

## TABLE OF CONTENTS

Introduction	1
CERTIFICATION	1
Focus on Women	2
S.T.E.P.	3
Personal Enrichment	4
COMPETITION, RECOGNITION & DEADLINES	5
Focus on Women	5
Chaplain	5
S.T.E.P.	5
Personal Enrichment: Effective Speaking	5
Personal Enrichment: Effective Writing	6
Personal Enrichment: Leadership/Team Building/Listening	6
Project Recognition	6
Priority Foundation	6
EXTERNAL PROGRAM AREA-PROPOSAL ENDORSEMENT	7
Items to Consider	7
Proposal guidelines	7
Writing the proposal	8
Presenting your proposal	8
Guidelines for promotion	9
REPORTING ON PROJECTS	10
What is a Project Report?	10
What is a Project Recognition Report?	10
Who completes these reports?	10
Why do we complete these reports	10
What is a donation report/summary?	11
Project Report Outline	12
Sample Project Report	13
Donation Report Form	14
PROJECT RECOGNITION	15
Category Definitions	15
Form Rules	16
Outline Form	17
STAT Sheet	19
Judging Instructions	20
Critique Sheet	21
Sample: External Fund Raising Project	22
Sample: External Education Project	24
Sample: External Service Project	25
Sample: Internal Ways & Means Fund Raiser Project	27
Sample: Internal Member Enrichment Project	29
Sample: Internal Member Social Project	31

*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, and community service and work in partnerships with established foundations.*

The United States Women of Today have adopted four programming areas: one External Program and 3 Internal Programs.

The External Program is one in which we reach out to help people outside our chapters; it is generally public awareness and/or educational program or fund-raising projects. The External Program area is selected for a three-year term. Foundations the US Women of Today have endorsed/promoted in the past have included: Cystic Fibrosis, March of Dimes, Resolve, Lost Child Network, Arthritis Foundation, Leukemia Foundation, Breast Cancer Awareness and Multiple Sclerosis. For the 2004-2007 term we are “partnered” with Parents of Autistic Children (POAC).

Foundations wishing to be considered for selection must prepare and submit a proposal. The guidelines for this procedure are included in this manual (page 7).

The Internal programs are those which are designed for the betterment of our individual members. They include: Focus on Women/Chaplain, S.T.E.P. (Success Through Enthusiastic Participation, and Personal Enrichment (Effective Speaking, Effective Writing, Leadership, Team Building, Listening).

## **CERTIFICATION**

Members can “certify” each year in all of the internal program areas: Focus on Women, Chaplain, S.T.E.P. (I, II or II), Effective Speaking, Effective Writing, Leadership, Team Building, Listening). The first five: FOW, Chaplain, STEP, Speaking, Writing, can be done on an “individual basis. The Leadership, Team Building, and Listening “certifications” are usually done within a “group”. Chapters can hold “PEP” courses (personal enrichment programs): using manuals that available from national. (Members CAN also certify in these areas by attending courses “outside” of Women of Today which cover these areas specifically).

Certification forms can be found on-line ([www.uswt.org](http://www.uswt.org)), in the Book of Forms, or through the state contact in each area. Once a member has completed the needed number of requirements for any given area, they should submit the completed certification form to their state program manager.

There is a form for state contacts to provide information to the US Women of Today Program Managers. To designate which programming area the certifications are for, check the proper area at the top of the “Verification of Certification” form. On the lower portion of the form is space to list the names and chapter names of all individual certifying. NOTE: Either 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.

Certifications should be sent to the US Women of Today program manager on a monthly basis of at all possible, instead of waiting for quarter end or just prior to national meeting. This allows the national program manager ample time to complete the certificates. NOTE: If certificates are requested for presentation at a particular time, they must be received by the national program manager at least two weeks prior to the date requested. The national program manager has the option to mail the certificates out to states or they may hold them for presentation/distribution at Mid-Year or Annual meeting.

**FOCUS ON WOMEN/CHAPLAIN:** at the national level of Women of Today, the areas of Focus on Women and Chaplain are covered by the same program manager. These areas are designed to inform, educate and update our members concerning a wide variety of topics of interest to women, as well as promote the spiritual/family involvement of our members. The benefit of this national program is that it is extremely flexible. A wide variety of topics can be used providing members with a multitude of information.

**How to get started:** Consider appointing a Focus on Women and/or Chaplain program manager for your chapter (or this may be included in your chapter's Personal Enrichment area). As with any program position, this person is to oversee the area, as well as work with projects in the area.

Many chapters find it helpful to take a chapter survey of their members' interests. Keep in mind this may also include an inquiry as to in-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 Focus on Women (and that are part of the FOW certification):

- Health and Personal Concerns
- Careers and Economics
- American Involvement
- Life Styles and Women's Legacy

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 a Focus on Women program. For example, under "Health" you may want to pick a subject of interest to your chapter such as Proper Nutrition, New Trends in Medicine or Stress Management

The Chaplain area is not specifically "religious-based", but is an outlet for members to express their "spiritual" needs/concerns, as well as their commitment to family. Chapter Chaplains are encouraged to do special readings (invocations/benedictions) at chapter meetings. (If the chapter does not have a specific Chaplain Program Manager, individual members are encouraged to take turns selecting readings for each month).

