



"LET'S GET PROGRAMS
WRITE...NOW"



Dr. Rita L. Daniel
SED Vice Governor
July 19, 2023

WHO IS YOUR PRESENTER?

- Born and raised in Nashville, TN; lives in Atlanta, GA
- Married to Terrance, Sr. for 25 years
- Mother of 3 wonderful young men; Terrance, Jr., Darius, and Jacob
- Educator-25th year; just completed my Tier 1 Certification in Educational Leadership (Ceremony last night)
- Vice Governor of the SED
- 1st VP of the Greater Atlanta Club
- Member of Delta Sigma Theta Sorority, Inc.

More than all of this, I am a Child of God. Jeremiah 29:11

THINK ABOUT IT

Read the following quote
and share your thoughts:

“A boss has the title; a leader has the people.”






WELCOME TO

NANBPWC, INC. 

National Pledge

Denver  

As a member of the National Association of Negro Business and Professional Women's Clubs, Inc., I pledge to become involved, to be constant, cooperative, enthusiastic and concerned about the problems and social ills affecting the young people of my community. I will help to promote the interest of business and professional women and invest myself in the willing service of others. 

COLORADO

NANBPWC, INC.
1ST VICE PRESIDENTS

RESPONSIBILITY



NANBPWC, INC.

The 1st Vice President is responsible for managing, organizing, conducting, and overseeing the programs for the respective club of membership. As the expert of programs, you are the “**CREAM**” of the crop..

- **C**ommunicate with the president and members
- **R**eevaluate programs
- **E**mpower those around you
- **A**adjust to different situations
- **M**ust be involved with the planning



POLICIES

PROCEDURES

NANBPWC, INC.



POLICIES AND PROCEDURES

Policies and procedures are the framework that our organization is built on, reflects our values and guides our membership to successful programs.



POLICIES VS. PROCEDURES


POLICIES.....

- are sets of rules or guidelines for organizations to follow in or to achieve compliance.
- answer questions about what members do and why they do it.
- define a rule.

PROCEDURES.....

- is the instructions on how a policy is followed.
- are the step-by-step instructions for how policies are to be achieved.
- define who is expected to do it and how they are expected to do it.

NANBPWC, INC.



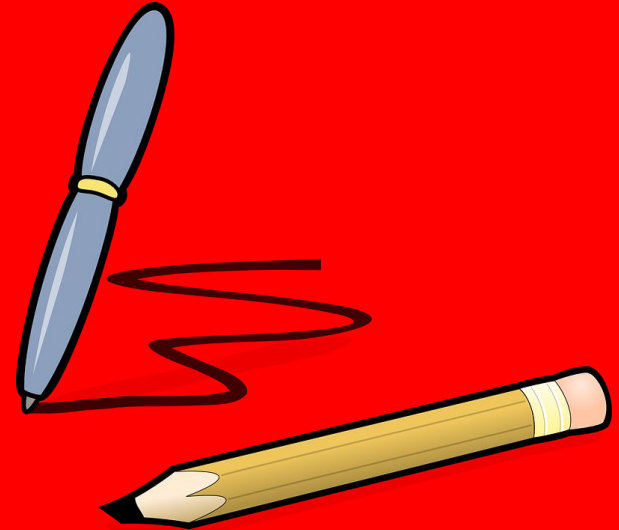
Our policy is that the organization has mandated programs that each club must adhere to during the current club year.

Our procedure includes step by step instructions from the 1st Vice President on how the programs will be implemented and executed.



“WRITE IT, THE WRITE WAY”

***CLUB
REPORTS***



TYPES OF REPORTS

Submitted by First Vice President and/or Club President

- **Club Program Outline Report (CPOR)**
 - Completed and submitted at the beginning of the club year-**Nov. 1st**
 - Objective
 - Program Description

- **Year End Program Report (YEPR)**
 - Completed and submitted at the end of the club year-**May 31st**
 - Objective
 - Impact (made to individuals, families, communities, members)

TYPES OF REPORTS

- **Club Program Outline Report (CPOR)**
 - Completed and submitted at the beginning of the club year—Nov. 1st
 - Objective
 - Program Description

Objective-CPOR

- What is the purpose of the program?
- What community issues will be addressed?

***The objectives used in the CPOR may be used in the **YEPR**. However, the objective may change depending on the program/club focus.

