

USWT PROGRAMMING VICE PRESIDENT 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.

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INTRODUCTION

The United States Women of Today (USWT) have adopted two programming areas: one external program: Domestic Violence Awareness and one Internal Program: Wellness and Personal Development.

The External Program is one in which we reach out to help people outside our chapters. It is comprised generally of public awareness, educational programs, service and/or fundraising projects. The current External Program area is Domestic Violence Awareness. External Foundations the USWT have endorsed/supported in the past have included: Cystic Fibrosis, March of Dimes, RESOLVE, Lost Child Network, Arthritis Foundation, Leukemia Foundation, Breast Cancer Awareness, Multiple Sclerosis, Parents of Autistic Children (POAC) and National Coalition Against Domestic Violence (NCADV).

The Internal program is one which is designed for the betterment of our individual members. This area is Wellness and Personal Development (the areas previously known as Personal Development and Health & Wellness are incorporated into this new area).

At the national level of Women of Today, both Wellness and Personal Development and Domestic Violence Awareness will have dedicated Program Managers. The Programming VP will be responsible for the Community Connections, Project Recognition, Project Library and Outstanding Achievement in Programming areas.

CERTIFICATION

Members can certify each year in Wellness and Personal Development

All certification forms can be found online (www.uswomenoftoday.org), in the Book of Forms or through the USWT Program Manager or state contact. Once a member has completed the needed number of requirements for any given area, they should submit the completed certification form to their chapter, who will submit it to the state program manager.

Submission for Certifications: State contacts should complete the 'Verification of Certification' form to provide information to the USWT Program Managers. Check the proper programming area at the top of the 'Verification of Certification' form to designate which certification has been earned. On the lower portion of the form is space to list the names and chapter name of all individuals certifying. NOTE: Either fill in online, type or print legibly. Certificates are produced from this form and if they are not legible, there is a chance the names may be spelled incorrectly. Please do not send each individual certification form, just the verification form noting the programming area and listing the names of your members by chapter.

Certifications should be sent to the USWT Program Manager on a monthly basis whenever possible instead of waiting for the end of the trimester or just prior to a national meeting. This allows the USWT Program Manager ample time to complete the certificates. NOTE: Certificates may require the USWT Program Manager and the USWT President signatures. If certificates are requested for presentation at a particular time, they must be received by the USWT Program Manager at least three weeks prior to the date requested. The USWT Program Manager has the option to mail the certificates out to the states or they may hold them for presentation/distribution at Midyear meeting or Annual convention.

Wellness and Personal Development: The purpose of the Wellness and Personal Development area is to encourage members to continue learning, to hone their skills and to try something new – increasing the size of their comfort zone. A benefit of this national program is its flexibility. A wide variety of topics are incorporated in the certification form.

How to get started: Consider appointing a Wellness and Personal Development Program Manager for your state/chapter. As with any program position, this person is the coordinator for the programming area and is your liaison to your state’s program manager or Programming VP.

Many states/chapters find it helpful to take a survey of their members’ interests. Keep in mind this may also include an inquiry as to state/chapter resources; members in the health profession, legal field or with interesting hobbies, etc. These members can be excellent sources of information and/or speakers.

The general topics that qualify under Wellness and Personal Development (and are part of the certification):

- Personal Growth (writing, speaking, listening, teambuilding, education)
- Careers (resumes, leadership, PowerPoint)
- Citizenship (voting, conventions, history)
- Life’s Issues (parenting, financial planning, social activities)
- Physical (health, dental, vision)
- Mental (stimulation, journals, education)
- Spiritual well-being (family, laughter, fellowship)

Keep in mind that these topics cover a broad spectrum of subjects so that virtually any subject your chapter is interested in should qualify as an item under the Wellness and Personal Development program. For example, you may pick a subject of interest to your chapter such as “Resume writing”, “Team building activities” or “Setting up a family budget”.

For the certification form and more information about the Wellness and Personal Development program, please refer to the Wellness and Personal Development manual. The form is also available in the forms section of the USWT website at www.uswomenoftoday.org. Be sure to follow certification submission guidelines.

Outstanding Achievement in Programming: This is awarded to members who have certified in all programming areas which include Wellness and Personal Development, and Domestic Violence Awareness. The member must also chair or co-chair a local project; participate in a program offered by their chapter or state as well as participate in a competition on a state or national level. **The certification form is included in this manual.**

REPORTING ON PROJECTS

WHAT IS A PROJECT REPORT?

A Project Report is an outline or history of a project. This report records pertinent information to be used by chapter members in the future. This one page report documents the what, when, where and why of the project. It

outlines the goals, expenses and revenues, number of helpers needed and for what job. It is a valuable reference tool telling what contacts you used and who donated what. It informs the membership whether it was a successful project and whether it is worthy of being held again and/or what changes should be made before holding the project in the future – or if it is feasible to be repeated.

