

## USWT Project Report Library

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Project Name	IA WT Operation manual and Book of Forms
Project Type	CHAPTER PUBLICATIONS
Project Purpose or Goal	IA WT officers have not had an Operations Manual for over five years, so as IAWT Secretary I (michele thompson) decided to put one together!!
Project Start Date	07/01/2021
Project Copletion Date	08/28/2021
Project Description	<p>At our August 28, 2021, all 10 state officers AND 3 chapter presidents were given plastic folders that contained the OPERATIONS MANUAL as well as BOOK OF FORMS (which included ALL USWT and IAWT forms I could find!!) IOWA WT OPERATIONS MANUAL TABLE OF CONTENTS FORWARD (intro to OPS Manual) US WOMEN OF TODAY HISTORY (including charter states) IOWA WOMEN OF TODAY USWT GENERAL INFORMATION (Including mission statement-creed-organizational facts) . . . Organizational structure; Trademark &amp; Logo guidelines; Logo usage; Emphasis months US &amp; IOWA WOMEN OF TODAY PRESIDENTS LEADERSHIP TREES: US WOMEN OF TODAY AND IOWA WT . . . State &amp; National Officers: reporting list ELECTIONS (campaign regulations; procedures; appointed offices BID FOR STATE PHILANTHROPIC WOMEN OF TODAY TERMINOLOGY WOMEN OF TODAY ABBREVIATIONS DUTIES OF STATE OFFICERS (President; Programming VP. . . . . Secretary; Treasurer . . . . Parliamentarian; Chair of the Board; Program Managers-Wellness &amp; Personal Development . . . . PMS cont-Domestic Violence Awareness; State Philanthropic . . . . Note for Program Managers (including: How to be a Program Manager) WHAT IS AN IOWA WOMEN OF TODAY? (Protocol for members. . . . . Duties of local officers (Local President. . . . . Local Chair of the Board; Local Programming VP; Local State Director . . . . Local Secretary . . . . Minutes of the meeting; Rules for writing minutes; . . . . Dos and Don'ts in writing minutes; Local Treasurer PLAN OF ACTIONS (developing chapter plan of actions. . . . . Personal Plan of Action (Treasurer) PREPARING A BUDGET (Parliamentarian) PARLIAMENTARY PROCEDURE . . . . Guidelines for Parliamentary Procedure; About your motion . . . . Motions in order of precedence . . . . Committee of the Whole PARLIAMENTARY PROCEDURES AT A</p>