- Limit the wording
- Be clear and concise
 - Define the objective in a way that allows the club to determine at a specific later date whether the the club has met that objective.

Example: Technology

To educate and elevate awareness for adults as well as youth in the Dade County community to recognize that everyone has a responsibility to do their part regarding Cyber-Security.

PROGRAM DESCRIPTION-CPOR

- Include as many details about the program as possible
- Describe the activities that are included in the proposed program

***Using action verbs in the club's program description enables the reviewer to visualize your club's implementation of the program or service.

Example: Entrepreneurship

The design of this program will be to advertise and promote selected black-owned businesses in the Charleston area utilizing our social media platforms Facebook, Instagram, and Twitter.

The club will create a directory of the local businesses and provide this information to our club members and to the community.

The goal is to increase local support of black-owned businesses.

Club Program Outline Report

TYPES OF REPORTS

- **Year End Program Report (YEPR)**
 - Completed and submitted at the end of the club year—**May 31st**
 - Objective
 - Impact (made to individuals, families, communities, members)

OBJECTIVE-YEPR

- What is the purpose of the program? (Did you meet the purpose?)
- What community issues will be addressed? (How?)

***The objectives used in the CPOR may be used in the YEPR. However, the objective may change depending on the program/club focus.

- Limit the wording
- Be clear and concise
 - Define the objective in a way that allows the club to determine at a specific later date whether the the club has met that objective.

Example: Technology

To educate and elevate awareness for adults as well as youth in the Dade County community to recognize that everyone has a responsibility to do their part regarding Cyber-Security.

IMPACT-YEPR

- **What measurable service was provided to help individuals/families in need?**
- **How did this project make a difference in your community and/or contribute to skill development of members?**

Describe (but not limited to):

- activities
- expenditures or donations
- type of labor
- professional or business support

Example: Service (Health)

The club created and participated in a health fair for local residents in the Greater Atlanta area.

Community members had access to healthcare professionals that provided the following:

Eye exams
Mental Health screening
Blood pressure
Covid testing
Massages
Dental care
HIV testing

Activities for this event included face painting for children and bouncy house; music was provided by DJ Hercules. The club received \$600 in donations which is an addition to the expenses used to fund the health fair. Members of the club assisted with set up as well as the breakdown of materials. Networked in and supported by the healthcare professionals of the Greater Atlanta area.

***Add the number of individuals for each category (ex. 10 teenagers ages 13-18)
***Quantify and qualify

The background is a solid blue color with several overlapping, semi-transparent geometric shapes. A prominent feature is a series of wavy, light blue lines that create a sense of motion and depth, resembling a stylized wave or a series of overlapping planes. The text is centered horizontally and vertically.

YEAR END PROGRAM REPORT

GROUP/PADLET ACTIVITY

NOW, IT'S YOUR TURN!

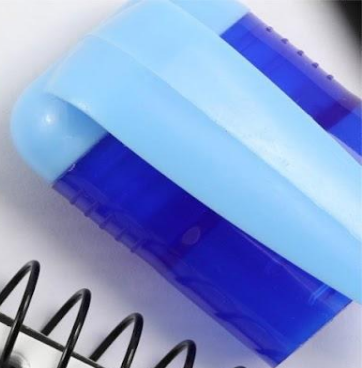
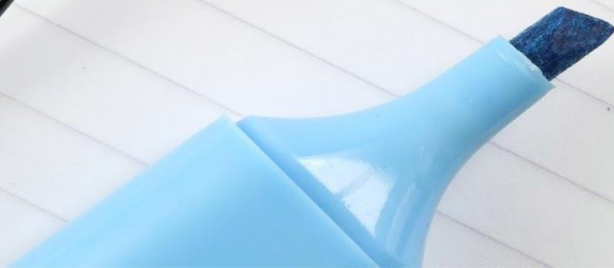
1. Members will work with a partner or a group of 3.
2. Each group will create either an objective, program description, or impact statement.
3. Prior to joining their group, members will click on the [Padlet](#) link provided with the QR Code.
4. Once in groups, select a Facilitator, Recorder, and Timekeeper.
5. Groups will have fifteen minutes to create objective, program description, and/or impact statement.
6. Group 1-Program Description; Group 2-Objective; Group 3-Impact; Group 4-Program Description (may rotate depending on the number of participants)

