PROJECT FOLDER

The Project Folder program was designed as a training tool for chapters. Participation by the individual chapter will result in effect management of projects, effective record keeping, a complete guide for future chairman's use and a valuable critique for year –end Project Folder competition.

JUDGING:

1. Each chapter will provide three (3) adult judges which will rotate judging duties,
2. Chapters will submit their projects in the category they choose (i.e., Ways & Means, Individual Development, Chapter/Assistance project, etc.).
3. All entries will then be divided into two areas: INTERNAL and EXTERNAL.
4. Each judge will ballot secretly with the Programming Vice President tabulating the votes.
5. Each judges' main objective is to assist the chapters in fulfilling the purpose of the Project Folder.

RECOGNITION:

1. Three (3) projects will be recognized as the 1st, 2nd, and 3rd place winners in each of the two areas: INTERNAL and EXTERNAL.
2. An Honorable Mention will be given when warranted.
3. Winners will be announced at the Annual Convention.
4. Winning chapters will receive certificates at the Annual Convention.

RULES:

1. Only official Single Project Entry forms will be accepted (the ones online).
2. A budget sheet must be included – as a separate page (this should be the LAST page of the Project Folder).
3. FOUR (4) copies should be sent. It's a good idea to keep the original as only ONE of your copies along with all three judges' critique sheets will be returned in your chapter packet at Annual Convention.
4. These four copies should include: STAT SHEET, ENTRY FORM, six pages of SUBSTANTING MATERIALS and the BUDGET SHEET as the last page.
5. All entries must be U.S,. postmarked – 1st class please – (NO Pitney Bowes) or hand delivered by the 15th of March, including $5.00 entry fee for each entry. Mail to **Programming VP**

GENERAL INFORMATION ON PROJECT FOLDER

Binders are NOT needed.

The projects that are included in each area are:

INTERNAL	**EXTERNAL**
Ways & Means	Community Involvement Fund-Raising
Internal	Community Involvement
Individual Development	Chapter/Assistance
Chapter Publications	

On the STAT sheet, the line that reads PROJECT CATEGORY _____
would be filled in as any of the following: Ways & Means, Internal, Individual Development, Chapter
Publications, Community Involvement Fund-Raising, Community Involvement, and Chapter/Assistance.

DEFINITIONS OF CATEGORIES

Internal – Activities involving the chapter members with each other in areas for their benefit,
Membership Recruitment, Interclub, Christmas Parties, Family Life, Membership Week.

Individual Development – Projects in which the individual member is instructed or taught in an area
that will be helpful to her personal growth: Step, Personal Enrichment Courses

Ways & Means – Projects which provided funds to operate your chapter. The money goes into the
general fund and is used for the expenses of your chapter.

Chapter/Assistance – Any projects run in conjunction with another Community organization. (Ex. -
Kiwanis, Lions, Girl Scouts, Boy Scouts). Involvement is as many or as few phases of the
project which is entirely at the chapter's option.

Community Involvement – Fund-Raising – Money raised in the name of another organization or
project and given largely to them. The percentage of funds donated must be detailed in
budget.
Examples: Walk-A-Thons, bake sales for park equipment, etc.

Community Involvement – This includes projects run for or within your community were raising money
Is not primary purpose. The primary purpose is community betterment. Examples: Senior
Citizen

Appreciation, Town Beautification projects, etc.

Chapter Publications – Project in which the chapter publishes something: Chapter newsletter, Plan of
Action Handbook, Membership Books, Cookbooks, etc.

EACH PROJECT MAY ONLY BE ENTERED IN ONE PROJECT CATEGORY.

