

ncnw
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**Bethune-Height Recognition Program
National Organizing and Awards
guidelines**



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Washington, D.C. 20004

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2000 Guidelines, Revised as of June 2017
By: National Bethune-Height Recognition Program Committee
Dawna Michelle Fields and Johnnie M. Walker, Co-Chairs

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.

Today, the Bethune-Height Recognition Program is an annual event that supports 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 services and their donation of a minimum of \$300.00 dollars 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 State Organizations 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. (National NCNW). Each state, through its State Organization (or approved combination of states as provided for below), is expected to plan and annually host a BHRP.

The Programs are conducted in each of the states throughout the country and include participation of all NCNW Community-based sections, Collegiate Sections, Legacy Life Members, Life Members, Associate Members and National Affiliate Organizations. With the approval of National NCNW, a state may host more than one BHRP event or a combination of states may host a regional event:

- In some instances, a state may have multiple state level organizations recognized by National NCNW, each of which plans and hosts a BHRP event.
- In some instances, some combination of cooperating states may co-host a regional BHRP event because one or more of the cooperating states does not have enough sections to host the event independently.

The Bethune-Height Recognition Program Guidelines apply to both of these approved exceptions.

The State Programs are supported and monitored nationally by the National Bethune-Height Recognition Committee, led by National BHRP Co-chairs who are appointed by the President and National Chair of NCNW and endorsed by the Executive Committee.

At least ninety (90) days prior to their BHRP event, the State Organizations, or approved cooperating states, are expected to register their proposed BHRP celebration dates with the NCNW National Co-Chairs, as provided for in these guidelines. Registration will be confirmed by the National Executive Committee.

Role of National NCNW

The National NCNW, under the guidance of the National BHRP Co-Chairs, will:

- (a) Provide BHRP 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 Programs.

- (b) Receive and consider approval of applications to cohost a regional BHRP celebration encompassing some combination of cooperating states because one or more of the cooperating states does not have enough sections to host the event independently. The following criteria will be applied when considering an application for approval:
- One or more of the applying states has fewer than 3 sections
 - The cooperating states are in close proximity to each other
- (c) Provide technical assistance, training materials and a standardized template with instructions for preparation and reproduction of official NCNW awards and certificates for the Recognition Ceremony.
- (d) Provide a national presence by having the National BHRP Co-Chairs and/or an NCNW National Officer attend the State BHRP ceremonies throughout the country as directed by the National Chair/President.
- A concerted effort shall be made to attend State Programs that National NCNW has not attended during the previous five (5) years.
 - National NCNW will be responsible for travel and lodging expenses for National Co-Chairs or National Officers who attend State BHRP ceremonies.
 - National NCNW, in a timely manner, will provide details about which NCNW National Officers will attend State BHRP ceremonies to allow their appearance to be a part of the hosting State's marketing of the event.
- (e) Assist in expanding the Bethune-Height Recognition Program to states where there is none.
- (f) Review the plans of the respective State Organizations and approved cooperating states hosting a regional event, to assure quality and consistency of BHRP events.
- (g) Monitor final financial reports of the State Organizations and approved cooperating states hosting a regional event, to promote financial stewardship and assure program continuity.
- (h) Prepare and provide The Last Will and Testament awards, the highest award of NCNW, to State Organizations or cooperating states who are hosting a regional event and plan to honor Outstanding Honorees.
- State Organizations will send the names of those selected to receive NCNW's highest award of Outstanding Honoree for extraordinary work while volunteering for community services and significant financial contribution, or

facilitation of significant financial contributions from others, to NCNW at least 60 days prior to their event.

- Only the National NCNW, which is solely responsible for the care of The Last Will and Testament Scroll of Mary McLeod Bethune, can prepare the award that will be presented to honorees by the State Organizations.
- (i) Provide a template for the certificates to be prepared and awarded by the State BHRP Committee or the BHRP Committee of approved cooperating States hosting a regional BHRP event, to NCNW members who donate a minimum of \$300.00 (Bethune Achievers), Life Members who pay dues of \$500.00 and Legacy Life members who pay dues of \$1,000.00
 - (j) Publish and promote Bethune-Height Recognition Programs of the respective State Organizations or cooperating states hosting a regional event, in the NCNW Newsletter or on the National NCNW website and various social media outlets.
 - (k) Announce the net proceeds donated to National NCNW during the BHRP Luncheon at National Convention, provided the BHRP program final report is transmitted to National NCNW at least thirty (30) days prior to the NCNW National Convention.

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

To assure consistency and quality programming across NCNW:

- (a) Every State Organization or approved cooperating states hosting a regional event, must establish a BHRP Committee.
- (b) All members of the State level BHRP Committee must be Bethune Achievers.
- (c) State Organizations or approved cooperating states hosting a regional event must register their dates of BHRP celebration with National NCNW at least ninety (90) days prior to the date of their event. Registration should include:
 - The names of their proposed BHRP Chair and BHRP Financial Secretary
 - A detailed budget for their BHRP
 - The EIN number to be used by the BHRP Committee
- (d) State BHRP Committees must segregate and separately account for BHRP funds to assure that all BHRP funds are restricted and used solely for the purpose of the BHRP.
 - There shall not be any commingling of general operating funds or funds for any other financial obligations of local Sections with funds restricted for the BHRP.
 - If a State elects to establish a separate bank account, the State's BHRP account shall bear the name "NCNW Bethune-Height Recognition Program (name of the particular state organization" e.g., "NCNW, Inc. BHRP, NC").
- (e) Expenditures may be approved by either the BHRP Committee Chair or the BHRP Committee Treasurer. A single officer, however, may not approve and make expenditures. All expenditures over \$500 require signatures of two officers of the BHRP Committee.
- (f) An EIN number must be used for all business conducted by State BHRP Committees.
 - State BHRP Committees may not use the EIN of National NCNW.
 - State BHRP Committees may use the EIN of the State Organization.
- (g) Bethune Achievers who commit to donate a minimum of \$300.00 (Bethune Achievers), Life Members who pay dues of \$500.00 and Legacy Life members who pay dues of \$1,000.00 must pay their donation in full at least forty-five (45) days prior to the BHRP event.
- (h) State BHRP Committees will prepare certificates using the National NCNW template. They will present the certificates at the BHRP event as a token of

appreciation to each eligible Bethune Achiever, Life Member, and Legacy Life member.

- (i) State Organizations or a combination of cooperating states hosting a regional event, will vet and select candidates for the award of BHRP Outstanding Honorees recognized for their extraordinary community services and significant financial contribution, or facilitation of significant financial contributions from others, to NCNW.
 - State Organizations will send the names of those selected to be recognized as Outstanding Honorees to the National NCNW which will prepare The Last Will and Testament award for presentation by the State organization.
 - Sections may not award The Last Will and Testament award which is considered National NCNW's 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 presentation by the State organizations or an approved combination of states hosting a regional event.
- (j) Upon completion of the event, each State Organization or approved cooperating states hosting a regional event, shall submit a financial report comparing the actual expenses of the event against the proposed budget expenses.
 - 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*
 - *Name, contact information and donation of each sponsor and other miscellaneous donors*
 - *Amount of seed money retained for the following year BHRP*
 - The Financial Report shall be signed by the BHRP Chair and Treasurer.
 - *The Financial Report shall detail the cleared profit after all debts are paid.*
- (k) After all financial obligations of the BHRP event 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 Recognition Program. These funds must be restricted for the next year's program.
- (l) The net proceeds, i.e., all monies raised from the program net of financial obligations and retention of start-up funds, are to be sent to the National NCNW Office within 45 days of the BHRP event.

(m) Bi-annually, each BHRP State Program will publish a BHRP brochure, either in print or on the Section website for that State organization, listing by category, every Bethune Achiever, Legacy Life member and Life member who participated in the BHRP for each of the two years prior. This celebratory listing will be disseminated and included in the Journal/program at NCNW national convention or posted on the national website.

State BHRP Committee Structure, Officers, Reporting Processes

The following shall guide the structure and operations of the State BHRP Committee:

- (a) Each State Organization or approved combination of cooperating states hosting a regional BHRP event, will form a State BHRP Committee to oversee the planning and hosting of the Bethune-Height Recognition Program for their State Organization or approved combination of cooperating states.
- (b) The State BHRP Committee will meet regularly and is expected to:
 - Plan the BHRP, including preparation and approval of a budget to support celebration plans.
 - Assure that all expenditures are consistent with the approved budget.
 - Solicit and receive donations and funds for event reservations, journal sponsorships and ads, raffles, and all other revenue contributed to that State's BHRP.
- (c) The State BHRP Committee shall elect the following Officers, who shall serve a term of two years:
 - *BHRP Chair and Two (2) Co-Chairs who will:*
 - *Coordinate all BHRP activities.*
 - *Convene and preside over BHRP Committee meetings.*
 - *Prepare the wrap-up report.*
 - *Report event results to National NCNW.*
 - *Financial Secretary and/or Assistant Financial Secretary who will:*
 - *Keep detailed records of all funds received for the BHRP.*
 - *Record and report all revenues and expenditures.*
 - *Provide proof of payments by Outstanding Honorees, Legacy Life and Life Members to National immediately upon receipt of payment, but no less than 45 days prior to the BHRP event.*
 - *Submit proof of payment of all Bethune Achiever contributions to the Bethune Achiever Coordinator to assure the timely preparation of certificates.*
 - *Transmit funds to the Treasurer to be deposited. The transmittal must be documented.*
 - *Treasurer who will*
 - *Deposit donations received from Bethune Achievers and documented by the Financial Secretary into the BHRP designated bank account, assuring segregation of BHRP funds from other NCNW State and Section funds.*
 - *Assure that each expenditure is approved in the detailed budget.*
 - *Document each BHRP Committee expenditure, including W-9 forms for each vendor, invoices or receipts which may be written or electronic.*
 - *Oversee all of the financial matters associated with the State's Bethune-Height Recognition Program.*

- *Report routinely on the financial status of the event to the BHRP Committee, BHRP Chair, State President(s)/Convener(s/)*
 - *In her discretion, use forms provided in the Appendix, or in lieu of forms, provide the information electronically in substantially the same format as the suggested forms.*
 - *Bethune Achiever Coordinator who is expected to:*
 - *Distribute and receive forms to and from BHRP Section Team Leaders (See Appendix for Forms) to document donations received from Bethune Achievers.*
 - *Submit all forms documenting donations to the Financial Secretary.*
 - *Assure the timely preparation of certificates for eligible Bethune Achievers.*
- (d) There is no limit on the number of two-year terms that a BHRP Committee officer may serve. At the end of the first year of the term, however, the BHRP Committee shall meet and affirm current BHRP officers or, as necessary, replace BHRP officers.
- (e) Removal and replacement of officers should not be taken lightly and should occur only for failure or inability to perform the duties of the office.
- The decision of the BHRP Committee to remove and replace any officer of the BHRP Committee is subject to review by the State Organization.
 - Any officer removed through this procedure shall be informed of the decision at least 15 days in advance of the decision taking effect and given an opportunity to respond.

Section Participation

To encourage participation in BHRP at the Section level, each Section in the State is encouraged to form a BHRP Section Team of 3-5 persons led by a Section Team Leader.

- Teams are encouraged to attend meetings of the BHRP Committee as observers.
- Section Team Leaders will coordinate the activities of their Sections to support the State BHRP, e.g., raffles, reservations, etc.
- Section Team Leaders will submit a monthly report of any funds received at the Section level to the BHRP Financial Secretary who will 1) report receipt of the funds at the BHRP Committee meeting, and 2) transmit, with documentation, the funds to the Treasurer for deposit. Reports should detail:
 - Sources of funds
 - Date Received
 - Amount received
 - A copy of the report shall be provided to the Section Treasurer

National Bethune Height Recognition Co-Chairs and Committee

The National BHRP Committee, led by two Co chairs, is appointed by the NCNW President and Chair of the Board

- (a) The President and Chair will appoint two national BHRP Co-chairs, who will be endorsed by the Executive Committee.
- (b) The National BHRP Committee, appointed by the President and Chair of the Board will:
 - Review State Organization registrations of BHRP events and recommend approval by Executive Committee.
 - Provide advice and counsel to State BHRP Committees.
 - Attend events on behalf of NCNW at the expense of National.
 - Report on the status of BHRP event planning and celebrations to the Executive Committee of NCNW.
 - Keep a national calendar of BHRP events.
- (c) A list of current members of the National BHRP Committee may be found at www.ncnw.org

Appendix

These forms are designed to assist State BHRP Committees and Section Teams keep track of information critical to the success of BHRP. Whenever possible, the information contained in the forms should be stored and summarized in digital format.

1. Individual Commitment Form
2. Section Commitment Form
3. Reservation Report
4. Journal Ads Report
5. Life and Legacy Life Report
6. Achievers Report
7. Section Summary Report



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		
<input type="checkbox"/> Life <input type="checkbox"/> Legacy Life		
<input type="checkbox"/> Life <input type="checkbox"/> Legacy Life		
<input type="checkbox"/> Life <input type="checkbox"/> Legacy Life		
<input type="checkbox"/> Life <input type="checkbox"/> Legacy Life		
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<input type="checkbox"/> Life <input type="checkbox"/> Legacy Life		
<input type="checkbox"/> Life <input type="checkbox"/> Legacy Life		
Totals		

Please make all checks payable to: **National Council of Negro Women, Inc. – BRP**



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

RESERVATIONS REPORT FORM

Date: _____ Section/Guild/Affiliate: _____

Section Team Leader: _____ Phone: _____

Section Reservations Coordinator: _____ Phone: _____

PLEASE PRINT LEGIBLY ON ALL FORMS.

Section Member & Guest Names

of Reservations

Amount Paid

<i>Section Member & Guest Names</i>	<i># of Reservations</i>	<i>Amount Paid</i>
Totals		

Please make all checks payable to: **National Council of Negro Women, Inc. – BRP**



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
- Become an Achiever \$500.00
- Become an Achiever \$1,000.00
- Become a Life Member \$500.00
- Become a Legacy Life Member \$1,000.00

HOW DO YOU PLANTO DO IT?

- Sell Raffles
- "Do my own thing"
- Make a contribution
- Donations from Brown Box

Signature: _____ 

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. - BHRF
Please return (2) copies of this form to: The General Committee Chairperson



BETHUNE/HEIGHT ACHIEVER REPORT FORM

Date: _____ Section/Guild/Affiliate: _____

Section Team Leader: _____ Phone: _____

PLEASE PRINT LEGIBLY ON ALL FORMS.

Goal	Section Member Names	# of Raffles Books	\$ Amount for Books	Own Thing Donations	Brown Box	Total
Totals						

Please make all checks payable to: National Council of Negro Women, Inc. – BRP NOT NCNW



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

PROGRAM/JOURNAL ADS REPORT FORM

Date: _____ Section/Guild/Affiliate: _____

Section Team Leader: _____ Phone: _____

Section Program/Journal
Ads Coordinator: _____ Phone: _____

PLEASE PRINT LEGIBLY ON ALL FORMS.

<i>Section/Business Names</i>	<i>Submitted by</i>	<i>Ad Size</i>	<i>Amount Paid</i>
Totals			

Please Note: Ads should be submitted electronically by email, please attach a copy of the ad to this form.



Please make all checks payable to: National Council of Negro Women, Inc. - BRP


	0	\$0.00								\$0.00	0	\$0.00	\$0.00	\$0.00
	0	\$0.00								\$0.00	0	\$0.00	\$0.00	\$0.00
TOTALS	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Member's Name	0	\$0.00	\$0.00	\$0.00
Reservations/Tickets Only (Non-Achievers and Guests)														
GRAND TOTAL											0	\$0.00		\$0.00

Section Financial Secretary or Representative's Name: _____
PRINT NAME

Section Financial Secretary or Representative's Signature: _____

Financial Secretary's Monthly Report Per Section

		NATIONAL COUNCIL OF NEGRO WOMEN, INC.														
Section Summary Report																
BETHUNE-HEIGHT RECOGNITION PROGRA																
FINANCIAL SECRETARY REPORT/ SIGNATURE _____												Date: _____				
Name of Section	No. of Raffle Books	Raffle Books \$ Amt.	# of LLM	LLM Dollar Amount	# of LM	LM Dollar Amt.	# of Achievers	Achiever Dollar Amount	Brown Box & Own Thing and Other	Size & number of Journal Ads	Dollar amt for Journal Ads	Number of Reservations	Reservations Dollar Amount	SPONSOR S	GRAND TOTAL	
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Grand TOTALS		\$		\$				\$	\$		\$		\$	\$		
Comments																
Financial Secretary _____																



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