TOPIC: Entrepreneurship

<https://padlet.com/ritadaniel/get-it-write-cfnjb8bh6bn5lgfk>



Break



MANDATED AND
NATIONAL PROGRAM DIRECTIVES



Complete a minimum of 1 program in 3 of the 4 LETS areas

- a. Leadership
- b. Entrepreneurship
- c. Technology
- d. Service (1-HEED + 1 Special Program)

Service:
(1 HEED + 1 Special Program)

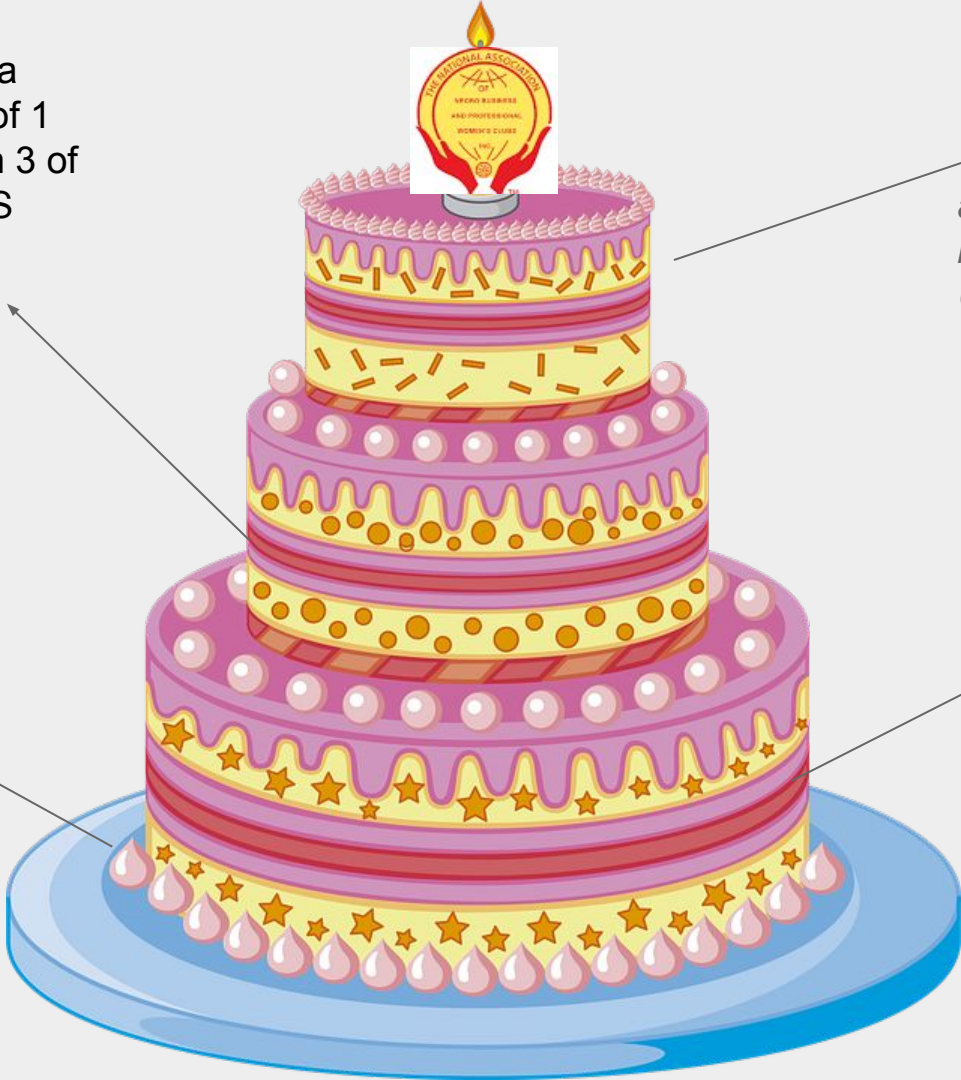
- a. Health
- b. Education Employment
- c. Economic Development

Complete all 5 Mandatory Programs

- a. Founders' Day
- b. Women's History
- c. Think Heart-Think Health
- d. Vocal Arts
- e. Scholarships

Special Programs

- GET READY! STAY READY!
- S.A.F.E. ENCOUNTERS
- TRIPLE THE P.I.N.K.
- DOMESTIC VIOLENCE
- HUMAN & SEX TRAFFICKING AWARENESS

