

# NEW STATE OPERATIONS GUIDE

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Dear New State Leader:

It's exciting to welcome you to the United States Women of Today! You have taken on a responsibility that has the potential to provide many opportunities for yourself, for members of your new state and to the communities which you will serve.

You are a pioneer, yet you are not alone. Through the network of support that is provided by the United States Women of Today, you will:

- \*\* Receive ideas for projects and promotion
- \*\* Enjoy the support of national officers and members of other states
- \*\* Have opportunities to meet others and exchange ideas with members from throughout the United States
- \*\* Receive input about the administration of Women of Today in your state

This New State Operations Guide is provided as assistance in setting up the administrative structure of your state. The materials were acquired from state and national officers who have had experience in the areas discussed. It is recommended that these guidelines be followed as you plan for the future of your state. By doing so, you will be taking advantage of time-tested programs, and the state will have a similar structure to other U.S. Women of Today states.

Some of the information is pertinent now, while other areas will be used as you grow and the need arises to expand. You are encouraged to read through all of the materials, ask questions when you have them and incorporate according to your set time-line. Naturally, you are also encouraged to augment with ideas of your own.

You are adding to the success of the United States Women of Today. Our best wishes to you, along with gratitude for working to improve the quality of life for your members and your communities.

Sincerely,

United States Women of Today

# STATE BOARD OF DIRECTORS

## I. TO START

- A. One-chapter state
  - 1. Local officers serve as "state" officers
  - 2. Refer to information about chapter management to set up structure of chapter offices
- B. As new chapters are added to state
  - 1. Future Directions Committee
    - a. Invite a committee of interested members to study the needs of your state
    - b. Have them determine the best way to proceed in setting up a more definite state structure
    - c. Present recommendations to chapter(s) for vote
    - d. Keep committee in place, changing members according to set plans, so that it stays "fresh"
  - 2. Decide when to form a "state"
    - a. Base your decision on committee recommendations and need
    - b. Two or more chapters could use some state structure
      - 1.) With two or three chapters, you may simply want to exchange newsletters, communicate regularly and set up visits to each chapter
      - 2.) Elect a State President
        - a.) Serve as a liaison between the chapters
        - b.) Set up a "state" meeting or gathering
        - c.) Communicate
    - c. A state with four or more chapters should begin to have more structure
      - 1.) Elect officers other than a President
      - 2.) Outline duties
  - 3. Plan for officers according to the needs of your state
  - 4. Implement offices through election
  - 5. Provide outlines for officers
    - a. Include in by laws and policies of your state
    - b. Detail the exact operations of the officers so that they have a reference guide
  - 6. Work from where you are, gradually increasing and fine-tuning

## II. STATE OFFICER STRUCTURE

- A. State Staff - Elected Officers
  - 1. Basic offices and duties
    - a. President
      - 1.) Oversee operations of state
      - 2.) Encourage the growth of each chapter and the state through membership promotion
      - 3.) Supervise state officers
      - 4.) Provide support and encouragement to chapters
        - a.) Assist when needed
        - b.) Visit chapters and promote state activities and organization
        - c.) Communicate regularly
      - 5.) Serve as the liaison between the national organization and the state
      - 6.) Preside at all meetings of the state

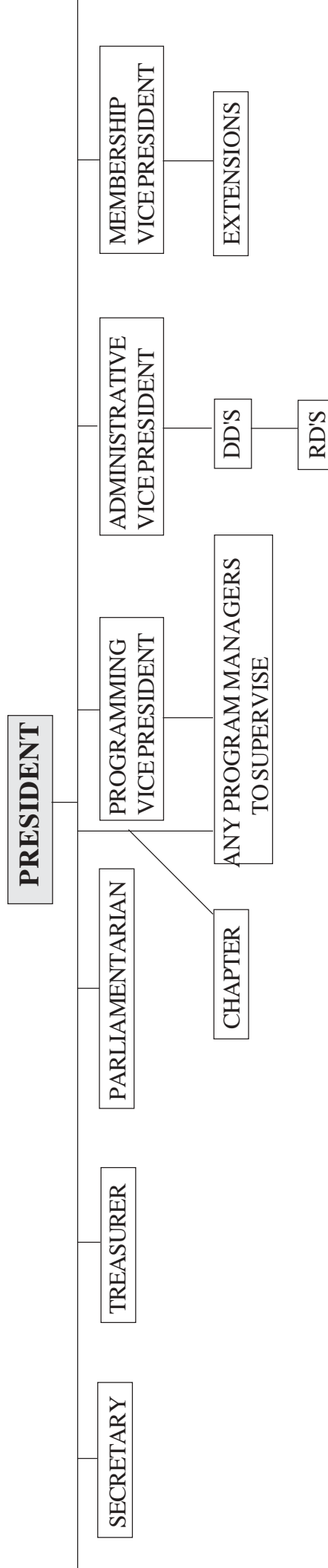
- b. Vice President
  - 1.) Assume duties in the event the President is unable to fulfill them
  - 2.) Take on duties deemed necessary by the President
  - 3.) May be in charge of a certain area of emphasis and supervise any officers serving under them
    - a.) Membership
    - b.) Programming (may divide between external and internal)
- c. Secretary
  - 1.) Maintain the minutes at all meetings of the organization and provide copies
  - 2.) Responsible for publication of a state newsletter
- d. Treasurer
  - 1.) Oversee all receipts and disbursements of the organization
  - 2.) Provide a written financial statement at each meeting of the State Staff
  - 3.) Manage the income and disbursement of membership dues and keep records
  - 4.) Have books audited at year end
- e. Parliamentarian
  - 1.) Writing and revision of By Laws and Policies of the state
  - 2.) Promoting the use of correct parliamentary procedure to state officers and to chapters
- f. Program Managers
  - 1.) Promote programs of the United States Women of Today
    - a.) Focus on Women
    - b.) Project Recognition
    - c.) S.T.E.P.
    - d.) External Areas adopted for promotion by U.S.W.T.
    - e.) Public Relations
    - f.) Personal Enrichment
    - g.) Extensions
  - 2.) Options
    - a.) Program Managers for each area
    - b.) Combine two or more areas and place under one person's responsibility
    - c.) Combine program promotion responsibility with State Staff Officer
- 2. Add offices as state need requires
  - a. Membership Vice President
    - 1.) Promote education of chapters on membership
    - 2.) Keep accurate records of membership statistics and use them to efficiently promote the area
  - b. Internal and External Vice President or Community Development Vice President
    - 1.) Internal in charge of internal programs and/or program managers of the state
    - 2.) External in charge of external programs and/or program managers of the state
  - c. Operations Vice President
    - 1.) In charge of operations of the state
      - a.) Setting up state meetings
      - b.) Managing office-type duties of the state
        - 1.) Publishing beginning of year officer lists/Plan of Action
        - 2.) Manuals
        - 3.) Award orders/name tags for officers

- d. Chapter Management Vice President
  - 1.) Concentrated attention to chapters (oversees Local Presidents)
  - 2.) Provide information to chapters about the most efficient, effective ways to run the chapter
  - 3.) Oversee a chapter management program to encourage well-rounded chapter involvement in the organization
    - a.) Point system
    - b.) Competition between chapters may be desired
    - c.) Examples of a system are included
- e. District Directors/Region Directors
  - 1.) Put in place as number of chapters increases
  - 2.) District Directors would have a number of chapters to supervise
  - 3.) Reports would be given to the state
  - 4.) Districts have meetings other than state meetings

### **III. OPERATION OUTLINE FOR OFFICERS**

- A. An operation outline differs from description of duties
  - 1. Operation outline is a step-by-step, chronological outline of specific responsibilities
  - 2. Description of duties is a general outline of responsibilities, similar to that described above
- B. As officer positions are implemented, an Operation Outline should be begun for each
  - 1. As the position expands and is developed, revisions should be made to the outline
  - 2. Recommend revisions each year by the outgoing officer
- C. It is not always possible to verbally, or with files pass on all information to a new officer. An Operation outline will provide the information a new officer needs. She will have it to refer to at any time during the year.
- D. Guide for outline
  - 1. Beginning of year
  - 2. Any training sessions, special mailings
  - 3. Prior to meetings
  - 4. After meetings
  - 5. Specific duties
- E. Sample of detailed operation outline for President
  - 1. Beginning of year
    - a. Compile list of state officers
      - 1.) Copy for National President
      - 2.) Copy for each State Staff member
      - 3.) Copy for each chapter
    - b. Develop goals and plan of action
    - c. Continue in this manner, describing details of items that need to be completed at the beginning of the year
  - 2. Prior to meetings
    - a. Arrange for a meeting place
    - b. Arrange for special speakers and forums
    - c. Print schedule and promote meeting to chapters
    - d. Continue in this manner, describing details of items to complete prior to a meeting
  - 3. Continue with operations outline in this manner

# OFFICER POSITION CHART



# HOW TO DEVELOP A CONSTITUTION

## **A. A constitution is the backbone of your state organization. It should contain:**

1. The name of the organization
2. The purpose of the organization
3. Qualifications of membership
4. Criteria for becoming officers
5. Criteria for holding elections and meetings
6. Methods of amendments
7. Constitution seldom changes

## **B. By Laws are the permanent body of legislative rules.**

1. The rules by which an organization operates
2. Seldom any difference between the Constitution and By Laws
3. Most organizations combine the two
4. By Laws change, adjust and grow as your state organization changes, adjusts and grows

## **C. Policies - A Guide to Operation**

1. Assist members in understanding the operations and functions of the organization
2. Give you a course of action and how to operate within your By Laws
3. Changes and adjust to work with By Laws

# SAMPLE CONSTITUTION

## ARTICLE I - NAME OF ORGANIZATION

Section 1 The name of this organization shall be the \_\_\_\_\_ Women of Today

## ARTICLE II - PURPOSE

Section 1 The purpose of this organization will be:  
a. To promote community involvement through projects and programs  
b. To promote the development of leadership skills  
c. To promote the personal growth of all individual members

Section 2 This organization will be non-partisan and non-sectarian

## ARTICLE III - AFFILIATION

Section 1 This organization is affiliated with the \_\_\_\_\_ Women of Today and the United States Women of Today and is subject to the By Laws and Policies of such.

