebook page.
6. Give an invocation, benediction or lead the Pledge of Allegiance or the Creed at any USWT function  
This may be done at any Women of Today function.
7. Write an article for local newsletter or community newspaper  
This can be for a local newspaper or a national, state, regional, district, or chapter newsletter. It does not have to be actually published, though the intent should be to have it published.
8. Attend a Women of Today social

This may be anything your chapter considers a social.

9. Participate in a local Women of Today project

This can be any (internal or community) Ways and Means, fundraiser or educational project.

10. Participate in the National President's Challenge

Each year the National President will offer a challenge to members.

11. Create a Women of Today You Tube video

Create a video related to the Women of Today, whether local, state, regional or national that could be put on You Tube. It does not have to be actually put on the web, though the intent should be to have it uploaded to You Tube.



## STEP III CLARIFICATIONS

### MANDATORY REQUIREMENTS

1. Know and recite the USWT Creed  
Must recite to someone in your chapter.
2. Sign a new member  
Sign a new member
3. Certify in Personal Development, Health & Wellness or participate in a Domestic Violence Awareness project
4. Attend another chapter or a district, regional, state or national business meeting or state committee meeting
5. Serve as a local officer or committee chair  
Serve in one of these capacities.
6. Participate in a local Ways and Means project

### OPTIONAL REQUIREMENTS (COMPLETE 8 OF THE FOLLOWING)

1. Certify in Personal Development, Health & Wellness or participate in a Domestic Violence Awareness project  
This must be in addition to the Mandatory Requirements.
2. Attend another chapter, district, regional, state, or national business meeting or state committee meeting (in addition to the mandatory requirement)
3. Participate in a state or national Ways and Means project  
Participate in a project that raises money for the state or national organization.
4. Attend a forum at a local, state or national meeting
5. Give a report at a meeting  
Report on a project, a visitation, etc. at any meeting.
6. Bring an additional prospective member  
This may not be the same member who was signed for Mandatory Requirement #2.  
Bring this prospective member to any Women of Today activity.
7. Chair or Co-Chair a Membership Night

This should be a local chapter social.

8. Attend a USWT Midyear or Annual Convention
9. Create and/or maintain a webpage or Facebook page

This can be a personal, career or Women of Today page.

10. Speak at a function on behalf of Women of Today

Attend a meeting of the Lions, VFW, Jaycees, School Board, or other community group and speak in support of a Women of Today project or on behalf of the Women of Today organization.

11. Reactivate a member or participate in an extension

Contact an inactive member and get them involved in Women of Today activities or assist in an attempt to extend a new Women of Today chapter. The extension does not have to be completed.

12. Participate in Women of Today Week or Volunteer Recognition Week

13. Participate in a state and/or national competition

14. Serve as a state or national officer

Serve as any state or national officer.

15. Complete Outstanding Achievement in Programming (OAP)

16. Participate in a local or state external foundation activity

This should be an activity other than Domestic Violence Awareness, i.e. Breast Cancer, Relay for Life, etc.

17. Participate in the National President's Challenge

Each year the National President will offer a challenge to members.

18. Create a Women of Today You Tube video

Create a video related to the Women of Today, whether local, state, regional or national that could be put on You Tube. It does not have to be actually put on the web, though the intent should be to have it uploaded to You Tube.

## STEP IV CLARIFICATIONS

### MANDATORY REQUIREMENTS

---

1. Know and recite the USWT Creed  
Must recite to someone in your chapter.
2. Sign a new member  
Sign a new member.
3. Participate in Women of Today Week or Volunteer Recognition Week
4. Present a forum at a Women of Today function
5. Certify in Personal Development, Health & Wellness or participate in a Domestic Violence Awareness project
6. Attend another chapter, district, regional, state or national business meeting or state committee meeting
7. Chair a local project  
Coordinate a chapter project.
8. Participate in a local Ways and Means project  
Participate in a project that raises money for the chapter.
9. Chair or co-chair a chapter Membership night  
This should be a local chapter social.
10. Participate in the National President's Challenge  
Each year the National President will offer a challenge to members.