WHO COMPLETES THESE REPORTS?

For most projects there is a Chairperson or persons assigned to “oversee” the project. It is often the responsibility of the chairperson to complete the project report. However, the chairperson may designate someone else to complete the report – if there is someone willing to volunteer and comfortable with completing the paperwork.

WHY DO WE COMPLETE THESE REPORTS?

All local chapters have projects they perform within their own communities. By completing a project report, chapters can share information with one another on fresh and interesting projects. This can be done by actually submitting project reports to the national organization for the project report library on the USWT website. They may then be seen by other chapters within the state and nation. When a successful project has worked for someone, it makes sense to share the idea and information with others.

Women of Today promotes programming because if members are actively involved in projects, we grow personally as well as collectively and become more confident by our successes. We also learn from our failures. Each member of the chapter is like a family member. They all bring a talent or talents with them that can be shared for the growth and success of the entire chapter. Keeping members busy with worthwhile projects helps ensure our membership grows and stays healthy. That is why it is important to get to know each other, find out the interests of each member and examine what areas to expand in order to utilize the members’ talents.

Project reports are completed for record-keeping purposes. They show a history of year to year activities and are a tool to use when planning a new calendar. They are also an aid for the next chairperson who wishes to repeat the event. They show what worked and what didn’t, materials, permits and staffing required, publicity venues and give suggestions to enhance the success of the project. An important piece of information to keep with your report is a summary of all members who contribute time, materials or monetary donations for the project or event. This summary can be used as a tool to help your chapter complete a COMMUNITY CONNECTIONS Report to the state and national organizations.

WHAT IS A COMMUNITY CONNECTIONS REPORT?

A COMMUNITY CONNECTIONS REPORT is a form that should be completed and submitted to your state and national Programming VP each trimester. The form indicates the hours and monetary donations (actual or in-kind i.e. clothing, toiletries, cleaning supplies, etc.) by project that your chapter participated in during the trimester. The VP will then compile the information provided on the forms submitted to tally the impact that we as an organization make in our communities.

The information on these forms and their accuracy are VERY important. They are the only vehicle we have to compile information to be used in our marketing publications. Inaccuracies are usually the result of lack of submissions. Please be sure to submit your COMMUNITY CONNECTIONS REPORT each trimester.

For more information, contact your state or national Programming VP. The form is available on the website at www.uswomentoday.org and is included in this manual.

COMPETITION AND RECOGNITION DEADLINES

WELLNESS and PERSONAL DEVELOPMENT

- Submit names of those certifying to the USWT Program Manager using the Verification of Certification form.
- Request certificates three weeks prior to date needed or they will be presented at Midyear meeting or Annual convention.
- Competitions that may be held will be announced by the Wellness and Personal Development Program Manager with the following guidelines:

SPEAKING COMPETITIONS

Annual Competition

- Topic: Chosen/announced by WPD Program Manager
- Format to be determined by the WPD Program Manager
- Cost: \$5.00
- Deadline: Stat Sheet and fee to be postmarked by May 1st as notice of intent to compete
- REQUIRES attendance at meeting

WRITING COMPETITIONS

Midyear Competition (this is optional for mid Year Convention)

- Topic: Chosen/announced by WPD Program Manager
- Format to be determined by the WPD Program Manager
- Cost: \$5.00
- Deadline: Stat Sheet and fee to be postmarked by September 1st as notice of intent to compete
- Does not require attendance at meeting

Annual Competition

- Format to be determined by the WPD Program Manager
- Cost: \$5.00
- Topic: Chosen/announced by WPD Program Manager
- Deadline: Stat Sheet and fee to be postmarked by May 1st as notice of intent to compete
- Does not require attendance at meeting

IMPROMTU COMPETITIONS

Midyear Competition

- Topic: Chosen/announced by WPD Program Manager
- Format to be determined by the WPD Program Manager
- Cost: \$5.00
- Deadline: At Midyear Convention
- REQUIRES attendance at meeting

Domestic Violence Awareness

- Submit DVA transmittal form to USWT Program Manager for each educational, service or fundraising project no later than September 1st for Midyear meeting recognition or May 1st for recognition at Annual convention.

COMMUNITY CONNECTIONS REPORT

- These reports should be submitted to the National Programming VP by September 1st, January 2nd and May 1st each year.

OUTSTANDING ACHIEVEMENT IN PROGRAMMING

- Submit names of those certifying to the National Programming VP using Verification of Certification form.
- Request certificates three weeks prior to date needed or they will be presented at Midyear meeting or Annual convention.