Members can certify in both Focus on Women and Chaplain (or Spiritual Enrichment and/or Family Involvement) areas:

**For certification forms and more information about these areas,  
refer to the Focus on Women manual and the soon to be released Chaplain manual.**

**S.T.E.P. (Success Through Enthusiastic Participation):** This program provides tools to promote growth and activation of the individual Women of Today member.

**S.T.E.P. I:** must be completed within the first 90 days of membership. It familiarized the new member with local, district and state activities.

**S.T.E.P. II:** is for the person who has been a member for 12 months or less. By participation in this program. the individual will become activated in the local, district, regional and state levels.

**S.T.E.P. III:** is for those members who have been members for longer than one year and for any person in good standing that leaves the organization for any length of time and then joins the organization at a later date. This program leads to continued activation on the various levels of our organization.

A member may certify in S.T.E.P I and S.T.E.P. II only once during their Women of Today membership. A member can certify in S.T.E.P III every year in their Women of Today membership except the first year.

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

**For more information about the S.T.E.P. program, refer to the S.T.E.P. manual**

**PERSONAL ENRICHMENT** is an area where we as members have an opportunity to get something back personally for the investment we make in the other areas of Women of Today. As volunteers we seem to always give but PERSONAL ENRICHMENT is our chance to reap the returns of our investments of time, talent and energy.

The United States Women of Today Personal Enrichment programming area consists of five major areas.

Effective Speaking	Effective Writing
Leadership	Team Building
Listening	

**Effective Speaking** consists of four components:

- Ice Breaker (1-2 minute “introduction”)
- Impromptu (2-3 minute “impromptu”)
- Report
- Prepared Presentation (4-6 minute prepared speech)

Once an individual has participated and completed these components, the member is able to “certify” and is recognized by the United States Women of Today for doing so. Members are recognized with a certificate from the U.S. Women of Today

**Effective Writing** consists of four components:

- Goals (list of at least three: WT, business, or personal)
- Letter (100-200 words)
- Article (for local or chapter newsletter)
- Extended Writing (400-600 words)

Once a member completes these requirements, certification is available as in Effective Speaking.

**\*\*REMINDER:** The components do not have to be completed within the Women of Today activities, but rather can be done in a member’s personal, professional or other social activities.

**Leadership/Team Building/Listening:** These programs offer members a base for becoming a good leader. This not only benefits the individual, but in the long run benefits our organization by producing good leaders within our group.

As with Effective Speaking and Effective Writing, the United States Women of Today offers certification/recognition to its members who invest a minimum of thirty (30) minutes in a leadership, team building and/or listening training program.

**For more information on the Effective Speaking & Writing, Leadership, Team Building and Listening programs, refer to the respective manuals.**

# COMPETITION, RECOGNITION & DEADLINES

## FOCUS ON WOMEN:

- Submit names of those certifying to national program manager
- Request certificates two to three weeks prior to date needed or they will be presented at mid-year meeting or annual convention
- **Year-End Essay Competition:**
  - Topic: chosen/announced by FOW Program Manager
  - 800 – 1200 words. Typed, double-spaced. Send 4 copies to US FOW PM
  - Cost: \$5.00
  - Deadline: May 1 postmark
  - NOTE: Does not require attendance at National Convention

## CHAPLAIN

- Submit names of those certifying to national program manager
- Request certificates two to three weeks prior to date needed or they will be presented at mid-year meeting or annual convention

## S.T.E.P.

- Submit names of those certifying to national program manager
- Request certificates two to three weeks prior to date needed or they will be presented at mid-year meeting or annual convention
- **Year-End competition:**
  - **S.T.E.P. II** – Resume only (follow form)
  - Cost: \$5.00
  - Deadline: May 1 postmark
  - NOTE: Does not require attendance at National Convention
  
  - **S.T.E.P. III** – Resume (follow form) and interview
  - Cost: \$5.00
  - Deadline: May 1 postmark
  - NOTE: REQUIRES attendance at national convention

## **PERSONAL ENRICHMENT**

- EFFECTIVE SPEAKING
  - Submit names of those certifying to national program manager
  - Request certificates two to three weeks prior to date needed or they will be presented at mid-year meeting or annual convention
  - **Mid-Year Competition**
    - Topic: Chosen/announced by PE Program Manager
    - 4-6 minutes
    - Cost: \$5.00
    - Deadline: Thursday night of convention
    - REQUIRES attendance at meeting
  
  - **Year-End Competition**
    - Topic: Chosen/announced by PE Program Manager
    - 4-6 minutes
    - Cost: \$5.00
    - Deadline: Thursday night of convention
    - REQUIRES attendance at meeting

- EFFECTIVE WRITING
  - Submit names of those certifying to national program manager
  - Request certificates two to three weeks prior to date needed or they will be presented at mid-year meeting or annual convention
  - **Mid-Year Competition**
    - Topic: Chosen/announced by PE Program Manager
    - 600-800 words
    - Cost: \$5.00
    - Deadline: September 1
    - Does not require attendance at meeting
  - **Year-End Competition**
    - Topic: Chosen/announced by PE Program Manager
    - 600 – 800 words
    - Cost: \$5.00
    - Deadline: May 1
    - Does not require attendance at meeting
  
