

## 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
- B.

### 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

\*\*\* Your 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)