PROJECT FOLDER INSTRUCTIONS

It is good to keep in mind the original reasons for writing Project Folders. The main reason is to assist with the successful running of a project. The secondary purpose is as a reference tool for use in a future project. The third reason is an extra bonus in the fact that chapters can enter their books in a statewide competition to ascertain the best books on an annual basis. Deadline **March 15th** – Send to **Programming VP**

1. Start your Project Folder log the day the project is approved, and chairman is secured. Keep an on-going accurate account for easier compiling of the entry later.
2. Type neatly on plain white paper. Proofread carefully, take time and pride in your work.
3. Let someone unfamiliar with the project read the outline. If they clearly understand, you're on the right track. Try a title that is understandable but interesting.
4. Eliminate useless, wordy phrases. Be brief, concise and don't beat round the bush. Eliminate paragraphs if possible. Use outline-type explanations whenever possible. It is much easier to read and understand. Don't take anything for granted!!
5. When you use rubber cement and red pencil, mistakes can be corrected more effectively. Elmer's glue and flairs make the job harder.
6. Be neat and careful with substantiating material. Don't crowd items on pages. Use only the VERY BEST items. Use chronological order.
7. Example in Project Folder entries: Chapter newsletter articles, photographs, agendas, name tags, programs, invitations, chairman worksheet, pamphlets, brochures, receipts, certificates, decorations, sign-up sheets and correspondence.

    This is an example of what might be included in the Project Folder entry as substantiating Material:
    > Page 1 – Chairman's worksheet
    > Page 2 – Agenda
    > Page 3 – Program and Invitation
    > Page 4 – Newspaper articles
    > Page 5 – Correspondence
    > Page 6 – Photographs

8. It is good to use a heavier quality of white paper for substantiating material as it prevents bending and tearing thinner paper with bulky items.
9. You might try one of the rub-off number transfers to make page numbers on the substantiating as it makes an easily readable page.
10. The more details you can give in your form, the better. Judges will not know if you do not tell them, and they will not assume you did something if you don't tell them.

"STAT SHEET"

PROJECT NAME _____

CHAPTER NAME _____

CITY, STATE _____ POPULATION _____

PROJECT CATEGORY _____

CHAPTER SIZE _____

DATE PROJECT BEGAN _____ DATE COMPLETED _____

I hereby attest that all facts contained herein are reliable and true and give permission for the facts to be used for publication.

_____

LOCAL PRESIDENT'S SIGNATURE

NEBRASKA WOMEN OF TODAY

PROJECT FOLDER OUTLINE

I.   SECTION ONE: General Information
   A. Project Synopsis
      1. BRIEF description of the project
      2. How did the project originate?
      3. Is the project new? Has the project been supported before?
          If so, how often?

	NUMBER	HOURS
a. Chapter Members		
b. Family Members		
c. Community Groups (list)		
Total	_____	_____

   B. Chapter Goals (Be specific)
      1.
      2.
      3.
      4.
      Etc.

II.   SECTION TWO: Committee Planning, Implementation and Resources

   A. List of MAJOR Responsibilities by Committee

   B. In outline form list how project was accomplished

   C. Materials Needed by Committee

       List items by committees

   D. Community Resources

       List by name, address and telephone number. Include places where materials
       were purchased/donated.

III.   Budget (see attached for format)

IV.   Project Evaluation

A. Evaluate project in relationship to your chapter goals.
   1.
   2.
   3.
   4.
   Etc.

B. Did you have unforeseen challenges? How did you respond to these obstacles? (Give a BRIEF narrative of the challenges and how you worked to overcome these obstacles.)

C. Recommendations: (Give brief recommendations of what you would change if your chapter chose to support the project again.)
   1.
   2.
   3.
   4.
   Etc.

D. Did you obtain any side benefits not expected in your chapter goals? (Give a summary of these additional benefits.)

BUDGET

REVENUES:

1, Chapter Appropriation $

2.

3.

4.

Etc.

                                                                                                            _____

Total

EXPENSES

1.

2.

3.

4.

Etc.

                                                                                                            _____

Total

PROFIT   _____

NET CONTRIBUTION TO _____ $ _____

PLACING ON PROJECT FOLDERS

65-70 Points = 1st Place
64-61 Points = 2nd Place
50-56 Points = 3rd Place