- LEADERSHIP/TEAM BUILDING/LISTENING
  - Submit names of those certifying to national program manager
  - Request certificates two to three weeks prior to date needed or they will be presented at mid-year meeting or annual convention
  
- PROJECT RECOGNITION
  - **Mid-Year Competition**
    - Use Outline Format provided
    - Cost: \$5.00
    - Deadline: September 1
    - Does not require attendance at meeting
  - **Year-End Competition**
    - Use Outline Format provided
    - Cost: \$5.00
    - Deadline: May 1
    - Does not require attendance at meeting

**PRIORITY FOUNDATION**

- Submit transmittal form to national program manager for each educational or fund-raising project

**NOTE: TOPICS FOR COMPETITIONS ARE ASSIGNED AT THE BEGINNING OF THE YEAR BY THE PROGRAM MANAGER FOR THAT AREA.**

# PROPOSAL FOR ENDORSEMENT AS AN EXTERNAL PROGRAM

In order to be considered for endorsement by the US Women of Today, 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 1, to the following:

President	Programming Vice President
US Women of Today	US Women of Today

If all required information is included, the organization will be invited to make a formal presentation to the Board of Directors at the Mid-year Meeting (first weekend in October).

**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, population centers 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 on 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 U.S. Women of Today Mid-year Meeting?
- Whose responsibility would it be to work directly with the U.S. Women of Today National 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 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 US Women of Today 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 will 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**

Will you expect the Women of Today to focus on any particular emphasis (fund-raising 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 fund-raisers and program managers?

### **7. Funding**

What will be available for funding a National 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 National Program Manager as well as State Program Managers. Promotional mailings by State and National Program Managers to be provided by local state foundation offices or by reimbursement.

### **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 Vice President of the US Women of Today Executive Committee no later than August 15<sup>th</sup>.
- Notification of approval of the written proposal by the US Women of Today President will be given no later than September 1<sup>st</sup>.
- 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 U.S. Women of Today no later than September 15<sup>th</sup>, at no cost to the US Women of Today.

### **Presenting your proposal:**

1. Any foundation wishing to attend any US Women of Today meeting for the purpose of presenting a bid or promoting their organization shall do so at their own expense with prior approval of the US Women of Today President and Programming Vice President.
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 presentations 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 Annual Meeting at National 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. A 30 minute question and answer session will be held at National Convention prior to the Annual Meeting. The program selected at the Annual Meeting will go into effect immediately for a three year period ending in May \_\_\_\_\_>

**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 Mid-Year and again at National 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 US Women of Today.
6. The foundation may hold a fund-raising event the first year following their adoption at either the Mid-Year or Annual Convention with scheduling at the discretion of the President and Programming Vice President.

# 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.

A Project Report outline should be saved in the report history file as a reference tool. It is NOT the form you would use to submit to the state of national Women of Today.

## **WHAT IS A PROJECT RECOGNITION REPORT?**

A Project Recognition Report is a report of project within your chapter that you want to share with other chapters or states. It is often a project that you feel would be helpful to other chapters as a “new project” idea for them. The Project Recognition Report may be done within the state and/or may be submitted to national. The report is completed in a format that has been approved by the national organization and all chapters follow this format.

A copy of the Project Recognition Report should be saved in the chapter’s history file and is a useful reference tool.

## **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 or project recognition 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 other on fresh and interesting projects. This can be done by actually submitting project recognition reports to the state and national organizations for judging, or can be mentioned in articles in the national newsletter (Today’s Leader) or can be mentioned in presidents’ reports that are 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 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 the membership grows and stays health instead of declining. That is why it is important to get to know each other and find out the interests of each member and examine what areas to expand in order to utilize the members’ talents.

Project reports are complete for record-keeping purposes. They show a history of year to year activities and are tool to use when planning a new calendar. They are also an aid for chairs that wish to repeat an event.

**WHAT IS A DONATION REPORT/SUMMARY?**

All members who contribute time, materials or monetary donations for a project or event should complete a DONATION REPORT form. When completed, the form is given to the project chair to use as a tool for accurately completing the project report or project recognition report.

A DONATION SUMMARY form should be completed and submitted to the state and national. This form indicates what project was done, and what the monetary (actual or in-kind) donation was for the project.

