



OUTSTANDING

LOCAL/ROOKIE

PRESIDENT FORM

Send to State President

06/2020

INDIVIDUAL ENTRY STAT SHEET

NAME _____

ADDRESS _____ CITY, STATE _____

LOCAL CHAPTER _____

YEAR CHAPTER CHARTERED _____ DATE JOINED _____

NUMBER OF GENERAL MEMBERSHIP MEETING _____ ATTENDED _____

NUMBER OF LOCAL BOARD MEETINGS _____ ATTENDED _____

____ New Rookie (Charter Chapter) President

____ Veteran Chapter President

I hereby attest that all facts contained herein are reliable and true.

Candidate's Signature

NEBRASKA WOMEN OF TODAY
OUTSTANDING LOCAL/ROOKIE PRESIDENT FORM
6/2020

_____ New Rookie (Charter chapter) President _____ Veteran Chapter President

I. GENERAL INFORMATION

A. Year chapter was chartered _____

B. Date you joined _____

II. PRESIDENT'S PARTICIPATION

A. Attendance	No. Held	No. Attended
1. General Membership Meetings	_____	_____
2. Local Board Meetings	_____	_____

B. Goals

List three specific, measurable goals, and how they were implemented and the results.

C. Projects/Programming

1. List and explain president's involvement in chapter programs (both new and existing programs)

- a. Community Involvement
- b. Programming Involvement
- c. Chapter Management
- d. Chapter/Assistance

2. Indicate total number of projects ran in each and those that president participated in:

	No. Ran	No. Present
a. Community Involvement	_____	_____
b. Programming Involvement	_____	_____
c. Chapter Management	_____	_____
d. Chapter/Assistance	_____	_____

III. LOCAL

A. Membership Data

1. Chapter Base April 1 _____ Membership March 31 _____

2. Membership to Date

Due _____

Renewals _____

Adds _____

Members recruited by President _____

3. Explain circumstances for non-renewals.

4. What specific growth incentive programs did president promote? Indicate membership participation.

B. Orientations

1. Explain member orientations program. Indicate number held, dates, topics covered, number of new members and number of current members attending.

2. Explain president's role in the Orientation program.

3. Explain orientation training program for officers and directors. Indicate number held, dates, topics covered, number attending and president's role.

C. Chapter Management

1. Describe how your chapter developed a Plan of Action and budget. Explain
2. Does your chapter prepare a handbook for every member? If so, what is included in that handbook? Does each member receive a printed agenda for every meeting?
3. How are your members trained in parliamentary procedure?
4. List major changes in organization made during the year. (By-law changes or revisions, changes of duties or officers, addition to standing committees, etc.
5. Meeting Attendance
 - a. Number of membership meetings held and average number of members attending.
 - b. Number of board meetings held and average number of members attending.
6. How are chairmen and committees formed in your chapter?
7. How did the president promote projects in order to encourage more members to participate? Were incentives used? Explain.
8. How did president promote enthusiasm and a positive attitude among the membership?
9. Explain chapters public relations program. How were chapter programs and projects to the public)

D. Extensions

1. Detail work on extensions. Give chapters name, charter date and number of chartered members (Extensions means dues and necessary paperwork post marked by March 31st) Also explain status of extensions not completed.
2. Explain follow up work done on extensions after completion.

I. STATE INVOLVEMENT

- A. Did president distribute materials from region and state to officers, chairman and membership? If so, how?
- B. Explain chapter Involvement on state level.
- C. Explain chapter involvement in state programs and projects.
- D. How did chapter utilize state officers and project managers?
- E. List any local, state officers or chairmanships local president held not directly related to his/her office.

II. MISCELLANEOUS

- A. How did the president handle the internal problems and personality problems and personality conflicts?
- B. List one major obstacle during the year and how president overcame it.
- C. Give recommendations to your successor.

NOTE: Form should be postmarked April 1st to the **STATE PRESIDENT**.

(Sample)
PRESIDENT'S BUDGET 6/2020

INCOME

Chapter Appropriations

Incentives	\$15.00
Registrations	75.00
Phone	15.00
Postage	20.00

Total	\$125.00
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Donations

Copying	25.00
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Total	\$ 25.00
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Out of Pocket Expense

Travel	200.00
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Total	\$200.00
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Total Income	\$350.00
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EXPENSES

Thank You's	\$ 10.00
Incentives	25.00
Convention/Registrations	50.00
Lodging and Food	55.00
Travel	180.00
Postage	20.00
Printing	10.00

Total Expenses	\$350.00
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NEBRASKA WOMEN OF TODAY
OUTSTANDING LOCAL/ROOKIE PRESIDENT FORM
Submission Information
6/2020

RECOGNITION

Recognition will be awarded based on individual entry books first and other guidelines established by the judging team in the event of a tie. Recognition will be based on quality, not quantity. In the event of a tie that cannot be broken to the satisfaction of the judges, it will result in the recognition of more than one individual per category.