GLANCE (grid) (Parliamentarian) SAMPLE BYLAWS (Secretary) HOW TO PREPARE A NEWS RELEASE MEMBERSHIP (R.O.A.R.: RECRUITMENT . . . . . Motivation; word of mouth; print; public speaking-events & projects; . . . . Local Press & Radio; Facebook & Twitter; Local Business . . . .How and where to recruit . . . .ORIENTATION . . . .Orientation Program & Outline; Orientations-suggested outline for . . . . Activation (Keys to activation) . . . . RETENTION (retention ideas for those who do not renew. . . . . Retention suggestions; retaining members; retention checklist SAMPLE LETTER TO PROSPECTIVE MEMBER MEMBERSHIP NIGHTS (Other membership info: dues procedures. . . . . Submitting new and renewal members . . . . MEMBERSHIP AWARDS & RECOGNITIONS EXTENSIONS (area under Membership) PUBLIC RELATIONS (area under Membership) . . . . Public Relations Awards; . . . . DEVELOPMENT OF BUCKETS OF SUNSHINE . . . . MAKE A DIFFERENCE DAY . . . .HOW TO RUN A SUCCESSFUL BUCKETS OF SUNSHINE PR PROGRAM . . . .Buckets of Sunshine Content ideas . . . . Buckets of Sunshine Report form . . . . US WOMEN OF TODAY WEEK promotion US WOMEN OF TODAY-MISCELLANEOUS INFORMATION (TODAY'S LEADER; WAYS & MEANS; NATIONAL MEETINGS) . . . .COMMUNICATIONS (Chapter Mailings; SIP); . . . . NATIONAL COMMITTEES (Bylaws; Elections; Finance; Membership; Dues Billing; Extensions . . . . Future Directions; Marketing; Program Study) . . . . AWARDS & HONORS (US WT Presidential Pin; All American Chapter; Outstanding Achievement in Programming) . . . . US FOUNDERS CHARITIES (Education; fundraising; Benefits) IOWA WOMEN OF TODAY BYLAWS (eff August 2020) . . . . IOWA WOMEN OF TODAY STANDING RULES IOWA WOMEN OF TODAY-JIMMYE ANDREWS AWARD (including recipients 1985-2020) INSTALLATIONS-NEW OFFICERS . . . . CHAPTER CHARTER CEREMONY . . . . INSTALLATIONS-NEW MEMBERS IOWA WT -- BOOK OF FORMS TABLE OF CONTENTS INDIVIDUAL CERTIFICATION FORMS Wellness and Personal Development S.T.E.P. I (first 4 months) S.T.E.P II (first year) S.T.E.P. III (1-5 years) S.T.E.P. IV (6+ years) Outstanding Achievement in Programming CHAPTER CERTIFICATIONS/FORMS All American Chapter Chapter Project Expense Voucher Project Report Form Press release for local meeting (sample) Membership Survey Member Survey & Chapter Evaluation Chapter President Chapter Evaluation form OFFICER FORMS (Iowa Women of Today) Executive Committee agenda outline Plan of Action Proposed Budget-IAWT Exec Staff & PMs Expense Voucher (Exec Staff and PMs) Executive Committee Secret Pal/Sis form Whos' who Info (Staff and PMs) Executive Staff Fast Start Monthly Report (Exec Staff & PMs) Chapter President monthly report (to State President) UNITED STATES FORMS PRESIDENT: USWT Presidential Pin Nomination PRESIDENT: USWT Year-End Outstanding Officer PRESIDENT: State President monthly report PRESIDENT: State President annual report MEMBERSHIP: FAST START MEMBERSHIP: New Member Information Sheet MEMBERSHIP: Dues Billing letter (sample) MEMBERSHIP: Monthly Membership Dues Submission MEMBERSHIP: Monthly State Membership Report MEMBERSHIP: New Member Add & Change Form MEMBERSHIP: Fellowship Builder (Founders Day +3 events) MEMBERSHIP: Friendship day cert form MEMBERSHIP: Dropped Chapter MEMBERSHIP: Dropped Chapter Form MEMBERSHIP: Membership Transfer MEMBERSHIP: Celebrating Year-End Recognition EXTENSION: Intent to Extend EXTENSION: Application

for Extension Funding EXTENSION: Intent to Charter/Intent to Follow-up EXTENSION: New Chapter Form PUBLIC RELATIONS: Shout out with Pride (WT Week) PUBLIC RELATIONS: Founder's Day Participation form PUBLIC RELATIONS: Activity Report PUBLIC RELATIONS: Buckets of Sunshine Participation form PROGRAMMING: Programming Fast Start PROGRAMMING: Community Connections report PROGRAMMING: Domestic Violence Awareness Transmittal US FOUNDERS CHARITIES: Chapter Grant Application US FOUNDERS CHARITIES: Scholarship US FOUNDERS CHARITIES: Pledge Form SECRETARY: Motion slips AMBASSADOR: Ambassador Award nomination IOWA WT: Jimmie Andrews Award application

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Number of Members	13
Budgeted Income	\$0.00
Budgeted Expense	\$0.00

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Recommendations & Notes	All time/supplies/copying was donated by PP Michele Thompson (preparer) In addition to the Ops Manual/Book of forms info; several of the officer packets included copies of USWT Manuals (Secretary; Treasurer; Public Relations; Domestic Violence Awareness; Personal Enrichment)
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