## PROJECT REPORT OUTLINE

WHAT (NAME OF PROJECT):

WHEN (DATE OF PROJECT)

WHERE (LOCATION):

WHY:

GOALS (reasons for holding event: Be specific)

EXPENSES (Detailed list of what was purchased, from whom purchased, and actual monetary amount; if “Donated” list estimated expense of item)

REVENUES (Amount of money raised and how it raised)

HELP NEEDED (Detailed list of positions/worked needed)

EVENT CHAIRPERSON (Committee Chairs or Project Chair)

DONATIONS (Items/monies donated and by whom)

RECOMMEND DOING AGAIN? (Tell why or why not)

SUGGESTIONS FOR IMPROVEMENT

## SAMPLE PROJECT REPORT

**WHAT (NAME OF PROJECT):** St. Barbara Parish Dinner Dance (Dinner, Dancing, Silent/Live Auction, Raffle Drawing)

**WHEN (DATE OF PROJECT)** Saturday, April 15, 2004, 6:30 pm

**WHERE (LOCATION):** Drury Lane Oak Brooke

**WHY:** Raise money for major church renovations and operating expenses (NOTE: This is the ONLY parish fund-raiser to be held this year)

**GOALS** (reasons for holding event: Be specific)

Have 350 people attend.  
Raise \$40,000

**EXPENSES** (Detailed list of what was purchased, from whom purchased, and actual monetary amount; if "Donated" list estimated expense of item)

Raffle prizes: Grand Prize \$10,000  
1<sup>st</sup> prize \$5,000  
2<sup>nd</sup> prize \$1,000  
3<sup>rd</sup> –10<sup>th</sup> \$100 each (\$700 total)

**REVENUES** (Amount of money raised and how it raised)

\$3000: dinner tickets  
\$15,000: auction  
\$8000: Ad book  
\$22,000: Raffle (\$20 each: If we sell less than 1000 tickets there will be a 60/40 split)

**HELP NEEDED** (Detailed list of positions/worked needed)

Table Captain (Fill a table with 10 people); Raffle Captain (Sell at least 20 raffle tickets)

**EVENT CHAIRPERSON** (Committee Chairs or Project Chair)

Event co-chairman: John Jamrozy & Ray Perek  
Raffle: Janet Erzamus, Emmy Gerny, & Angela Lawler  
Reservations: Rosemarie & Dave Buckley  
Ad Book: Mary Margaret & Danny Hull  
Auction: Linda Jamrozy  
Publicity: Kathy Perek & Mary Kay Zobjeck  
Printing: Pat & Jerry Dobes  
Finance: Sr Betty & Dolores Boychuck  
Consultant: Terry Tuohy  
The Men in Black: Fr. Kissane & Fr. Tom

**DONATIONS** (Items/monies donated and by whom)

Items for Raffle

**RECOMMEND DOING AGAIN?** (Tell why or why not)

**SUGGESTIONS FOR IMPROVEMENT**



## Project Recognition

The PROJECT RECOGNITION area is designed as a way for chapters/states to submit a report on projects that you feel were outstanding and/or would like to “share” with other chapters. Some states use this for their “state project report” as well. “Project Recognition” reports are submitted to the United States Women of Today Programming Vice President. Reports are read/critiqued by three judges, and “outstanding” Project Recognition entries are recognized at Mid-Year (October) and Year-end (June) national conventions.

### Category Definitions

Chapter projects are done by the local chapter. State projects are done by the State organization or the state’s officers.

**Internal** -- Projects that are run for the chapter or members only. If the state runs a project it will benefit it’s members or the state organization.

**Ways and Means:** Projects that are run to raise Moines for your chapter treasury. The Moines raised are to help run your chapter, district, or state budget and pay chapter, district, or state expenses. Moines are not used for donations. Examples are: bake sales, craft sales, raffles, auctions, etc. States that run projects for Ways and Means might include state stores, raffles, auctions, etc.

**Member Enrichment:** The projects in this category would be chapter or state Personal Enrichment programs, training, or projects that enhance your members personal enrichment/personal growth areas. There should be a minimum of 3 members or 10% of your membership participating.

**Member Social:** These are social events with your chapter members, members’ families or an event such as a membership night. For example: Christmas party, surprise breakfast, family picnic, chapter birthday party, etc. There may or may not be public promotion in this area, as a chapter does not require this but a membership drive would.

**External** -- Projects that are run for the community or another organization.

**Fund-raising:** These projects are run for the specific purpose of raising funds for a community project or priority area. Examples are: scholarship fund, a foundation, benefit, etc. The net proceeds after expenses should be donated out to the specific project.

**Education:** These are educational programs held for the general public and/or your chapter, district or state members. Project examples are: kids safety town, baby-sitting clinic, priority area orientation, bike safety, breast exam clinics or educating the community on Women of Today.

**Service:** The projects in this category are SERVICE projects held for or within your community in support of an event or needy cause. Examples are: yellow ribbons, anonymous baby shower, community clean-up, events for senior citizens, movie day for kids, support of our service men and women overseas, etc.

