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United States Women of Today

General Information



Motion Slip – Secretary’s Copy

Date _____

I move that _____

Passed Amended

Motion by _____

Defeated Tabled

Second _____

Motion Slip – Parliamentarian’s Copy

(give to Parliamentarian before making motion)

Date _____

I move that _____

Passed Amended

Motion by _____

Defeated Tabled

Second _____

Motion Slip – President’s Copy

(give to President before making motion)

Date _____

I move that _____

Passed Amended

Motion by _____

Defeated Tabled

Second _____



United States Women of Today

Today's Leader Order Form

To receive your copy of the Today's Leader, please send this completed order form to USWT Secretary with a check for \$15, made payable to the United States Women of Today.

Chapter _____ State _____

Name _____

Address _____

City _____ State _____ Zip _____

Email _____



United States Women of Today

Newsletter Reporting Form

Please submit to the newsletter editor at or before the general membership meeting for the following month's newsletter.

- Officer Report
- Local Program Manager Reports
- Committee Reports (committee chair should fill out for each project)
- Message Board / Miscellaneous Information

Complete article in the space provided below:



United States Women of Today

How Does Your Newsletter Rate?

The main goal for a chapter newsletter is to communicate with your membership and to keep them informed of the chapter's activities. If the newsletter successfully incorporates information that is valuable to the members, it will provide a good reason for continued membership. Poor communication will eventually decrease the number of active members. Check the appropriate column if these items are included in your newsletter or not.

Content

People	Yes	No	Sometimes
Every member's name appear at least once during the year, other than on a roster			
Write up on your member of the Month/Quarter/Year			
Welcome each new member with a brief biography			
Happenings of your members, such as promotions, births, hospital stays			
Good & Welfare, a section for pats on the backs and thanks			
Thank you to committee members by project chair			
Feature articles by officers and members			
Events	Yes	No	Sometimes
Minutes of the last general membership meeting			
Agenda of the upcoming general membership meeting			
Articles about upcoming projects			
Requests for upcoming committee activities & volunteer needs			
Upcoming visitations and reports on visitations made			
Topics to be discussed at the next chapter meeting			
Reports on upcoming district, state and national events			
Reports from members attending district, state or national events			
Programming	Yes	No	Sometimes
Reports from committee chair on upcoming projects			
Dates and location of committee meetings			
Final reports on completed projects			
Member's ideas for projects			
Articles about state and national programming areas			
Regular articles by local program managers			
Editorial	Yes	No	Sometimes
Humor used in good taste			
Only positive remarks			
Regular message from Chapter President			
Do members make positive comments about the newsletter?			
Would your chapter want respected community leaders to judge your organization based solely on your chapter newsletter?			
Do you print comments and letters without taking away from their true meaning?			

Distribution

Subscriptions	Yes	No	Sometimes
Prospective members			
New members within the first 30 days of joining			
All members on your active roster			
District director, district and state newsletter editor, state president, and national secretary			
Community and business leaders			
Frequency	Yes	No	Sometimes
Monthly issues			
Members receive newsletter one to two weeks prior to general membership meeting			
Deadlines for publication and distribution set and met			
Mode	Yes	No	Sometimes
Mailed to subscriber's homes			
Delivered in person			
Attached to an email or included on your chapter's website			
Costs	Yes	No	Sometimes
Newsletter budget sufficient to supply all subscribers for the year			
Solicited advertising or business sponsor			
Donated printing			
Thank you to those who donate printing			

Format

Standards	Yes	No	Sometimes
Heading section with newsletter's title, chapter name and date			
Brief and concise articles			
Relevant clip art, original art, photographs that goes with articles or president's theme			
Six pages or less, using the front and back of all pages			
Newsletter editors address, and contact information in the return address section			
Calendar of Events			
Aesthetics	Yes	No	Sometimes
Is it laid out so that people will want to pick it out of a stack of publications?			
Is it easy to read and attractive to look at?			
Is there plenty of white space so the reader doesn't have a hard time reading, but not too much that it looks empty?			
Does your newsletter reflect the image you want to project to prospective members?			



United States Women of Today

Miscellaneous Voucher

Mail this form to USWT Treasurer.

Vendor _____ Date _____

Address _____ Total Amount \$ _____

City _____ State _____ Zip _____

Authorizing Officer _____

Please itemize and state purpose of each expense in the table below. Be sure to attach all receipts.

Explanation of Expense	Amount

For Treasurer's Use Only

Annual Budget _____ Date Paid _____

Paid Year to Date _____

Paid This Voucher _____ Check No. _____

Total Paid _____

Remaining Budget _____

Approved by _____



United States Women of Today

Foundation Scholarship

The United States Women of Today Foundation Scholarship is open to any Women of Today member in good standing as defined by the USWT Bylaws. Application must be mailed to the USWT Foundation President, postmarked no later than May 15.

Personal Data

Name _____

Address _____

City _____ State _____ Zip _____

Phone _____

Email _____

Chapter _____ State _____

Educational Information

Name of High School _____

Date of High School Graduation/GED _____

List any post High School educational institutions attended:

I hereby certify this application to be true and correct to the best of my knowledge.

Applicant's Signature _____

Date _____

Attachments

1. Attach a statement addressing your educational objectives and future career plans.
2. Women of Today Chapter President must complete a letter of recommendation that includes applicant's Women of Today involvement.
3. Provide an additional letter of recommendation from someone other than a relative.



United States Women of Today Foundation Chapter Grant Application

The United States Women of Today Foundation Chapter Grant Program is open to any Women of Today chapter that has already donated \$100 to the Foundation. Please send application and attachments to the USWT Foundation President by May 15.

Chapter _____ State _____

Contact Name _____

Phone _____

Address _____

City _____ State _____ Zip _____

Email _____

Our \$100 Foundation contribution was made to:

- | | |
|--|--|
| <input type="checkbox"/> Chapter Grant Fund | <input type="checkbox"/> Founders Club |
| <input type="checkbox"/> Friends of the Foundation | <input type="checkbox"/> Scholarship |

Amount requested _____ Proposed date of project _____

Please attach:

1. A detailed description of the proposed activity. Please include who will benefit from the project and how.
2. An explanation why Foundation funds are needed and what other efforts have been/will be undertaken to raise funds for the project.
3. A proposed budget.

Please read and sign the following:

4. Funds awarded will be spent on the project described in the Chapter Grant application.
5. Grantee will be held liable for funds if not spent as approved.
6. The Foundation will not be held liable for any claims or project losses.
7. Grantee will account for expenditure of Foundation funds separately from regular project funds.
8. Within 30 days of project completion, the grantee will forward two copies of the final report, including actual budget, indicating how all funds were used, what the project accomplished, and an evaluation of how the project was managed. The final report is due to the Foundation President.
9. Grantee will return all unused Foundation funds.

I have read and understand the above conditions and the attached guidelines for this grant and I agree to comply with both.

Signature _____ Date _____

Office _____



United States Women of Today

Foundation Pledge Form

Contributor _____

Contact Person, if applicable _____

Address _____

City _____ State _____ Zip _____

Signature _____ Date _____

[] YES, I will pledge my Support to the United States Women of Today Foundation by investing in:

- \$100 for Founder's Club Membership
- \$25 for Founder's Club Membership Payment Plan
- \$_____ for the Chapter Grant Program
- \$_____ as a Friend of the Foundation
- \$_____ for the Scholarship Program

Please indicate how your contribution should be recorded:

- Individual
- Chapter Organization
- State Organization
- Corporation or Business
- In Memory of _____
- In Honor of _____
- Other _____
- Please record my gift as an anonymous contribution.

In-kind gifts or services are also appreciated and may be contributed in the same manner as cash. A statement of current fair market value should accompany the gift.



United States Women of Today

USWT Award Forms



United States Women of Today

Outstanding Achievement in Programming

Any member of the United States Women of Today may certify. Complete the form below and return it to the USWT Programming Vice President by September 1 for recognition at Mid Year or by May 1 for recognition at Annual Convention.

Name _____

Chapter _____ State _____

Address _____

City _____ State _____ Zip _____

Email _____

Certify in four areas of Personal Enrichment

Area _____ Date completed _____

Area _____ Date completed _____

Area _____ Date completed _____

Area _____ Date completed _____

Certify in the STEP Program that applies to you. Date completed _____

Certify in Focus on Women/ Chaplain area. Date completed _____

Which area _____

Participate in a program involving the USWT External Area being promoted.

Name of Event _____

Date completed _____ [] Educational [] Fundraising

Participate in a program that is offered by your state and not the United States Women of Today. Examples include but not limited to Ronald McDonald House, Flood Crisis, Fire Relief, American Cancer Society, etc.

Name of Event _____

Date completed _____ [] Educational [] Fundraising

Participate in one competition on the State or National level. This includes Effective Speaking and Writing, STEP, Essay Competitions and Project Recognition, Year-end Evaluations.

Type of Competition _____

Place _____ Date completed _____



United States Women of Today

Outstanding Officer Nominations

Each year at National Convention, the USWT President wants to recognize those outstanding local and state officers or program managers for their areas. This form should be submitted by the State Presidents to the USWT President. Postmarked by May 1st. Submit one form per entry. Check the appropriate boxes.

State Officer

Local Officer

Submitter's Name _____

Chapter _____ State _____

Address _____

City _____ State _____ Zip _____

Email _____

Position:

Membership Vice President

Personal Enrichment Program

Treasurer

Programming Vice President

Manager

Secretary

Extensions Contact

Focus On Women Program Manager

Parliamentarian

Public Relations Contact

Chaplain

External Foundation Program

STEP Program Manager

Manager

Please include a brief synopsis telling why you feel this individual is deserving of this honor. Be specific in describing their accomplishments and contributions this year.

List major responsibilities (job description) of this officer

Significant accomplishments (programs implemented, materials developed, travel, etc.)

What has this officer done that was "above and beyond their job duty" to be a part of the "whole team"? (i.e., signing members, working on an extension, programming participation, chapter participation)

Words that describe why this individual is outstanding

Short paragraph telling why you feel this individual is deserving of the honor

Name of nominee _____ Date _____

Chapter _____ State _____



United States Women of Today

All American Chapter

This award is designed to provide national recognition for those Women of Today chapters who have planned and accomplished a well-rounded program of projects and activities that exemplify the US Women of Today creed. Accomplishment of these activities will help the chapter provide the opportunities of leadership, training, community service, personal enrichment and fellowship for its members. Take pride in your accomplishments and share the completion of this All-American Chapter program with your chapter members. Upon completion of the following criteria, the Chapter President must sign the form and mail it to USWT President, postmarked no later than May 10.