## ARTICLE IV - GOVERNMENT

Section 1 The Government of this organization shall be vested in the members, represented by the Board of Directors

Section 2 The officers shall consist of a President, Internal Vice President, External Vice President, Secretary, and Treasurer. These shall be elected by the general membership, as prescribed in the By Laws. (This can be modified on a individual chapter basis.)

## ARTICLE V - AMENDMENTS

Section 1 This constitution may be amended by a two-thirds (2/3) vote of the membership of this organization present at any regular or special meeting providing a quorum is present.

Section 2 Written notice of the proposed amendment must be presented to the membership at least 30 days prior to the date of such meeting.

## BYLAWS

### ARTICLE I - MEMBERSHIP

Section 1 Membership in this organization shall be open to any person at least 18 years of age.

## ARTICLE II - DUES

- Section 1 Annual dues for membership in this organization shall be \$\_\_\_\_\_ each year. Dues are payable to the Treasurer on or before the 10th day of the anniversary month of the member.
- Section 2. Notice of dues owing shall be given to the members by the Treasurer 30 days prior to the due date. If dues are not paid by the member, that member shall be dropped from the roster of the (local) Women of Today and the (state) and United States Women of Today.
- Section 3 This organization shall pay state dues of \$\_\_\_\_\_ and U.S. dues of \$\_\_\_\_\_ totaling \$\_\_\_\_\_ for each member.

## ARTICLE III - FINANCES

- Section 1 The fiscal year shall be from May 1st to April 30th.
- Section 2 A budget shall be prepared by the Board of Directors and must be presented to and approved by the general membership.
- Section 3 Disbursements of monies under \$25.00 not provided for in the budget shall be approved by the Board of Directors. Disbursements of monies over \$25.00 shall be approved by the general membership.

## ARTICLE IV - MEETINGS

- Section 1 General membership meeting will be held on the \_\_\_\_\_ of each month. Board meetings will be held on the \_\_\_\_\_ of the month.
- Section 2 A majority of the membership present, in good standing and entitled to vote, constitutes a quorum for the transaction of business.
- Section 3 A special meeting may be called by the President, or upon application of twenty-five (25) per cent of the membership. Membership shall be notified of such meeting.

## ARTICLE V - ELECTIONS

- Section 1 The March (or April) meeting will be the Annual Election meeting.
- Section 2 A nominating committee will be appointed by the President and will consist of three (3) members. This committee shall propose candidates for all elective offices at the March (or April) membership meeting.
- Section 3 Nominations from the floor will be accepted at the Election Meeting. Elections will be conducted by secret ballot. The candidate receiving the majority of votes will be declared elected.
- Section 4 Each member will be entitled to one vote upon each matter submitted to a vote at a meeting of the organization, providing the member is present.

Section 5 When a vacancy on the Board occurs, the President may fill this vacancy by appointment, until an election can be held at the next general membership meeting.

Section 6 Officers elected at the annual Election meeting will take office on May 1.

#### ARTICLE VI - BOARD OF DIRECTORS

Section 1 Duties of the Officers

President - The President will preside at all general and board meetings and will have general supervision of the organization. He/She will be an ex-officio member of all committees.

Internal Vice President - In the absence or resignation of the President, the Internal Vice President will assume her duties. He/She will be responsible for the internal programs offered.

External Vice President - The External Vice President will be responsible for any external programs held and finding chairmen for such.

Secretary - The Secretary will record and keep the minutes of all meetings and keep records of attendance. He/She will conduct correspondence for the state.

Treasurer - The Treasurer will receive and safely keep all funds of the organization and disburse funds with the consent of the President and the Board of Directors. A monthly and annual report will be made to the membership. Have state books audited at year-end.

Section 2 The Board of Directors may meet on call of the President or on request of one half (1/2) of its members. One more than half of the members of the Board shall be present to constitute a quorum.

#### ARTICLE VII - RULES OF ORDER

Section 1 Robert's Rules of Order, Newly Revised shall decide any matter not covered in the constitution and By Laws of this organization.

#### ARTICLE VIII - AMENDMENTS

Section 1 These By Laws may be amended by a two-thirds (2/3) vote of the members present at any regular or special meeting providing a quorum is present and proper notice has been given.

Section 2 The members shall receive a notice of pending amendments at least thirty (30) days in advance of the meeting where voting will take place.

# HOW TO DEVELOP A CREED

- A. Creed is any system of belief or of opinion
  - 1. Should reflect your purpose
  - 2. Should reflect belief of all of your members
  - 3. Should be a personal statement of belief
    - a.) Reflect why members join
    - b.) Direction all members will take
  - 4. Many states use the U.S. Women of Today Creed
    - a.) It was developed for all members
    - b.) Reflects our belief as a national organization
  - 5. Creed should be
    - a.) Simple
    - b.) Long lasting
    - c.) Give strength
  - 6. Sample Creeds
    - a.) Girl Scout Creed
      - On my honor I will try to serve God, my country and mankind and to live by the Girl Scout laws*
    - b.) U.S. Women of Today Creed
      - We, the United States Women of Today,*
      - Are dedicated to serving our community and nation,*
      - Are committed to strengthening our individual talents,*
      - And stand united by our friendship and belief in the future.*

## STATE LOGO

- A. State logo gives your state organization an identity
  - 1. Continues year to year
  - 2. Used by all state officers
  - 3. Used on stationery, cards, manuals, membership cards and advertisements
  - 4. Give a professional image to your state organization
  
- B. Develop a state logo
  - 1. Make it simple
  - 2. Don't make it personal
  - 3. Make it something every member in your state can identify with
  
- C. Sample Logos (see next page)
  - 1. U.S. Women of Today logo reflects our national organization
  - 2. Missouri Women of Today logo reflects the Missouri membership
  - 3. State President logo reflects personal theme



***United States Women of Today***



***Missouri Women of Today***

# STATE PLAN OF ACTION

## A. Plan of Action, your road map for the upcoming year

1. Should include
  - a.) Goals - be specific
2. Plan on achieving your goals
3. Communication
4. Budget
5. Sample Plan of Action to help you:

## SAMPLE PLAN OF ACTION

- |   |  |
|---|--|
| <p>I. Membership Growth - Base + 1 Plan</p> <ol style="list-style-type: none"><li>A. New Members</li><li>B. Retention</li><li>C. Extensions</li></ol> <p>II. Programming</p> <ol style="list-style-type: none"><li>A. Promote External Program(s)<ol style="list-style-type: none"><li>1. U.S. external area(s)<ol style="list-style-type: none"><li>a. Educational efforts</li><li>b. Fund raising efforts</li></ol></li><li>2. Other state programs</li></ol></li><li>B. Promote Internal Programs<ol style="list-style-type: none"><li>1. S.T.E.P.<ol style="list-style-type: none"><li>a. Certification</li><li>b. Competition</li></ol></li><li>2. Effective Speaking<ol style="list-style-type: none"><li>a. Certification</li><li>b. Competition</li></ol></li><li>3. Effective Writing<ol style="list-style-type: none"><li>a. Certification</li><li>b. Competition</li></ol></li><li>4. Focus on Women certification</li><li>5. Other state programs</li></ol></li></ol> <p>III. State Meetings</p> <ol style="list-style-type: none"><li>A. Place and date</li><li>B. Special event</li><li>C. Training forums, competitions, etc.</li><li>D. Other</li></ol> | <p>IV. Communications</p> <ol style="list-style-type: none"><li>A. Monthly State President's Report</li><li>B. Outgoing communication<ol style="list-style-type: none"><li>1. To state officers</li><li>2. To chapters</li><li>3. To individual members</li><li>4. Other</li></ol></li><li>C. Incoming Communication<ol style="list-style-type: none"><li>1. From state officers</li><li>2. From chapters</li><li>3. From national staff members</li><li>4. U.S. Newsletter</li></ol></li></ol> <p>V. Recognition and awards offered</p> <ol style="list-style-type: none"><li>A. Local members/chapters<ol style="list-style-type: none"><li>1. National</li><li>2. State</li></ol></li><li>B. Local officers<ol style="list-style-type: none"><li>1. National</li><li>2. State</li></ol></li><li>C. State officers<ol style="list-style-type: none"><li>1. National</li><li>2. State</li></ol></li></ol> <p>VI. Travel</p> <ol style="list-style-type: none"><li>A. Visits to chapters</li><li>B. Extension meetings</li><li>C. National meetings<ol style="list-style-type: none"><li>1. Mid Year Meeting - first weekend in November (Friday through Sunday)</li><li>2. Convention - second weekend in June (Thursday through Sunday)</li></ol></li></ol> <p>VII. Budget</p> <ol style="list-style-type: none"><li>A. State budget allotment</li><li>B. Sponsorships</li><li>C. Personal allotment</li></ol> |
|---|--|

# ARTICLES OF INCORPORATION

The Articles of Incorporation are completed by the chapter President with help from the Extension Team at the President's Orientation. (Please remember that the regulations regarding the filing of Articles of Incorporation in your state may vary. Check with the office of your Secretary of State to be certain of what is needed.)

This is the official document for establishing the chapter as a legal entity in your state. Use the form headed "Articles of Incorporation." You may get this form from your states Secretary of State.

1. In the document heading, first paragraph, Article I, Article II, Article X, and signature line, insert the name of the new chapter. (For example, "St. Cloud Women of Today.")
2. In Article V, the chapter must establish a permanent address. A Post Office box number with the Post Office street address works best. (Permanent address is very important because there is a fee for any address change.)
3. Under Article III, the name of the Board of Directors or officers should be inserted: these individuals will also serve as the official incorporators of the group.
4. The chapter's President and Secretary should execute the Articles on page 3 of the Articles of Incorporation in the presence of two witnesses and a notary public.

Send the completed form with \$\_\_\_\_\_ to:  
(Your States Secretary of State)

When you receive the approved copy of your Articles from the Secretary of State, send a copy with the stamped number on it to your State Treasurer.

Set up a permanent file for the chapter's important papers. File the copy received in it.

# STATE AND FEDERAL TAX FILING

## **FEDERAL EMPLOYER IDENTIFICATION NUMBER**

The Federal Employer Identification Number is sometimes referred to as Federal ID Number or Federal Tax ID Number. The Chapter Treasurer files these papers.