### OPTIONAL REQUIREMENTS (COMPLETE 8 OF THE FOLLOWING)

1. Serve as a mentor to a new member  
Act as a big sis for a newly signed member.
2. Speak at a function on behalf of Women of Today  
Attend a meeting of the Lions, VFW, Jaycees, School Board, or other community group and speak in support of a Women of Today project or on behalf of the Women of Today organization.
3. Bring an additional prospective member  
This may not be the same member who was signed for Mandatory Requirement #2.

Bring this prospective member to any Women of Today activity.

4. Participate in a state or national Ways and Means project

Participate in a project that raises money for the state or national organization.

5. Reactivate a member or participate in an extension

Contact an inactive member and get them involved in Women of Today activities or assist in an attempt to extend a new Women of Today chapter. The extension does not have to be completed.

6. Participate in a local or state external foundation activity

This should be an activity other than Domestic Violence Awareness, i.e. Breast Cancer, Relay for Life, etc.

7. Participate in a state and/or national competition

8. Create and/or maintain a webpage or Facebook page

This can be a personal, career or Women of Today page.

9. Give a report at a meeting

Report on a project, a visitation, etc. at any meeting.

10. Create a Women of Today You Tube video

Create a video related to the Women of Today, whether local, state, regional or national that could be put on You Tube. It does not have to be actually put on the web, though the intent should be to have it uploaded to You Tube.

11. Serve as a state or national officer or a committee member

Serve as any state or national officer or committee member.

12. Write an article for your community newspaper

It does not have to be actually published, though the intent should be to have it published.

13. Attend a USWT Midyear or Annual Convention

14. Participate in a USWT function other than above, i.e. Founder's Day, etc.

## STEP RECOGNITION CEREMONY

Optional: Incentives

Ceremony: (Please read the following)

Today we are honored to recognize the member who completed the appropriate STEP level.

(Mention STEP I names) have just completed the first phase of the STEP program. STEP I had to be accomplished within their first 120 days of membership. These members introduced themselves at their first local meeting, attended an orientation and attended a chapter social or project. These members became active right from the start and they are doing a wonderful job. Please join me in congratulating (repeat their names) as we recognize them for completing STEP I. (Optional: Incentives)

(Mention STEP II names) have just completed the second phase of the STEP program. STEP II had to be accomplished within their first 12 months of membership. They have learned to recite the USWT Creed, brought a Prospective Member to a meeting, certified in Personal Development or Health & Wellness, participated in a Domestic Violence Awareness project and completed at least four of the optional requirements. These members are becoming well-rounded with their variety of participation within the organization. They are doing an excellent job and are now ready to take the next step by working towards STEP III. Please join me in congratulating (repeat their names) for completing STEP II. (Optional: Incentives)