Chapter _____ State _____

President _____

- Conduct an officer orientation/training for local officers, program managers, chairmen, etc.
Date _____ Number attending _____
Conducted by _____
- Hold an orientation of the general membership, including an overview of your state organization and the U.S. Women of Today.
Date _____ Number attending _____
Conducted by _____
- Have a prepared budget for your chapter. (Include a copy)
- Complete three (3) **external** projects, programs or activities; these may be national programs, state or local priorities. List project/program, date and description.
a. _____
b. _____
c. _____
- Conduct three (3) **internal** programs or activities; these may be national programs (Focus on Women, STEP, Project Recognition, Effective Writing or Effective Speaking), state programs or local opportunities. List program, date and description.
a. _____
b. _____
c. _____
- Conduct a Mid-Year Evaluation with chapter officers or the general membership to take a look at the progress made to date, suggested changes, etc. Attach an agenda or brief synopsis of evaluation.
Date _____ Number attending _____
- Offer a fun social activity for chapter members. Attach a brief description of the event.
Date _____ Number attending _____
- Hold a Ways and Means fundraiser (to add money to chapter treasury for operating funds.) Attach a brief description of the event.
Date _____ Amount Raised _____
- Have two or more chapter members attend a Women of Today meeting other than the local chapter; examples are a visitation to another chapter or attendance at a district, region, state or national meeting.
Date _____ Number attending _____
Meeting attended _____
- Add at least four new members to your chapter or complete an external extension between May 1 and April 30. Verification will be obtained from US Membership Vice President or US Extensions Director.



United States Women of Today

US Presidential Pin Nomination

Nominee _____

Chapter _____ State _____

Describe the impact that this member has made on the Women of Today both locally and throughout your state. Please use specifics to describe the accomplishments and contributions this year and why (s)he is deserving of this recognition. Please submit to the USWT President at least two (2) weeks prior to presentation.

- Current offices held (local, district or regional, state, national)

- Significant accomplishments (i.e., members signed, programs prepared, chapters helped, manuals written, travel, etc.)

- Describe why this individual is outstanding

- Write a short paragraph telling why you feel this individual is deserving of this honor

Submitter _____

Preferred date of presentation _____



United States Women of Today

Ambassador Award Nomination Outline

The Ambassador Award is the highest recognition the United States Women of Today may bestow on a local member. A nominee must have membership in Women of Today for a minimum of five (5) years in order to be eligible.

This form must be typed and used as is. Do not alter space allotted for cover page. Form may be retyped on a computer but format must remain the same. Space between each requirement may be increased or decreased as needed. Use Word format font of 10 or 12 points. (1) Please attach two letters of recommendation, one from local chapter and one from state. (2) Submit six copies of entire entry and mail to Ambassador President at least six weeks prior to presentation. (3) Enclose a check for \$60.00 made payable to USWT Ambassadors.

Upon approval of the Ambassador Review Committee, notification, pin and plaque will be sent to the person submitting the nomination at the address listed.

Nominee's name _____

Address _____ Phone _____

City _____ State _____ Zip _____

Email Address _____

Present Chapter of Nominee _____ District, if applicable _____ Date Joined _____

Nominee Marital Status _____ Spouse Name, if applicable _____

Children's Name and Ages, if applicable _____

Nominee Occupation _____

Name of Nominating Chapter or other Representative _____

Nominating Chair or Local President Name _____

Address _____

Email _____ Phone _____

When You Would Like Presentation To Be Made _____

Name as it should read on the plaque _____

Endorsement by nominator or local chapter

I hereby attest that all information provided in this nomination is reliable and true to the best of my knowledge

Nominator or Local President Signature _____

Endorsement by local chapter if nomination is made from other than her local chapter

I hereby attest that our chapter endorses the nomination of the above-named nominee.

Local President Signature _____ Chapter _____

Endorsement by current state officer, preferably the President, unless they are being nominated

I hereby attest that our state endorses the nomination of the above-named nominee.

State President Signature _____ State _____



United States Women of Today

1. Local Meetings:

List meetings nominee has attended since joining; you may give an average or percentage. <u>▲</u> <u>minimum of 50% must have been attended.</u>	Number Held	Number Attended
Chapter Meetings		

2. Local offices held and dates:

3. List major local chairmanships of projects, programs and/or standing committees held by nominee and dates:

4. State Meetings (if applicable – i.e.: states that only have one or two chapters may not hold state meetings):

List meetings nominee has attended since joining; you may give an average or percentage. <u>▲</u> <u>minimum of 50% must have been attended.</u>	Number Held	Number Attended
State Meetings		

List state meetings attended and dates. List meeting participation, attendance as general member or board member.

5. List state offices or program manager or director positions the nominee has held and dates:

6. List state committees the nominee has served on and the dates:



United States Women of Today

7. National Meetings:

List meetings nominee has attended since joining; you may give an average or percentage. <u>▲</u> minimum of 50% must have been attended.	Number Held	Number Attended
National Meetings		

8. List national offices or program manager positions held and dates: (You may include any national committee memberships in this section.)

9. What lasting and unique contributions did the nominee make to the development of her local **chapter**? (i.e.: consider chapter management, membership, internal or external programming, new projects or improvements to the local chapter initiated by the nominee.)

10. What lasting and unique contributions did the nominee make to the **state** organization and/or how has she utilized the opportunities provided by the state organization? (i.e.: if she was a state officer or program manager, what were her contributions? – how did she involve people in the state organization, meetings and programs?)

11. How has the nominee utilized the opportunities provided by the **national** organization?

12. Please make a final **summary statement** clarifying why your chapter feels that this Woman of Today is an Ambassador.



United States Women of Today

Membership Forms



United States Women of Today

Membership Fast Start

State _____

Name _____

President Membership Vice President

Complete the following requirements, and return to USWT Membership Vice-President **postmarked** no later than August 15. States completing this Fast Start will be recognized at the USWT Mid-Year Convention in October.

- Complete the Membership Information Sheet.
- Have your New Member Adds sent to USWT Membership Vice President, **postmarked** no later than the first of each month (June, July, August).
- Have your First Quarter Renewals sent to USWT Membership Vice President, **postmarked** no later than August 1.
- Send USWT Membership Vice President a copy of a Women of Today promotional brochure or flier from your state, not one produced by the USWT.
- Send a copy of your goals for this year.
- Submit the following information:
 - May 1 state membership base
 - List of all local chapters and their May 1 membership base
 - Completed Grow with People Plan
 - Name, address, phone number and email address of your states dues billing contact (yourself or Treasurer)



United States Women of Today

New Member Information Sheet

Name _____

Spouse _____

Address _____

Home Phone _____

Work Phone _____

[] It is OK to call me at work. If so, please list the best time to call _____

Birth date _____

Wedding Anniversary _____

Children (Names, Ages, Birth dates) _____

Occupation _____

Favorites

Hobbies _____

Food _____

Color _____

Other _____

Are you active in other organizations? If so, please list:

What special interest areas do you have (specific community projects, youth, senior citizens, personal development programming, etc.)?

Other comments



United States Women of Today

Membership Information

Thank you for thinking about these questions, and answering them. It will help the USWT Membership Vice-President to better understand the way things are done in your state. We will make every effort to help you in any way we can to insure success for all of us this year. Submit with Fast Start to USWT Membership Vice President.

How does your state work/promote membership?

What reporting system do you use within your state? (Chapter to MVP? Other?) Describe

How do you find out about new members, final reports?

When do you find out?

Do you have a policy for chapters that need TLC? If so, what?

Will you encourage all chapters in your state to subscribe to the National Newsletter?

If you have any specific questions, please include them on this form and an answer will be provided.



United States Women of Today

Monthly State Membership Report

Please send this to the USWT Membership Vice President, postmarked no later than the first of each month.

For month of _____

Submitted by _____

Position _____

- How was membership promoted in your state this month?

- Any communication sent by you?

- Are there any areas that you need help with?

- Special request? (Any calls you would like me to make, or notes to write? This could be for encouragement, to discuss a problem, to congratulate, etc.) Include names and addresses, please.

- Will there be any chapters in your state dropped this month? Please list them and explain.

- Is there anything else you would like to tell me?



United States Women of Today

Monthly Membership Dues Submission

Check made payable to the **United States Women of Today**. Mail one copy of this form and the new member and/or renewal forms to the US Membership Vice-President. New member dues are due postmarked no later than the **1st of the month** following recruitment. Renewal dues are due postmarked no later than the **1st of the month** following the end of the quarter.

Name of State _____

Month _____

Submitted by _____

Address _____

Phone Number _____

Number of New Members _____

Number of Renewals _____

Total Number of New Members/Renewals _____

Times Amount Due Per Member _____ x \$5 = **Total Amount Due \$** _____



United States Women of Today

State Buddy System Monthly Report

Form

Send to State President and USWT Membership Vice President, postmarked no later than the 5th of each month.

Buddy Name _____

Month of Report _____

Monthly Report of Activities For (State) _____

What contact has been made?

Summarize the state's activity. Include membership and programming participation, project, meeting highlights.

How has the state responded to your assistance?

Do you have plans for travel into the state in the coming month? If so, when?

Are there any circumstances that require attention from a National Officer? Explain.

Notes will be sent to members on request. List here whom you feel would benefit from a note, and the reason, include address.



United States Women of Today

Dropped Chapter

The United States Women of Today has voted to drop any local chapter whose membership drops below 5 members for three consecutive quarters. If this occurs, the State President will receive a letter (sample below,) informing her of the status of the chapters. Any members remaining on the roster when the chapter is dropped will be listed as "at large" members until their dues are to be renewed. If a local chapter voted to disaffiliate, the State President must submit a Dropped Chapter form informing the USWT Membership Vice President and the National President.

The following is a sample letter to be sent to states, if necessary.

Date

Dear:

As you are probably aware, the United States Women of Today voted and adopted a policy whereby local chapters having less than FIVE members for a period of three quarters will be dropped from the roster of member chapters. The remaining members of the dropped chapter will become "members-at-large" on the National billing roster until such time as their individual dues expire. Each state should have an established policy for handling at-large members.

At this time, the following chapter from your state is in danger of being dropped

Please contact the local chapter president and make sure that she understands this policy. Then complete the enclosed DROPPED CHAPTER FORM, if the chapter named has indicated that they intend to drop.

If the chapter has signed any new members, please let me know. If you have any questions, please call me. It is important to have accurate records, and if your figures do not agree with mine, I need to know immediately. Thank you.

Sincerely,

USWT Women of Today
Membership Vice President



United States Women of Today

Dropped Chapter Form

The United States Women of Today will officially drop a chapter upon receipt of this form. Send ORIGINAL to USWT Membership Vice President, and copies to USWT President, State Membership Vice President, and Program Manager.

Date _____

State _____

Name of chapter to drop _____

Charter Date _____

Reasons chapter is dropping _____

Steps taken to assist the chapter, and by whom

Will any members be transferring to another chapter? [] Yes [] No

If yes, please complete TRANSFER FORMS and send to United States Women of Today Membership Vice President with this request.

Requested by _____
State President



United States Women of Today

One a Month Club

Become A Member Of The United States Women Of Today "Elite" One A Month Club!!

Can your chapter accept the challenge of signing ONE NEW MEMBER A MONTH THIS YEAR? Each chapter that accomplishes this ongoing commitment to membership recruitment will receive special recognition at our Annual Convention. Please list the names of your chapter's new members below and mail monthly to the United States Women of Today Membership Vice President.

