


USWT Project Report Library

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Project Name	IAWT Member Handbook
Project Type	INTERNAL - OTHER
Project Purpose or Goal	To provide ALL Iowa WT members with a handbook that included information on both US and Iowa Women of Today
Project Start Date	06/15/2021
Project Copletion Date	08/28/2021
Project Description	<p>MEMBER HANDBOOK included: history; bylaws/policies; officer jobs/descriptions; USWT terms, including abbreviations, special awards et al TABLE OF CONTENTS WELCOME to WOMEN OF TODAY WELCOME TO UNITED STATES WOMEN OF TODAY USWT of Today History (including charter states0 US Women of Today – Organizational Facts (including USWT Creed) USWT Officers: Elected-Bid-Appointed USWT Abbreviations (Acronyms) Other WT terms Special Women of Today Events (Founders Day-Friendship Day-National Conventions) Awards/Recognition USWT-Special Recognitions: Ambassador Award US Founders Charities (including list of IAWT Founders and Curators) USWT Bylaws (eff 6/12/21) USWT Policies (eff 6/12/21) WELCOME TO IOWA WOMEN OF TODAY Iowa WT History Iowa WT Special Recognitions: Jimmy Andrews Award List of Jimmye Andrews recipients 1985-2020 Iowa Women of Today – officer and responsibilities Local Officer Duties/responsibilities Iowa WT Bylaws (eff August 2020) Iowa WT Standing Rules Women of Today Presidents: USWT and Iowa USWT CERTIFICATION FORMS (including list of deadlines and recipients) CERTIFICATIONS: Individual--Chapter--Special Recognition forms Wellness & Personal Development certification STEP I certification (first 120 days-4 months) STEP II certification (first 1 yr: 12 months or less STEP III certification (member for 1-5 years) STEP IV certification (member for over 6 years) Outstanding Achievement in Programming CHAPTER CERTS/FORMS USWT Programming Fast Start USWT Presidential Pin Founders Day (July 1) Participation form Friendship Day (1st Sunday of August) certification form Shout out with Pride (Women of Today week) certification Fellowship Builder form (Friendship Day + 3 other events) Community Connection form Buckets of Sunshine Participation form DVA Transmittal Form One a month club form All American Chapter SPECIAL RECOGNITION</p>

FORMS US Founders Charities Scholarship US Founders Charities Chapter Grant application US Founders Charities Pledge Form USWT Ambassador award application IAWT Jimmie Andrews application USWT CEREMONIES/IINSTALLATIONS New Member-simple version 1 New member-simple version 2 New member-with roses New Officer installation-simple (president-then entire board) New Officer installation with candles New Officer installation (beginning and end)

Number of Members 30

Budgeted Income \$0.00

Budgeted Expense \$0.00

Recommendations & Notes

All time/supplies/copying were "donated" by PP Michele Thompson (who prepared the handbook). Copies were given out to ALL 30 Iowa WT members at our August 28, 2021 meeting. (As an incentive to read the handbook, Michele-as IAWT Secretary had a 2nd trimester challenge: Listed 17 questions-with total of 25 answers--which could all be found somewhere in the handbook!!)

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