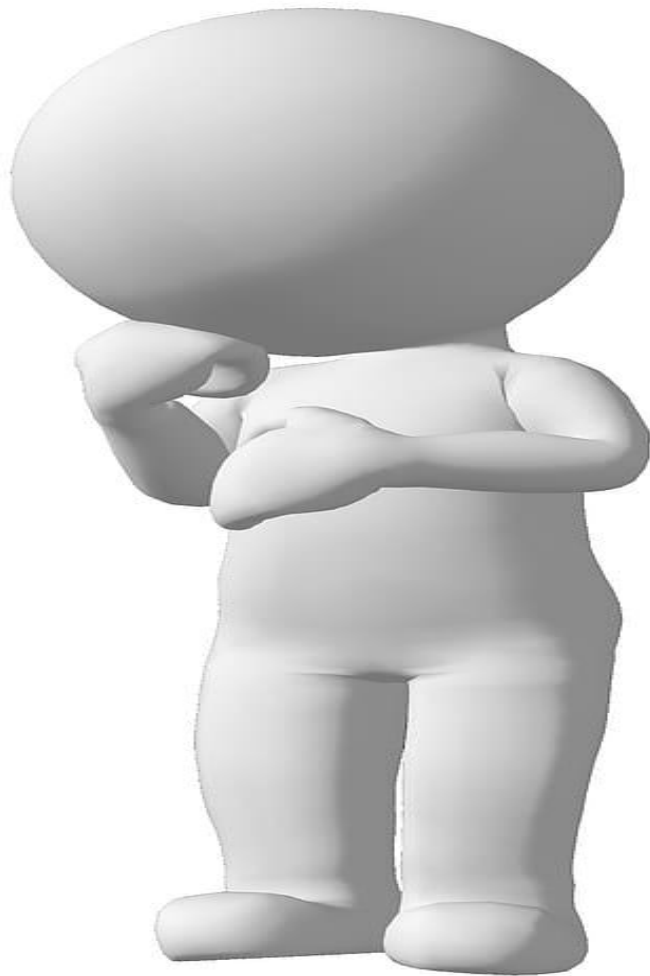


ADDITIONAL INFORMATION

NOTE: Must have at least one in three program areas out of the four LETS.

- The maximum number of individual programs to be reviewed by NFVP at the time of submitting the Year End Program Report (YEPR) is eighteen (18) with a minimum of eight (9) to be a club in good standing.

POINTS TO PONDER



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- **Planning Session (Beginning of Club Year)**
 - Create a calendar of events with national awareness observances
 - Try to have program on the national day of observance

Examples:

January—Cervical Cancer Awareness; Glaucoma Awareness; (Human and Sex Trafficking Awareness and Prevention—January 11)

February—American Heart Month; National Wear Red Day; (Think Heart, Think Health)

March—Brain Injury Awareness; Multiple Sclerosis Awareness; (Women's History Month)

April—Autism Awareness; Parkinson's Disease Awareness; (**Founders' Day**)

May—Mental Health Awareness; National Stroke Awareness Month

September—Sickle Cell Awareness; National Preparedness Month (**Get Ready! Stay Ready!**)

October—Fire Prevention Month; National Bullying Prevention Month; National Crime Prevention Month (**S.A.F.E. Encounters**); National Domestic Violence Awareness Month (Service-Special Programs); Breast Cancer Awareness (**Triple the P.I.N.K.**)

November—Lung Cancer Awareness Month; Pancreatic Cancer Awareness

POINTS TO PONDER

- Planning Session
 - Create committees for each of your programs (chair, co-chair)
 - Flyers should have theme and number of years for the program
 - Example: 37th Annual Women's History
 - Look at “spiritual health” and “financial health”
 - Tend to focus on physical health
 - Consider identifying grants to assist with programs
 - Programs may be combined

NANBPWC, INC.

**"WHEN YOU LIFT UP WOMEN,
YOU LIFT UP FAMILIES, YOU LIFT
UP COMMUNITIES, YOU LIFT UP
ECONOMIES - AND YOU LIFT UP
AMERICA."**

- Kamala Harris

<https://www.youtube.com/watch?v=iZPW4nN-Rrw>

NANBPWC, INC.

As 1st Vice Presidents, you are being sworn in this upcoming 2023-2024 club year to go out, make an impact, and get it WRITE...now!





Contact Information:

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Thank You