Chapter _____ State _____

Local President's Name _____

New Members:

May _____

June _____

July _____

August _____

September _____

October _____

November _____

December _____

January _____

February _____

March _____

April _____



United States Women of Today

Celebrating Successes Year End Recognition

Send this completed form to USWT Membership Vice President, postmarked no later than May 1.

State _____

Submitted By _____

Double Up Chapters - List Chapter, beginning and ending membership

5 Member Recruiters - List name and chapter

10 Member Recruiters - List name and chapter



United States Women of Today

Membership Survey

You are an important part of our USWT organization and your opinions are valued. In an effort to strengthen our chapters and states, please give your honest input on the following questions. This will enable us to recognize our strengths and identify areas we need to improve. This can be done anonymously, so please be honest. Check as many as apply in the boxes below.

Chapter Name & State _____ Date _____
Why did you join Women of Today?

What do you like best about your chapter?

General Membership Meetings

- | | |
|---|--|
| <input type="checkbox"/> Meetings are too long | <input type="checkbox"/> Need more programs or speakers |
| <input type="checkbox"/> Meetings are too short | <input type="checkbox"/> Meetings are being run smoothly |
| <input type="checkbox"/> We have programs &/or speakers | <input type="checkbox"/> Meetings could be run more smoothly |

Suggestions

Chapter Membership Socials & Membership-Nights

Socials are for the members; M-nights are to get new members.

- | | |
|---|--|
| <input type="checkbox"/> Number of membership socials held yearly | <input type="checkbox"/> Need more M-nights |
| <input type="checkbox"/> Need more membership socials | <input type="checkbox"/> Need fewer M-nights |
| <input type="checkbox"/> Need fewer membership socials | <input type="checkbox"/> We are doing the right number and balance of socials and m-nights |
| <input type="checkbox"/> Number of M-nights held yearly | |

Suggestions for upcoming socials or M-nights

Chapter Projects

Member participation in chapter projects: [] High [] Low [] Just right

- | | |
|--|--|
| <input type="checkbox"/> We need more projects | <input type="checkbox"/> We have project variety |
| <input type="checkbox"/> We need fewer projects | <input type="checkbox"/> We need project variety |
| <input type="checkbox"/> We are doing the right number of projects | <input type="checkbox"/> Stale projects |

Suggestions for upcoming project to be added or ones to be deleted

Programming Areas

- Doing too much
- Doing too little
- Just right

Suggestions for changes in any of the programming areas

Membership Growth/Activation/Retention

- We need to spend more time on membership growth/activation/retention
- We need to spend less time concentrating on membership growth/activation/retention
- We are doing everything we can towards membership growth/activation/retention
- I understand my responsibility in the role of membership growth/activation/retention
- I would like more information on how I can help with membership growth/activation/retention

Suggestions for membership growth/activation/retention

Personal Membership Satisfaction

I have been a member of this chapter for:

- Less than 2 years
- More than 2 years
- Over 5 years
- Over 10 years

If your membership with your Women of Today chapter expired today, would you renew it?

- Yes
- Probably
- Don't know
- No, If no, why not?

I enjoy being a member but would like:

- To have more time to work on projects
- More help with the projects
- More advance notice about upcoming projects &/or events
- Other _____
- More phone calls "just for fun", not just requesting project help or meeting reminders
- More information as to what is expected of me
- A better understanding of the programming areas
- More information on the state and national organization

What could be changed or improved to better your chapter?

STATE

State Involvement

- I receive adequate information regarding state events
- I would like more information regarding state events
- As a chapter, I think we are adequately involved with the state activities
- As a chapter, I would like to see us more involved in state activities

State Staff Role

- Liaison with the United States Women of Today
- Distributor of information from the United States Women of Today
- Distributor of state information, events and activities
- Other _____
- Coordinator of state meetings
- To provide newsletters to chapters
- Assist chapters with training, problem solving, coordinator so chapter activities can be shared, visitor, supervisor

State Newsletters

- Our state provides one to each chapter
- Our state does not provide one
- Currently receive one
- Do not receive one
- Provides good information
- Needs improvement

Suggestions for newsletter content

State Meetings

- Our state holds _____ meeting per year
- Our state does not hold meetings
- Give the number of state meetings you feel should be held yearly _____

Is there a charge for your state meetings? [] Yes [] No

Would you be willing to pay to cover speakers or other costs? [] No [] Yes, how much? _____

Would a meeting charge discourage you from attending? [] Yes [] No

Have you ever attended a state meeting? [] Yes [] No

If yes, what did you like best?

What did you like the least?

If you have never attended a state meeting, why not?

What would you like to see at state meetings?

- Outside speakers on various topics

- Outside speakers in our programming areas such as Personal Enrichment, Focus on Women, our foundations, etc.
- Training (list suggestions) _____
- Chapters bidding and taking turns in hosting the state meetings
- A chapter taking turns planning some fun activities for the meetings such as themes, skits, games, etc.
- An opportunity to have fun, learn something new, share ideas, meet new people, etc.

List other expectations you have for state meetings

NATIONAL

Do you have a good understanding of the USWT and what they provide the membership? Yes No

Would you like to learn more about the USWT? Yes No

National Meetings

Are you informed about national meetings? Yes No

Have you ever attended a national meeting? Yes No

National Programs

Are you informed about the national programs? Yes No

Would you like more information about the national programs? Yes No

How could the USWT be of more assistance to you, your chapter and state?

Additional comments about Women of Today.



United States Women of Today

Extensions Forms



United States Women of Today

Intent To Extend

Complete this form when a decision has been made to work on extending a new Women of Today Chapter. Use this form only if your state does not have your own Intent to Extend. Mail to USWT Extensions Director and USWT Membership Vice President

Chapter/Individual _____

State _____

Information About Prospective Chapter

Community Name: _____ Population _____

Distance from your community to extension _____

Extension Chairman _____

Phone _____

Address _____

City: _____ State: _____ Zip _____

Have any contacts been made? (Summarize any phone calls or meetings that have been held)

What plans have been made? (List any meetings that are set up, public relations plans, phoning to be done, etc.)

Do you need a USWT Extensions Manual? Yes No
(This manual gives suggestions on how to proceed with your Extension.)

Do you need a USWT Extension Media Kit? Yes No
(This kit has ample posters, invitations, announcements, Public Service Announcements, and is copy-ready for use in Extensions work)

Proposed date for completion of Extension _____

Is your chapter willing to work with the new chapter for a full year after it receives its charter? Yes No

Chapter President Signature Date

Extensions Chairman Signature Date



United States Women of Today

Application For Extension Funding

The United States Women of Today has funds available to assist chapters and/or individuals with an extension. Up to \$30 per extension can be applied for. The following guidelines must be met in order to qualify: Send application immediately upon starting extension work to the USWT Extensions Director

- Intent to Extend form must be on file with the USWT Extensions Director.
- The Application for Funding must be complete and on file with the USWT Extensions Director.
- New Chapter form must be sent upon completion of the extension.
- Funds will be disbursed upon completion of the extension.
- Applications will be approved at the discretion of the National President, Membership Vice President and Extensions Director.
- Receipts must accompany this application.

Chapter/Individual _____

Extension _____

State _____

Begin Date _____

Chairman _____

Budget

Income		Expenses	
Chapter appropriation	\$	Phone Calls	\$
State appropriation	\$	Postage	\$
Other Donations/sources	\$	Copies	\$
Personal Expenses	\$	Room Rent	\$
Other Income (<i>List below</i>)	\$	Publicity	\$
		Other Expenses <i>List below</i>	\$
Total Income	\$	Total Expenses	\$

Other Income _____

Other Expenses _____



United States Women of Today

Intent To Charter

The newly formed Women of Today do hereby express their intent to be recognized as a member chapter of the Women of Today, with all the responsibilities and privileges, which accompany membership in this organization.

Dated _____

Signed _____

Charter Member(s) _____



United States Women of Today

Intent to Follow Up

The Women of Today, as the extending chapter of the Women of Today, do hereby express their intent to continue the "follow up" through orientations, guidance, support and encouragement to help this new extension become a strong member of the Women of Today. Complete this form and send to your State Membership Vice President with the charter fee.

Dated _____

Signed _____

Chapter President _____

Extension Chairperson _____



United States Women of Today

New Chapter Form

Submit this form to USWT Extension Director and USWT Membership Vice President for newly extended chapters. Chapter becomes an official member of the United States Women of Today upon receipt of membership dues from at least five (5) new members. Each new chapter will receive an engraved gavel within three (3) weeks of receipt of this form by the USWT Extensions Director.

Please attach a list of charter member names and addresses to this form. Each charter member will receive a welcome gift from the USWT at either Mid-Year Convention or Annual Convention.

New Chapter _____

Charter President _____

Address _____

City _____ State _____ Zip _____

Email _____

Charter Date _____

Extending Chapter: _____ Chairman _____

Should a USWT New Chapter Guide be sent? Yes No

This is a manual that gives basic start-up information for a chapter, including officer duties, membership, chapter management, sample agendas, and more.

Do you need the USWT Funding Application Form? Yes No

When filing the funding application, attach all receipts to this form to verify extension expenses. A check will be mailed to the chapter/individual stated on the Funding form.

Form Submitted By Name _____

Position _____



United States Women of Today

Public Relations Forms



United States Women of Today

Founder's Day Participation Form

Return completed form to USWT Public Relations Director, postmarked no later than September 1st.

Chapter _____ State _____

Contact Person _____

Address _____

City _____ State _____ Zip _____

Phone _____

Email _____

Was a press release submitted to your local newspaper for Founder's Day? Yes No
If yes, please attach a copy.

Description of Event



United States Women of Today

Friendship Day Certification Form

The first Sunday in August is Friendship Day. In order to recognize the importance of the fellowship we have within our chapters, an incentive will be awarded to all chapters who celebrate Friendship Day by holding a special event in honor of this day. It can be a social, Ladies Night Out, picnic, overnight trip to the city, etc. These are only a few examples; the possibilities are unlimited. The sole purpose is to get to know your fellow members a little better and to take the time to have some fun with them. Your event can be held any time during August. Send this completed form to USWT Membership Vice President, postmarked no later than September 1st, for recognition at Mid-Year Convention.

Chapter _____ State _____

Name of Event _____

Date Held _____

Number of Members Attending _____

Description of Event



United States Women of Today

Fellowship Builder Award

The Fellowship Builder Award will be given to those chapters that take Friendship Day a step further by holding three more events during the year. These events are meant to be social, to encourage our members to get to know each other a little better and to have fun in the process. These events are not fundraisers, nor are they orientations or personal enrichment courses. They are meant for you, our chapter members, to have just a little more fun in Women of Today. Recognition will be distributed at Annual Convention. Send this completed form to USWT Membership Vice President, postmarked no later than May 1st.

