



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**

District 3 Minnesota STATE **PROJECT NAME:** Hosting MNWT Fall State 2017

For more information contact the USWT PVP at pvp@uswomenoftoday.org

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: To host and organize the state convention and raise funds for the District 3 WT.

How long did it take to complete (this will vary based on state or chapter hosting): **Co-chairs: 300 hours; Other Committee Members: 25 hours; D3WT Attendees: 120 hours** _____

Description of Project: Minnesota Women of Today (MNWT) Fall State 2017 (FS2017) was held on September 21-24, 2017, at the [Grand Casino, Hinckley](#). The co-chairs were assigned to plan and organize the convention for the [District 3 Women of Today](#) (D3WT).

Fall State Convention is set to recognize the achievements of members across the state for the first trimester. It includes the following:

Training for Exec Council on Friday, including breakout sessions for SPMs and District Directors, an Exec Council Business Meeting, and MNWT Foundation Annual Meeting

Friday Expo & Project Fair (a variety of vendors have tables for members to view and purchase items. State representatives have tables to explain their plans for the year.

Saturday Business Meeting and luncheon (the luncheon included a membership renewal ceremony).

Training and forums for membership in the morning and afternoon:

Saturday Banquet includes the meal, awards and recognition

Saturday Night Party includes the MNWT Foundation Silent Art Auction, entertainment, and social activities.

Sunday Fellowship Brunch includes the meal, competition awards and a guest speaker

Total number of members needed to complete this project (will vary by state / chapter hosting convention). District 3 had 83% of our chapters participated (or 5 out of 6 chapters participated)

Budget: **Income:** \$10,299.92 **Expenses:** \$9,895.99
Profit: \$403.93

Recommendations &Notes: **We suggest making your budget more actual.** There were many items not anticipated in the budget, including budgeting too many attendees. If you were to budget less attendees, while keeping your expenses down to make sure you have a profit. When you actually have more attendees than budgeted, it will cover any unexpected costs while still giving you a profit.

We suggest having a "dance" at the party where music is played for attendees to participate in the party. We did not have a DJ this year and attendees disappeared quickly before the Saturday Night Party was over.

We suggest that you promote conventions with more interactive Facebook posts/videos. For Winter State 2017, the co-chairs posted videos promoting the event and contests that were awarded at the party.

We suggest telling convention attendees if you are not anticipating a profit. We did that and announced a number of fundraising events. Attendees were very receptive of this. We received \$151 monetary donations, as well as \$604 in fundraising profits. Without these funds, the project would have been at a loss of \$345.07.