## Form Rules

1. Please type using the outline form on page 17. (No exceptions)
2. MAXIMUM number of pages (not counting STAT sheet) is 6, which may include up to 2 pages of substantiating materials.
3. STAT sheet will serve as cover page and WILL NOT count towards the 6 page maximum.
4. Project can only be submitted for one (1) category, i.e.: cannot be submitted for a social and an education.
5. There is no limit to the number of projects submitted per category.
6. There is no limit to the number of projects per chapter or state.
7. Only one full page of substantiating articles will be allowed per report page! (Example: you cannot fold and attach three 8 1/2 x 11 sheets to one page.)
8. NO reduction of project recognition outline form will be accepted. (Font size 12 is required)
9. Please make sure your report is attached securely together. Binders are not necessary.
10. Three copies are required for judging.
11. Each project submitted must include a \$5.00 entry fee with project recognition forms in order for them to be judged. Make checks payable to the US Women of Today.
12. Projects for midyear judging must have a final completion date between May 1 and August 15.
13. Projects for annual judging must have a final completion date between August 16 and April 30.
14. Entry deadlines will be announced by the USWT Programming Vice President.
15. If official deadline falls on a Sunday or holiday, deadline will be day immediately following the Sunday or holiday.
16. Entries postmarked after the deadline date will not be accepted.
17. REPORTS NOT FOLLOWING RULES WILL BE EXCLUDED FROM JUDGING.

## Outline Form

Following each roman number are examples of information that can be included. You may include more information than what is listed or you may include less information if the project dictates such. Samples of project recognition entries are on pages 22-31.

### Pages 1 - 4

- I. Description of Project
  - A. Brief description explaining the project
  
- II. Purpose and Goals of Project
  - A. Purpose
    - 1. Brief statement on why you are running project and what it entails
  - B. Goals (MUST BE TANGIBLE AND SPECIFIC!)
    - 1. Number of people you wish to benefit/reach/participate
    - 2. Number of members you wish to participate
    - 3. Amount of money you wish to raise (when applicable)
    - 4. Other accomplishments you wish to achieve (must be MEASURABLE!)

\*\*\* You are judged on whether or not the goals are clearly stated

- III. Promotion to Public and Chapter
  - A. Public
    - 1. TV, radio, newspaper promotion used
    - 2. Fliers and posters distributed
    - 3. Public appearances made
    - 4. Outside contacts utilized
    - 5. Any additional PR used
  - B. Chapter
    - 1. Newsletter article
    - 2. Phone contact made
    - 3. Personal contact made
    - 4. Promotional contest held/incentives given
    - 5. Any additional PR used for chapter members

\*\*\* You are judged on whether or not the project had good public promotion and chapter promotion

- IV. Participation of Members and Number of Hours Worked
  - A. Participation
    - 1. \_\_\_\_\_% of our members participated (or \_\_\_\_ out of \_\_\_\_ members participated)
  - B. Number of members needed to run project successfully
  - C. Hours Worked
    - 1. \_\_\_\_\_ number of hours worked by chairman/committee
    - 2. \_\_\_\_\_ number of hours worked by members (# of Hours X # of members)
    - 3. \_\_\_\_\_ numbers of hours attended by \_\_\_\_ members
    - 4. \_\_\_\_\_ total hours for project (Numbers 1 through 3 should total this line)

\*\*\* You are judged on whether chapter member participation was adequate and if you showed adequate hours worked on the project.

V. Budget

- A. Actual Income
- B. Actual Expenses
- C. Profit or loss

\*\*\* You are judged on whether actual income and expenses are shown

VI. Evaluation of Project

- A. Evaluate each goal listed in II.B. above and how it was met/not met

\*\*\* You are judged on your evaluation of the goals you set

VII. Recommendations

- A. What recommendations can you make to improve the project? (What do you suggest be repeated and what do you suggest not be repeated and why?)

\*\*\* You are judged on whether the recommendations made can assist in the future running of the project.

Pages 5 - 6

Substantiating material

Note: Outline and substantiating materials cannot exceed 6 pages total.  
Mail 3 copies of entry with \$5.00 fee to USWT Programming Vice President  
Deadline September 1 for midyear competition  
(projects with completion date between 5/1 -8/15)  
Deadline May 1 for annual competition  
(projects with completion date between 8/16-4/30)

# Project Recognition STAT Sheet

1. Project Name \_\_\_\_\_

Project start date \_\_\_\_\_ Project completion date \_\_\_\_\_

2. Chapter Project

Name of Person Submitting entry \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

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

Chapter Size \_\_\_\_\_ Community Population \_\_\_\_\_

3. State Project

Name of Person Submitting entry \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

State name \_\_\_\_\_ State membership \_\_\_\_\_

4. Please check appropriate categories:

\_\_\_\_\_ Chapter Project

\_\_\_\_\_ State Project

External Projects

Internal Projects

\_\_\_\_\_ Fund Raising

\_\_\_\_\_ Ways and Means Fund Raiser

\_\_\_\_\_ Education

\_\_\_\_\_ Member Enrichment

\_\_\_\_\_ Service

\_\_\_\_\_ Member Social

## **Judging Instructions**

**Be positive!**

**Give constructive suggestions and comments.**

**If you have any questions on the projects, write them down. This will help the chapter/state take into account and address in the future.**

### **Description**

These should be clearly stated.

### **Purpose and Goals**

Goals should be measurable and tangible.

### **Promotion**

Was promotion adequate for project?

Were community and chapter resources utilized?

### **Participation**

What percentage of the membership actually worked?

What percentage of the membership participated?

Was an adequate number of members available to run the project successfully

Total number of hours worked -- was it adequate for project?

### **Budget**

Were actual income and expenses listed?

### **Results and Impact**

Were the goals obtained?