You will need to complete form SS-4. It is very simple and there is no fee involved. Send the completed form to:

IRS SERVICE  
KANSAS CITY, MO 64999

## **STATE TAX IDENTIFICATION NUMBER (FORM MBA)**

Chapter Treasurer files this form after receiving tax identification number from the Federal Government.

Complete Form MBA and send to the address given below. The form is simple and there is no cost.

Your States Department of Revenue  
Income Tax Division

## **FEDERAL INCOME TAX EXEMPTION STATUS**

Chapter Treasurer completes this form after she receives the Federal Identification Number.

You will need to complete Form 1024 and Form 8718. Attach a COPY of your Articles of Incorporation and a signed copy of your By Laws for Form 1024. Attach Form 6718 to Form 1024 and send them with the required fee of \$\_\_\_\_\_ to:

INTERNAL REVENUE SERVICE  
EP/EO DIVISION  
230 S. DEARBORN  
DPN 20-5  
CHICAGO, IL 60604

File the return letter stating your exemption status with your important papers. This is a very important and valuable letter.

## **STATE INCOME TAX EXEMPTION STATUS**

Chapter Treasurer completes this after receiving the Federal Tax Exemption status. Complete form and send it to:

Your States Department of Revenue  
Income Tax Division

You must include a copy of your Federal Tax Exemption letter. File the return letter stating your exemption status with your important papers.

FOR COPIES OF FORMS OR QUESTIONS CALL THE IRS AT 1-800-424-1040 OR  
YOUR STATES DEPARTMENT OF REVENUE

## **LIABILITY INSURANCE**

Some state organizations may carry a Liability Insurance Policy. This covers all chapters throughout their state. Examples of coverage: medical expenses for food poisoning or someone's sprained ankle at a chapter dance. Special ("Dram Shop") insurance is required for selling alcoholic beverages. Serving such beverages at a chapter event, such as Wine and Cheese tasting social, is covered under a concept called Host Liquor Liability.

In state offering insurance, coverage is not optional, so payment of premium is mandatory. Check with states if you are interested in acquiring this coverage.

# KEY TREASURER RESPONSIBILITIES

1. Prepare a Budget
  - A. Determine what kinds of income you will have
  - B. Determine what kinds of expenses you will incur
  - C. Your income should exceed the expenses
  
2. Dues Billings
  - A. National sends out a list each quarter
  - B. State Treasurer or Membership Vice President sends out to local chapters
  - C. Local chapters send in their dues and list to state
  - D. State Treasurer sends a check to National Membership Vice President
  - E. Dues are based on number of members
  
3. Funds accounting
  - A. Establish a checking account
  - B. Determine how officers are to voucher for their expenses
  - C. Pay expenses/make deposits
  - D. Establish a record-keeping system
  
4. Start-up procedures -- new states only
  - A. Application for a Federal Tax Identification number
  - B. Application for Articles of Incorporation
  
5. Ways and Means - Optional Duty
  - A. Items that can be sold for profit by the state to its members
  - B. Inventory records

**SAMPLE STATE BUDGET**

**ANY STATE WOMEN OF TODAY  
19\_\_-19\_\_ BUDGET**

**INCOME**

Dues (50 members X \$10.00)	\$500.00
Ways and Means	100.00
Miscellaneous	10.00
<b>TOTAL</b>	<b>\$610.00</b>

**EXPENSES**

President	\$100.00
Vice President	50.00
Secretary	25.00
Treasurer	25.00
_____ Program Manager	25.00
_____ Program Manager	25.00
National Dues (50 members X \$4.00)	200.00
Miscellaneous	10.00
Newsletter	50.00
Ways and Means	50.00
Carry over (for next year start-up)	50.00
<b>TOTAL</b>	<b>\$610.00</b>

# **DUES BILLINGS**

**SAMPLE EXPENSE VOUCHER FORM**

**ANY STATE WOMEN OF TODAY  
EXPENSE VOUCHER FORM**

PAID TO \_\_\_\_\_

CHECK# \_\_\_\_\_

ADDRESS \_\_\_\_\_

\_\_\_\_\_

ACCOUNT \_\_\_\_\_

TOTAL AMOUNT \_\_\_\_\_

<u>QTY</u>	<u>ITEM PURCHASED</u>	<u>AMOUNT</u>
<b>TOTAL</b>		

## STATE AND NATIONAL DUES

Each state is assigned a "number" by the United States Women of Today dues biller. Each local chapter is assigned a number also; this number should be recorded on each piece of correspondence to the national membership vice president. This number appears on every dues billing form; there are four billings each year.

Dues billings are sent from the U.S.W.T. dues biller to ONE contact person in each state. That individual sends them to chapters within their own state. Each state has the option of having the dues billing sent directly to both the state contact and the local chapter (for a fee). Local chapters collect dues and return them to their state contact (usually a Membership Vice President or Treasurer). The state contact sends them to the national membership vice president; she in turn records the statistics for each chapter and state, then forwards them to the dues biller to be entered on to chapter rosters (which each chapter also receives quarterly).

All dues and new member add information should be sent EACH MONTH to the national membership vice president, postmarked on the 1st.

National dues are \$ \_\_\_\_\_ per member. Each state sets their own dues rate for membership, which will include the amount sent to the United States Women of Today.

All dues submissions for new members should be sent in on the U.S.W.T. "Add and Change Form." State contacts will get these from the dues biller or the national membership vice president.

State contacts should keep a record of recruiter information throughout the year and submit it to the national membership vice president by May 1st, so local chapter members who have recruited other new members during the year are recognized for their achievements. U.S. Women of Today recognizes local members who have recruited 5 or more members between May 1st and April 30th.

### TRACKING MEMBERS QUARTERLY

Each quarter when the state contact receives the dues billing and updated chapter rosters from the U.S. Women of Today dues biller, it is important to have local chapters check their roster and verify all information, especially spelling of names, current addresses and accuracy of the membership listed. Any changes made on the dues billing can be written right on the form being returned; if changes are made any month other than the quarterly renewals, it must be sent in on the "Add and Change" Form.

It is very important to send in all new member information at the end of each month, even if there may only be one or two new members.

## **ADD AND CHANGE FORM**

These are four-part forms. The local chapter keeps the gold copy and forwards the pink, yellow and white to the state contact. The state contact keeps the pink copy and forwards the yellow and white copy to the U.S. Women of Today Membership Vice President, with a check for \$\_\_\_\_\_ PER MEMBER from their state. There is a monthly dues submission form that accompanies the Add and Change forms. NOTE: A separate Add and Change form should be completed for EACH LOCAL CHAPTER submitting new members or changes.

The information required on the U.S. Women of Today Add and Change form is as follows: Whether a new member or change to existing, social security number, last name, first name, mailing address-city, state and zip code, month and year of birth.

## **TRANSFER FORMS**

A Transfer Form is used only when a member is transferring from one chapter to another within a state or from one state to another state. This form is in triplicate and must be completed by the local chapter member and local president that this member is transferring INTO. This information is again forwarded to the state contact and then on to the National Membership Vice President. NOTE: A member is only allowed to belong to ONE local chapter and state, no dual membership is allowed.

## **MEMBERSHIP BROCHURES**

Membership brochures are available from the National Treasurer for a cost of \$\_\_\_\_\_. They are three color brochures, red and blue ink on white paper, and were updated in June 1993. Please contact the National Treasurer to obtain brochures or to request a sample.

## **MEMBERSHIP BASE FIGURES**

A Chapter or State Base figure is the number of actual members that a local chapter OR a state BEGINS the year with on May 1st. The "Base Plus 1" membership plan is designed to help chapters end their year with one or more members than they began the year with.

If at any time a chapter membership drops below FIVE members for a total of THREE quarters in a row, they will be dropped as a member chapter; those individual members whose annual dues have NOT yet expired, will automatically become part of an "at large" membership within that state.

# ELECTION PROCEDURES

A. Term of Office: State and local officers should be elected or appointed for a term of one (1) year, beginning May 1st and ending April 30th. In the event of reappointment during the year, a term could be defined as a period of nine (9) months or longer. Elections for state officers should be held in April or May of each year.

B. Qualifications: Specific guidelines should be set up to insure the cohesiveness of the elected or appointed officers. EXAMPLE: Members of the "Executive Board" should probably have served as a local chapter president, and one year on the state board. The "State Board" would likely include specific program managers or promoters of different areas; an example of a program manager would be someone overseeing the promotion and paperwork for the internal programming areas or another nationally (U.S.W.T.) endorsed foundation. "State Board" members may be appointed by the incoming "Executive Board."

be

C. Guidelines: In general, the executive board should be structured so that there is someone responsible for the direct transfer of information from the U.S.W.T. to all local chapters within your state. For example: President, Membership Vice President, Programming Vice President (could be divided between internal or personal enrichment and external or Foundations we endorse), Secretary and Treasurer.

D. Voting: Should be held at the state's annual meeting, with the new officers assuming their duties immediately following the close of that meeting. Voting should be by secret ballot, with each local chapter represented, having a vote. Some states allocate voting delegates according to a ratio of members in each chapter, i.e., larger chapters having more votes; others give each chapter one vote.