Project Reports for Website Library

The Project Report form for the Website Library is a one page form which enables chapters/districts/states to share with other chapters/districts/and states. If more information is needed, the chapter/district/state may be contacted. This form should be submitted to the USWT PVP for inclusion in the website library.

Category Definitions

Chapter projects are done by the local chapter. District projects are done by the district. State projects are done by the State organization or the state's officers.

INTERNAL: activities such as membership drives, socials, awards, public relations programs, personal enrichment nights etc.

WAYS & MEANS: purpose of these projects is to provide funds to operate state or chapter – money goes into general fund-to be used for expenses your chapter/state incurs.

COMMUNITY INVOLVEMENT (FUNDRAISING): purpose is to raise money in the name of another organization or for specific community service projects.

COMMUNITY INVOLVEMENT (NON-FUNDRAISING): projects run within the community for betterment or education. Raising money is NOT the primary goal.

CHAPTER PUBLICATION: includes Plan of Action, chapter newsletters, and membership handbooks. Any publication your chapter uses can be submitted

THE PROJECT RECOGNITION LIBRARY GUIDELINES

A page on the website labeled 'Project Recognition Library'.

There will be five sections which a link could be established for each.

1. Internal
2. Ways & Means
3. Community Involvement – Fundraising

4. Community Involvement – Non-fundraising
5. Chapter Publications

Under each section, the corresponding project reports will be opened through a link. Each project will be listed in the following order:

Name of Project
Chapter, District, State
Date of Project

1. The reports will be listed under each section in alphabetical order by the name of the project.
2. Chapters/Districts/States that would like their projects added to the library must submit them to the current PVP. The PVP will send reports to webmaster for uploading to the website.
3. NO DUPLICATES will be allowed. The current PVP will be responsible for making sure that the project doesn't already exist on the website. Webmaster will work with the PVP to make sure the project reports are not duplicated.
4. The chapter/district/state who originally submitted the project may update it every year if they wish so that it is current for others to review.
5. The PVP will have final say if the reports are to be added to the library.
6. If further information about the project is needed, contact the chapter/district/state that submitted the project.

PROPOSAL FOR ENDORSEMENT AS AN EXTERNAL PROGRAM

In the event that it is voted to change or add an external programming area, this is the process to do so.

In order to be considered for endorsement by the USWT, all organizations must first submit a complete written proposal using the following outline as a guideline.

A copy of a written proposal must be mailed no later than August 1st, to the President and Programming VP of the USWT.

If all required information is included, the organization will be invited to make a formal presentation to the Board of Directors at the Midyear meeting (first full weekend in October that includes Friday).

The following are some items to consider when preparing a program proposal to the United States Women of Today:

- Can the program be conducted by chapters and states of all sizes, populations and geographic locations?
- Can new chapters, as well as more established chapters, conduct the program?
- Is the program non-partisan and non-sectarian?
- Is the program one in which the Women of Today can make a definite impact?
- Is there a state agency which would be available to work with each state Women of Today organization?

- How would funds raised be disbursed? What percentage of the funds raised is used for administration? How much stays within each state? How is it used?
- Who would be available to make a presentation at the USWT Midyear meeting?
- Whose responsibility would it be to work directly with the USWT Program Manager in the event your organization would be selected?

Proposal should follow the outline guidelines as follows:

1. Cover Page

Indicate the name and address of the organization seeking endorsement and the name, email and phone number of the person preparing the proposal.

2. Background of the organization

Briefly, yet thoroughly, explain the history, the financial condition and the purpose and goals of the organization seeking endorsement. Explain also, the structure and working relationship between your state affiliates and your national office.

3. Expectations of the USWT endorsement

Why would you like to see Women of Today become involved with your organization? What do you see as the results of our involvement?

4. Resources

What assistance would be available to Women of Today, in terms of printed and audio-visual materials, training, promotional items, public relations, visibility, etc.? What resources would you expect the Women of Today to provide?

5. Responsibilities

How do you view our partnership? What responsibilities do you see each of our organizations having in this relationship? Please address this in terms of communication, support to state organizations and to local chapters running projects.

6. Actual Programming

Is there a specific area your organization expects the Women of Today to focus on (i.e. fundraising or education) or will there be alternative project ideas available? Would you be willing to provide an incentive program to encourage participation and to recognize outstanding accomplishments, i.e. certificates and/or small promotional items for outstanding fundraisers and program managers?

7. Funding

What funding, if any, would be available for the USWT Program Manager to promote your organization? Please address this specifically and in terms of how much would be available and what it would cover for a USWT Program Manager as well as State Program Managers, i.e. promotional mailings would be provided to the State and USWT Program Managers by your organization.

Writing the proposal:

Be brief, yet thorough.

Proposal should be typed and firmly held together or placed in a folder along with any supplemental materials.

Women of Today chapters or states who have successfully participated in the program may be indicated in the proposal by including supplemental materials. Newspaper clippings and letters of recommendation may be included as well.