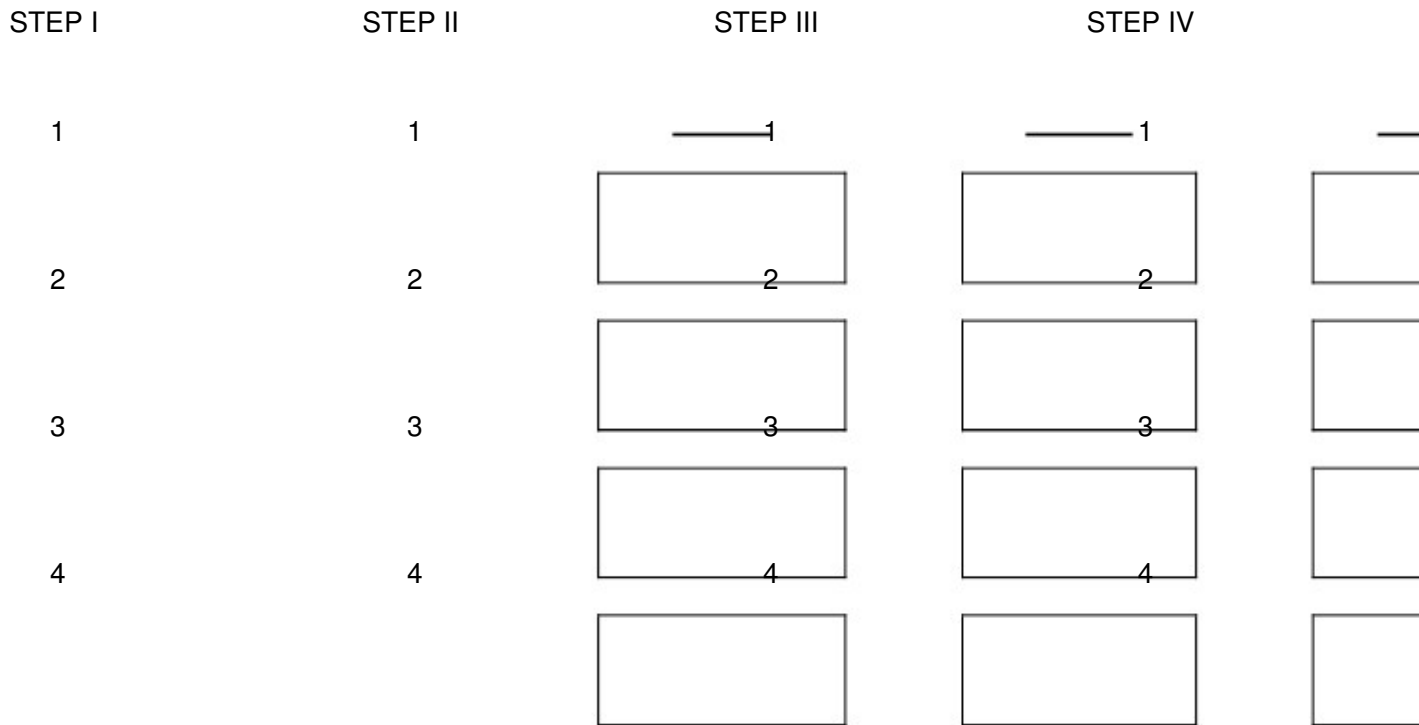
(Mention STEP III names) have just completed the third phase of the STEP program. STEP III is for the person who has been a member from two to five years. These members are extremely well-rounded. They can recite the USWT Creed, signed a new member, certified in Personal Development, Health & Wellness or participated in Domestic Violence Awareness, attended a (district, regional, state or national business) meeting, state committee meeting or visited another chapter, served as a local officer or Committee Chair and participated in a local Ways & Means project and completed at least eight of the optional requirements. These members have completed one of the most difficult STEP levels and have done an outstanding job. Please join me in congratulating (repeat their names) as we recognize them for completing STEP III. (Optional: Incentives)

(Mention STEP IV names) have just completed the fourth and final phase of the STEP program. STEP IV is for the person who has been a member for six or more years. These members are extremely well-rounded. They recruited a new member, recited the USWT Creed, certified in Personal Development, Health & Wellness or participated in Domestic Violence Awareness, participated in Women of Today week or Volunteer Recognition Week, participated in a state and/or national competition, attended a (district, state, or national) meeting, state committee meeting or visited another chapter, chaired a local project, participated in a local Ways & Means project, chaired or co-chaired a chapter M night or social, participated in a National President's challenge and completed at least eight of the optional requirements. These members have completed the most difficult STEP level and have done an outstanding job. Please join me in congratulating (repeat their names) for completing STEP IV. (Optional: Incentives)

Thank you to all the members who either encouraged, supported or worked directly with these members to help them complete their STEP program. Teamwork is what this organization is all about. Let's give a round of applause for all the STEP recipients.

## STEP JEOPARDY

1. Divide group into two or four teams depending on the size of the group.
2. Have four different categories (STEP I, STEP II, STEP III, STEP IV). More can be added if you like.
3. Use a large poster board to establish the categories with questions. #1 being the easiest and #4 being the hardest. Write the questions on the poster board in order. Cover the sheet of paper with 1, 2, 3, or 4 written on it. (See diagram below.) Use a master list for the answers.
4. Start with a team and have them choose which category they want to start with and number. Pull off the sheet of paper and state the question. Anybody from that team is welcome to call out the answer. If they answer correctly, give them a piece of candy or any other incentive you choose. If the answer is incorrect, the next team gets a chance to answer. The team with the correct answer may choose a category and try to answer the question.
5. Keep track, if you want, and give the winning team a little something.
6. Members will become more knowledgeable and will have fun learning about STEP.



