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| --- | --- |
| Name of Local Organization |  |
| Enter Meeting Location, Date and Time |  |
| Enter Member’s Dues |  |
|  |
| **Officer Information (2019 – 2020)** |
| All the following fields are required.  If a person is serving in dual roles, enter their name in both fields.  If there are multiple VPs, identify the title along with the person's name.  If an officer does not have an email address, please provide the email address of the person who will forward email communications to the officer. |
| **Office** | **Name** | **eMail Address** |
| **President** |  |  |
| **Vice President** |  |  |
| **Secretary** |  |  |
| **Treasurer** |  |  |
| **Additional Officers not listed:** |  |  |
|  |
| **Officer Information (2020 – 2021)** |
| **Please complete if officers are elected before May 15th.**  If a person is serving in dual roles, enter their name in both fields.  If there are multiple VPs, identify the title along with the person's name.  If an officer does not have an email address, please provide the email address of the person who will forward email communications to the officer. |
| **Office** | **Name** | **eMail Address** |
| **President** |  |  |
| **Vice President** |  |  |
| **Secretary** |  |  |
| **Treasurer** |  |  |
| **Additional Officers not listed:** |  |  |
|  |
| **Membership Categories - for all awards** |
| Membership as of April 30 of the previous year* ​Local organizations with 10 members or fewer
* Local organizations with 11-20 members
* Local organizations with 21 or more members
 |
| **Issues Management Awards (2019-2020)** |
| Award recipients will be determined by information contained in the Local Organization President’s Report.Certificates of appreciation will be awarded to the local organization having the best program promoting our BPW/TN objectives and the state program theme expressed in the Program Platform of the current year in membership categories.​A state award will be presented to the overall winner of the state Issues Management award. The winner will be selected from the individual state Issues Management award winners in the categories

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| Programs Presented in the Past Year (2019-2020) |
| Please tell us a little about your programs presented during the past year, any special projects and/or accomplishments, and awards or recognition of the organization or its members. |
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| Personal and Professional Development Programs (2019-2020) |
| What programs and events did your local participate in during this past year that assisted members with personal and professional development and are not related to legislative activities?  Examples include Women Joining Forces, National Business Women’s Week events, health and education issues, Equal Pay events and other BPW signature events or issues that are not tied to specific legislation. |
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| Social Media Outreach (2019-2020) |
| Social media is an important part of getting the message out for events within the communities.  Please identify how local events were communicated to members and the community. |
| Check All that Apply | Social Media  | Please share links used |
|  | FaceBook (Local’s Page) |  |
|  | FaceBook (State’s Page) |  |
|  | LinkedIn |  |
|  | Pinterest |  |
|  | Twitter |  |
|  | Local’s Website |  |
|  | Local’s Newsletter |  |
|  | Other |  |
|  |

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| Legislation Awards (2019-2020) |
| State Legislation awards will be presented in membership categories. A state award will be presented to the overall winner of the state legislation award. The winner will be selected from the individual state legislation award winners in the categories. Award recipients will be determined by information contained in the Local Organization President’s Report. |
| Legislation/Day on the Hill (2019-2020) |
| Describe any legislation addressed by your organization.  State your objectives, and how the project or program worked to advance BPW/TN’s mission.  What led you to select this particular project?  How did you determine there was a need (i.e., workplace assessment, general survey, hot issue in community or media?) |
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| Membership Awards (2019-2020)**(Membership awards based on the current year’s membership as of April 30 compared to the April 30 membership of the previous year according to the state treasurer’s records.)** |
| 1. Membership Award – Highest percentage of increase in number of members
2. Iris Award - Largest increase in number of members
3. Certificate of Appreciation – locals with the greatest percentage of increase in membership in membership categories.
4. Mildred Hearn Award - goes to the local with the largest retention in number of members.
5. Retention Certificate – given to each local with a retention rate of 80% or more (certificate states retention rate.)
6. Certificate of Appreciation goes to each local organizing and chartering a new local.
7. Top Recruiter Award – member who has recruited the highest number of verified new members as of April 30.
 |
| **Membership Outreach Award (2019-2020)** |
| (presented in membership categories with overall award chosen from category winners) Award recipient(s) will be determined by information contained in the Local Organization President’s Report.​Criteria:  List the title and number of non-BPW events someone in your organization attended in 2019-2020 to speak about your BPW/TN local organization or about BPW/TN generally.  Include any events where you left BPW brochures.  Can include programs on college campuses, chamber events, or other social outings. |
|  |

**Foundation Awards**

The Foundation Awards are awarded according to the information submitted to the Foundation Chair. Contributions must be made to the Foundation by April 30, and all contributions must be reported to the Foundation Chair by May 15 to qualify for an award for an individual member or a Local Organization.

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| **Due Date for President’s Report: May 15, 2020** |
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| Submitted By |  | Date Submitted |
|  |  |  |
| eMail Address of Submitter |  | Phone Number |