### **Recommendations**

Any recommendations for the future?

# Project Recognition Critique Sheet

Project Name \_\_\_\_\_ Category \_\_\_\_\_

Criteria	Excellent 5	Very Good 4	Good 3	Fair 2	Needs Improvement 1	Comment
Were description, purpose and goals clearly stated?						
Did project have good public promotion? If no public promotion is needed, such as a social, rate as a 5.						
Did project have good chapter promotion?						
Was chapter membership participation adequate?						
Were adequate hours worked on project?						
Does the budget include actual income and expenses incurred?						
Evaluation of project						
Were recommendations made to assist in the future running of the project?						
Is the substantiating material submitted correct per the rules? If no material is submitted rate as a 0.						

Judges Initials \_\_\_\_\_  
Additional Comments :

Total Points \_\_\_\_\_

## **Sample of External Fund Raising Project Entry**

(STAT sheet and substantiating material are not included)

- I. Description of Project
  - A. Spring Glo-Ball Golf Tournament
    - 1. A golf tournament held after dark using glowsticks and balls.
  
- II. Purpose and Goals of Project
  - A. Purpose
    - 1. Raise money for the purchase of games and books for the Domestic Abuse Center
  - B. Goals
    - 1. To raise \$200.00 for the purchase of games and books to help entertain the older children taking shelter at the Domestic Abuse Center.
    - 2. To have 80% club participation
    - 3. Increase registered golf teams -- from 15 to 25 or more
  
- III. Promotion to Public and Chapter
  - A. Public
    - 1. Advertised in our local newspaper, local cable channel and radio station KICD/KIGL. We also distributed flyers to local businesses. Sent invitations to previously registered golfers. Asked area businesses for contributions and donations. Sent thank you to those who donated prizes. Had a letter of gratitude printed in newspaper. We had welcome bags for each team, included area food coupons and notions from local businesses.
  - B. Chapter
    - 1. Discussed at monthly board meeting and regular meeting concerning possible dates. Sign up sheets were passed around for each member to bring an appetizer. Decision was printed in chapter newsletter.
  
- IV. Participation of Members and Number of Hours Worked
  - A. Participation
    - 1. 90% of members participated by either golfing, registration, raffles and food.
    - 2. 12 members were needed for this project.
  - B. Hours Worked
    - 1. 48 hours worked by four committee members
    - 2. A total of 105 hours attended by 15 members
    - 3. 153 total hours for project
  
- V. Budget
  - A. Actual Income -- \$730.00
  - B. Actual Expenses for Glosticks, lunch meat, prizes -- \$200.00
  - C. Profit from project of \$530. \$200.00 donated to Domestic Abuse Center and \$300.00 donated to the neighborhood watch program!
  
- VI. Evaluation of Project
  - A. It was a perfect night for golf. We met 100% of our goals! We had 96% of our club members participate. We had 32 golf teams, an increase of 9 teams. We received a lot of donations for, raffles, door prizes, and tournament prizes. We had a practice green putting challenge of buying chances to putt blindfolded.

VII. Recommendations

- A. Continue with this excellent fund raising project. Have a list of team names with individual names separate. Glosticks should be purchased from Municipal Golf Course, they are cheaper. Use glosticks on flagpoles, flashlight batteries went dead too quickly. Continue the meat lunch with members donating relish and chips.

## **Sample of External Education Project Entry**

(STAT sheet and substantiating material are not included)

- I. Description of Project
  - A. Baby-sitting Clinic -- a class for boys and girls, ages 10 -13.
  
- II. Purpose and Goals of Project
  - A. Purpose -- To educate boys and girls on how to care for infant through school age children.
  - B. Goals -- Familiarize students with the basics of child development at different age levels.
    - 1. What is expected of them as a sitter and what to expect from parents.
    - 2. How to deal with emergency situations -- fire, first aid, choking.
    - 3. Certification for those who pass the test
    - 4. Presentation by Emergency Medical Technician and Fire department
  
- III. Promotion to Public and Chapter
  - A. Public -- News releases to KICD and KIGL radio, Cable TV local access channel and local newspaper. Posters distributed to each elementary school in the area.
  - B. Chapter -- Project progress was discussed at regular meetings with work schedule sign up sheet passed around. A reminder article was placed in chapter newsletter.
  
- IV. Participation of Members and Number of Hours Worked
  - A. Members -- 9 club members helped at the clinic by assisting in registration, testing and certification. All remaining members donated snacks for the students.
  - B. Nine members were required in order to run the project successfully.
  - C. Hours Worked -- Project chair persons donated 10 and 15 hours of time. The remaining 7 members accumulated 25 hours of total time worked.
  
- V. Budget
  - A. No income or expenses occurred
  
- VI. Evaluation of project
  - A. All the goals of this project were met. A detailed presentation was given by an Emergency Medical Technician and Fireman. Students were tested and all students certified! A list of certified students was given to the school administration for parental use. We have received many good comments from the community on this project.
  
- VII. Recommendations
  - A. This is an annual project and we recommend that the extension office be called well ahead of time to schedule presentations. Also try to have extra packets of information for students that walk in on the day of clinic. Review data annually.

