

BPW/VA Outstanding Local Organization Award

Official Entry Form

PURPOSE: To encourage local organizations to aim for excellence through membership, issues management, public relations and all phases of BPW.

AWARD: A certificate will be presented at the BPW/VA annual convention to all local organizations that demonstrate an effort to grow, enhance programming, reach out to all women, and increase visibility in the community.

PROCEDURE: Indicate which items were accomplished by placing an **X** in the box provided in front of each category.

DUE: The completed entry form is due by **April 1** to the BPW/VA President-Elect.

GROWTH – *Assign one point for each box checked* (0-5 points) _____

- Membership equalized by May 31 of the previous year. (According to BPW/USA records)
- Increased membership by at least 10%. (Show beginning and ending membership totals.)
- New member orientation conducted during the year. (Describe and give date(s)).
- Members who are Plus Five sponsors. (Submit names.)
- Sponsored a new local organization. (Give name and location.)

VISIBILITY – *Assign one point for each box checked* (0-6 points) _____
Extra credit for monthly newsletters (0-2 points) _____
Extra credit for news coverage of events/meetings (0-5 points) _____

- Media coverage of activities and special events. (Include copy of press releases and media coverage.)
- Joint effort with other organizations. (Describe.)
- Public Relations Plan for the year. (Attach a copy.)
- Newsletter printed at least 6 times per year. (Attach at least one copy and state how often it is published and who receives it besides your local members.)
- Presented an Employer of the Year Award. (Give name of business or corporation.)
- Presented a Woman of the Year or Woman of Achievement Award to a non-BPW person. (Submit name.)

INNOVATION – *Assign up to 3 points for a new program that is not a standard BPW Program.* (0-3 points) _____

- Program initiated that is not a standard BPW program. (Fund raiser, professional development program, mentoring project, etc. Describe and indicate if other local organizations may use your plan to develop similar programs.)

PROFESSIONALISM AND PROGRAMMING –

Assign one point for each box checked (0-10 points) _____

Extra credit if programming reached out to diverse populations (0-3 points) _____

- Planned agendas for every meeting. (Submit copy of typical meeting agenda.)
- Planned programs for at least 10 meetings. (Submit schedule of year's meetings, program subjects and speakers. If you have a yearbook of programs and activities, submit a copy.)
- Supported three active committees during the year. (Submit their functions and plans for the year.)
- Held at least 6 board meetings during the year.
- Held special Emblem program. (Describe and give date.)
- Held special emphasis program during National Business Women's Week. (Describe and give date.)
- State Representative spoke at least once during the year. (State Executive Committee member, State Committee Chair, or Past State President. Submit name and title of State Representative.)
- Prepared and maintained a Strategic Plan for at least 3 years. (It should include membership growth plan. Submit a copy.)
- Conducted an Individual Development program. (Give date/s and number of participants.)
- Percentage of membership that regularly attend local organization meetings.

SERVICE TO MEMBERS AND BPW –

Assign one point for each box checked: (0-13 points)
Extra credit if more than one member served the regional level (0-3 points)
Extra credit if more than one member served on the state level (0-3 points)

- Member serving as regional officer or committee chair. (Submit name.)
- Member serving as state officer or committee chair. (Submit name.)
- Member serving as national officer or committee chair. (Submit name.)
- Qualifying contributions to BPW National Foundation. (\$10.00 per member.)
- Qualifying contributions to Virginia BPW Foundation. (\$5.00 per member.)
- Submit names of representation at Regional Spring Board Meeting.
- Submit names of representation at Regional Spring Meeting.
- Submit names of representation at Regional Fall Board Meeting.
- Submit names of representation at Regional Fall Seminar.
- Submit names of representation at State Convention.
- Submit names of representation at State Board Meetings. (Both the Pre-Convention Board and the Fall Board, if applicable.)
- Submit names of representation at National Conference.
- Submit names of Woman of the Year or Woman of Achievement Award to a BPW member.

SERVICE TO NON-BPW MEMBERS IN GENERAL –

Assign 3 points for each scholarship awarded up to a maximum of 3 scholarships (0-9 points)

Assign points for program or activities that benefit women outside BPW other than scholarships. Consider value and impact. (0-10 points)

Extra Credit: Rate quality or impact of Choices Program (0-5 points)

Extra Credit: Rate quality or impact of Reality store (0-5 points)

- Sponsored scholarship program for working women or high school seniors. (Describe, give name of recipient/s and amount/s.)
- Provided program or activities for women who are not BPW members. (Describe and give number of participants.)

- Recruited new members under the age of 30 years. (Submit names.)
- Sponsored a Young Careerist at Regional competition. (Submit name.)
- Sponsored a Choices Program. (Give date/s and number of participants.)
- Sponsored a Reality Store. (Give date and number of participants.)
- Conducted other programs and activities to provide mentoring for younger women. (Describe, give date and number of participants.)
- Recruited student members. (Submit names.)

AGENTS OF CHANGE FOR WOMEN –

Assign one point for each box checked (0-5 points) _____
Extra credit: Rate quality/impact of emphasis on legislative programs (0-4 points) _____
Extra credit: Add points if a member ran for elective office (3 points) _____

- Presented at least three programs to educate members on BPW issues and other issues of concern to women; such as the following: (Describe each program conducted.)
 - Working Women and the Glass Ceiling
 - Sexual Harassment in the Workplace
 - Reproductive Rights
 - Women and Retirement Income
 - Work and Family Policies
 - Pay Equity
- Planned legislative emphasis programs, such as, political forums, invitations to candidates and elected officials to speak at meetings, voter registration efforts, promotion of National or state legislative platform. (Describe programs.)
- Members contributed to BPW/USA PAC or BPW/VA PAC.
- Encouraged and supported local women candidates for office. (Identify candidates and describe support, e.g., campaign work, financial.)
- Provided training for members for prospective political candidates, campaign workers, or issues advocates. (Describe training.)