Liaison & Fundraiser Handbook
# NAWIC Education Foundation

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Introduction

Welcome to the NAWIC Education Foundation (NEF). As a new Liaison/Fundraiser, you have received an important honor and accepted a serious responsibility. NEF has confidence in your ability to carry out your duties and responsibility.

The purpose of this handbook is to provide Liaisons/Fundraisers with an overview of the NEF structure, programs, and to explain the role that they play in the organization. The Handbook introduces many terms and concepts that are specific to NEF programs.

As a Liaison/Fundraiser, you are encouraged to ask questions and make suggestions for improvement of the programs. You have an opportunity, as well as a responsibility, to further the goals and programs of NEF.

History of the NAWIC Education Foundation (NEF)

In 1969, it was suggested that the National Association of Women in Construction (NAWIC) develop some type of Manpower Training Program to accompany the NAWIC Founders' Scholarship Foundation. In compliance with this request, the Manpower Training Program was started. In 1970, the first Operation Woman Power Committee was appointed. It wasn't until 1973 that the organization adopted its current name and purpose, the NAWIC Education Foundation (NEF).

NEF has committed to provide and promote educational opportunities and programs to benefit the construction industry. NEF serves as a funding vehicle for NAWIC’s community-based programs, and since the Foundation's inception, the volunteers and staff have made great strides toward this mission.

Since its beginnings, NEF has enacted several programs and contests created to foster and promote construction as a viable career choice among young adults from grade school to high school.

Although NAWIC formed the foundation, NEF functions as its own separate legal entity. As an IRS 501(c)(3) non-profit organization, NEF maintains separate bank accounts, executive office and staff. In addition, NEF is governed by a Board of Trustees whose mission is to advance the goals and purposes of the Foundation.

NEF is headquartered in Orlando, FL, and is staffed by the NEF Administrator and support staff as needed. Both NAWIC members and outside construction industry leaders serve as officers of the Foundation and on various committees as needed.
Job Descriptions

NEF Liaison

It is the responsibility of the NEF Liaison to effectively communicate the programs and directions of NEF to their respective Region. This includes, but is not limited to the following items:

1. Responsible to educate the membership of the programs, goals, and mission of the NAWIC Education Foundation utilizing NAWIC’s Annual Planning Conference and Forum with mailings to chapters as necessary

2. Responsible to promote and report NEF at NAWIC’s Annual Planning Conference and Forum or to appoint an alternate if unable to attend

3. Contacts NAWIC Director to request time on Annual Planning Conference and Forum agendas

4. Helps to identify future leadership for NEF

5. Provides membership feedback to NEF regarding existing programs and potential new programs

6. Attends NAWIC Annual Meeting and Convention (if possible)

7. Attends NAWIC Annual Planning Conference, Annual Forum and Summer Leadership Conference for respective region (if possible)

8. Responds promptly to all correspondence or refers correspondence to appropriate person

9. Reports directly to the NEF President; informs the NEF Administrator of problems, materials needed, etc.

10. Assists NEF Regional Fundraiser in fund-raising programs for NEF and the Ladder Club campaign at NAWIC Annual Planning Conference and Forum (materials, including script, questions and answers, etc. are available at the Foundation office). Works with the NEF Regional Fundraising Chair throughout the year as well.

NEF Fundraiser

Promote fund-raising programs for NEF at the NAWIC Annual Planning Conference (APC) and Forum through:

- National Raffle (if one is held)
- Ladder Club donations
- Other fundraisers – Silent Auctions, raffle items, live auctions, book sales, change for education, and whatever else you can think of (the options are unlimited).

*Please note – all fundraisers are separate from the National Raffle (if one is held) and Ladder Club. All monies raised through other fundraisers are not eligible for Ladder Club credit.
**Turn in all funds received with breakdown form within two (2) weeks following any event.**

**Block Kids Chair / Region Representative**

It is the responsibility of the NEF Block Kids national chair to promote the program and conduct a workshop at the NAWIC Annual Meeting when scheduled. The Chairperson insures that program dates are communicated in a timely manner to the NAWIC Region Representatives and chapter chairs. The Chair communicates regularly with NAWIC Region Representatives on deadlines, guidelines changes and answering questions. The Chairperson judges the national competition and informs winners.

As a NAWIC Region Representative of the Block Kids program, one must encourage participation, communicate deadlines to chapters, and provide advice and support. The NAWIC Regional Representative receives the chapter entries by the deadline and arranges for regional judging. It is their responsibility to submit the regional winning entry to the national chair and recognize region winners at Annual Forum or designated regional meeting.