## **Sample of External Service Project Entry** (STAT sheet and substantiating material are not included)

- I. Description of Project
  - A. 4th of July “Hometown” Parade -- Hand out cards, to spectators along parade route, which contain a recipe and information about the chapter.
  
- II. Purpose and Goals of Project
  - A. Publicize Women of Today and its activities
  - B. Contact prospective new members
  - C. Work with other community organizations
  
- III. Promotion to Public and Chapter
  - A. Chapter has participated in the annual community parade on July 4th for many years. As past participants we received information and application for participating in 1996 parade. Application was submitted once it was determined what type of unit we would have (walking, float, vehicle).
  - B. Chapter members were polled and those who were going to be in town to participate decided to march in the parade, carrying a newly designed Women of Today banner.
  - C. Recipe/Information cards: 1200 cards were made with one of two different recipes on one side and information about the local chapter on the other side. These were handed out to women along the parade route.
  - D. Sign-up sheets were passed at June chapter meeting for participants.
  - E. Information about the parade was published in both June and July chapter newsletters.
    - 1. June issue: Mentioned need for participants. Members’ children are welcome to participate as well.
    - 2. July issue: Listed location of our “staging” site. Members were told to meet at members house prior to going to staging area to get assignments: who would hand out cards, who would carry “Service”, “Growth”, “Fellowship” signs, who would carry main banner and who would hand out candy.
  
- IV. Participation of Members and Number of Hours Worked
  - A. Participation
    - 1. 13 out of 38 members participated
  - B. Ten members were needed to complete the project successfully
  - C. Hours Worked
    - 1. 25 hours worked by chairmen/committee
    - 2. 27 hours participated in by 9 members
    - 3. 48 hours attended by 16 children of members
    - 4. 100 hours for project

- V. Budget
  - A. Income -- \$0.00
  - B. Expenses:
    - 1. \$ 36 for 10 bags of tootsie rolls
    - 2. \$ 42.80 for 1200 recipe/information cards Xeroxed and cut (4 per sheet)
    - 3. \$19.26 for laminating of project signs (so can then be reused and cost will not be repeated.)
  - C. Total expense -- \$98.06
  
- VI. Evaluation of Project
  - A. Handing out recipe cards seems to be a great way of getting information out and into the community. Being in the parade puts us in the public eye and makes community members aware of our presence and our commitment to the community.
  
- VII. Recommendations
  - A. Have only our members hand out recipe/information cards. The members' children tended to give cards to men and young children, rather than the primary contact source: women over the age of eighteen.
  - B. Have a truck, car, van or other vehicle  
Although the parade route was only 1.5 miles long, it was a very hot day and the pace was bit brisk. It would be helpful to be able to take turns riding.
  - C. The cart used to hold extra cards and candy was not large enough, especially after all the extra water bottles and skates were piled on to it.
  - D. It slowed down the pace when we had to stop and fill the buckets of candy that were being passed out. Next time use only half the buckets at a time -- send participants out along the parade route, while those in the van/car fill up other buckets with candy. Then when one bucket becomes empty you would just need to hand a full bucket to the marcher and take the empty one and re-fill.

## **Sample of Internal Ways and Means Fund Raiser Project Entry**

(STAT sheet and substantiating material are not included)

- I. Description of Project
  - A. Baby Contest -- Photo contest of children less than 2 years old.
  
- II. Purpose and Goals of Project
  - A. Purpose
    - 1. Project held annually as a chapter Fund Raiser with the moneys collected being used to support projects and special needs within the community as well as selected National charities.
    - 2. To work with members of the business community and build closer relationships with them.
    - 3. To foster community awareness what our organization does and thus create an interest in persons who might join our chapter.
  - B. Goals
    - 1. To have 40 -45 babies entered
    - 2. To have display boards prominently placed for public to see.
    - 3. Income of at least \$800.00
    - 4. To have at least 5 members participate
  
- III. Promotion to Public and Chapter
  - A. Public
    - 1. TV Cable -- short message with important details
    - 2. Newspapers
      - a) Sent article announcing the Baby Contest and details to two area wide newspapers and one local weekly paper.
      - b) Announcement of winners sent to two papers with our photo taken at the awards ceremony.
    - 3. Flyers were placed next to registration forms at the specific locations. An undetermined number of flyers placed on display tables with voting envelopes. Replenished at intervals
    - 4. Posters (7) sized 8x11 eye-catching announcements with key information and a brief message about our chapter were placed in two grocery stores, two nurseries, a day care center, a Laundromat and a bank. Four additional posters sized 5x8 showing mother and child were placed directly above registration forms at pick-up points.
    - 5. Northeastern Women of Today shared display boards
    - 6. Office Store and More, Inc. supplied 200 registration forms.
    - 7. K-Mart permitted display board in lobby. Bought gift certificates there.
    - 8. York Bank -- display board near teller windows. Bought bonds there.
    - 9. Newspaper photographer for award ceremony
    - 10. Thank you letters to each family, CEO of the York bank and manager of K-Mart.