# United States Women of Today



## STEP I Certification

STEP I is designed to promote the orientation and activation of the new member. All steps of the program must be completed during the member's first 120 days (date from when dues are paid). By participating in the required activities, the new member becomes familiar with all levels of the organization. To certify in STEP I, the individual must complete all of the mandatory requirements and two of the optional requirements. The certification form should be sent to the State Contact within 30 days of the completion of the program.

Name \_\_\_\_\_ Date Joined \_\_\_\_\_ Date Certified \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

Chapter \_\_\_\_\_ State \_\_\_\_\_

### MANDATORY REQUIREMENTS - Please record the date of completion.

Introduce yourself at your local meeting as a member Date \_\_\_\_\_

Attend an orientation and/or local membership meeting Date \_\_\_\_\_

Attend a chapter social or project (circle one) \_\_\_\_\_ Date \_\_\_\_\_

### OPTIONAL REQUIREMENTS - complete two of the following and please record the date of completion.

Submit an idea for a new project (idea) \_\_\_\_\_ Date \_\_\_\_\_

Visit another chapter and/or attend a state meeting (circle one) \_\_\_\_\_ Date \_\_\_\_\_

Bring a prospective member to a local membership meeting  
(Name) \_\_\_\_\_ Date \_\_\_\_\_

Participate in a Domestic Violence Awareness activity Date \_\_\_\_\_

Join a Women of Today Facebook page Date \_\_\_\_\_

Know and recite your local, state, or USWT Creed (circle one) Date \_\_\_\_\_

# United States Women of Today



## STEP II Certification

STEP II is designed for the member who has been a member for 12 months or less. By participating in this program the member will become activated on all levels of the organization. To certify in STEP II, the member must complete all of the mandatory requirements and four of the optional requirements within one (1) year of her/his join date. The certification form should be sent to the State Contact within 30 days of the completion of the program. (It is NOT necessary to complete STEP I to complete STEP II.)

Name \_\_\_\_\_ Date Joined \_\_\_\_\_ Date Certified \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

Chapter \_\_\_\_\_ State \_\_\_\_\_

### MANDATORY REQUIREMENTS - Please record the date of completion.

Know and recite the USWT Creed Date \_\_\_\_\_

Bring a prospective member to a meeting \_\_\_\_\_  
 (Name) \_\_\_\_\_ Date \_\_\_\_\_

Certify in USWT's Personal Development or Health & Wellness (circle one) Date \_\_\_\_\_

Participate in a Domestic Violence Awareness project Date \_\_\_\_\_

### OPTIONAL REQUIREMENTS - Complete four of the following and please record the date of completion.

Sign a new member (Name) \_\_\_\_\_ Date \_\_\_\_\_

Certify in USWT's Personal Development or Health & Wellness other than the one used above  
 (circle one) Date \_\_\_\_\_

Attend another chapter, district, regional, state, or national business meeting (circle one) Date \_\_\_\_\_

Give a report at a meeting (type) \_\_\_\_\_ Date \_\_\_\_\_

Join a Women of Today Facebook page Date \_\_\_\_\_

Give an invocation, benediction, or lead the Pledge of Allegiance  
 or Creed at any USWT function (circle one) Date \_\_\_\_\_

Write an article for local newsletter or community newspaper for publication (circle one) Date \_\_\_\_\_

Attend a Women of Today social Date \_\_\_\_\_

Participate in a local Women of Today project (type) \_\_\_\_\_ Date \_\_\_\_\_

Participate in the National President Challenge Date \_\_\_\_\_

Create a Women of Today You Tube video (topic) \_\_\_\_\_ Date \_\_\_\_\_





## STEP III Certification

STEP III is designed for the member who has been a member for 1 through 5 years and for any past member in good standing that leaves the organization for any length of time and then rejoins the organization at a later date. This program is for continual activation of those members in all areas of the organization. To certify in STEP III, the member must complete all of the mandatory requirements and eight of the optional requirements. This can only be completed once per year. The certification form should be sent to the State Contact within 30 days of the completion of the program. {It is NOT necessary to have completed the earlier STEPs.}

Name \_\_\_\_\_ Date Joined \_\_\_\_\_ Date Certified \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