Chapter _____ State _____

Name of Friendship Day Event _____

Date Held: _____ Number Of Members Attending _____

Brief Description Of Event:

Name of Event #2 _____

Date Held: _____ Number Of Members Attending _____

Brief Description Of Event:

Name of Event #3 _____

Date Held: _____ Number Of Members Attending _____

Brief Description Of Event:

Name of Event #4 _____

Date Held: _____ Number Of Members Attending _____

Brief Description Of Event:



United States Women of Today

Shout Out With Pride

This Award is for programming run during Women of Today Week. Send completed form to USWT Public Relations Director, postmarked no later than October 10th.

Name _____

Chapter _____ State _____

Address _____

City _____ State _____ Zip _____

Email _____

1. Run a Public Relations Campaign -- Date _____

2. Hold a membership social -- Date _____

3. Hold a Special Event -- Date _____

4. Please include a brief synopsis of your public relations campaign and/or special event on the back of the form. Include copies of materials or media coverage if possible.

a) Community Size _____

b) How many people do you feel were reached? _____

c) Public Relation resource(s) used:

Newspaper

Radio

Television

d) It has been proven that marketing, advertising and participation in community events has an impact. Have you signed new members, had requests for information about the organization, etc. from this campaign? Please provide details.



United States Women of Today

Buckets Of Sunshine Participation Form

Send completed form to USWT Public Relations Director postmarked no later than May 1st.

Name _____

Chapter _____ State _____

Address _____

City _____ State _____ Zip _____

Email _____

Date of Project _____

Project Chair/Contact Person _____

Number of members participating _____

Other organizations participating _____

Name, address, type of facility/agency receiving donation _____

Type of bucket donated & contents _____

Cash value of donation \$: _____ No. of buckets donated _____

Source of buckets and contents (i.e. member donations, purchased with chapter funds, outside donations, special project held to raise funds, etc):



Women of Today Buckets of Sunshine



United States Women of Today

Public Relations Activity Report

Submit completed for to USWT Public Relations Director, postmarked no later than October 1st.

Founder's Day – July 1st

Describe what you did, how you promoted it and would you do it again.

Friendship Day – 1st Sunday in August

Describe what you did, how you promoted it and would you do it again.

Kid's Week – 3rd Full Week of August

Describe what you did, how you promoted it and would you do it again.

Women of Today Week – 3rd Full Week of September

Describe what you did, how you promoted it and would you do it again.



United States Women of Today

Programming Forms



United States Women of Today

Programming Fast Start

State _____

Name _____

Programming Vice President State Programming Manager

Complete the following requirements, and return to USWT Programming Vice-President and USWT Program Manager, **postmarked** no later than August 15th. States completing this Fast Start will be recognized at the USWT Mid-Year Convention.

- Send a letter of introduction and plan of action to the USWT Program Manager or USWT Programming Vice President. Date sent _____
- Begin to implement at least one (1) of your goals; include a brief description of what you have done.
- Send a copy of at least one (1) of the materials you have prepared for promotion of your area within your state. This may be a mailing, article in the state newsletter, information to chapters, outline for a forum, etc.
- Make an "official" contact with the foundation or organization with whom you will be working. If you work with a program promoted by the USWT, please make contact with the appropriate national program manager or programming vice president. Briefly describe the contact information.



United States Women of Today

Project Recognition Statistics Sheet

Project Name _____

Project Start Date _____ Project Completion Date _____

Check the appropriate boxes:

Chapter Project

State Project

External Project: Fundraising

Education

Service

Internal Project: Ways & Means Fundraiser

Membership Enrichment

Member Social

Chapter _____ State _____

Chapter Size _____ Community Population/State Membership _____

Contact Person _____

Address _____

City _____ State _____ Zip _____

Phone _____

Email _____



United States Women of Today

Chaplain Certification

The promotion of family involvement and spiritual enrichment of our members is part of the responsibility of the USWT Chaplain. The purpose of this certification is to impress upon members the importance of family in our lives (in all shapes and forms) and the need for some sort of "spiritual" enrichment. If your state is already recognizing certifications in these areas (i.e. IA, MN, ND, PA), fill out Section I. If your state does not currently have a certification program in this area, fill out Section II. Requirements must be completed between May 1st and April 30th each year. Send to USWT Focus on Women/Chaplain Program Manager.

Name _____

Chapter _____ State _____

I. FOR THOSE STATES WHO CURRENTLY HAVE A CERTIFICATION PROGRAM IN THIS AREA: List the names of those who have certified in your state on the back of this form.

II. FOR STATES NOT CURRENTLY CONDUCTING CERTIFICATION PROGRAMS IN THIS AREA: Complete four requirements; **two (2) in each** of the following to areas:

III. FAMILY LIFE: Participate in two of the following activities:

- Attend a program/forum on family life. Date _____
Type of Program _____
- Participate in a family- oriented activity held by your chapter. Date/Activity _____
- Participate in Family Week
- Read a book dealing with family issues/relationships. Title of book _____
- Participate in a special family event, i.e. birthday, family reunion, weekend camping, vacation. Date _____
Event _____
- Compile a family tree; talk with older relatives to gather materials
- Participate in a "safety-related" event (i.e. fire drill, home safety check). Date _____
Event _____
- Participate in "family night" (playing games, talking-NO TV). Date _____
Event _____
- View a film as a family and discuss it. Movie _____
- OTHER Date _____
Event _____

I. SPIRITUAL ENRICHMENT: Participate in two of the following activities.

- Attend a fellowship service at state convention. Date _____
- Participate in a prayer chain, attend a Christmas caroling event, or keep a daily journal.
- Participate/attend a project that is run by a church. Date _____
Event _____
- Attend a spiritually orientated program/project. Type of program _____
- Read a book on a religion or spiritual leader (i.e. Jessie Jackson, Billy Graham etc.).
Name of Book _____
- Visit a nursing home, hospital or shut-in. Date _____
Place _____
- Donate to or help at a local homeless shelter, crisis nursery, or women's shelter. Date _____
Place _____
- OTHER Date _____
Event _____



United States Women of Today

Focus on Women Individual Certification

You must complete and check off a total of five (5) requirements with at least one (1) in each of the four (4) areas, and one (1) additional, between May 1st and April 30th. Mail completed certification form to your state program manager.

Chapter _____ State _____

Name _____

Date _____

Health and Personal Concerns

- Present or assist in the presentation of a health program at your local chapter, district or state meeting.
Program: _____ Date _____
- Attend a self-improvement seminar or present one to your organization. Date _____
- Certify in CPR. Date _____
- Have a physical exam or breast self-examination. Date _____
- Other (something you have done that deals with Health and Personal Concerns.) _____

Careers And Economics

- Attend a continuing education program or continue to advance your own career through vocational or college classes.
Program: _____ Date _____
- Organize and/or present a careers or economics program to a WT organization. Date _____
- Attend a seminar on wills or have your will updated. Date _____
- Read an article related to this area. Subject: _____ Date _____
- Other (something you have done that deals with Women and Careers or Economics)

American Involvement

- Be registered and vote. Date _____
- Attend a meeting of a governing agency (i.e. school board, city council, etc.) Date _____
- Participate in a program that deals with improving your country's well being. (i.e., recycling, conservation, etc.)
Program: _____ Date _____
- Present a forum to your chapter, district or state meeting dealing with an aspect of US government structure.
Program: _____ Date _____
- Other (something you have done that deals with American Involvement.)

Women's Issues

- Present a program to your chapter, district or state dealing with Women in History.
Program: _____ Date _____
- Compete in a Focus on Women essay contest. Date _____
- Be a member of another organization. Date _____
- Attend an event in your chapter or community that honors outstanding women. Date _____
- Other (something you have done that deals with Women's Issues.)



United States Women of Today

Focus on Women Essay Contest Stats Sheet

Name _____

Chapter _____ State _____

Address _____

City _____ State _____ Zip _____

Phone _____

Email _____

Date Submitted _____

Number of Words _____

Date Received _____



United States Women of Today

Effective Speaking Certification

The individual member must meet the qualifications listed below to certify in Effective Speaking. NOTE: These requirements do not have to be done solely through Women of Today activities but may be accomplished in other organizations, career, etc. Send this completed form to the State Program Manager, postmarked no later than May 1st. Please print or type information clearly; topics/titles must be included, except for icebreakers.

Name _____

Chapter _____ State _____

Address _____

City _____ State _____ Zip _____

Phone _____

Email _____

Date Completed _____

Icebreaker – introduce yourself, lead the Pledge of Allegiance or Women of Today Creed
Date _____

Impromptu – two (2) to five (5) minute speech on a topic that is given to the participant a few minutes in advance; these topics can be decided upon by your program manager and should be fun. Topic _____ Date _____

Report – this can be a report given at the chapter meeting on an upcoming project, a project that has been completed, an officer report, or committee report.
Topic _____ Date _____

Prepared Speech – this is a four (4) to six (6) minute prepared speech; the topic shall be the choice of the participant, and presenter should encourage members to participate and offer suggestions for improvements.
Topic _____ Date _____



United States Women of Today

Effective Speaking Competition Stats Sheet

Name _____

Chapter _____ State _____

Address _____

City _____ State _____ Zip _____

Email _____

Phone _____

Date Submitted _____

Title of Speech _____

Date Received _____

Entry Fee Received _____



United States Women of Today

Effective Writing Certification

The individual member must meet the qualifications listed below to certify in Effective Writing. NOTE: These requirements do not have to be done solely through Women of Today activities but may be accomplished in other organizations, career, etc. Send this completed form to the State Program Manager, postmarked no later than May 1st. Please print or type information clearly; topics/titles must be included.

Name _____

Chapter _____ State _____

Address _____

City _____ State _____ Zip _____

Phone _____

Email _____

Date Completed _____

- Write personal or local chapter officer goals, and your plans for achieving them; attach to this sheet.
- Write a letter or memorandum of at least 100 words; this can be personal or pertaining to the Women of Today.
Topic _____ Date _____
- Write an article for your chapter or state newsletter, or the local newspaper; attach to this sheet.
Topic _____ Date _____
- Write an essay or short story of at least 300 words; it may or may not be entered into competition, but should be critiqued by a WT member or individual outside the organization
Topic _____ Date _____



United States Women of Today

Effective Writing Competition Stats Sheet

Name _____

Chapter _____ State _____

Address _____

City _____ State _____ Zip _____

Email _____

Phone _____

Date Submitted _____

Title of Essay _____

Date Received _____

Entry Fee Received _____

Number of Words _____



United States Women of Today

STEP I Certification

STEP I is designed to promote the orientation and activation of the new member. All steps of this program must be completed during the member's first 90 days. By participating in the required activities, the new member becomes familiar with all levels of the organization. To certify in STEP I the individual must complete all of the mandatory requirements in Part A and one of the optional requirements in Part B. The certification form should be sent to the State Program Manager within 30 days of the completion of the program. REMEMBER, THESE REQUIREMENTS MUST BE COMPLETED WITHIN THE FIRST 90 DAYS OF JOINING THE LOCAL CHAPTER. (90 days from date dues are paid.) Complete this certification form and mail to your state STEP program manager within 30 days of completion.