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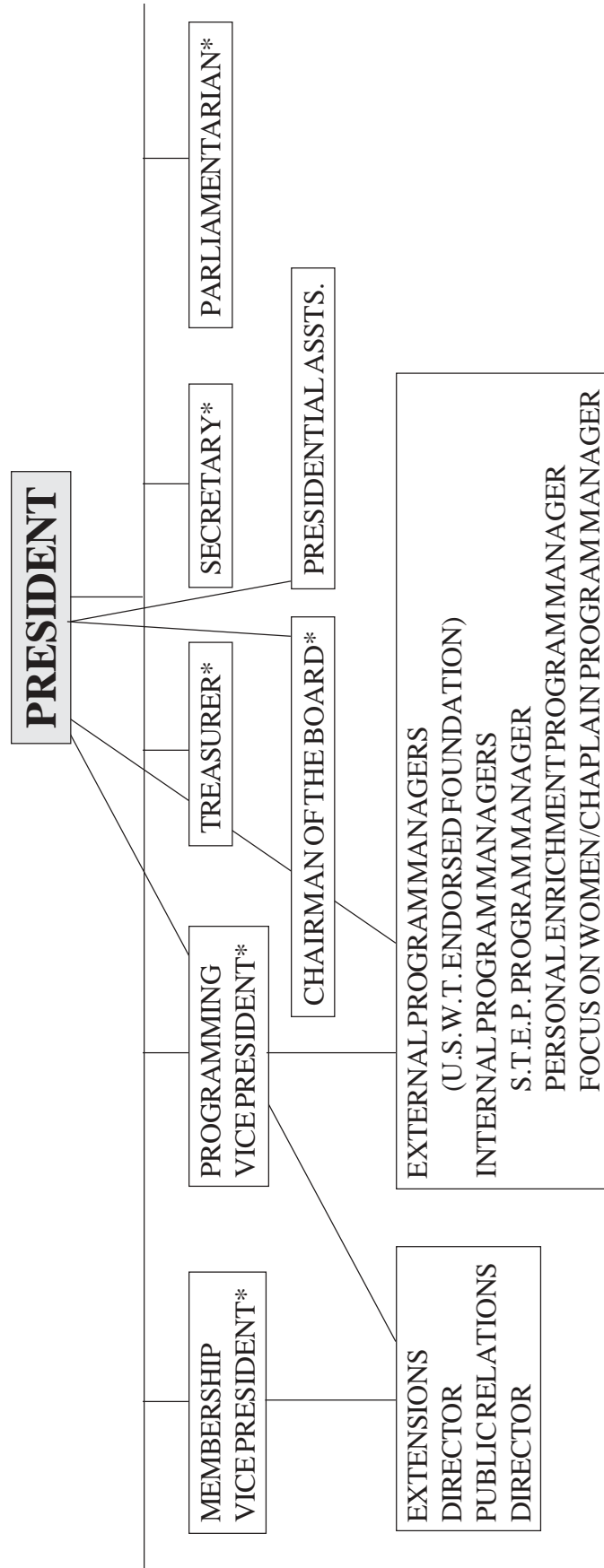
E. Filing for Office: Candidates for office should be required to complete a Filing Form, which gives information about the candidate, their qualifications and what chapter they are from. It's also a good idea to require a "Plan of Action" or some document that the candidate can state their intentions, goals and proposed methods of implementation during the upcoming year.

Campaigning at the annual meeting should be encouraged but due to contested elections, monetary limits should be placed on campaigns at each level, i.e., Presidential, Vice Presidential, Directors, etc.

## **PURPOSE OF KEEPING ACCURATE RECORDS**

- A. Consistency - Set methods of record-keeping always produce positive results. This will also make the transition and training of new officers much easier and take less time.
- B. "I can't find it" syndrome - Keeping up-to-date information and copies of correspondence in order, helps locate needed information in a hurry.
- C. Trends - Tracking your chapters and membership statistics is a good indicator of what you may be doing right or wrong, as well as serving as a basis to set and evaluate goals on a continual basis.
- D. Reviewing and updating member information insures that your chapters will receive information in a timely manner.
- E. It provides a permanent record of your achievements, and allows you to recognize your members for their achievements.

# UNITED STATES WOMEN OF TODAY STAFF



\*DENOTES EXECUTIVE COMMITTEE MEMBER

# **UNITED STATES WOMEN OF TODAY BOARD OF DIRECTORS**

Members of the Board of Directors include the Staff and the State President.

## **U.S. WOMEN OF TODAY MEETINGS**

Board of Director Meetings are held at Mid Year and National Convention.

Mid Year is held the first weekend in November (Friday through Sunday). Location is determined by the President.

National Convention is held the second full weekend in June (Thursday through Sunday). Location is determined by the membership at the previous Convention. Any state interested in presenting a bid to host the Convention should contact the President or Chairman of the Board. Copies of the bid must be sent to members of the Board of Directors at least thirty (30) days prior to the Convention at which the bid will be presented.

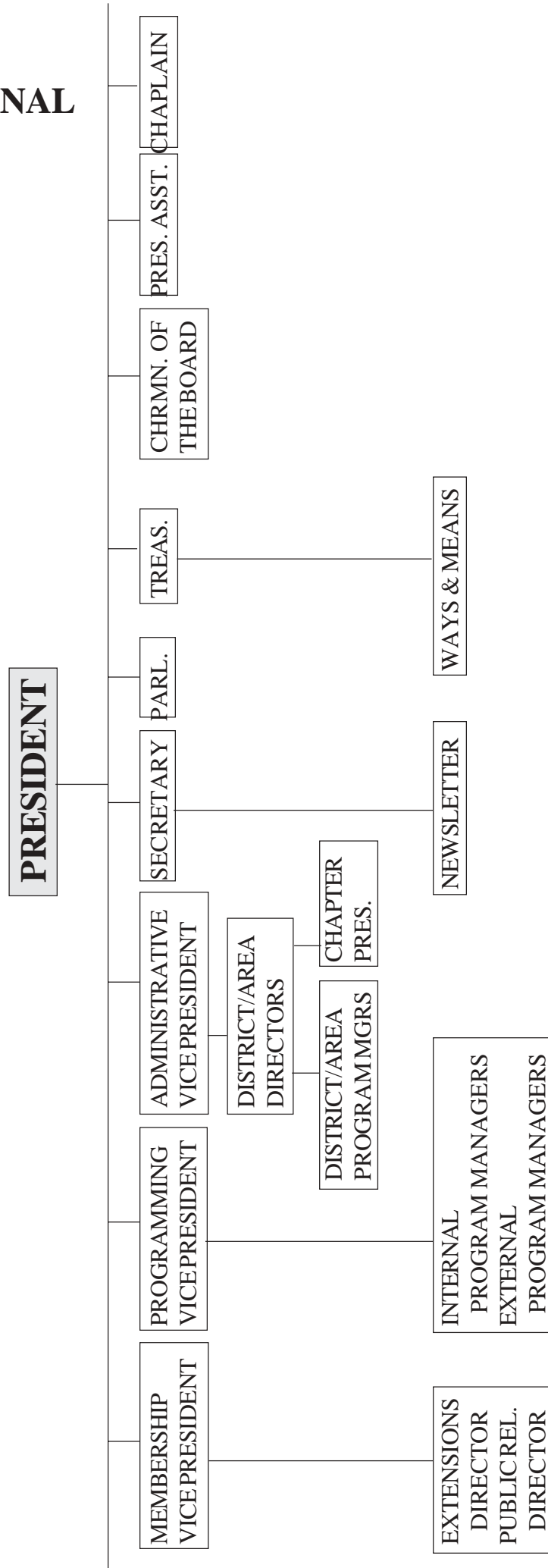
## **U.S. WOMEN OF TODAY VOTING**

State Presidents, or their designated alternates, are the voting members of the Board of Directors. Each state represented at a Board of Directors Meeting has one vote.

Proportional voting is used at the General Membership Meeting and Annual (Election) Meeting at National Convention. The number of voting delegates depends on the state membership at the close of fourth quarter, April 30th, preceding the Convention.

Elected positions include President, Membership Vice President, Programming Vice President, Secretary and Treasurer. Program Managers and Directors are determined by the outgoing Board of Directors, based on bids presented by those seeking each position. Positions appointed by the President include Parliamentarian and Presidential Assistant(s).

# STATE ORGANIZATIONAL CHART



Each State Organization should start with a basic framework. As it grows, needed positions should be added, just as each local chapter does.

# COMMUNICATIONS

## NATIONAL COMMUNICATIONS

1. Bi-monthly Newsletter to Local Chapters (This began in 1995-96. Prior to that time a monthly newsletter was sent to all State Presidents. This is subject to change.)
  - a. Annual Subscriptions available to any member  
July - June subscription costs \$\_\_\_\_\_ payable to U.S. Women of Today  
Send to National Secretary
2. Mailings to State President or State Contact
  - a. Programming and Membership information
  - b. Incentives and emphasis month promotions
  - c. Requests for information
3. Special mailings to:
  - a. State Programming and Membership Vice Presidents
  - b. State Program Managers - current national programming areas
  - c. State Extension and Public Relations Directors
4. Presidential Mailing to State Presidents

## STATE BOARD COMMUNICATIONS

1. Monthly Newsletter to Chapters
2. Special mailings as necessary
3. Phone communication as necessary
4. Monthly reports sent to State President
5. Monthly reports sent to corresponding National Officers

## CHAPTER COMMUNICATIONS

1. Monthly Newsletter to all members
2. Phone tree to members
3. Monthly Chapter report sent to State President
4. Membership renewals/programming certifications sent to State quarterly, new member adds sent monthly

# **NEWSLETTERS**

## **STATE NEWSLETTERS**

Articles by State Officers  
Membership update  
Incentives or Promotions  
    National  
    State  
Meeting minutes  
Awards presented at State Meetings  
Advertising/sponsorships to underwrite cost of newsletter

## **CHAPTER NEWSLETTERS**

Articles by Chapter Officers  
Incentives or Promotions  
    National promotions  
    State promotions  
    Chapter incentives  
Articles by Project Chairs  
    Upcoming Project information  
    Thank yous for participation and leadership  
National/State/Chapter Awards presented  
Meeting minutes  
Advertising/sponsorships to underwrite cost of newsletter  
Personal "touch" items:  
    Congratulations on members successes  
    Birthdays  
    Introduction to new members

## **NEWSLETTER DISTRIBUTION**

Newsletters received by the chapter should be available at general membership meetings  
All newsletters (state or local) should be kept in a file for reference  
Copies of a chapter newsletter should be sent to the State President and additional state or district officers as the chapter decides  
Copies of a state newsletter should be sent to the National President (some states send their newsletter to the entire Executive Committee or Staff, if their budget allows)

# UNITED STATES WOMEN OF TODAY PROGRAMMING

1. There are national program managers who oversee each internal and external programming area.
  - a. You will need to appoint a contact person for each of the areas (or the President or Vice President can handle in absence of a larger board)
2. National Program Managers correspond with a state contact for each area
  - a. Names of members certifying in each area are submitted to program managers and certificates are given to states for presentation
3. Internal Areas
  - a. Focus on Women - a women's awareness program members may certify in
    - 1.) An essay contest is held at year end
  - b. Project Recognition - local project information is compiled and submitted for competition against other local chapter projects at mid year and year end
  - c. Personal Enrichment
    - 1.) Effective Speaking - for those members interested in learning to be a more effective speaker
    - 2.) Effective Writing - for those members interested in learning to be a more effective writer
      - a.) Competition are held in each at mid year and year end
    - 3.) Personal Enrichment Courses - for those members interested in learning more about themselves and wanting to better themselves. NOTE: The U.S. Women of Today published a Leadership Course in 1994 and presented a Team Building course for adoption in 1996.
  - d. S.T.E.P. - Success Through Enthusiastic Participation
    - 1.) A member activation and retention program
    - 2.) Competition is held at year end - resume' is submitted by the competitor
4. External Areas
  - a. Two external area foundations may be adopted for a 3 year period (on a rotating basis)
    - 1.) Foundations we have worked with in the past have included: March of Dimes, Cystic Fibrosis, Lost Child Network, Arthritis, Leukemia, and RESOLVE.
    - 2.) Program managers in each of the two areas provide educational material; for states to use and recognize chapters for fund raising and educational projects held.