Copies of the proposal should be mailed to the President and Programming VP of the USWT Executive Committee no later than August 1st.

Notification of approval of the written proposal by the USWT President will be given no later than September 1st.

If approved to make a formal presentation, your organization will need to provide approximately 35 additional copies of the proposal for the members of the Board of Directors of the USWT no later than September 15th, at no cost to the USWT.

Presenting your proposal:

1. Any foundation wishing to attend any USWT meeting for the purpose of presenting a bid or promoting their organization shall do so at their own expense with prior approval of the USWT President and Programming VP.
2. The proposal will be presented to the membership at the Midyear meeting on _____ in _____ . There will be a maximum 15 minutes allowed for presentation of the proposal. This time will include any audiovisual demonstrations and the speaker. Following all presentations, 15 minutes will be allowed for questions.
3. Voting to select the External Program will take place at the Business Meeting at Annual Convention in _____ on June _____, _____ and will be decided by a simple majority vote. No questions will be allowed on the floor regarding the foundations at this time. The program selected at the Annual Meeting will go into effect immediately for a three year period ending on April 30th.

Guidelines for promotion of the External Program proposals following the bid presentation:

1. Two mailings may be sent.
2. A 15 minute (maximum) video may be produced and distributed.
3. Display tables will be provided at the time of the proposal at Midyear meeting and again at Annual Convention.
4. Hospitality rooms will not be allowed.
5. Any expenses incurred as a result of the proposal are the sole responsibility of the foundation not the USWT.
6. The foundation may hold a fundraising event the first year following their adoption at either the Midyear meeting or Annual Convention with scheduling at the discretion of the President and Programming VP.



United States Women of Today

Community Connections Report

Chapter: _____

State _____ Trimester 1 _____ 2 _____ 3

Person Submitting _____

Position _____

Mailing Address _____

City _____ State _____ Zip _____

Email _____

Phone _____ Year _____ to _____

Project	Recipient	Service Area	Dollars	Education/ Service/Fundraiser	Service Hours	Community Impact

USWT SERVICE AREAS ARE ONLY FOR:

State Programs—External/Internal

Chapter Projects—External/Internal

Make A Difference Day Projects

{NOTE Please fill out the appropriate forms for the Domestic Violence Aware and Buckets of Sunshine,}

Please submit form to Programming Vice President



United States Women of Today

Outstanding Achievement in Programming

Any member of the United States Women of Today may certify. Complete the form below and return it to the USWT Programming Vice President by September 1st for recognition at Midyear or by May 1st for recognition at Annual Convention.

Name _____ Date Joined _____

Chapter _____ State _____

Address _____ City _____ State _____ Zip _____

_____ Certify in Wellness and Personal Development (Date Completed) _____

_____ Chair or Co-chair a project at your local or state level

Event _____

Date Completed _____

_____ Participate in a program involving Domestic Violence Awareness

Fundraising Educational Service Project (circle one)

Event _____

Date Completed _____

_____ Participate in a program offered in your chapter or state (i.e. Ronald McDonald House, Flood for Crisis, March of Dimes, Relay for Life, Food Shelf, etc.)

Fundraising Educational Service Project (circle one)

Name of Event _____

Date Completed _____

_____ Participate in one competition on the State or National Level. This includes Speaking, Writing or Mid or Year-end Entries



United States Women of Today

Project Report Form

The Project Report Library is designed as a way for chapters/districts/states to share projects, events, fundraising ideas, etc. with other United States Women of Today (USWT) chapters. Submitting a one page report on projects that were outstanding can help other chapters, who are often looking for new ideas/projects to keep their chapters energized. Project Report forms are submitted to the United States Women of Today Programming Vice President. To be completed by project chairperson and submitted to USWT Programming VP for Project Report Library, with copy kept by chapter/state/district. **Please fill in chapter/district/state information**

_____ CHAPTER _____ DISTRICT _____ STATE

PROJECT NAME: _____

TYPE OF PROJECT:

- INTERNAL** (membership drives/socials/awards/public relations/personal enrichment)
- WAYS & MEANS** (raise funds to operate state or chapter: monies raised goes into general fund)
- COMMUNITY INVOLVEMENT (FUNDRAISING):** (money raised for another organization or specific community service project)
- COMMUNITY INVOLVEMENT (NON-FUNDRAISING):** (projects run within community for betterment or education)
- CHAPTER PUBLICATIONS:** (includes Plan of Action, chapter/state newsletters, and membership handbooks)

Purpose/Goal of Project: _____

Start Date of Project: _____ How long did it take to complete _____

Description of Project _____

Total number of members needed to complete this project _____
Budget: Income: _____ Expenses: _____

Recommendations &Notes:

