

**National Council of Negro Women, Inc.
Bethune-Height Recognition Program
Amended BHRP Guidelines June 9, 2020**



**Mary McLeod Bethune
NCNW, Founder**



**Dorothy Irene Height
President, Emerita**

Dr. Johnnetta B. Cole, President, National Council of Negro Women, Inc.

Janice Mathis, Executive Director, National Council of Negro Women, Inc.

Dawna Michelle Fields, National Co-Chair, Bethune-Height Recognition Program (BHRP)

Johnnie M. Walker, National Co-Chair, Bethune-Height Recognition Program (BHRP)

BHRP Updates and Amendments to the Guidelines of 2017

Amended on June 9, 2020

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History:

At the 2000 NCNW National Convention, by a majority vote, NCNW members agreed to make the Mary McLeod Bethune Recognition Program a National NCNW Program. Subsequently renamed to honor both NCNW founder Mary McLeod Bethune and former President and Chair of the Board, Dorothy Irene Height, the Bethune-Height Recognition Program (BHRP) salutes and recognizes all who exemplify the Bethune Tradition of providing community volunteer services to those who are less fortunate.

The Bethune-Height Recognition Program is an annual event in support of the work of the National Council of Negro Women, Inc. **This National program is conducted by NCNW State organizations (or approved cooperating combinations of States). It includes participation of all NCNW Community Based Sections, Collegiate Sections, Legacy Life Members, Life Members, Associate Members and National Affiliate Organizations.**

The Program recognizes individual NCNW members for their extraordinary work in volunteering for community service and their donation of a minimum of 300.00 per person to support the work of NCNW. These persons are called “**Bethune Achievers**”. New Life members and Legacy Life members are also honored as a part of the Bethune-Height Recognition Program.

Guidelines established by the NCNW Board of Directors to assist States in planning and hosting Bethune-Height celebrations were revised in 2017 under the leadership of NCNW members Dawna Michelle Fields and Johnnie M. Walker, and adopted by the Executive Committee.

Program Overview:

The Bethune-Height Recognition Program (BHRP) is an annual fundraising event that recognizes outstanding community leadership and supports the work of the National Council of Negro Women, Inc. **Each State, through their state organization, or approved combination of states is expected to plan and host a BHRP annually unless Prohibited or prevented by a national crisis or a Godly act of nature such as Viruses, Storms, Hurricanes and or Tornados. Then and only then should States cancel or postpone their program for the next year. State Leaders are to contact the National Co-Chairs with their decisions to change or cancel the proposed dates.**

In some instances, some combination of cooperating states may co-host a **Regional BHRP event** because one or more of the cooperating states do not have enough sections to host the event independently. This is considered an approved exception to the guideline that each State or approved combination of cooperating states plan and host a **BHRP. These general guidelines apply to such exceptions.**

The State Programs are supported and monitored nationally by the National Bethune-Height Recognition Co-Chairs, Johnnie M. Walker and Dawna Michelle Fields who are appointed by the National Chair/ President of NCNW and endorsed by the Executive Committee.

At least ninety days prior to their proposed event, the State organizations, or approved cooperating states, are expected to **register their proposed BHRP celebration dates with the National Co-Chairs** who will in turn share the dates and states with the National Executive Committee to be published in all of NCNW publications and calendar of events by the Director of Communications. State Registrations should include the name and contact information of the **BHRP Event Chair** along with their proposed budget and projected financial goal.

The Role of Our National Office

Under the Guidance of the National Office, the BHRP Co-Chairs will:

- (a) Provide **Bethune-Height Recognition Program Organizing Guidelines** to State organizations and approved cooperating states hosting a regional event. The guidelines shall be used to plan their respective **Bethune-Height Recognition Program (BHRP)**.
- (b) Receive and consider approval to co-host a **regional BHRP celebration** encompassing a combination of cooperating states because (a) one or more of the applying states has fewer than **three sections** or (b) The cooperating states are in close proximity to each other.
- (c) Provide a national presence by having at least one of the **National BHRP Co-Chairs and/or an NCNW National Officer (President, 1st VP or 2nd VP)** attend State ceremonies throughout the country. National will be responsible for expenses for travel and lodging of attending **Co-Chairs and/or National Officers**. National will advise States in a timely fashion who will attend the State ceremony to allow the appearance to be a part of the hosting State's marketing of the event.
- (d) **The National Co-Chairs and Executive Committee will assist in the expansion of the Bethune-Height Recognition Program to those states where there are none.**
- (e) Review the plans of respective state organizations and approved cooperating states hosting a regional event to assure quality and consistency of the **BHRP events**. National, along with the National Co-Chairs will monitor and review financial reports to assure stewardship and assure program continuity.
- (f) **Only the National Office or Graphic Artist will prepare and provide the "Last will and Testament Awards".** **No one else.** This is the highest award of NCNW. It is to be given to outstanding Honorees of the state/community provided they meet the criteria and exemplify the mission of NCNW. This award should be given to a maximum of no more than **three community honorees and one* State Honoree who was voted as an outstanding member of a section by members of the State sections and the bio depicts the honorarium award.**
 - ***It is not mandatory to have a State Honoree**

- (g) At least **60 days prior to the celebration**, State Organizations will send the names of the Honorees selected to receive NCNW's highest award of Outstanding Honoree who exemplifies extraordinary work in providing community volunteer services and/or a significant financial contribution to NCNW. **Only the National Office which is solely responsible for the care of The Last Will and Testament Scroll can prepare the award which can be presented to honorees only by the State organizations.**
- (h) The Communications Director of the National Office should Publish and promote Bethune-Height Recognition Programs of the respective states in the NCNW Newsletter or on the NCNW National website and various social media outlets.
- (i) In order to promote and encourage commitment from other states, the BHRP program should be an intricate entity at the National Convention. During the BHRP Luncheon, those states that have had their BHRP program prior to the convention can be spotlighted to make their financial donations to National. Those who have not yet had their celebration can also be included by making a dollar amount pledge to National from their proposed BHRP celebration. This will encourage and promote a commitment from other states.

Responsibilities of the State BHRP Committee or the BHRP Committee of Approved Cooperating States

- (a) **It is highly recommended that Each State Organization or approved cooperating states must establish a BHRP Committee. After election of officers, the Finance committee along with the chair should establish a budget to be presented to the committee for adoption.**
- (b) **All members of the State BHRP Planning Committee must be Bethune Achievers.**
- (c) The names of the proposed elected State or approved Cooperating States BHRP Chair and Financial Secretary should be submitted to the National **BHRP Co-Chairs** and copied to the Executive Director of NCNW.

- (d) The host BHRP State or approved Cooperating States should establish their own EIN Number. **The National NCNW EIN number is not to be used by States or approved cooperating states.**
- (e) BHRP State or approved cooperating states should establish a bank account separate and apart from their Sections and/or other financial obligations of the State or approved cooperating states. This avoids the conflict of co-mingling of funds. **The funds from this account should be used solely for the expenditures and business of the State's BHRP.**
- (f) The State's account should bear the name; **"NCNW Bethune-Height Recognition Program" (name of the particular State or initials of approved cooperating states) e.g. ("NCNW, Inc. /BHRP NYS"). The stewards of the account should be the Treasurer, State Chair & an alternate that could be the Secretary.**
- (g) Expenditures should require two signatures on each and every check with accompanying receipts/vouchers. The signatures should be the state Chair and Treasurer and/or the alternate. The Treasurer and Financial Secretary's report should indicate the confirmed expenses.
- (h) The **Achiever Coordinator** of State Organizations and/or approved cooperating states will award a token of appreciation to each eligible **Bethune Achiever, Life Member, and Legacy Life member** at their Bethune-Height Recognition Program in addition to the certificates received from National.
- (i) State organizations will vet and request biographies of candidates for the award of **Outstanding Honorees** recognized for their extraordinary work in providing community volunteer services and significant financial contribution, or facilitation of significant financial contributions from others, to NCNW. **Sections may not award this most esteemed award. It must be awarded at the State level. Only the National Office which is responsible for the care of The Last Will and Testament Scroll can prepare the award for the State organizations.**
- (j) To allow for timely preparation of certificates and securing of awards, Bethune Achievers who commit to donate a minimum of **\$300.00**, Life Members who pay dues of **\$500.00** and Legacy Life members who pay dues of **\$1,000.00** must be fully paid at least one month (**45 days**) prior to the State event.

- (k) Upon completion of the event, each State organization or approved cooperating states shall submit a financial report to the State Sections indicating the proposed budget and minus the actual expenses of the event showing the net. The Financial Report must include the following:
- Number of New Legacy Life Members
 - Number of New Life Members
 - Number of Bethune Achievers
 - Number of Event Reservations sold
 - Amount of Income from Journal Ads and size of Ads
 - Number of Raffle Books sold
 - Miscellaneous donations such as sponsors, donations and etc.
 - Amount of seed money retained for the following year BHRP
 - The Financial Report shall be signed by the BHRP Chair and Treasurer.
- (l) After all financial obligations have been met; start-up funds or seed money based on a review of current year expenses shall be retained for the following year's Bethune-Height Program in the BHRP restricted account for the next year's program.
- (m) The net proceeds, i.e., all monies raised from the program and all financial obligations have been met, the net minus retention of start-up funds, are to be sent to the National NCNW Office. This can also be done at the Convention if within the time frame of 6 months or less of convention.

State and approved cooperating BHRP Committee Structure

Each State organization or approved combination of cooperating States will form a State BHRP Committee to oversee the planning and hosting of the Bethune-Height Recognition Program. The Committee will be responsible for planning the BHRP, preparing and approving a budget to support celebration plans, and receiving funds for Event Reservations, Journal sponsorships and ads, raffles, all donations and fees received to support the State organization's BHRP using the processes detailed below

The State or approved coordinating States Committee shall **elect** the following Officers to guide the BHRP Host Committee in planning and hosting the Bethune-Height Recognition Program and managing its related financial obligations using the process detailed below to assure the appropriate check and balances. **It is strongly suggested that the BHRP Committee meet on a regular basis (Monthly) either through group gatherings or using technology to help include all members of the committee due to their geographic locations.** It is strongly suggested for continuity that the meetings are held on the same date and time of the month (i.e.) the 3rd Saturday of each Month and same time.

The names of the proposed elected State or approved cooperating States BHRP Chair, Treasurer and Financial secretary should be submitted to the National BHRP Co-Chairs and copied to the executive director.

1. Each State organization and/or approved cooperating states shall elect the following officers for their BHRP Committee. All elected officers will serve a term of two years and can be elected to serve a second term. **The only exception will be Treasurer and the Financial Secretary.**
2. The Committee will elect a Chair and two Co-Chairs whose responsibilities will be to coordinate **all** BHRP Committee activities, (a) convene and preside over the BHRP meetings, (b) prepare the wrap-up report and reports to the BHRP Co-Chairs and National President and Executive Director. The Chair shall sign all contracts as it pertains to the Venue and other business of the state BHRP and approved cooperating States.
3. Each State organization or approved coordinating states will select a **Bethune Achiever Coordinator** who will serve for a term of two years. The Achievers includes those who make a contribution of a minimum of **300.00** dollars or more, **Life Members at 500.00 and Legacy Life Members at 1000.00. The Bethune Achiever Coordinator** will be responsible for receiving forms to document payments from the **Bethune Achievers**. (See Appendix for Forms) The **Bethune Achiever Coordinator** will submit these forms to the Financial Secretary to record all donations. Using the forms to confirm eligibility for recognition, The **Bethune Achiever Coordinator** will provide proof of payments to National to assure preparations of the **Achiever certificates, Life Members and Legacy Life Members awards.**
4. Each State organization or approved coordinating states will elect a **BHRP Financial Secretary** who will serve for an undetermined term. However, the Financial Secretary may elect to resign her service for reasons acceptable to the **BHRP Committee following the completion / wrap-up of the Year one event.** In any event, the Financial Secretary must be affirmed for every year of service by acclamation of the BHRP Committee following the completion/wrap-up of the Year one event. If necessary, the State organization may also select an Assistant Financial Secretary. The Financial Secretary will be responsible for receiving all funds and securing the forms which document all monies received, and detailing from whom, in what amount and on what date. The Financial Secretary will submit a written report to the BHRP Committee and will submit the actual detailed report to the **BHRP Treasurer along with funds received.** The Financial Secretary will submit proof of payment to the Bethune Achiever Coordinator. Written receipts must be given for all receivables

5. Each State or approved coordinating states will elect a **BHRP Treasurer who will chair the State's BHRP Finance Committee for an undetermined term.** However, the Treasurer may elect to resign her service for reasons acceptable to the BHRP Committee following the completion/wrap-up of the Year one event. The BHRP Committee Treasurer will deposit donations received from Bethune Achievers as documented by the Financial Secretary in the designated bank account. Proof of payments paid by Legacy Life and Life Members should be sent to National immediately upon receipt of payment so as not to delay the preparation or presentation of certificate or plaques. The Committee Treasurer will chair the State's BHRP Finance Subcommittee which will oversee all of the financial matters associated with the State's Bethune-Height Recognition Program. **The finance Subcommittee will consist of no more than five members; (1) BHRP State Chair, (2) The two state Co-Chairs, the Treasurer and Financial Secretary. The State convener can serve as an Ex-Officio member.**
6. In addition to the Officers, each **local Section** will designate a volunteer **BHRP Team Leader** who will create a Section Leadership Team responsible for soliciting and documenting funds from Section members to support the State BHRP. The members of the Team should include: (1) Team Leader, (2) Team Financial Coordinator, (3) Raffle Coordinator, (3) Achiever Coordinator and (4) Reservation Coordinator. The Team Leader(s) and the Section Presidents are required to attend the Monthly State BHRP Committee meetings which may be held as teleconferences or other methods of technology.
7. Team Leaders will submit a monthly report of Section funds received to the State BHRP Financial Secretary on the appropriate standardized form included in these guidelines, and attach all monies received through the Section. The Financial Secretary will initial all forms received from Team Leaders and include the forms as a part of the formal report made at state BHRP meetings. The Financial Secretary will submit a copy of the forms, and the funds whether by check or in cash, to the Treasurer who shall assure reconciliation of the forms and the funds received and deposit the funds in the designated account.

BHRP questions and answers

Question: To qualify for recognition at a BHRP event, does the membership have to be solicited by the state BHRP committee? I ask this question because life and legacy life members are recruited throughout the year by many NCNW members, including members who are not active with any section and members who live in states that don't celebrate BHRP. I don't have a personal preference, but this is an issue that comes up every year.

Answer: No, because they are recruited throughout the year and from various locations, as long as the financial status is in line with the time frame of our National By-Laws, full or quarterly payments, must be completed 60 days prior to the event. This would require collaboration with the national membership Director in addition to the State BHRP Financial Secretary and Achiever Coordinator. They would be the only persons to know if the LLM or LM has met their financial obligations in the required time frame.

Question: Why is this award given to a maximum of no more than three community honorees and one* State Honoree? Is it to make sure the program is not unreasonably long?

Answer: Yes, this is negotiable; the rationale behind the suggested number is not to minimize the value/importance of the Scroll. It has been my observation in attending various BHRP events, the larger number of Honorees does not add to the quality of the event, nor does the average honoree have a large following. In most cases they are not well known even in their own communities. Nor do those sponsoring them follow the criteria for the BHRP, which is in our Missions statement, **Advocacy, Education, Health disparities to name a few.** However, there are a number of persons who renders fantastic service to humankind, but is never recognized for it because he or she is not known.

Question: Do all the honorees have to be voted on, or only the State honoree?

Answer: No, only the State Honoree.

Question/comment: The National Co-Chairs and Executive Committee will assist in the expansion of the Bethune-Height Recognition Program to those states where there are none.

Answer: Good idea. Perhaps the development committee can help make this point. With the support of our National leadership all the states would rush to start a BHRP in their state.

Question: Is it true that only the National Office which is solely responsible for the care of The Last Will and Testament Scroll can prepare the award which can be presented to honorees only by the State organizations?

Answer: Yes, National produces all of the BHRP scrolls. It is highly recommended that we have more training for those who are not actively engaged with or familiar with BHRP because there are some local section events very similar to BHRP.

Question: Does this mean that every State organization MUST host BHRP every year? I don't think all are ready and events may suffer in quality if we try to force them. Suppose we make a concerted effort to encourage? Or does this mean that IF you have BHRP there must be a state committee?

Answer: The latter, "IF". Also the word "MUST" can be changed to say we highly recommend that the program is done annual.

All Members of the State BHRP Planning Committee must be Bethune Achievers

Question: Can they be past achievers, or must they achieve in the year that they serve on the planning committee?

Answer: We highly recommend that they achieve each year. The rationale is to lead by example. Dr. Height achieved every year with NY State BRP simply by selling raffles. There are so many ways to raise the achievers fund if one cannot write a check. We also suggest that Executive Board members give financial support to those states that they represent. If leadership does not support the program, no one else will.

Question: Should the names of the State BHRP Chair, Treasurer and Financial Secretary be provided to the National Co-Chairs and E.D. before or after they are elected.

Answer: After

Question: Must smaller and less experienced states have a separate BHRP account, or would it be sufficient to use the state bank account to track BHRP expenses and require a separate accounting of BHRP funds with appropriate documentation. At National, we require two signatures on a payment request as a substitute for two signatures on a check. Also much business is done with other financial means, such as credit cards, PayPal, Eventbrite and other technological ways of collecting funds. Checks may not capture all the relevant information.

Answer: It has been my experience (In NYS prior to my appointment), that it is very difficult to avoid co-mingling of funds even through the state account. There should not be any fundraising by the state that requires an account especially since BHRP is the only National Fundraiser. This avoids any mismanagement of funds. The state account does not and should not deal with alternative ways and means of payments/disbursements. We can receive alternative means of incoming revenue, but not outgoing.

Question: Can a state decide to write its Bylaws so that the state Treasurer, Financial Secretary also has a responsibility for BHRP activity?

Answer: The purpose of the guidelines is to have continuity with all states carrying out the program in the same manner "If at all possible". All states/sections actions should be guided by our national By-Laws in order to be compliant in all NCNW aspects. Remember, this is a National program that was and is adopted by the Executive Board and therefore local state By-Laws do not supersede the national BHRP Guidelines or National By-Laws.

Responsibilities of the State BHRP Committee and BHRP Committee of Approved Cooperating States

- (a) Every State Organization or approved cooperating states **are encouraged to** establish a BHRP Committee. After election of **Committee** officers, the Finance committee along with the chair **Elect** should establish a budget to be presented to the committee for adoption **at the next meeting.**

Question: Does this mean that every state organization **MUST** host BHRP every year? I don't think all are ready and events may suffer in quality if we try to force them. Suppose we make a concerted effort to encourage? Or does this just mean that **IF** you have BHRP there must be a state committee?

Answer: The latter, "IF".

All members of the State BHRP Planning Committee must be Bethune Achievers.

Question: Can they be past Achievers, or must they achieve in the year that they serve on the Planning Committee?

Answer: They should achieve every year. It's like church, how can you ask someone to do what you don't do. Dr. Height achieved through the NY BHRP every year by selling raffles. We are suggesting that the members of the Executive Board representing various states) make a contribution to the program. If the leadership does not support the program, no one else will.

- (b)The names of the proposed elected State or approved Cooperating States BHRP Chair and Financial Secretary should be submitted to the National BHRP Co-Chairs and copied to the Executive Director of NCNW.

Question: Should the names of the Chair and Financial Secretary be provided to Co-Chairs and Ed before are after they are elected? **Answer:** After

Question: Must smaller and less experienced states have a separate BHRP account, or would it be sufficient to use the state bank account to track BHRP expenses and require a separate accounting of BHRP funds with appropriate documentation. Here at national, we require two signatures on a payment request as a substitute for two signatures on the actual check. Also so much business is done with credit cards, PayPal and other forms of payment that checks may not capture all the relevant info. Just a thought.

Answer: It has been my experience, (even NY prior to my appointment). It is almost impossible to avoid the Co-mingling of funds even through the state account. There should not be any fundraising by the state that requires an account, especially since BHRP is the only national fundraiser. This avoids any mis-management of funds. The state account does not and should not deal with alternative ways and means of payments/disbursements. We can receive alternative means of incoming revenue, but not out going.

Question: Can a state decide to write its bylaws so that the state Treasurer, Financial Secretary also has responsibility for BHRP activity?

Answer: What's the point in having guidelines if states are allowed to write their own BHRP By-Laws? I would use the same scenario as National as it pertains to Section By-Laws. Sections are allowed to write their local by-laws as long as the By-Laws are in compliance with National. And there are times when state conveners and/or state leaders have had to intervene and ask the sections to delete or rephrase the statements in their By-Laws and like national, they are updated/changed with the elections of new administrations. **This does not apply to BHRP, because we have National Guidelines that would help the success of their programs. Yes, there may be certain rural states/regions that may or may not be able to follow the guidelines verbatim. That can be taken into consideration by the National Co-Chairs. The State Chair, Treasurer, Financial Secretary and Achiever Coordinator have more financial responsibilities.**

BHRP State Leaders/Steering Committee

Johnnie M. Walker & Dawna Michelle Fields National BHRP Co-Chairs

Aeronia L. Poole, Chair, North Carolina
BHRP

Cypriana McCray, President, Reston Dulles
Section

Deborah Johnson, Philadelphia, Pa. Section

Deborah Tucker, State of Colorado

Delores Dupree, Rankin/Montgomery
Section

Dr. Helena Johnson, Southern Ca., Co-
Convener

Dr. Johnnetta B. Cole, National President,
NCNW

Dr. Mollie Williams, Texas State
Coordinator

Gladys Keller, New York State, BHRP
Chair

James Ella James, Northern California
convener

Janice M. Taylor, Ohio State Convener

Judy Thomas, Fulton Ga., Section President

Junell Rollerson, NYS BHRP Achiever
Coordinator

Margaret Perkins, Mid-Atlantic Region
BHRP Chair

Maria R. Barnes, Stafford-Fredericksburg
Section

Martha Hancock-Carter, Richmond, Va.
Section

Andrea Casey, State Convener, South
Carolina

Bettye Brock, Southern Ohio Representative

Brenda Robinson-Anderson, Member @
Large, California

Dorothy A. Chimney, Texas State Convener

Ellen Haywood, New York State Convener

Greta Adams, President, NC State Coalition

Jacqueline Heath-Parker, Illinois State
Convener

Janice L. Mathis, Executive Director,
NCNW

JoAnne P. Miller, Connecticut State
Convener

Lynda F. Bagley, New York State convener

Olivia Smith, New Jersey State Convener

Regina Majors, Member @ Large, state of
Indiana

Chanel Woods, Indiana State Convener

Sharah Denton, Georgia State President

Dr. Sharone Jones, Pennsylvania State
Convener

Tee Solomon, Interim State President,
Florida

Peola McCatskill, National Parliamentarian

Robin Jordan-Payton, Metropolitan
Washington Section

Joan Douglas-Jordan, Metropolitan Wash.
Section

Sandra K. Gibson, Member @ Large,
Florida

Lisa Simmons, Mid-Atlantic (DC Sec.2)

Rita Lewis, Mid- Atlantic Region

Julia Winborne, Mid-Atlantic/Greater
Baltimore

Tangela Hummons, Mid Atlantic (Bowie
section)

Crystal Lee, Mid-Atlantic (Montgomery
County)

Loretta Tillery, Mid-Atlantic, (Prince George
County)

Creavy Lloyd, Mid-Atlantic (Potomac
Valley)

Janice H. Peters, Mid-Atlantic (Tidewater,
Va.)

Tameka P. Winfield, Mid-Atlantic (Pocono
Section)

Princess P. McEvelley, Mid-Atlantic (New
Dominion)



National Council of Negro Women, Inc.
Bethune/Height Recognition Program

SECTION COMMITMENT FORM

Date: _____ Section/Guild/Affiliate: _____

Section President: _____ Phone: _____

Section Team Leader: _____ Phone: _____

PLEASE PRINT LEGIBLY ON ALL FORMS.

Our commitment to the Bethune/Height Recognition Program is as follows:

PROJECTED GOAL \$ _____

Projected # of Achievers _____

Projected # of Life Members _____

Projected # of Legacy Life Members _____

Projected # of Tables (Seating 10) _____

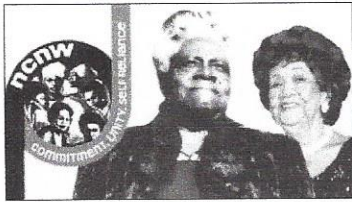
Projected # of Program/Journal Ads _____

We are requesting _____ Raffle Books _____

YOUR PROJECTED GOAL WILL DETERMINE THE NUMBER OF RAFFLE BOOKS TO BE PRINTED. THIS INFORMATION IS VERY IMPORTANT.

SIGNATURE: _____
(President)

Please return (2) copies of this form to: The General Committee Chairpersons



National Council of Negro Women, Inc.
Bethune/Height Recognition Program

INDIVIDUAL COMMITMENT FORM

Date: _____ Section/Guild/Affiliate: _____

Section Team Leader: _____ Phone: _____

PLEASE PRINT LEGIBLY ON ALL FORMS.

Name (as it will appear on your award): _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone Number: (Home) _____ (Work) _____

MY GOAL IS TO:

- | | | |
|-----------------------------|------------|--------------------------|
| Become an Achiever | \$300.00 | <input type="checkbox"/> |
| Become an Achiever | \$500.00 | <input type="checkbox"/> |
| Become an Achiever | \$1,000.00 | <input type="checkbox"/> |
| Become a Life Member | \$500.00 | <input type="checkbox"/> |
| Become a Legacy Life Member | \$1,000.00 | <input type="checkbox"/> |

HOW DO YOU PLAN TO DO IT?

- | | |
|--------------------------|--------------------------|
| Sell Raffles | <input type="checkbox"/> |
| "Do my own thing" | <input type="checkbox"/> |
| Make a contribution | <input type="checkbox"/> |
| Donations from Brown Box | <input type="checkbox"/> |

Signature: _____ Date: _____

PLEASE NOTE:

You cannot become a Life/Legacy Life Member by selling raffles or donations through your Brown Box. If you have previously made a Life or Legacy Life payment, please indicate below:

Date: _____ and Amount: \$ _____

THE BETHUNE/HEIGHT ACHIEVEMENT AWARD will be presented to each person who reaches the \$300.00, \$500.00 or \$1,000.00 plateau.

LIFE MEMBERS THROUGH THE BETHUNE/HEIGHT RECOGNITION PROGRAM will receive the Life Member Certificate.

LEGACY LIFE MEMBER THROUGH THE BETHUNE/HEIGHT RECOGNITION PROGRAM will receive the Dr. Dorothy I. Height Legacy Life Member Plaque.

Please make all checks payable to: **National Council of Negro Women, Inc. – BRP**
Please **return (2)** copies of this form to: **The General Committee Chairpersons**



National Council of Negro Women, Inc.
Bethune/Height Recognition Program

SECTION TEAM MEMBERS

Date: _____ Section/Guild/Affiliate: _____

PLEASE PRINT LEGIBLY ON ALL FORMS.

SECTION TEAM LEADER: _____

Address: _____ Tel. # _____

City: _____ State: _____ Zip: _____

Email: _____

SECTION FINANCIAL SECRETARY: _____

Address: _____ Tel. # _____

City: _____ State: _____ Zip: _____

Email: _____

SECTION SPECIAL PROJECT COORDINATOR (RAFFLES): _____

Address: _____ Tel. # _____

City: _____ State: _____ Zip: _____

Email: _____

SECTION RESERVATIONS COORDINATOR: _____

Address: _____ Tel. # _____

City: _____ State: _____ Zip: _____

Email: _____

SECTION BROWN BOX COORDINATOR: _____

Address: _____ Tel. # _____

City: _____ State: _____ Zip: _____

Email: _____

SECTION PROGRAM/JOURNAL ADS & BOOSTERS COORDINATOR: _____

Address: _____ Tel. # _____

City: _____ State: _____ Zip: _____

Email: _____

SIGNATURE: _____

(President)

Please return (2) copies of this form to: The General Committee Chairpersons



**National Council of Negro Women, Inc.
Bethune/Height Recognition Program**

LIFE/LEGACY LIFE MEMBERS REPORT FORM

Date: _____ Section/Guild/Affiliate: _____

Section Team Leader: _____ Phone: _____

Section Life/Legacy Life Coordinator: _____ Phone: _____

PLEASE PRINT LEGIBLY ON ALL FORMS.

<i>Select Member Type</i>	<i>Section Member Names</i>	<i>Amount Paid</i>
<input type="checkbox"/> Life <input type="checkbox"/> Legacy Life		
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Please make all checks payable to: **National Council of Negro Women, Inc. – BRP**



NATIONAL COUNCIL OF NEGRO WOMEN, INC.
Bethune-Height Recognition Awards Program

National Headquarters

Johnnetta Betsch Cole,
Ph.D National Chair & President

Of State: _____

Date: _____

Janice L. Mathis, Esq.
Executive Director

Re: Nomination for Special Honoree Award

Dawna Michelle Fields
National BHRP Co-Chair

Dear _____ :

Johnnie M. Walker
National BHRP Co-Chair

The **Bethune-Height Recognition Program** ("BHRP") of the National Council of Negro Women, Inc. ("NCNW") is accepting nominations for the special awards listed below.