Name _____ Date Joined _____ Date Certified _____

Chapter _____ State _____

Address _____

City _____ State _____ Zip _____

Email _____

A. MANDATORY REQUIREMENTS -- record the completion dates.

- 1. Attend a local or personal orientation that informs the new members of all levels of our organization and explains what each level offers. Date _____
- 2. Attend three (3) Women of Today meetings (two local and one other).
 - General membership or local board meeting. Date _____
 - General membership or local board meeting. Date _____
 - Visit another chapter. Date _____
 - State executive committee meeting. Date _____
 - District, regional, or state meeting. Date _____
 - Local chapter project committee meeting. Date _____
 - Chapter social. Date _____
- 3. Participate in one local Women of Today project. Date _____

B. OPTIONAL REQUIREMENTS – complete one of the following and record dates.

- Originate a project for the local chapter. Date _____
- Be a member of a committee. Date _____
- Complete the first step of Effective Speaking (ice breaker). Date _____
- Bring a prospective member to a meeting. Date _____
- Certify in a USWT Personal Enrichment Program; Effective Writing, Effective Speaking, Listening, Leadership, or Team Building. Date _____
- Know and recite USWT creed. Date _____



United States Women of Today

STEP II Certification

STEP II is designed for the member who has been a member for 12 months or less. By participating in this program, the member will become activated on all levels of the organization. To certify in STEP II the member must complete all of the mandatory requirements in Part A and at least 8 of the optional requirements in Part B within the 12 months of membership. (12 months from date dues are paid.) No activity may be counted more than once. No STEP I activity may be repeated for certification in STEP II. STEP II may only be earned one time. Complete this certification form and mail to your state step program manager within 30 days of completion.

Name _____ Date Joined _____ Date Certified _____

Chapter _____ State _____

Address _____

City _____ State _____ Zip _____

Email _____

A. MANDATORY REQUIREMENTS -- record information and dates.

- Know and recite the USWT Creed.
- Sign a new member. Name _____ Date _____
- Complete certification requirements for a USWT Personal Enrichment Program; Effective Writing, Effective Speaking, Leadership, Listening or Team Building.
Course _____ Date _____
- Serve as a project chairperson or co-chairperson.
Event _____ Date _____
- Attend an orientation program or personal orientation.
Orientation _____ Date _____
- Participate in an activity determined by the local chapter.
Activity _____ Date _____

B. OPTIONAL REQUIREMENTS – qualify in at least eight (8) categories and record information and dates.

- Complete certification requirements for Effective Speaking, Effective Writing, Leadership, Listening or Team Building in addition to the mandatory requirement. Course _____ Date _____
- Serve as a project chairperson or co-chairperson and complete a project report in addition to the mandatory requirement.
Event _____ Date _____
- Attend a district, regional, state, or national business meeting. Date _____
- Give a report at a meeting. Date _____
- Give an invocation, a benediction, or lead the Pledge of Allegiance at a Women of Today function. Date _____
- Present a complete outline for a new project. Date _____
- Write an article for the newsletter or local paper. Date _____
- Present or participate in a program for a local meeting. Date _____
- Participate on an extension team. Date _____
- Attend a Women of Today social. Date _____
- Bring an additional prospective member to a Women of Today activity. Date _____
- Participate in a state or national project. Date _____
- Serve as a local officer or standing committee chairperson. Date _____
- Participate in a local Women of Today project (in addition to Mandatory #4 and Optional #1 Requirement). Date _____
- Participate in an activity determined by the local chapter. Date _____



United States Women of Today

STEP III Certification

STEP III is designed for the member who has been a member for more than one year and for any past member in good standing that leaves the organization for any length of time and then rejoins the organization at a later date. This program is for continual activation of those members in all areas of the organization. To certify in STEP III all of the mandatory requirements in Part A and at least 11 of the optional requirements in Part B must be completed by the member within a 12 month period from May 1st to April 30th. No activity may be counted more than once. No STEP I or STEP II activity may be repeated for STEP III. STEP III may only be earned once each year. Complete the certification form and mail to your state step program manager within 30 days of completion.

Name _____ Date Joined _____ Date Certified _____
Chapter _____ State _____
Address _____
City _____ State _____ Zip _____
Email _____

A. MANDATORY REQUIREMENTS -- record information and dates.

- Know and recite the USWT Creed.
- Sign a new member. Name _____ Date _____
- Complete certification requirements for a USWT Personal Enrichment Program; Effective Writing, Effective Speaking, Leadership, Listening or Team Building.
Course _____ Date _____
- Serve as a local officer, committee chairperson, or co-chairperson.
Position _____ Date _____
- Attend another Women of Today meeting other than the local chapter meeting. (May include a visit to another chapter, a national, state, district, or regional meeting, a state committee meeting, etc.) Date _____
- Participate in an activity determined by the local chapter. Date _____

B. OPTIONAL REQUIREMENTS (QUALIFY IN AT LEAST 11 CATEGORIES) -- record information and dates.

- Complete certification requirements for Effective Speaking, Effective Writing, Leadership, Listening or Team Building in addition to the mandatory requirement. Course _____ Date _____
- Serve as a project chairperson or co-chairperson and complete a project report in addition to the mandatory requirement.
Event _____ Date _____
- Attend a district, regional, state, or national business meeting or a social. Date _____
- Give a report at a meeting. Date _____
- Give an invocation, a benediction, or lead the Pledge of Allegiance at a WT function. Date _____
- Present a complete outline for a new project. Date _____
- Write an article for the newsletter or local paper. Date _____
- Present or participate in a program for a local meeting. Date _____
- Participate on an extension team. Date _____
- Bring an additional prospective member to a Women of Today activity. Date _____
- Assist in re-activating and retaining a current member. Date _____
- Participate in a USWT External area. Date _____
- Participate in a presentation of an orientation program. Date _____
- Participate in a Focus on Women activity. Date _____
- Attend a USWT Midyear Meeting or National Convention. Date _____
- Serve as a speaker at a non Women of Today meeting in support of a Women of Today project or on behalf of the Women of Today organization. Date _____
- Serve as a state or national officer or committee member. Date _____
- Work on a local chapter project in addition to the mandatory and optional requirement.
Project _____ Date _____
- Participate in an activity determined by the local chapter. Date _____



United States Women of Today

STEP II Resume Entry Form

I. GENERAL INFORMATION

A. Name _____ Phone _____

B. Address _____

C. Local chapter _____ State _____

D. Date joined _____

E. Size of local chapter membership _____

II. MEETING ATTENDANCE

A. Attendance (Indicate number of meetings held and number attended by entrant.)

	Number held	Number attended
General Membership Meetings		
Local Board Meetings		
District Meetings		
Regional Meetings		
State Executive Board Meetings		
State Meetings		
National Meetings		

1. Is entrant a member of the local board?
2. Are local board meetings open or closed?

B. Participation (List all Women of Today meetings entrant has attended since joining. Briefly describe entrant's participation.)

1. Local Chapter Meeting (General Membership and Board Meetings)
2. District, Regional, State, and National Meetings (General Membership and Board Meetings)
3. Other Meetings (orientations, training school, programming days, etc.)

III. PROJECT PARTICIPATION

List all projects in which entrant has participated. Briefly describe entrant's participation.

IV. OTHER INVOLVEMENT

List all other areas of involvement by entrant (committees, officer positions held, membership recruitment, certifications, visitations, etc.). Briefly describe entrant's participation and accomplishments.

V. STATEMENT OF RECOMMENDATION

Why do you feel this candidate deserves to be recognized as the USWT Outstanding STEP II Award Recipient for First Year Members? Include here any information concerning the entrant which you feel is pertinent. (250 word limit to this section.)

Signature/position of person making recommendation

NOTE The entire resume may not exceed three (3) typewritten pages using a 12-point font size. Reduced pages will not be accepted. Resume should be put into a folder for ease in handling.



United States Women of Today

STEP III Resume Entry Form

I. GENERAL INFORMATION

A. Name _____ Phone _____

B. Address _____

C. Local chapter _____ State _____

D. Date joined _____

E. Size of local chapter membership _____

II. LOCAL CHAPTER INVOLVEMENT

A. Attendance (Indicate number of meetings held and number attended by entrant.)

	Number held	Number attended
General Membership Meetings		
Local Board Meetings		

1. Is entrant a member of the local board?
2. Are local board meetings open or closed?

B. Offices/Standing Chairmanships

List any officers or standing chairmanships held in the local chapter during the past year. Briefly indicate the duties or responsibilities involved and the entrant's scope of involvement. (New areas developed, general way in which entrant fulfilled duties, etc.)

C. Project Participation

1. How many projects was the local chapter involved in during the past year?
 - Total number of projects
 - a. Number of Community Involvement projects
 - b. Number of Personal Enrichment projects
 - c. Number of Chapter Management projects
2. In how many projects did the entrant participate?
3. List project chairmanships held by the entrant during the year. Briefly describe the entrant's responsibilities/activity for each and indicate the approximate number of hours worked on each.
 - a. Community Involvement projects
 - b. Personal Enrichment projects
 - c. Chapter Management projects
4. List other projects in which the entrant participated. Describe activity for each and indicating the approximate number of hours worked. Do not include those projects chaired by the entrant.
 - a. Community Involvement projects
 - b. Personal Enrichment projects
 - c. Chapter Management projects

D. Indicate any other local involvement not previously described (extensions, membership recruitment, joint work with other chapters, certifications, forums, visitations, etc.) Briefly describe entrant's activity and approximate number of hours worked.

III. STATE INVOLVEMENT

- A. Attendance at District, Regional, State, and National Meetings
(Indicate number of meetings held and number attended by entrant.)

	Number held	Number attended
District Meetings		
Regional Meetings		
State Executive Board Meetings		
State Meetings		
National Meetings		

- B. Participation at Meetings
List meetings attended (date, location and round trip mileage). Briefly indicate entrant's degree of participation. (Attend forums, presented forums, served as delegate, etc.)

1. District and Regional Meetings
2. State Meetings (General Membership and Executive Board Meetings)
3. Other State Events (training days, programming days, judging, etc.)
4. National Meetings

- C. Involvement and Other Participation
Indicate the entrant's involvement at the following levels. Briefly explain each item listed in terms of responsibility and activity.

1. District and Regional level
 - a. Offices or chairmanships held
 - b. Committees
 - c. Projects
 - d. Other (awards, etc.)
2. State level
 - a. Offices or chairmanships held
 - b. Committees
 - c. Projects
 - d. Other (awards, etc.)
3. National level
 - a. Offices or chairmanships held
 - b. Committees
 - c. Projects
 - d. Other (awards, etc.)

IV. STATEMENT OF RECOMMENDATION

Why do you feel this candidate deserves to be recognized as the USWT Outstanding STEP III Award Recipient? Include here any information concerning the entrant that you feel is pertinent. (250-word limit to this section)

Signature/position of person making recommendation

NOTE The entire resume may not exceed ten (10) typewritten pages using a 12 point font size. Reduced pages will not be accepted. Resume should be put into a folder for ease in handling.