## **HOW TO BEGIN STATE PROGRAMMING**

1. In the beginning the State President or Vice President may wish to be the contact person - or appoint an interested member and notify the national program manager of each area who has been appointed. To speed things up you may notify the National President and she will forward the information.
2. As the state grows, you will wish to have your Vice Presidents supervising your state Program Managers for each of the areas.

## **HOW TO WORK WITH NATIONAL PROGRAMMING**

1. Submit any questions or names of members/chapters certifying to the respective Program Manager
2. Obtain information from national on each area and make it available to local chapters and members. You may use special mailings or the state newsletter for this.
3. Internal Areas
  - a. Encourage members to participate in the individual internal programming areas and to submit completed certification forms to your own state contact and the contact will forward a *Verification for Certification* form listing the names and chapters of those certifying to the respective national program manager
4. External Areas
  - a. Local chapters submit a transmittal form for each project held (educational or fund raising) to the respective program manager for recognition. Any questions may be directed to the local foundation office regarding the foundation and the national program manager regarding any promotion questions. A budget is provided for the state program manager from the foundation and the national program manager can answer any questions regarding expenses, etc.

## **HOW TO ADOPT PROGRAMMING FOR OWN STATE**

1. Local or state charities or projects may be adopted by your own state. You would then choose a state program manager to oversee promotion of the area. They would then recognize your chapters for participation (national would not do this.) Your state organization would provide a budget for this program.
2. Your state may also adopt Personal Enrichment courses of their own, such as stress management, time management, etc. These may be available from other states until such time as you might wish to write your own programs. Contact the national Programming vice President for a list of what other states have to offer (there may be a charge). You would be responsible for recognizing your own chapters participating.

## **WHAT PROGRAMMING AREAS OTHER STATES SUPPORT**

1. Internal Areas
  - a. As mentioned, many states have their own personal enrichment courses they hold in their chapters. They sometimes offer their manuals for a fee.
  - b. Safety, recycling, community clean up, beach clean up, adopt a highway program, etc.
2. External Areas
  - a. Kidney Foundation, Make a Wish Foundation, Aid to Foster Children, state home/camps for disabled, mentally handicapped, homes for children, Variety Club, Easter Seals, Cerebral Palsy Foundation, or a previously endorsed National Program, etc.

## HOW TO WORK WITH FOUNDATIONS

1. There may be one or more foundation offices in your state. Find out which office covers your community or city (or where your state program manager lives.) Contact them and explain that your state has "adopted" them to raise awareness and funds. Find out the name of a contact person who can help you throughout the year. Suggest local Women of Today chapters do the same in their own communities. Nationally endorsed Foundations should provide each state with this information.
2. Contact them for videos to show at state/chapter meetings, speakers for your meetings fund raising ideas, materials available for handout, etc.
3. National Program Manager can advise you how to obtain incentives/gifts and certifications for you to present from your state organization to your local Women of today chapters. The national Program Manager may supply them or refer you to the local foundation office. (This certificate will be from your state - in addition to the certificate national will provide from the U.S.W.T.)
4. Be careful not to ask for more materials than you will need for the project or meeting and return unused materials. Our goal is for our "adoption" of the foundation to cost them as little as possible and raise the maximum amount of funds for them.
5. Forward the check for funds raised to the location as instructed by the National Program Manager. He/She may have you submit it directly to your local foundation office or to her for distribution. Don't forget to include a transmittal form (which national provides).
6. If this is a foundation that only your state supports (not national) you will need to contact them for materials, project ideas, contact name and certificates. The only step missing is the National Program Manager. All funds would be directed to the office you work with.

# TRADITIONS

## 1. Charter Ceremonies

### a. Plan to hold a charter ceremony for your new state

- 1.) Work with your extending chapter
- 2.) Decide when, where and what kind of function

- a.) Hold at a regular or special meeting
- b.) Make it special

Banquet

Salad Luncheon

Pot Luck Supper

Wine & Cheese Social

Desserts

Etc.

### 3.) Decide who to invite

- a.) Members, spouses, friends
- b.) Prospective members
- c.) Extending chapter/state
- d.) National officers
- d.) Other guests

### 4.) Plan the ceremony - ask the extending chapter to do this

- a.) Get charter and gavel from U.S. Women of Today
  - b.) Have a script to follow for presentation
  - c.) Include a welcome, greetings from national
  - d.) Other things to make it special
- Gift for state (flag set, Robert's Rules of Order, etc.)
- Have charter members sign charter

### 5.) Set up committees for the event

### B. Plan to hold charter ceremony for your new chapters

- 1.) Use the above ideas to plan a charter event with the new chapter

## 2. State President and officer installations

### A. Hold an installation ceremony for your officers at your annual meeting

#### 1.) There are many ceremonies available

- a.) Candle ceremony
- b.) Rose ceremony
- c.) Others

#### 2.) You might want to install officers as a group and president alone

#### 3.) Whatever ceremony you decide, make it special and a tradition

#### 4.) You might want to present each with a gift

### 3. State History

- A. Your history begins with your vote to form a state organization
- B. Appoint a historian, someone to keep a record of your state
- C. Start a scrapbook, take pictures, keep records
  - 1.) President's scrapbook - to present at year end
    - a.) Include pictures, newspaper articles, agendas, invitations, certificates, etc.
  - 2.) State scrapbook - permanent record
    - a.) Include picture and listing of officers, state meeting information, etc.
  - 3.) Annual written history, done by president at end of year
    - a.) Include officers, theme, membership information, meeting information, programming projects, significant accomplishments, changes, etc.
- D. Keep a file box for each officer to keep pertinent information and records

### 4. Pins for past State Presidents

- A. A nice tradition to get started is to purchase a Past President pin
  - 1.) Have it engraved with her year and theme

### 5. Others

- A. Renewal ceremonies
  - 1.) Held annually to renew commitment, to reflect and motivate
- B. Award/recognition banquet/luncheon
  - 1.) Held at end of year
  - 2.) Recognize accomplishments of chapters, members
  - 3.) Have a guest speaker
  - 4.) Include installation of officers
- C. Member installations
- D. Past President recognition at annual meetings

# EFFECTIVE STATE MEETINGS

State meetings should be informative. Offer new ideas, a chance to make new friends, but above all have fun. It is important that a state meeting offer something more or different than other meetings. You want to offer something that they will want to come to. Keep in mind that you are bringing individuals from all over the state. Make it a weekend to learn and share with each other.

Each state is different and has their own way of doing things - different schedules, traditions, distances to travel and number of members attending. Don't forget this is your year. Don't be afraid to make changes. That change may be just what your state meetings need. Learn from your fellow state presidents - share ideas and read their newsletters.

## I. Chapter hosting the State Meeting

### A. Review the bid first

1. If more than one chapter wishes to host the meeting, establish a bidding process which includes time frame for submitting bid (i.e. 18 months ahead of time, previous meeting, etc.)
2. Bids should be presented at the previous State Meeting (unless you want them to be presented at an earlier date.)

### B. Contact host chapter immediately to establish a relationship

### C. Define duties

1. Who prints what?
  - a. Registration forms
  - b. Weekend agenda
  - c. Meeting agenda
  - d. Programs
  - e. Press releases
  - f. Evaluation forms
2. Who obtains speakers?
  - a. Hosting chapter should obtain the speaker
  - b. Is there a speaker budget?
  - c. Find someone willing to donate their time or discount their speaking rate
3. Where to find speakers
  - a. Past active members
  - b. Leaders in the community
  - c. Colleges
  - d. Past state leaders
4. Welcome, introduction of guests, MC's, and creeds
  - a. Who will give the welcome?
  - b. State President should introduce guests
    - 1.) Past State President
    - 2.) State Presidents home chapter
    - 3.) Foundation representatives
    - 4.) National officers within your own state
    - 5.) Visiting National Officers
    - 6.) Officers or visiting chapters from other states

- c. Who will MC the following
      - 1.) Luncheon
      - 2.) Banquet
      - 3.) Awards Ceremony (could be combined with 1 or 2)
    - d. Say the creeds (state, if applicable, and national)
  - 5. Be aware of host chapter's needs
    - a. Door prizes
    - b. Special plans they may have
- D. Theme - use it throughout the State Meeting
- E. Head table seating
  - 1. Know how many seats will be needed
  - 2. Send seating chart to host chapter (in time to notify hotel)
- F. Registrations
  - 1. How many registrations are free?
    - a. State Officers
    - b. Guest speakers
      - 1.) Luncheon or banquet
  - 2. Who will pay for these registrations?
- G. Rooms
  - 1. How many are free?
    - a. Acquire a free room for the State President
  - 2. Who will pay for the free room(s)?
  - 3. Meeting room needs
    - a. Business meeting
      - 1.) Auditorium set up with a head table
    - b. Luncheon
      - 1.) Head table
    - c. Banquet
      - 1.) Head table or reserved seating
    - d. Forums/training sessions
      - 1.) Length of forum or training session
      - 2.) Number of forum or training sessions
      - 3.) Room size and seating arrangement
      - 4.) Will equipment be needed?
        - a.) Cost for equipment rental?
- H. Is there a rebate amount to the state or does the hosting chapter keep the State Meeting profits?