New York State

Johnnie M. Walker
Chair, NYS Conveners Team
Lynda F. Bagley
Ellen Haywood
Mary N. Lockett
Alia Mai Clark
New York State Conveners

Please complete the attached Nomination Application and submit your complete nominee's packet to the Awards Selection Committee no later than close of business, **Month_ Date _ Year**

The Award Selection Committee will notify the winning applicants no later than **the beginning of their plans for BHRP**. Honorees must be available to receive their award on the day of the luncheon.

BHRP NCNW Special Honoree Award Guidelines

Salute to "Outstanding" Honorees Award

The BHRP may select to present "Special" awards to individuals who provide outstanding support and service to further the work of the **NATIONAL COUNCIL OF NEGRO WOMEN, INC.** in the local community.

In keeping with the ceremony's intent to salute its honorees in the Bethune-Height Recognition Program Tradition, no more than **THREE AWARDS** will be presented.

Examples of "Outstanding Award" categories include:

- *Salute to Outstanding Women in Industry (Careers)*
- *Distinguished Community Leader - (Business, Civic, etc)*
- *Distinguished Educator*
- *Outstanding Humanitarian*
- *Leader in the Arts, Science, Journalist, Correspondence*
- *Collegiate and/or Youth Leader*

State Honoree

The Bethune-Height Recognition Program Committee may at times select an NCNW member as a State Honoree. This person would be selected based on the outstanding work done to advance NCNW programs at the local and State level. The Committee selects and prepares this Award.

National Affiliates Group or Contributing Partner

The BHRP may also select to honor an Affiliate Group or an outstanding contributing or cooperating partner who has provided assistance and service to the community-based NCNW programs.

Application

The NCNW State Bethune-Height Recognition Program Committee, **Special Honoree Nomination Application** (*attached below*) should be used to submit nominees for Special Award Honoree Nominations. This application must be completed along with a copy of the bio submitted for each special honoree nomination. It is important that all information is completed and received to consider candidates. Deadline for all information will be determined by the BHRP State Committee.

You may submit by email by the time stamped deadline date to **Ms.** _____ Chair of the Special Honoree Committee at **(Email address)** or by mail, postmarked by the deadline date to:

BHRP/NCNW

Attn: Special Honoree Committee

State's BHRP address:

Candidates selected will be notified by **the State's BHRP Committee** For additional questions, please contact Ms. _____ Chairperson, of the Special Honoree Committee at **(Email address)** _____

(scroll down for Special Honoree Nomination Application)

BHRP Special Honoree Nomination Application _____ Year

Section (1) Applicant Data: The Sponsor is the person submitting the nominee's name and Information. Requested is contact information for individual who is submitting the name of the special honoree nominee.

Sponsor's Name: _____ Date: _____

Section or Affiliate: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Work: _____ Home: _____

Cell #: _____ Fax #: _____

Email Address: _____

Section (2) Nominee Information: This is the name of the candidate nominated for the Special Honoree Award. Information requested is contact information for the individual who is the nominee special Honoree.

Nominee Name: _____

Title: _____

Mailing Address: _____

Work: _____ Home: _____

Cell #: _____ Fax #: _____

Email Address: _____

If any Section/Affiliate, Name: _____

Section (3) Award Category: Please select one only by placing an (X) in front of your selection.

- Outstanding Honorees Award
- Salute to Outstanding Women in Industry (Careers)
- Distinguished Community Leader - (Business, Civic, etc)
- Outstanding Volunteer
- Outstanding Humanitarian
- Leader in the Arts, Science, Journalist, Correspondent
- Distinguished Educator
- Youth Leader
- State Honoree
- National Affiliates Group or Contributing Partner

Please provide additional information about your nominee:

1) How long has the nominee supported the above mentioned Community and Organizations?

2) Has the nominee ever received an award from NCNW, Inc. **(Yes)** or **(No)**