- B. Chapter
  - 1. Newsletter articles -- information and progress reported in 3 newsletters
  - 2. Phone contact -- called individual members asking them to publicize the Baby Contest among family, friends and co-workers.
  - 3. Personal contact -- made with most members at monthly meetings.
  - 4. Asked neighboring chapters to publicize the event
  
- IV. Participation of Members and Number of Hours Worked
  - A. Participation
    - 1. 5 out of 8 members participated
  - B. Five members were required to run project successfully.
  - C. Hours Worked
    - 1. 100 hours worked by Chairman
    - 2. 16 hours worked by 2 members
    - 3. 1 hour attended by 5 members
    - 4. 117 total hours for project
  
- V. Budget
  - A. Actual income -- \$751.84
  - B. Expenses -- \$127.39
    - 1. Awards -- \$105.00
    - 2. Operating Supplies -- \$22.39
  - C. Total Profit was \$624.45
  
- VI. Evaluation of Project
  - A. Reached our goal -- 40 babies.
  - B. Display boards placed in very prominent areas
  - C. Did not reach monetary goal of \$800
  - D. Five members participated in project
  
- VII. Recommendations
  - A. Find a way to make early publicity more effective. Perhaps information can be hand carried to the newspaper main office and frequently check on the project's publication.
  - B. Continue to seek members of the business community who are willing to supply the awards.
  - C. Contact the local news and weather radio station for broadcasting about the Baby Contest.
  - D. Important to have well defined rules for this project and adhere to them. This will handle any irregularities (Example seeking late entries, etc.)

## Sample of Internal Member Enrichment Project Entry

(STAT sheet and substantiating material are not included)

- I. Description of Project
  - A. Year End State Meeting -- to host the meeting.
- II. Purpose and Goals of Project
  - A. Purpose -- To finalize 1995-1996 year of Iowa Women of Today, with a special, meaningful, fun filled convention.
  - B. Goals
    - 1. To have 40 members in attendance from Iowa chapters.
    - 2. To have a well organized hassle free year end meeting.
- III. Promotion to Public and Chapter
  - A. Public -- progress notes were printed in our monthly club notes that get written in our local newsletter.
  - B. Chapter
    - 1. Pre-registration forms were placed in local and state newsletters.
    - 2. Personal invitations were also sent to each chapter.
- IV. Participation of Members and Number of Hours Worked
  - A. Participation
    - 1. 5 committee members and 12 regular members worked on project
    - 2. 32 members throughout the state attended
  - B. All 17 members were required in order to run the project successfully.
  - C. Hours Worked
    - 1. 89 hours worked by 5 committee members
    - 2. 120 hours worked by 12 members
    - 3. 500 hours attended by 32 members
    - 4. 219 hours for project
- V. Budget
  - A. Actual Income -- \$640.00
  - B. Expenses -- \$620.00
    - 1. Meeting rooms -- \$100.00
    - 2. Decorations -- \$40.00
    - 3. Food -- \$480.00
  - C. Total profit -- \$20.00

VI. Evaluation of Project

D. A "Tea Party" theme was chosen and it was decided to hold the meeting at the Hotel in Spencer. They gave the best rates, and had the best facility to offer. Everyone seemed to have a very good time. 2 excellent forums were presented, one on personality color types and the other on the woes of volunteer burn out, warning signs and how to prevent it. The entire weekend seemed to go very smooth. Evening entertainment was a lot of fun with a female comedian giving everyone a good laugh. It was an extremely special year-end celebration. We were however 8 members short of our attendance goal.

VII. Recommendations

E. We feel a good idea for a forum might be a slide show of the Jimmy Andrews award. There are many new members who are not very familiar with the award. More hotels and convention centers should be contacted for bids.

## **Sample of Internal Member Social Project Entry**

(STAT sheet and substantiating material are not included)

- I. Description of Project
  - A. Surprise Breakfast -- To pick members up for breakfast on a unknown date and time.
  
- II. Purpose and Goals of Project
  - A. Purpose
    - 1. To provide fun and entertaining get together for members
  - B. Goals
    - 1. To have 50% of membership participate
    - 2. To give members the opportunity to see how much fun can be had in seeing each other looking our "best"
    - 3. To have a well balanced, good tasting meal
  
- III. Promotion to Public and Chapter
  - A. Public -- none needed
  - B. Chapter
    - 1. Discussed at 2 general membership meetings
    - 2. Included articles in 2 monthly newsletters
    - 3. Verbal reminders to members
  
- IV. Participation of Members and Number of Hours Worked
  - A. Participation
    - 1. 9 out of 21 members participated
  - B. Three member were required in the planning, in order to run this project successfully.
  - C. Hours Worked
    - 1. 10.5 hours worked by chairman and committee
    - 2. 27 hours attended by 9 members
    - 3. 37.5 total hours for project
  
- V. Budget
  - A. Actual income -- \$ 0.00
  - B. Actual expenses -- \$50.00
  - C. Total chapter expense -- \$50.00
  
- VI. Evaluation of Project
  - A. A fun time was had by all. Only 9 of 21 members attended. We all look pretty good in the morning! The meal was wonderful and good for us.
  
- VII. Recommendations
  - A. Continue this as an annual event.