Chapter \_\_\_\_\_ State \_\_\_\_\_

**MANDATORY REQUIREMENTS** - Please record the date of completion.

Know and recite the USWT Creed _____	Date _____
Sign a new member (Name) _____	Date _____
Certify in Personal Development, Health & Wellness, or participate in a Domestic Violence Awareness project (circle one)	Date _____
Attend another chapter, district, regional, state, or national business meeting or state committee meeting (circle one)	Date _____
Serve as a local officer or committee chair	Date _____
Participate in a local Ways and Means project (project) _____	Date _____

**OPTIONAL REQUIREMENTS** - Complete eight of the following and please record the date of completion.

Certify in Personal Development, <u>Health &amp; Wellness</u> , or participate in a Domestic Violence Awareness project in addition to the mandatory requirement (circle one)	Date _____
Attend a chapter, district, regional, state or national business meeting or state committee meeting, in addition to the mandatory requirement (circle one)	Date _____
Participate in a state or national Ways and Means project _____	Date _____
Attend a forum at a local, state, or national meeting (circle one)	Date _____
Give a report at a meeting (type) _____	Date _____
Bring an additional prospective member (Name) _____	Date _____
Chair or Co-Chair a Membership-Night (circle one)	Date _____
Attend a USWT Midyear or Annual Convention (circle one)	Date _____
Create and/or maintain a webpage or Facebook page (page) _____	Date _____
Speak at a function on behalf of Women of Today (describe) _____	Date _____
Reactivate a member or participate in an extension (Name) _____	Date _____
Participate in Women of Today Week or Volunteer Recognition Week (circle one)	Date _____
Participate in a state and/or national competition (circle one)	Date _____
Serve as a state or national officer (position) _____	Date _____
Complete Outstanding Achievement in Programming (OAP)	Date _____
Participate in a local or state external foundation activity (Foundation) _____	Date _____
Participate in the National President Challenge	Date _____
Create a Women of Today You Tube video (topic) _____	Date _____

# United States Women of Today



## STEP IV Certification

STEP IV is designed for the member who has been a member for 6 years or more and for any past member in good standing that leaves the organization for any length of time and then rejoins the organization at a later date. This program is for continual activation of those members in all areas of the organization. To certify in STEP IV, the member must complete all of the mandatory requirements and eight of the optional requirements. This can only be completed once per USWT year. The certification form should be sent to the State Contact within 30 days of the completion of the program. {It is NOT necessary to have completed the earlier STEPs.}

Name \_\_\_\_\_ Date Joined \_\_\_\_\_ Date Certified \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

Chapter \_\_\_\_\_ State \_\_\_\_\_

### MANDATORY REQUIREMENTS - Please record the date of completion.

Know and recite the USWT Creed	Date _____
Sign a new member (Name) _____	Date _____
Participate in Women of Today or Volunteer Recognition Week Activity (circle one)	Date _____
Present/organize a forum at a Women of Today function (topic) _____	Date _____
Certify in Personal Development, Health & Wellness or participate in Domestic Violence Awareness project (circle one)	Date _____
Attend another chapter, district, regional, state or national business meeting or state committee meeting (circle one)	Date _____
Chair a local project (project) _____	Date _____
Participate in a local Ways and Means project	Date _____
Chair or co-chair a chapter Membership night or social	Date _____
Participate in a National President's Challenge	Date _____

### OPTIONAL REQUIREMENTS - complete eight of the following and please record the date of completion.

Serve as a mentor to a new member (Name) _____	Date _____
Speak at a function on behalf of Women of Today _____	Date _____
Bring an additional prospective member (Name) _____	Date _____
Participate in a state or national Ways and Means project (project) _____	Date _____
Reactivate a member or participate in an extension (Name) _____	Date _____
Participate in a local or state external foundation activity (foundation) _____	Date _____
Participate in a state and/or national competition (circle all that apply)	Date _____
Create and/or maintain a webpage or Facebook page (page) _____	Date _____
<input type="checkbox"/> Give a report at a meeting (type) _____	Date _____
Create a Women of Today You Tube video (topic) _____	Date _____
Serve as a state or national officer or committee member (position) _____	Date _____
Write an article for your community newspaper (topic) _____	Date _____
Attend a USWT Midyear or Annual Convention (circle all that apply)	Date _____
Participate in a USWT function other than above (activity) _____	Date _____