CATEGORY

New Rookie (Charter chapter) President
Veteran Chapter President

AWARDS YEAR

This awards year for individual entries is from April 1st – March 31st.

RULES AND REGULATIONS

1. Any entry that does not follow the enclosed guidelines and form, or pay the entry fee (\$5.00), observe page limits, have correct postage, will not be judged for competition. Entry fees will not be refunded.
2. Reduced copies of the entry form or materials will not be acceptable. In the substantiating material, however, if a local chapter newsletter is published in reduced form, it may be used. This includes agendas, manuals, etc. which are reduced for publication.
3. The entry form must be typed and, in the outline, format as provided in this section. Do not write in sentences, use short phrases. All words appearing on the outline form must be typed except for those contained in parenthesis.
4. The individual entry is limited to four (4) pages which must be numbered in the lower right-hand corner. Individual entries will include one (1) page of mandatory substantiating material which is the budget. All individual entries will be allowed three (3) additional pages of substantiating material.
5. All entrants must be members of the Nebraska Women of Today in good standing.
6. Four (4) copies should be submitted. One copy must be the original. The other three copies must be photocopies of the original, including the substantiating material.
7. Use the enclosed STAT SHEET
8. There will be a \$5.00 entry fee. Make checks payable to the Nebraska Women of Today.
9. Deadline/Due Dates

Deadline is April 1st. Use first class mail with a U.S. postmark – no postage meters will be accepted. No exceptions will be made for entries lost or delayed in the mail unless a Certificate of Mailing is produced which can be obtained from the post office.

SUBSTANTIATING MATERIAL

1. One (1) Mandatory page will be a Budget. Show allotments provided by either local chapter, personnel funds and how funds were spent. (Sample budget is included in this section.)
2. Three (3) pages of additional back-up material may be added. They may consist of the following:
 - a. A personally produced manual which will count as one page.
 - b. A newsletter which will count as one page.
 - c. An agenda.
 - d. Correspondence – Three (3) letters count as one page.
 - e. Name tags, Photos, Place cards
 - f. Sample awards, certificates, and incentives.
3. Items may count as one (1) page when treated as follows: Cut off lower right-hand corner of all but the last page. Number the last page in the lower right-hand corner. Example: A Manual, Directory, Newsletter, or three (3) letters.
4. Packet information materials or handouts may count as one (1) page when treated as follows: Cut off the lower right-hand corner of all but the last page. Number the last page on the lower right-hand corner. All materials must be securely fastened.
5. Materials should be arranged in chronological order on one side of 8 ½" x 11" white paper, fastened securely and numbered 1-6 on the lower right-hand corner.
6. Photographs must be labeled, describing activity briefly. DO NOT frame photographs or otherwise decorate the pages of substantiating material.
7. Articles from newsletters, magazines, etc. must show the name of publications and date published. Make sure all material is labeled.

Placing for Competition

65-70 Points =First place

64-61 Points = Second place

50-56 Points = Third place

NEBRASKA WOMEN OF TODAY
OUTSTANDING LOCAL/ROOKIE PRESIDENT INDIVIDUAL ENTRY
CRITIQUE SHEET 6/2020

1. List three (3) specific, measurable goals, and how they were or were not met (measurable goals).
O – Outstanding (20) E – Excellent (16) G – Good (12) NI – Needs Improvement (8) NA – Not Applicable
_____ JUDGES COMMENTS
2. List and explain presidents' involvement in chapter programs (both new and existing programs).
O – Outstanding (20) E – Excellent (16) G – Good (12) NI – Needs Improvement (8) NA – Not Applicable
_____ JUDGES COMMENTS
3. Indicate total number of projects run in each and those that president participated in.
O – Outstanding (20) E – Excellent (16) G – Good (12) NI – Needs Improvement (8) NA – Not Applicable
_____ JUDGES COMMENTS
4. Membership Data
O – Outstanding (20) E – Excellent (16) G – Good (12) NI – Needs Improvement (8) NA – Not Applicable
_____ JUDGES COMMENTS
5. Orientations
O – Outstanding (20) E – Excellent (16) G – Good (12) NI – Needs Improvement (8) NA – Not Applicable
_____ JUDGES COMMENTS
6. Chapter Management
O – Outstanding (20) E – Excellent (16) G – Good (12) NI – Needs Improvement (8) NA – Not Applicable
_____ JUDGES COMMENTS
7. Extensions
O – Outstanding (20) E – Excellent (16) G – Good (12) NI – Needs Improvement (8) NA – Not Applicable
_____ JUDGES COMMENTS
8. State Involvement
O – Outstanding (20) E – Excellent (16) G – Good (12) NI – Needs Improvement (8) NA – Not Applicable
_____ JUDGES COMMENTS
9. Miscellaneous
O – Outstanding (20) E – Excellent (16) G – Good (12) NI – Needs Improvement (8) NA – Not Applicable
_____ JUDGES COMMENTS