

**NCNW BETHUNE-HEIGHT
RECOGNITION PROGRAM
(BHRP)
2022 REVISED GUIDELINES**

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 Acts of God such as Viruses, Storms, Hurricanes and or Tornados. Then and only then should States cancel or postpone their program for the next year.

The proposed date for the event should be sent to the NCNW Chair, National BHRP Co-Chairs, NCNW Executive Director, NCNW Communications Director, of their decision to change or cancel the proposed dates.

In some instances, the 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 program independently. This is considered an approved exception to the guidelines 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, who are appointed by the National Chair/ President of NCNW and endorsed by the Executive Committee.

At least ninety (90) days prior to their proposed event, flyers and other notifications of the proposed BHRP event should be shared with the National Co-Chairs, who will in turn communicate the proposed event with our Communications Director by the state chair for additional publications of your state's event.

State BHRP proposed plans submitted should include the name and contact information of the BHRP Event Chair along with their proposed budget and projected financial goal.

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Under the Guidance of the NCNW Chair, 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. The expenses for travel and lodging for Co-Chairs can be deducted from the event and indicated as such in the report/donation to National. 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) They will also review the plans of respective state organizations and approved Cooperating States hosting a regional event to assure quality and consistency of the BHRP events.
- (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. The award is given to a *State Honoree (NCNW member) who was voted as an outstanding member by the BHRP Committee. Candidates for this honor must complete an application and meet guidelines.
- *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 their outstanding community service and/or financial contribution to the National Co-Chairs. 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.

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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 a Bethune Achiever.
- (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.~~

This information was updated during the 2023 BHRP Training. Please utilize the BHRP Training FAQs before using this 2022 version of the guidelines. An updated version of the guidelines will be available soon. (BHRP Training FAQs)

(e) It is suggested that the 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 *can 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. * Not mandatory, optional per state.
- (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 & Testament Scroll can prepare the award for 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 should be included in the final report to the National Co-Chairs
- 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 and should be included in the final report to the National Chair, National Co-Chairs and Executive Director.
- (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.

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States and approved Cooperating
States 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.

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 also 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 and contact information of the proposed elected State or approved Cooperating States BHRP Chair, Treasurer and Financial secretary 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, 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. All funds must be submitted via the State's BHRP. 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's 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's 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 event. The BHRP Committee Treasurer will deposit donations received from Bethune Achievers as documented by the Financial Secretary in the designated bank account. Payments paid by Legacy Life and Life Members should be made through the State's BHRP Achiever Coordinator 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 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:

- a) Team Leader,
- b) Team Financial Coordinator,
- c) Raffle Coordinator,
- d) Achiever Coordinator, and
- e) 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.