United States Women of Today

National External Program Transmittal

Send the form to the USWT External Program Manager. Each project, educational or fundraising, for the national external program area must have a transmittal form completed and submitted to the USWT External Program Manager, postmarked no later than May 1st.

Chapter _____ State _____

Name of Program Manager or Project Chair _____

Address _____

City _____ State _____ Zip _____

Email _____

Phone _____

Name of Project _____

Type of Project: Education Fundraising Both

Amount Raised _____

Donated To _____

Service hours _____

Description of Project



United States Women of Today

Officer Forms



United States Women of Today

National Staff Monthly Report

Send the completed form to the USWT President, postmark by the fifth day of the month.

Name _____

Position _____

What are your significant accomplishments in the past month?

What are your plans for the coming month?

List significant communications you have had this month. Attach your communications log, copies of articles, committee reports, or other mailings and incentives, etc.

What problems should the USWT President be made aware of?

What requests or suggestions do you have for the USWT organization or staff?

List your major goals and the progress, or lack thereof, you have made so far.

What travel have you completed this month? What are your plans for travel next month?

List any other comments, questions or concerns you may have.



United States Women of Today

National Staff Mid-Year Review

The purpose of this evaluation/review is:

1. To recognize and feel good about what has been accomplished to date.
2. To focus on what remains to be done and to form plans to implement and complete the year successfully.
3. To provide information on how the supervising officer can better serve you.

Using another sheet of paper, provide the information requested following the outline provided. Be brief but concise. This does not need to be complicated. Be as detailed as you desire in order to provide a Plan of Action for the remainder of your year. **Please mail to the National President, postmarked no later than January 31st.**

I. GOALS AND IMPLEMENTATION

- A. List your major goals for the year.
- B. For each goal listed, explain the progress that has been made and further plans for accomplishing them.

II. LEADERSHIP

- A. List your strengths as a leader in your area.
- B. Are there areas of your leadership that need improvement?
- C. List specific ways you will be providing leadership to those you work with this year.

III. STATUS OF YOUR AREA

- A. Provide a personal evaluation of the status of your area.
 1. Any major challenges
 2. Highlights
 3. Frustrations/disappointments
- B. After six months experience in the position, do you see a need to change the focus of your promotion?
- C. List specific programs/promotions that you will emphasize the remainder of the year.

IV. YOUR ROLE AS A USWT OFFICER

- A. Evaluate your performance in your position
- B. Do you feel you are being provided with the information and support needed to perform your job?
- C. Specifically list any ways in which I, and/or your supervising officer can better serve you.
- D. Evaluate the following:
 1. Today's Leader
 2. Board Newsletters
 3. Reach Out and Touch Program
 4. Mid-Year Convention including training sessions/speakers/presenters
 5. Your suggestions for convention forums, etc.

V. ADDITIONAL COMMENTS



United States Women of Today

State President Monthly Report

Send the completed form to the USWT President, postmark no later than the fifth of the month.

Name _____

Date of Next Meeting _____ Location _____

State _____ Month _____

What are your significant accomplishments in the past month?

What are your plans for the coming month?

List significant communications you have had this month. Attach your communications log, copies of articles, committee reports, or other mailings and incentives, etc.

What problems should the USWT President be made aware of?

What requests or suggestions do you have for the USWT organization or staff?

List your major goals and the progress, or lack thereof, you have made so far.

What travel have you completed this month? What are your plans for travel next month?

List any other comments, questions or concerns you may have.



United States Women of Today

State President Annual Report

Send the completed form to the USWT President, postmark no later than May 1st.

Name _____

Position _____ State _____

What are your significant accomplishments in this year?

What programs have you run for the Internal programming areas? How many certifications were received in these areas?

What programs have you run for the External programming areas? How many chapters participated in these areas? How much money was raised?

List the beginning membership base, year-end membership base, year-end retention figures for each chapter and for the state organization. What was the NMA totals for the year? What work was done for extensions?

What was promoted for Chapter Management?

What significant programs were run for improvement to your states administration?

List any other comments, questions or concerns you may have.



United States Women of Today

Program Manager & Directors Bid Form

The following information must be completed by the prospective program manager or director and returned to the Elections Committee Chair, postmarked no later than 14 days prior to Annual Convention. With this form, the prospective manager or director must include three (3) pages of information: a detailed Plan of Action, letter of support from their state organization, and a proposed budget.

Position Filed for _____

Name _____

Address _____

City _____ State _____ Zip _____

Home Phone _____ Work Phone _____

Email _____

Chapter _____ Date Joined _____

Do you plan to attend all national meetings this year? Yes No Are you free to travel during the year? Yes No

Office Held	Enter the year(s) in the appropriate level(s)			
	Local	District or Region	State	National

List experience you may have that pertains to the position for which you are bidding.

List other facts about you and your family that you think we should know.



United States Women of Today

Expense Voucher

Send completed form to USWT Treasurer, postmarked May 1st. Attach all receipts and itemize expenses below.

Name _____ Date _____

Position _____ Total Expenses \$ _____

Address _____

City _____ State _____ Zip _____

Signature _____

Expenses	Description of Expense	Quantity	Amount
Phone			
Postage			
Copies & Supplies			
Other Officer Expenses			
Incentives			
Travel			
Miscellaneous			

For Treasurer's Use Only

Annual Budget _____ Date Paid _____

Paid Year to Date _____

Paid This Voucher _____ Check No. _____

Total Paid _____

Remaining Budget _____

Approved by _____



United States Women of Today

National Staff Secret Sis Form

If you are interested in participating in the Secret Sis Program, send the completed for the USWT President, postmarked no later than June 30th.

Name _____

Position _____

Theme _____ Description of Logo _____

Address _____

City _____ State _____ Zip _____

Phone _____

Email _____

Theme _____ Description of Logo _____

Birthday _____ Anniversary _____

Significant Other _____ Birthday _____

Name(s) and age(s) of child(ren) _____

Favorite Color _____

Other Favorites (i.e., food, pop, candy, etc.)

Collections & Hobbies

Anything else you would like to share



United States Women of Today

State Visitation Report

Please complete this form after making a State Visitation. Your observations can be an important part of servicing each state. Be thorough with your remarks. Send the completed form to USWT President within one week of visit.

Name _____ Date of Visit _____

Position _____ State Visited _____

Event(s) Attended _____

DESCRIBE PURPOSE OF VISIT (Speaker, training, extension, etc.)

EVALUATE VISIT (Did you achieve your purpose?)

EVALUATE THE EVENT

Was the event well planned?

What were your impressions/reactions of the leaders & participants?)

Were there needs/concerns/questions expressed by state officers or local members?

WHAT FOLLOW-UP IS SUGGESTED/NECESSARY? (If there are individuals who would benefit from a call or note, please include their name and address/phone number.)

OTHER OBSERVATIONS



United States Women of Today

Committee Meeting Synopsis

Send the completed form with an attached copy of minutes and return to USWT President.

Committee _____ Chairman _____

Date _____ Recording Secretary _____

Attendees

Items discussed

Action taken by committee

Policy changes/additions to be presented

Bylaw proposals to be made



United States Women of Today

Forum Evaluation Form

Forum Title _____

Presenter _____ Position _____

What did you like?

What didn't you like?

What would you still like to learn that wasn't covered?



United States Women of Today

Forum Attendance Sheet

Forum Title _____

Presenter _____ Position _____



United States Women of Today

Convention Forms



United States Women of Today

Mid-Year Convention Contract

This agreement, made this __ day of _____, year _____ between the United States Women of Today, hereinafter referred to as "National" and the _____ Women of Today, hereinafter referred to as "State/District/Chapter."

Whereas, State/District/Chapter is desirous of hosting the year _____ Midyear Meeting.

Whereas, State/District/Chapter will submit a bid to host said meeting.

Now therefore, in the event State/District/Chapter is successful in its bid, and in the consideration of the mutual promises and covenants herein, the parties agree as follows:

PURPOSE

The parties hereby express their understanding that this event is held primarily to conduct the official business and related matters of the U.S. Women of Today and create an environment for promoting general good will. The parties agree to make every effort to cooperate in maximum promotion of the event and it is agreed that said parties shall act as host. The parties hereby express their understanding and intent that the event shall be conducted in a manner which shall be in the best interests of the contracting parties.

OBLIGATIONS OF STATE

1. DATE

Said party shall hold the midyear convention on the first full weekend (Friday-Sunday) in October, on the dates October __, __, __, & __ year _____ in (city, state)

2. REGISTRATION AND PROMOTION

- a) State/District/Chapter shall prepare promotions and registration materials due to USWT president candidate(s) by June 1. This material should include a registration form and any promotional material for the area.
- b) State/District/Chapter shall prepare promotional materials including a registration form and submit one (1) copy print ready for distribution in the June/July Today's Leader. The name, address and telephone number of the convention chairperson should be included with all materials distributed. The national president shall be provided a copy of all informational materials before it is distributed to the membership.
- c) State/District/Chapter must publish the following information in June/July Today's Leader: map of host city, directions to facility from surrounding states and from the local airport, and a list of additional housing facilities available.
- d) States/District/Chapter shall cooperate with and assist National in the coordination of a press conference and the dissemination of news releases.
 - l) State/District/Chapter shall absorb the registration cost of the following
 - a) National President
 - b) Immediate Past National President
- e) State/District/Chapter shall furnish adequate personnel to conduct registration under the supervision of National and shall be responsible for the cost, preparation and distribution of registration packets.
- f) State/District/Chapter shall be responsible for registration supplies.
- g) State/District/Chapter shall coordinate a proper control system on all registrations so that accurate records will be maintained.
- h) State/District/Chapter shall follow the attached Midyear Meeting bid form when submitting a bid.

3. ROOMS AND FACILITIES

- a) State/District/Chapter shall be responsible for providing meeting rooms or facilities at no charge to National. Additional functions may be added or any of the following deleted according to the discretion of the National President. Any charges incurred due to additional functions being added shall be worked out between said parties. Following is a list of room requirements and suggested time allotments:

<u>DAY</u>	<u>ROOMS</u>	<u>FUNCTION</u>	<u>TIME ALLOTTED</u>	<u>CAP</u>
Thursday	1 room	Executive Committee	8:00 pm - 10:00 pm	10
Friday	1 room	Staff Meeting	10:00 am - 1:00 pm	10
	2 rooms	Committee/President Roundtable	3:00 pm - 11:00 pm	20
	1 room	Competition	6:30 pm - 7:00 pm	10
	1 room	Project & Sharing Tables	8:30 pm - 9:30 pm	75
	1 room	Entertainment or Party	8:30 pm - ?	100
Saturday	3 rooms	Welcome & Forums	8:00 am - 11:30 am	50
	1 room	Opening Ceremonies, Luncheon & Incentives	12:00 pm - 2:30 pm	80
	1 room	Board of Directors Meeting	2:45 pm - 5:00 pm	50
	1 room	Banquet and Awards Program	6:00 pm - 10:00 pm	60
Sunday	1 room	Breakfast/Closing	9:00 am - 11:00 am	50

- b) State/District/Chapter shall provide the following at no cost to National:
- i) Entertainment as a part of the full registration for the Friday night party.
 - ii) Public address system and podiums in the above rooms as needed according to the type of function.
 - iii) An equipment operator at the opening ceremonies, business meeting, luncheon and banquet.
 - iv) American flag shall be provided at Board of Directors meetings, business meeting and banquet.
 - v) All decorations State deem necessary or appropriate.
 - vi) Signs to indicate above rooms must be posted and full weekend agenda must be posted in the lobby of the facility.
 - vii) Additional tables as required by National.