## II. Guests

- A. Whom to invite?
  - 1. Use national officers in your state
  - 2. Make requests early
  - 3. What are your needs and wants for the State Meeting?
  - 4. Consider theme of the meeting
  - 5. Consider who's attendance can be funded
  - 6. Can the state afford to bring in individuals?

- B. Keep guests informed
    1. Is room and registration paid for?
    2. Transportation needs
    3. What do you expect of them?
    4. Give them a meeting agenda before they arrive
  - C. How to utilize guests
    1. Luncheon or banquet speaker
      - a. Length should be 20 to 30 minutes
      - b. Motivational
      - c. Interesting
      - d. Humorous
    2. Forums
      - a. If guests are linked with a programming area, have them assist their State Program Manager
    3. Special activities
    4. Competition judging
  - D. Make your guests feel special
    1. Know their background for introductions
    2. Set up special meeting with their counterparts
    3. Welcome gift in sleeping room
    4. Thank you gift
    5. See that they are included in fun times
    6. If needed, assign them a buddy
- III. Promotion of State Meetings
- A. State newsletter
    1. Ask hosting chapter to write newsletter article
    2. Include a registration form, map and theme
    3. Highlight special events of the meeting
  - B. Promote meeting through other state mailings
  - C. Promote the meeting on your visits
  - D. At meeting preceding
    1. Have on meeting agenda
    2. Ask chapter to speak on upcoming meeting
    3. Host chapter pass out registration forms
- IV. Offer more than a business meeting
- A. Forums
    1. How-to sessions
      - a. Educational, interesting and fun
    2. Use skills of officers and individuals in the state
    3. Officer training sessions - 1st meeting
    4. Chapter management sessions - 2nd meeting
    5. Leadership training and personal enrichment - 3rd session
  - B. Project fair - 1st meeting
    1. Participation from state membership positions and all programming areas
      - a. Provide handouts
      - b. Decorate the tables and utilize themes

- 2. How to attract people
  - a. Promote in state newsletter
  - b. Giveaways, door prizes, drawings
- C. Good opportunity to meet with chapter presidents
  - 1. Schedule a 30 to 40 minute meeting with all chapter presidents at each state meeting
  - 2. Use as training and sharing time, clarify questions
- D. Mixers
  - 1. Friday evening
    - a. Theme
    - b. Music
    - c. Costume contest
    - d. Lip sinc contest
    - e. Hospitality room
  - 3. Saturday night following banquet
    - a. Bag lady contest
    - b. Hat contest
    - c. Priority area style show
  - 3. Fellowship breakfast
    - a. Involve local or state chaplain
    - b. Meaningful tie-up for weekend
    - c. Theme
- V. How to create excitement
  - A. Have an excitement team
  - B. Slide shows
  - C. Music
  - D. First timers program
    - 1. Activities
      - a. Have a special meeting for them
      - b. Explain about state meetings and activities
      - c. Signature booklets
        - 1.) Meeting theme trivia questions
        - 2.) Signatures from State Officers
        - 3.) Signatures from Past State Presidents
        - 4.) Signatures from National Officers
        - 5.) Signatures from Local Presidents, etc.
      - d. It is a way for them to meet people and make new friends
    - 2. Prize for best completed book
      - a. Announce winner at business meeting, luncheon or awards ceremony
  - E. Awards Ceremony
    - 1. Have music
    - 2. Make it special
- VI. Evaluation
  - A. Evaluation sheets
    - 1. Hand out at forums
    - 2. Hand out during registration
  - B. Hosting chapter suggestions

# SAMPLE STATE MEETING AGENDA

## ANY STATE WOMEN OF TODAY STATE MEETING AGENDA MAY 4, 19\_\_

### SATURDAY - MAY 4

Breakfast	6:30 AM - 10:00 AM	HOSPITALITY ROOM
First Timers	8:15 AM - 8:30 AM	MEETING ROOM A
Effective Speaking Forum	8:30 AM - 9:00 AM	MEETING ROOM A
Leadership Course	9:00 AM - 10:00 AM	MEETING ROOM A
Officer Training	9:00 AM - 10:00 AM	MEETING ROOM B
Effective Newsletters Forum	10:00 AM - 10:30 AM	MEETING ROOM A
Sign those Members!	10:30 AM - 11:30 AM	MEETING ROOM A
LUNCH/AWARDS	12:00 PM - 2:00 PM	MEETING ROOM C
Credentials	2:00 PM - 2:15 PM	OUTSIDE ROOM A
Business Meeting	2:15 PM - 4:30 PM	MEETING ROOM A
Closing	4:30 PM	MEETING ROOM A

# SAMPLE FINANCIAL REPORT

## MISSOURI WOMEN OF TODAY FALL MEETING

### INCOME:

Carmella Mongold	Room	46.00
Laura Harmon	Room	46.00
Alice Wise	Room	46.00
Dianna West	Room	46.00
Bonnie Witt-Schulte	Room	46.00
Missouri WT	Gates regis.	27.97
Linda Moon	Sat only	23.00
Jo Kirkham	Sat only	23.00
Carmella Mongold	Full	32.00
Laura Harmon	Full	32.00
Rick Mongold	Full	32.00
Frank/Jen Mongold	Full	32.00
Karen Johnson	Sat Only	23.00
Linda Gates	Room	46.00
Terri Danner	Full	32.00
Bonnie Witt-Schulte	Regis	Comp
Dianna West	Full	32.00
Stephanie Martin	Full	32.00
Alice Wise	Full	32.00
Nancy Asher	Full	32.00
Tammy Roberts	Full	32.00
Gerry Shoop	Full	32.00
Lora Marcolla	Full	32.00
Cindy Ayers	Full	32.00
Betty Messer	Full	32.00
Lisa Hoover	Full	32.00
Marilyn Gibbons	Full	32.00
Sandy Melton	Full	32.00
Gwen Latimer	Full-late	35.00
Messer	Banquet	20.00

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**TOTAL INCOME      \$971.97**

### EXPENSES:

Wise/West/Witt	Room	138.00
Mongold/Harmon/Gates	Room	138.00
Banquet	Cost	475.96
Breakfast	Cost	157.95
Miscellaneous *		62.06

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**TOTAL EXPENSES      \$971.97**

\* Miscellaneous includes supplies for puzzle pins, food and drink for hospitality room, registration supplies, etc.

**SAMPLE BANQUET PROGRAM**  
**(HORIZONTAL FOLD WITH COVER)**

**UNITED STATES WOMEN OF TODAY CREED**

We, the United States Women of Today,  
Are dedicated to serving our community and nation,  
Are committed to strengthening our individual talents,  
And stand united by our friendship and belief in the future.

**AWARDS BANQUET**  
**OCTOBER 15, 1995**

**WELCOME** **Terri Danner, Raytown President**

**INTRODUCTIONS** **Bonnie Witt-Schulte**

**INVOCATION** **Dianna West, Chaplain**

**DINNER**

**SPEAKER** **Joey Hedstrom, U.S.W.T. President**

**AWARDS** **Laura Harmon, Programming V.P.**  
**PROGRAMMING** **Lora Marcolla, Membership V.P.**  
**MEMBERSHIP**

**U.S.WOMEN OF TODAY CREED**

# MEETING PREPARATION

EVENT \_\_\_\_\_

DATES \_\_\_\_\_

CHAIRMAN \_\_\_\_\_

NOTES:

1. Meeting facilities:
  - A. Enough room for largest expected turnout
  - B. Plenty of chairs
2. Head table set up
3. Lectern and sound system
4. Adequate ventilation
5. Air conditioning in summer; adequate heat in winter
6. Serving facilities for meals
7. Atmosphere conducive to business-like meeting

All of these items are important. At the end of this section, we have included a checklist for your use in setting up your meetings. You will note that the list is lengthy and that many of the items will not be needed for most meetings. Therefore, we suggest that you read through this list prior to making definite plans for the meeting and set up your own list. The exercise at the end of this checklist will help you begin your work toward preparing for a meeting.

## MEETING CHECKLIST

- I. Attendance
  - A. Total number of members expected \_\_\_\_\_
  - B. Method of transportation to event site \_\_\_\_\_
  - C. Transport service from airport to facility \_\_\_\_\_
- II. Dates
  - A. Date most of group will arrive \_\_\_\_\_
  - B. Date most of group will depart \_\_\_\_\_
  - C. Date uncommitted guest rooms are to be released \_\_\_\_\_

III. The Place

A. General location:

- 1. Adequate public transportation? \_\_\_\_\_
- 2. Taxis readily available? \_\_\_\_\_
- 3. Downtown location, if wanted? \_\_\_\_\_
- 4. Suburban area, if wanted \_\_\_\_\_
- 5. Store and restaurants nearby? \_\_\_\_\_

B. Hotel, Motel, Club or other Facility:

- 1. Clean and attractive? \_\_\_\_\_
- 2. Sleeping rooms clean, adequate? \_\_\_\_\_
- 3. All rooms air conditioned? \_\_\_\_\_
- 4. Firm billing arrangements? \_\_\_\_\_
- 5. Have you a written understanding as to what items guests may or may not charge? \_\_\_\_\_
- 6. Have you provided more liberal charge privileges for officer and/or staff? \_\_\_\_\_
- 7. Approximate number of rooms needed:  
Single \_\_\_\_\_ Double \_\_\_\_\_ Suites \_\_\_\_\_
- 8. Reservations confirmation: to delegate, group chairman, or association secretary: copies to \_\_\_\_\_
- 9. What is the check-out time? \_\_\_\_\_  
Will they extend it while luncheon or other sessions conclude? \_\_\_\_\_
- 10. Suitable parking available? \_\_\_\_\_  
Free? \_\_\_\_\_  
Nearby? \_\_\_\_\_

IV. Guests

- A. Invitation to local dignitaries \_\_\_\_\_
- B. Acceptance of invitations \_\_\_\_\_
- C. Tickets provided \_\_\_\_\_
- D. Transportation arranged \_\_\_\_\_
- E. Welcome at hotel \_\_\_\_\_
- F. Guest speakers forewarned \_\_\_\_\_