4. LODGING

- a) State/District/Chapter shall negotiate and establish a convention rate (flat rate 1-4 to a room) with the convention headquarters hotel or motel, and reserve a block of rooms exclusively for the U.S. Women Today members. This block shall be held until three weeks prior to the meeting.
- b) State/District/Chapter shall either coordinate housing for all members requesting reservations, or inform the membership that housing reservations must be made directly with the convention headquarters or a hotel/motel of their choice. This reservation information must be printed on the registration form.
- c) State/District/Chapter shall pay for hotel rooms for the following:
- i) One (1) room for the National President not to exceed four (4) nights
 - ii) One (1) room for the Immediate Past National President not to exceed four (4) nights

5. GENERAL

- a) State/District/Chapter shall receive and retain profits and shall absorb all losses from hosting the convention.
- b) State/District/Chapter shall be responsible for all meeting expenses incurred including the costs of any guests invited by State/District/Chapter.
- c) State/District/Chapter shall pay the expenses, not including traveling expenses, of the National President on one (1) official visitation to coordinate the convention if deemed necessary.
- d) State/District/Chapter shall provide printed programs for all function as per instructions from National. Details for programs shall be provided by the National President to said party three (3) weeks before the

- convention. If this deadline is not met, then the National President must provide those programs at her own expense.
- e) State/District/Chapter shall provide copies of the convention schedule of events, a welcome letter from the National President and general membership meeting agenda in each registration packet. Schedule, letter and agenda shall be provided by the National President to said party thirty (30) days before the convention. If this deadline is not met, the National President must provide these copies at their own expense.
 - f) State/District/Chapter may, at its own discretion, print and distribute a souvenir program which shall include a listing of all events. If such a souvenir program is used by said party, it may include advertising and must be distributed to all registered members attending at no additional cost over the registration fee. Prior to any contract with a third party to solicit donations and/or paid advertisements for such a program, said party must contact National and receive written direction as to manner of solicitation, format of ads, etc.
 - g) State/District/Chapter shall be responsible for manpower requirements, including registration, ticket sellers, sign printers and hostesses.
 - h) State/District/Chapter must provide the following registration choices: Full registration (includes all events), Saturday only registration (Saturday events only), and Single Event Tickets (for each event listed on the registration form). A late registration fee for each of these choices may be charged after the registration deadline. Each of these registration prices must be listed on the registration form.
 - l) State/District/Chapter shall provide and pay the cost of delegate identification badges for distribution to registered members.
 - j) State/District/Chapter shall provide to the National President three (3) weeks prior to the event information regarding the introduction of entertainment or special guests invited by State/District/Chapter.
 - k) State/District/Chapter shall assist National with distributing First Timers information at registration. National shall provide this information at not costs to state/district/chapter.
 - l) State/District/Chapter shall provide single event tickets at not cost to the National President for members of her family.
 - m) State/District/Chapter shall have a committee whose purpose is to plan the midyear meeting. The minutes of all committee meetings shall be sent to the National President and they shall be continually consulted and advised of the committee's progress.

6. REBATES TO NATIONAL

- a) Except for registration required by this contract to be free. State shall pay National a \$3.00 rebate for every full or partial registration of a U.S.W.T. member. (A partial registration is a "Saturday Only" registration or more than two single event tickets purchased by a single member).
- b) One dollar (\$1.00) shall be paid to National for each single event ticket sold that is not part of a partial registration. Registration shall close at noon on Saturday of the convention.
- c) State/District/Chapter shall submit to the National Treasurer a complete financial summary along with a rebate check within forty-five (45) days after conclusion of the convention. Copies of the financial summary shall be sent to the National President and Immediate Past National President. Failure to meet the above deadline shall result in the immediate forfeiture of the bid deposit.
- d) State/District/Chapter shall permit National to review and audit the convention books and records upon request by National at any time up to and including 6 months after the close of the convention.
- e) Upon bidding to host a meeting, State/District/Chapter shall pay a \$75.00 bid bond to National, with the understanding that it shall be refunded upon receipt of the financial summary and rebate check providing the hosting State/District/Chapter does not fail to fulfill any of the obligations listed in this contract. The current U.S.W.T. Chairman of the Board oversees the returning of the bid bond. Bid bonds will be refunded immediately to all unsuccessful bidding States/Districts/Chapters.

OBLIGATIONS OF NATIONAL

1. National shall, with the assistance of State/District/Chapter, formulate and be responsible for the entire schedule of the convention, including but not limited to forums, all meetings, opening ceremonies, luncheon, banquet and closing ceremonies.
 - a) National shall organize the schedule of events, to be printed and distributed by State/District/Chapter
 - b) National shall provide a schedule of events to State/District/Chapter at least thirty (30) days prior to the convention.
2. National shall have the right to determine what forums shall be held and shall designate the speakers for such forums.
3. National President shall organize and plan the content of programs for the opening ceremony, luncheon, banquet, closing ceremony and other events of National's choosing. This information shall be submitted to said party at least three (3) weeks prior to the meeting. State/District/Chapter has the responsibility of printing and distributing

these programs. If this deadline is not met, then the National President must provide those programs at their own expense.

4. National shall have the following responsibilities concerning the luncheon and banquet:
 - a) Procurement of any speakers, including the mistress of ceremonies.
 - b) The seating arrangement at the head table must be submitted to said party at least seven (7) days before the convention.
 - c) Names of luncheon and banquet guests who may require reserved seating will be submitted to said party seven (7) days before the convention.
5. The National President is responsible for cost and handling of the following: Audio visual requirements by National, screens, hanging of banners, corsages for Board of Directors, special meal for staff, and any other items not covered by obligations of said party in this contract.
6. The National President shall work out the necessary mechanics and performance of this contract with said party, including any item not specifically included herein.
7. National shall be responsible for any expense incurred by National in connection with the convention unless otherwise covered in this contract.
8. The National President shall appoint a liaison to handle the meeting communications with the said party.

GENERAL PROVISIONS

1. State/District/Chapter and National shall be subject to all applicable sections of the United States Women of Today bylaws and policies.
2. State/District/Chapter shall submit to the National President a copy of any contract entered into with the convention headquarters hotel or any contract deadline with this convention by July 1 for approval before signing of contract.
3. In the event of a local, state or national emergency, which shall be declared by the local, state or national authorities, and as a result of which the convention is canceled prior to the beginning of the Midyear Convention, then this agreement shall be null and void and all expenses incurred by either party shall be the obligation of the incurring party. All advance registrations and room fees shall be refunded on a basis mutually agreeable between National and said party and the facility where the event was to have been held.
4. Failure by State/District/Chapter to perform its obligations will result in loss of bid bond and may result in a loss by said party of a portion of all of the net profits due it under this agreement as determined by the Executive Committee on or before 6 months after the close of the convention.
5. State/District/Chapter shall provide bid form and contract for the midyear meeting to the presidential candidate(s) and current USWT President no later than June 1st.
6. If more than one (1) bid is submitted, it is the sole discretion of the newly elected National President as to which bid is accepted.

In witness whereof, the parties hereto have executed this agreement.

Convention Chairman

Date

State/District/Chapter President

Date

National President

Date



United States Women of Today

Annual Convention Contract

This agreement, made this ___ day of _____, year _____ between the United States Women of Today, hereinafter referred to as "National" and the _____ Women of Today, hereinafter referred to as "State."

Whereas, State is desirous of hosting the 19 ___ National Convention.

Whereas, State will submit a bid to host said meeting.

Now therefore, in the event State is successful in its bid, and in the consideration of the mutual promises and covenants herein, the parties agree as follows:

PURPOSE

The parties hereby express their understanding that this event is held primarily to conduct the official business and related matters of the U.S. Women of Today and create an environment for promoting general good will. The parties agree to make every effort to cooperate in maximum promotion of the event and it is agreed that State shall act as host. The parties hereby express their understanding and intent that the event shall be conducted in a manner which shall be in the best interests of the contracting parties.

OBLIGATIONS OF STATE

1. DATE

State shall hold the midyear convention on the second full weekend (Thursday-Sunday) in June, on the dates June , __, __, & __ year in (city, state)

2. REGISTRATION AND PROMOTION

- a) State shall prepare promotions and registration materials for distribution at the Mid year Meeting prior to the Convention to be hosted. This material should include a registration form and any promotional material for the area. A minimum of one copy of all materials will be provided to each member of the U.S.W.T. Board of Directors.
- b) State shall prepare promotional materials including a registration form and submit one (1) print ready copy for distribution in the January or February Chapter mailing and in the national newsletter and any mailings during the four (4) months prior to the month during which the meeting is to be held. The name, address and telephone number of the convention chairman should be included with all materials distributed. The National President shall be provided a copy of all informational materials before it is distributed to the membership.
- c) State must publish the following information prior to March 1st: map of host city, directions to facility from surrounding states and from the local airport, and a list of additional housing facilities available. This list should contain the names of a minimum of three area hotels and motels other than the convention headquarters hotel, their addresses, telephone numbers and rates. A minimum of one copy of all materials shall be provided to each member of the U.S. W.T. Board of Directors.
- d) States shall cooperate with and assist National in the coordination of a press conference and the dissemination of news releases.
 - l) State shall absorb the registration cost of the following
 - a) National President
 - b) Immediate Past National President
 - c) One (1) guest at the National President's discretion with the approval of the U.S. Executive Committee.

- e) State shall furnish adequate personnel to conduct registration under the supervision of National and shall be responsible for the cost, preparation and distribution of registration packets.
- f) State shall be responsible for registration supplies.
- g) State shall coordinate a proper control system on all registrations so that accurate records will be maintained.
- h) State shall follow the attached National Convention bid form when submitting a bid.