V. The meeting room or rooms

- A. Number of rooms needed for general sessions and smaller group sessions.  
Are they available? \_\_\_\_\_  
Are they conveniently located? \_\_\_\_\_
- B. Are there separate air conditioning/heat controls in meeting rooms? \_\_\_\_\_
- C. Size of general meeting rooms:  
Length \_\_\_\_\_ Width \_\_\_\_\_ Height \_\_\_\_\_  
Is this adequate (comfortable) for the group if seating is as required? \_\_\_\_\_
- D. Seating arrangements:
  - 1. Classroom style, with table \_\_\_\_\_
  - 2. U-shaped conference table \_\_\_\_\_
  - 3. Theatre style \_\_\_\_\_
  - 4. Square ("round table") conference \_\_\_\_\_
  - 5. Head table for how many persons? \_\_\_\_\_

- E. Is there space in general meeting room, or just outside, for "coffee break" service? \_\_\_\_\_
- F. Is general session room separated from adjoining room by:
  - Solid wall \_\_\_\_\_
  - Sliding panels \_\_\_\_\_
  - Accordion panels \_\_\_\_\_
  - Can you get noise disturbance from adjoining rooms? \_\_\_\_\_
  - Has it been tested to be sure? \_\_\_\_\_
- G. When will principal meeting room be available? \_\_\_\_\_
  - At what time? \_\_\_\_\_
  - Scheduled completion? \_\_\_\_\_
  - Can our equipment be set up the night before a morning meeting? \_\_\_\_\_
  - Will there be a staff available to help us? \_\_\_\_\_
  - Can we set up equipment in the morning for an afternoon start of meeting? \_\_\_\_\_

(NOTE: Avoid a tight schedule. If another group has the room from 9:00 A.M. to 12:00 noon, and you're due to start at 1:00 P.M., there is little likelihood the room will be ready for you.)

- H. Is one room to serve both for general meeting and luncheon or dinner? \_\_\_\_\_

(NOTE: If "yes", avoid it! Particularly if you're expected to recess at a stated time to permit conversion. However, if room is big enough to permit both a meeting and a meal set-up, make sure table setting is done in advance of meeting and that there will be no table-setting during program.)

- I. Has the seating of guests other than delegates been planned? \_\_\_\_\_
  - Are guests to be in one location, or mixed in with delegates? \_\_\_\_\_
  - How are we designating seating plan:
    - In the room? \_\_\_\_\_
    - At the registration center? \_\_\_\_\_
    - In advance notices? \_\_\_\_\_
- J. Has a diagram been provided showing how room is to be set up? \_\_\_\_\_
- K. Has someone checked on the supply situation? Pencils, pads, etc.? \_\_\_\_\_

## VI. Audio Visual

- A. Acoustics: Clap your hands sharply...talk loudly...listen carefully
  - 1. No echo or dead spots present? \_\_\_\_\_
  - 2. No drapes or acoustic panels needed? \_\_\_\_\_
- B. Audio: Plug in everything, then test it
  - 1. Public address system working \_\_\_\_\_
  - 2. Level set correctly, no feedback \_\_\_\_\_
  - 3. Electrical interference or hum \_\_\_\_\_
  - 4. Speaker placement OK? \_\_\_\_\_
  - 5. Enough PA mikes \_\_\_\_\_
  - 6. Mike cords long enough \_\_\_\_\_
  - 7. Mike stand heights OK? \_\_\_\_\_
  - 8. Tape recorder working \_\_\_\_\_
  - 9. Recording mike tested \_\_\_\_\_

- C. Booth or Projection Station: do you have to erect a stand or move a table? \_\_\_\_\_  
 If so, be sure it's sturdy. Also:
1. High enough to clear heads and hats \_\_\_\_\_
  2. Wide enough for all equipment \_\_\_\_\_
  3. Right distance from screen \_\_\_\_\_
  4. Rigid and level \_\_\_\_\_
  5. Enough AC electrical power \_\_\_\_\_
  6. Circuit breakers or fuses located \_\_\_\_\_
  7. Spare fuses or standby circuits ready \_\_\_\_\_
  8. Enough extension cords or adapters:  
     AC power \_\_\_\_\_ Audio \_\_\_\_\_ Remote Control \_\_\_\_\_
  9. Intercom system tested \_\_\_\_\_
  10. Signal light or buzzer needed \_\_\_\_\_
  11. Emergency work light ready \_\_\_\_\_
- D. Lectern: Put yourself in the place of the dignitaries:
1. Height comfortable \_\_\_\_\_
  2. Script light tested \_\_\_\_\_
  3. Glare eliminated from state lights or spots \_\_\_\_\_
  4. Mike placement OK? \_\_\_\_\_
  5. Pointer handy \_\_\_\_\_
- E. Room lights: Don't take anything for granted. This is one of the biggest causes of traffic commotion before showings.
1. All light switches located, checked, labeled \_\_\_\_\_
  2. Are power outlets hot when lights are out? \_\_\_\_\_
  3. Is the room dark enough for projection? \_\_\_\_\_
- F. Door: Expect people to come and go during the presentation. Is light from doors prevented from hitting screen? \_\_\_\_\_
- G. Estimate how many people will be in the room and how long you expect the meeting to last
1. Will air change sufficiently with doors and windows closed? \_\_\_\_\_
  2. Will the temperature remain comfortable? \_\_\_\_\_
  3. All heating, air conditioning and fan controls tested? \_\_\_\_\_
- H. Screen: Know exactly what kinds of materials will be projected, then find out whether the existing screen is suitable.
1. Large enough \_\_\_\_\_
  2. Horizontal or square format \_\_\_\_\_
  3. Keystone eliminated \_\_\_\_\_
  4. Surface appropriate for viewing conditions \_\_\_\_\_
  5. Electrical controls tested \_\_\_\_\_
  6. Stage curtain controls tested \_\_\_\_\_
- I. Seating: Put a typical slide on the screen, then go out and sit where the audience will sit.
1. Front row no closer than two screen widths \_\_\_\_\_
  2. Last row no further than six screen widths \_\_\_\_\_
  3. No row of screens wider than its distance from the screen (except "wide screen") \_\_\_\_\_
  4. Is the picture bright enough for people in the side seats? Is it distorted? \_\_\_\_\_

- 5. Will everyone be able to see when seats are filled? \_\_\_\_\_
- 6. Right lenses to fill the screen \_\_\_\_\_
- 7. Vital spares on hand:
  - Lamps \_\_\_\_\_
  - Belts \_\_\_\_\_
  - Fuses \_\_\_\_\_
  - Repair Kits \_\_\_\_\_
- 8. Stand-by equipment ready \_\_\_\_\_

J. Equipment: A breakdown can spoil the show. Be prepared.

- 1. Movie projector
  - a. 16mm \_\_\_\_\_
  - b. Regular 8mm \_\_\_\_\_
  - c. Super 8mm \_\_\_\_\_
  - d. Tested and working \_\_\_\_\_
  - e. Spare lamp \_\_\_\_\_
  - f. Extension speaker \_\_\_\_\_
- 2. Slide projector
  - Provision for control \_\_\_\_\_
  - Remote extension \_\_\_\_\_
  - Focus from remote \_\_\_\_\_
  - Tested and working \_\_\_\_\_
  - Spare lamp \_\_\_\_\_
- 3. Filmstrip projector
  - Provision for sound \_\_\_\_\_
  - Tested and working \_\_\_\_\_
  - Remote control \_\_\_\_\_
  - Spare lamp \_\_\_\_\_
- 4. Tape recorder
  - Tested and working \_\_\_\_\_
  - Built-in speaker \_\_\_\_\_
  - Extension speaker \_\_\_\_\_
- 5. Other equipment:
  - Easels \_\_\_\_\_
  - Blackboards \_\_\_\_\_
  - Chalk, eraser \_\_\_\_\_
  - VCR \_\_\_\_\_
  - TV \_\_\_\_\_
- 6. AC or DC current \_\_\_\_\_
- 7. Sufficient extension cords of our own to supplement those provided \_\_\_\_\_

K. Audio Visual Materials: Inspect everything that's to be used. The day before if possible.

- Right subject and title \_\_\_\_\_
- Sequence in program checked \_\_\_\_\_
- Inspected for cleanliness and condition \_\_\_\_\_

1. Films: Heads out, wound properly \_\_\_\_\_  
     No breaks, tears or weak splices \_\_\_\_\_  
     Sound \_\_\_\_\_  
     Optical, magnetic or silent \_\_\_\_\_  
     Run down to titles \_\_\_\_\_  
     Prefocused and framed \_\_\_\_\_
  2. Slides: Sound level determined \_\_\_\_\_  
     Mounts compatible and straight \_\_\_\_\_  
     No dirt or fingerprints \_\_\_\_\_  
     Orientation checked (each slide) \_\_\_\_\_  
     Magazines tested for jamming \_\_\_\_\_  
     Prefocused and framed \_\_\_\_\_
  3. Tapes: Heads out, wound properly \_\_\_\_\_  
     Speed checked \_\_\_\_\_  
     Tracks compatible \_\_\_\_\_  
     Cued up \_\_\_\_\_  
     Playback level determined \_\_\_\_\_
  - L. People: The greatest variable. Brief and check everyone.
    1. Schedule checked with program chairman \_\_\_\_\_
    2. Cued scripts for projectionists, audio person \_\_\_\_\_
    3. Presenters checked out on mikes, controls, etc. \_\_\_\_\_
    4. Everybody posted, checked out and cued: All equipment operators? Light switch operators? Drape and curtain operations? Door guards? \_\_\_\_\_
- VII. Organization of Luncheons, Dinners, Receptions, Coffee Breaks
- A. Menu selections and deadlines \_\_\_\_\_
  - B. Make sure we have a firm price per plate, including tips and taxes \_\_\_\_\_
  - C. Number at head table \_\_\_\_\_ Number at other tables \_\_\_\_\_  
     Total to be served \_\_\_\_\_
  - D. Minimum guarantee: Price per plate guarantee \_\_\_\_\_
  - E. Place cards for head table and any other special tables \_\_\_\_\_
  - F. Table tents, with appropriate headings for special tables (such as Advisory Committee, Honored Guests, Press, etc.) \_\_\_\_\_
  - G. Can the room be served easily without disturbance? (Check location of the kitchen, entrance and exit doors in relation to head table, other tables, etc.) \_\_\_\_\_
  - H. Bar facilities (if wanted):
    1. Location \_\_\_\_\_
    2. Arrangements for "by the drink" or "by the bottle". If the latter, do we pay for any bottle opened? (NOTE: If so, remember any opened but unused bottles belong to us. Use later for hospitality.) \_\_\_\_\_
    3. Selected liquors or complete bar \_\_\_\_\_
  - I. Deadline for having room set up \_\_\_\_\_
  - J. If a reception, are appetizers to be served? If so, elaborate, or simply potato chips, peanuts and such? \_\_\_\_\_
  - K. Have we provided a diagram of exactly how we want the room set up \_\_\_\_\_
  - L. Firm times for coffee breaks, meal service, reception service...then stick to those hours. \_\_\_\_\_