3. ROOMS AND FACILITIES

- a) State shall be responsible for providing meeting rooms or facilities at no charge to National. Additional functions may be added or any of the following deleted according to the discretion of the National President. Any charges incurred due to additional functions being added shall be worked out between State and National. Following is a list of room requirements and suggested time allotments:

<u>DAY</u>	<u>ROOMS</u>	<u>FUNCTION</u>	<u>TIME ALLOTTED</u>	<u>CAP</u>
Thursday	1 room	Executive Committee/Staff Mtg	11:00 am - 3:00 pm	20
	3 rooms	Committee/Found/Press Conf.	3:00 -m - 12:00 am	20
	1 room	Pres. Roundtable/Training Mtgs.	3:00 pm - 12:00 am	20
Friday	1 room	Competitions	8:00 am - 12:00 pm	10
	2 rooms	Forums	8:00 am - 12:00 pm	40
	1 room	State Presidents Training	8:00 am - 12:00 pm	20
	1 room	Board of Directors Meeting	1:00 pm - 4:00 pm	35
	1 room	Candidate Caucus	3:00 pm - 5:00 pm	150
	1 room	States on Parade/Opening	6:00 pm - 10:00 pm	150
	1 room	Entertainment or Party	9:00 pm - ?	150
Saturday	1 room	Business Meeting	8:00 am - 12:00 pm	150
	1 room	Luncheon	11:30 am - 3:00 pm	150
	1 room	Elections	3:00 pm - 5:00 pm	150
	1 room	Banquet	5:30 pm - 11:00 pm	200
	1 room	Executive Committee Meeting	11:00 pm - 1:00 am	20
Sunday	1 room	Board of Directors Meeting	7:00 am - 9:00 am	35
	1 room	Foundation Training	7:00 am - 9:00 am	40
	1 room	Breakfast/Closing	8:30 am - 12:00 pm	150

- b) State shall provide the following at no cost to National:
 - i) Entertainment as a part of the full registration for the Friday night party.
 - ii) Public address system and podiums in the above rooms as needed according to the type of function.
 - iii) An equipment operator at the opening ceremonies, business meeting, luncheon and banquet.
 - iv) American flag shall be provided at Board of Directors meetings, business meeting and banquet.
 - v) American flag and poles shall be provided for the Executive Committee for opening ceremonies. State shall work with National to provide American flags and poles for National Program Managers, and Chaplain.
 - vi) All decorations State deem necessary or appropriate.
 - vii) Signs to indicate above rooms must be posted and full weekend agenda must be posted in the lobby of the facility.
 - viii) Additional tables as required by National.

4. LODGING

- a) State shall negotiate and establish a convention rate (flat rate 1-4 to a room) with the convention headquarters hotel or motel, and reserve a block of rooms exclusively for the U.S. Women of Today members. This block shall be held until three weeks prior to the meeting.
- b) State shall either coordinate housing for all members requesting reservations, or inform the membership that housing reservations must be made directly with the convention headquarters or a hotel/motel of their choice. This reservation information must be printed on the registration form.
- c) State shall pay for hotel rooms for the following:
 - i) One (1) room for the National President not to exceed four (4) nights
 - ii) One (1) room for the Immediate Past National President not to exceed four (4) nights

- iii) And one (1) room not to exceed two (2) nights to be used at the National President's discretion with the approval of the U.S. Executive Committee.

5. GENERAL

- a) State shall receive and retain profits and shall absorb all losses from hosting the convention.
- b) State shall be responsible for all meeting expenses incurred including the costs of any guests invited by State.
- c) State shall pay the expenses, not including traveling expenses, of the National President on one (1) official visitation to coordinate the convention if deemed necessary.
- d) State shall provide printed programs for all function as per instructions from National. Details for programs shall be provided by the National President to State three (3) weeks before the convention. If this deadline is not met, then the National President must provide those programs at her own expense.
- e) State shall provide copies of the convention schedule of events, a welcome letter from the National President and general membership meeting agenda in each registration packet. Schedule, letter and agenda shall be provided by the National President to said party thirty (30) days before the convention. If this deadline is not met, the National President must provide these copies at their own expense.
- f) State/may, at its own discretion, print and distribute a souvenir program which shall include a listing of all events. If such a souvenir program is used by State, it may include advertising and must be distributed to all registered members attending at no additional cost over the registration fee. Prior to any contract with a third party to solicit donations and/or paid advertisements for such a program, State must contact National and receive written direction as to manner of solicitation, format of ads, etc. Advertisements may not be accepted from or relating to any candidate for office.
- g) State shall be responsible for manpower requirements, including registration, ticket sellers, sign printers and hostesses.
- h) State must provide the following registration choices: Full registration (includes all events), Saturday only registration (Saturday events only), and Single Event Tickets (for each event listed on the registration form). late registration fee for each of these choices may be charged after the registration deadline. Each of these registration prices must be listed on the registration form.
- i) State shall provide and pay the cost of delegate identification badges for distribution to registered members.
- j) State shall provide and set up place-cards for meals, if seating arrangements are provided by the National President three (3) weeks prior to the event. (If seating is not provided by this deadline, State is not required to provide place-cards.)
- k) State shall provide to the National President three (3) weeks prior to the event information regarding the introduction of entertainment or special guests invited by State.
- l) State shall assist National with distributing First Timers information at registration. National shall provide this information at no costs to state.
- m) State shall provide single event tickets at no cost to the National President for members of her family.
- n) State shall have a committee whose purpose is to plan the national meeting. The minutes of all committee meetings shall be sent to the National President and she shall be continually consulted and advised of the committee's progress.

6. REBATES TO NATIONAL

- a) Except for registration required by this contract to be free. State shall pay National a \$3.00 rebate for every full or partial registration of a U.S.W.T. member. (A partial registration is a "Saturday Only" registration or more than two single event tickets purchased by a single member).
- b) One dollar (\$1.00) shall be paid to National for each single event ticket sold that is not part of a partial registration. Registration shall close at noon on Saturday of the convention.
- c) State shall submit to the National Treasurer a complete financial summary along with a rebate check within forty-five (45) days after conclusion of the convention. Copies of the financial summary shall be sent to the National President and Immediate Past National President. Failure to meet the above deadline shall result in the immediate forfeiture of the bid deposit.
- d) State shall permit National to review and audit the convention books and records upon request by National at any time up to and including 6 months after the close of the convention.
- e) Upon bidding to host a meeting, State shall pay a \$75.00 bid bond to National, with the understanding that it shall be refunded upon receipt of the financial summary and rebate check providing the hosting State does not fail to fulfill any of the obligations listed in this contract. The current U.S.W.T. Chairman of the Board oversees the returning of the bid bond. Bid bonds will be refunded immediately to all unsuccessful bidding States.

OBLIGATIONS OF NATIONAL

1. National shall, with the assistance of State, formulate and be responsible for the entire schedule of the convention, including but not limited to forums, all meetings, opening ceremonies, luncheon, banquet and closing ceremonies.
 - a) National shall organize the schedule of events, to be printed and distributed by State.
 - b) National shall provide a schedule of events to State at least thirty (30) days prior to the convention.
2. National shall have the right to determine what forums shall be held and shall designate the speakers for such forums.
3. National President shall organize and plan the content of programs for the opening ceremony, luncheon, banquet, closing ceremony and other events of National's choosing. This information shall be submitted to State at least three (3) weeks prior to the meeting. State has the responsibility of printing and distributing these programs. If this deadline is not met, then the National President must provide those programs at their own expense.
4. National shall have the following responsibilities concerning the luncheon and banquet:
 - a) Procurement of any speakers, including the mistress of ceremonies.
 - b) The seating arrangement at the head table must be submitted to State at least seven (7) days before the convention or three weeks in advance of state is to make place-cards.
 - c) Names of luncheon and banquet guests who may require reserved seating will be submitted to State seven (7) days before the convention.
5. The National President is responsible for cost and handling of the following: Audio visual requirements by National, screens, hanging of banners, corsages for Board of Directors, special meal for staff, and any other items not covered by obligations of State in this contract.
6. The National President shall work out the necessary mechanics and performance of this contract with State, including any item not specifically included herein.
7. National shall be responsible for any expense incurred by National in connection with the convention unless otherwise covered in this contract.
8. The National President shall appoint a liaison to handle the meeting communications with the State

GENERAL PROVISIONS

- i) State and National shall be subject to all applicable sections of the United States Women of Today bylaws and policies.
- ii) State shall submit to the National President a copy of any contract entered into with the convention headquarters hotel or any contract deadline with this convention within thirty days of signing of contract.
- iii) In the event of a local, state or national emergency, which shall be declared by the local, state or national authorities, and as a result of which the convention is canceled prior to the beginning of the National Convention, then this agreement shall be null and void and all expenses incurred by either party shall be the obligation of the incurring party. All advance registrations and room fees shall be refunded on a basis mutually agreeable between National and State and the facility where the event was to have been held.
- iv) Failure by State to perform its obligations will result in loss of bid bond and may result in a loss by State of a portion of all of the net profits due it under this agreement as determined by the Executive Committee on or before 6 months after the close of the convention.
- v) In order to be considered an acceptable bid for presentation, State shall submit to the National Chairman of the Board no later than forty-five (45) days prior to the National Meeting where bids will be accepted, a complete bid form and National Meeting Contract signed by the State President with a \$75.00 bid bond. Upon approval by the Chairman of the Board, a complete bid must be submitted to all members of the U.S. Board of Directors thirty (30) days prior to the meeting where bids are accepted.
- vi) State presents its bid at the preceding annual meeting of the general membership. Bid presentation may take no longer than 10 minutes (including skits, slides, demonstrations, etc.). After all States have presented their bid, a question and answer session will be held. Time limit for this session is based on five (5) minutes for each state that is bidding (1 state - 5 minutes, 2 states - 10 minutes, etc.) The cost of the bid presentation cannot exceed \$200.00. This may include but is not limited to: handouts, giveaways, donations, audio visual and screen rental etc.

In witness whereof, the parties hereto have executed this agreement.

Convention Chairman

Date

State/District/Chapter President

Date

National President

Date



United States Women of Today

Convention Bid Form

Bid proposal should follow the format below; attachments may include floor plans, menus, and confirmation of prices from hotel for room rates, meal prices, date availability, and any other information pertinent to the bid. Be sure to follow the Mid-Year or Annual Convention Contract when preparing this bid.

Host (state, district, chapter name) _____

Convention Theme _____

Chair Name _____ Date Proposed _____

Position _____

Address _____

City _____ State _____ Zip _____

Phone _____

Email _____

I. MEETING SITE

- A. Describe facility and include floor plan
- B. Banquet room and seating capacity
- C. Meeting room seating capacity
- D. Number of forum rooms
- E. Capacity of each forum room

II. REGISTRATION COST

- A. What does full registration include?
- B. Saturday only registration breakdown
- C. Single event ticket prices
- D. Late registration fees

III. HOTEL ROOMS AVAILABILITY & RATES

- A. List area motels and hotels, addresses, phone numbers and rates
- B. Approximate distance from the convention center to these
- C. Is there transportation to and from airport provided by the hotel?

IV. MEALS

- A. What meals are included?
- B. Attach menus, if available

V. COMPLIMENTARY REGISTRATIONS

- A. Number available

VI. COMPLIMENTARY ROOMS

- A. Number available

VII. AVAILBLE EXTRAS

- A. Include name tags, special attractions, parties, etc.