VIII. Registration

- A. Approximate time required \_\_\_\_\_
- B. Registration cards: Number and size \_\_\_\_\_
- C. Name tags for delegates and guests? \_\_\_\_\_
  - Made ahead, ready for distribution \_\_\_\_\_
  - Or provision for making them on the spot \_\_\_\_\_
  - If made ahead, remember to take some extra \_\_\_\_\_
- D. Personnel to handle \_\_\_\_\_
- E. Number of tables, chairs \_\_\_\_\_
- F. Ashtrays \_\_\_\_\_
- G. Typewriter/Computer Number and type \_\_\_\_\_
- H. Paper, pencils, pens \_\_\_\_\_
- I. Signs \_\_\_\_\_
- J. Water pitcher, glasses \_\_\_\_\_
- K. Lighting \_\_\_\_\_
- L. Telephone \_\_\_\_\_
- M. Bulletin boards: Number and size \_\_\_\_\_

IX. Organization of exhibits

- A. Number of exhibits \_\_\_\_\_
- B. Floor plans for each exhibit furnished \_\_\_\_\_
- C. Date of set-up and dismantling \_\_\_\_\_
- D. Room assignments and daily rentals \_\_\_\_\_
- E. Name of display company \_\_\_\_\_
- F. Directional signs \_\_\_\_\_
- G. Labor charges: electrician and carpenter services \_\_\_\_\_
- H. Electrical power, steam, gas, water and waste lines \_\_\_\_\_
- I. Electrical charges \_\_\_\_\_
- J. Partitions, backdrops \_\_\_\_\_
- K. Storage of shipping cases \_\_\_\_\_
- L. Guard service \_\_\_\_\_

X. General meeting and conference items

- A. First notice of meeting mailed \_\_\_\_\_
  - Date \_\_\_\_\_
- B. Follow-up notice sent \_\_\_\_\_
  - Date \_\_\_\_\_
- C. Conference or meeting kits being used \_\_\_\_\_
  - Date ready \_\_\_\_\_
- D. Agenda or program to be made up \_\_\_\_\_
  - If so, date ready \_\_\_\_\_
- E. Photographer wanted \_\_\_\_\_
  - If so, what kind \_\_\_\_\_
  - News \_\_\_\_\_
  - General \_\_\_\_\_
  - Will they need special equipment (wide/angle lens, salve units?) \_\_\_\_\_
  - (Explain in advance exactly what you have in mind so he can be prepared.) \_\_\_\_\_
- F. Equipment rentals \_\_\_\_\_

- G. Special easel signs needed in lobby or elsewhere to direct people \_\_\_\_\_
- Event listed on "Announcements of the Day" bulletin board in lobby \_\_\_\_\_
- H. For those presiding:
  - Special agenda with step-by-step program \_\_\_\_\_
  - Have facts for introduction of speakers, etc. \_\_\_\_\_
  - Timetable \_\_\_\_\_
  - Head table seating list for introductions \_\_\_\_\_
  - Introduction list for other than head table \_\_\_\_\_
- I. If delegate seating is by groups, have table tents been prepared with names of groups, states, chapters, or whatever the categories \_\_\_\_\_
  
- XI. Press Relations
  - A. Is advance release on meeting wanted \_\_\_\_\_
    - If so, date to release \_\_\_\_\_
  - B. Advance copies of speeches or presentations wanted &/or available \_\_\_\_\_
  - C. Advance release on major speeches wanted \_\_\_\_\_
    - If so, date to release \_\_\_\_\_
  - D. If advance copies unavailable, on-the-spot release arrangements OK and made \_\_\_\_\_
  - E. Press conference for a major speaker \_\_\_\_\_
    - TV interview \_\_\_\_\_
    - Radio \_\_\_\_\_
  - F. Coverage in home town papers for delegates \_\_\_\_\_
    - Award winners \_\_\_\_\_
    - Coverage for company house organs on award winners \_\_\_\_\_
  - G. Follow-up release on outcome of meeting or conference \_\_\_\_\_
  
- I have printed agenda ready for distribution \_\_\_\_\_

# STATE EXTENSION PROGRAM

## A. How to get a state extension program started

1. Make extensions a priority
2. Appoint a State Extensions Program Manager or Director or form a State Extensions Committee
3. Schedule a date for an extension planning meeting
4. Have your state fund an extension program
5. Continually promote extensions within your state

## B. Your first extension planning meeting

1. Set goals for a 5 year extension plan
  - a. How many chapters are in your state today?
  - b. List current chapters
  - c. Now list chapters or extension committees that are able to work extensions
  - d. Now list extension target towns
  - e. Then list target extensions for each year of the 5 year plan. Be flexible, this will change from year to year.

1.) Year 1 - Clinton extended by \_\_\_\_\_

Brewster extended by \_\_\_\_\_

2.) Year 2 - St. Francis extended by \_\_\_\_\_

Mountain Iron extended by \_\_\_\_\_

3.) Year 3 - Jeffers extended by \_\_\_\_\_

Eagle Lake extended by \_\_\_\_\_

Stroden extended by \_\_\_\_\_

4.) Year 4 - Big Lake extended by \_\_\_\_\_

Washburn extended by \_\_\_\_\_

Garrison extended by \_\_\_\_\_

5.) Year 5 - White River extended by \_\_\_\_\_

Mission extended by \_\_\_\_\_

Arnold extended by \_\_\_\_\_

Mt. Wilborn extended by \_\_\_\_\_

- f. You may only get one extension a year and you may get more. No matter the amount, you should always be working extensions and showing extension growth.

## 2. How to accomplish these goals

- a. Use your state map. Make all of the communities that currently have Women of Today chapters.
- b. Now mark surrounding communities which you feel are good target towns.
- c. Discuss the status of your states Women of Today chapters. Pick healthy chapters that are willing to work the target town extensions.
- d. If you find a great target town but you do not have a chapter that is able to do the extensions, form a committee or contact your National Extension Director for assistance.
- e. Promote extensions through your state newsletters, and at state and chapter membership meetings. This is also a good way to find extension committee volunteers.
- f. Ask your state membership for contact names in communities that do not currently have Women of Today chapters. Make a list and distribute early in the year.
- g. Promote to your members that extensions are vital to the growth and life of your state and our organization.

## **EXTENDING A NEW STATE**

After a new state has been extended, utilize the information in the New Chapter Guide. They will also need to use the New State Check List. Once they begin to grow, they will need to implement the New State Operations Guide.

### **STATE ORGANIZATIONAL MEMBERS**

I. State organizations shall be eligible to become members of the U.S. Women of Today upon compliance with the following affiliation procedures:

A. Written request to formally affiliate shall be sent to the National President.

B. Payment of National membership dues.

1. A newly chartered state shall pay \$\_\_\_\_\_ National dues at the time they charter. At the time membership exceeds 12, additional individual dues must be submitted.

2. After membership exceeds 12, state shall pay \$\_\_\_\_\_ per member annual dues. The dues shall be collected by the State and remitted to the National Membership Vice President.

C. Minimum of one local organization formed.

II. Applying for member affiliation with the U.S. Women of Today organization and/or maintaining affiliation shall constitute a right to the name "Women of Today" and United States Women of Today Programming materials.

To-

### **STATES WAYS AND MEANS**

I. No state shall use the name "United States Women of Today" or "Women of Today" or the United States Women of Today logo for any ways and means purpose without prior approval of the National President, Chairman of the Board and Treasurer.

A. Written application for approval of use of Women of Today or the name and logo of the U.S. Women of Today must be submitted in writing to the U.S. Women of Today President.

B. State may use their own name and logo for Ways and Means projects.

# NEW STATE CHECK LIST

## IMMEDIATE CHECKLIST

- \_\_\_ National dues paid
- \_\_\_ Written request to formally affiliate with U.S. Women of Today sent to National President
- \_\_\_ Advised National President of new State President (should be current Chapter President)
- \_\_\_ New State President address given to National Secretary so U.S. Newsletter may be mailed.

## FUTURE CHECKLIST

- \_\_\_ Developed State logo
- \_\_\_ Ordered State stationery with State logo
- \_\_\_ Developed State Creed
- \_\_\_ Developed State Mission Statement
- \_\_\_ Membership Brochure

## **WHAT A NEW CHAPTER RECEIVES FROM THE US WOMEN OF TODAY**

Charter Certificate - This document recognizes the new chapter as a member chapter of the U.S. Women of Today

Engraved Gavel  
New Chapter Guide  
All Manuals provided to a chapter

## **WHAT A NEW STATE RECEIVES FROM THE US WOMEN OF TODAY**

Everything listed above, plus  
New State Operations Guide  
U.S. Plan of Action  
U.S. Programming Materials  
All manuals provided to a state

## **NEW CHAPTER AND STATE GIFT IDEAS**

Creed Banner  
Scrapbook  
Inexpensive Camera  
Film  
Tote Bag  
Stapler with staples  
Box of blank "hello" name tags  
Tape  
Markers  
Pens  
Calculator  
Stationery  
Envelopes (all sizes)  
Stamps  
Binders with 3 hole punch  
Folders for their Plan of Action  
File folders  
Small flag set  
Ream of copy paper  
Lined paper  
Stencils  
Poster Board  
Book of inspirational verse  
Record storage boxes (use as file cabinets)