**CAD/Design/Drafting Chair (CDD) / Region Representative**

It is the responsibility of the NEF CDD national chair to promote the program and conduct a workshop at the NAWIC Annual Meeting when scheduled. The Chairperson arranges for a new project for the year and insures that the program dates and details are communicated in a timely manner to the NAWIC Region Representatives and chapter chairs. The Chair communicates regularly with Region Representatives on deadlines, guidelines changes and answering questions. The Chairperson judges the national competition and informs winners.

As a NAWIC Region Representative of the CAD/Design/Drafting program, one must encourage participation, communicate deadlines to chapters, and provide advice and support. The NAWIC Regional Representative receives the chapter entries by the deadline and arranges for regional judging. It is their responsibility to submit the regional winning entry to the national chair and recognize region winners at Annual Forum or designated regional meeting.
Description of Programs:

The Ladder of Success Club:

Climb the Ladder of Success, Step by Step, with NEF. Contributions are made to NEF in $25 increments. As you reach certain levels of contributions, you will receive a “Ladder of Success” pin. Each gift is tax deductible and you may also make a contribution in “honor of”, “in memory of” or to commemorate a special occasion for a NAWIC member, friend or relative.

A new pin is given for the following increments: $100 – gold pin, $250 – a sapphire stone at the bottom, rung, $500 – a ruby stone at the center rung, $1,000 – a diamond stone at the top rung, $2,000 – 3 stone pin placed on a silver disk, $5,000 – a 4 stone pin placed on a silver disk, and $10,000 – a 4 stone pin placed on a silver disk with a circle of stones in honor of the highest level of contribution!

K – 12 Programs:

Block Kids (grades K – 6)

The Block Kids Building Program is a national building program/competition that is sponsored on the local level by NAWIC Chapters and other organizations. The award-winning program introduces children to the construction industry in an effort to create an awareness of and to promote an interest in future careers in one of the many facets of the industry. The program is open to all elementary school children in grades kindergarten through six. The competition involves the construction of various structures with interlocking blocks and three of the following additional items: a small rock, string, foil, and poster board. Local winners advance to Regional competition, and one semi-finalist from each region is entered in the National Program competition. National prizes are awarded to the top three projects.

Accessory Structure Project (ASP)

The Accessory Structure Project (ASP) is a cross-curriculum team project that promotes awareness of the construction industry. Items of interest about the program:

- Designed for grades 8 – 12, and perfect for 9th and 10th grade students
- Engages the student in a construction-oriented project and provides additional opportunities to improve and reinforce math and English skills
- Promotes leadership and teamwork while giving a taste of construction trades
- Teaches budgeting and time management skills while also teaching and improving research skills

The project is targeted for general study and technical schools. Teams typically consist of 3 students working together on the project where they create their company identity, design their logo for business cards and stationery, write proposals and letters to customers, and design and then build a mock-up of the project.
**CAD/Design/Drafting (CDD) Competition (grades 9 - 12)**

The CAD/Design/Drafting (CDD) Competition is a contest designed for senior high school students. The contest provides recognition to students for creative design, successful problem solving and craftsmanship in preparing architectural drawings. Entries are evaluated for detail, accuracy and originality of work.

Objectives of the contest are to introduce the student to the construction industry in a positive and challenging manner, while fostering a sense of self-worth and building confidence. Mentoring programs between students and educators are also encouraged.

Each local sponsor is furnished with a “Design Problem” that is designed by a licensed Architect or Engineer and is generic enough to meet the needs of all areas of the U.S. Project drawings must include as a minimum: a floor plan, exterior elevation and site plan with placement of structure. National prizes are awarded to the top three projects.

**Adult Education Programs:**

**Construction Bookkeeping Technician (Construction Bookkeeping 101) - CBT**

The CBT program provides a basic introduction to construction bookkeeping and how to set up and operate a simple bookkeeping system for a construction company. Lessons include General Ledger, Job Cost, Accounts Payable, Accounts Receivable, Payroll and Organizing the Bookkeeping System.

A CBT certification will be earned upon earning a passing grade of 75 percent or higher.

**Construction Document Specialist - CDS**

This certification program tests the student’s knowledge of the interpretation of information conveyed from architects and engineers to contractors by way of a legal document and implementation of that fundamental understanding.

This program is based on NEF’s *Construction Working Drawings and Project Manual* and *Introduction to Construction Estimating and Scheduling* textbooks which cover Drawings, Specifications, Estimating and Scheduling. The Certification of CDS is awarded upon the successful completion of both courses by earning a grade of 75 percent or higher on both examinations.

**Construction Industry Technician - CIT**

The CIT program, which incorporates the latest changes in the Construction Industry, represents an overview of the construction industry and its processes. Lessons covered include types of construction, forms of business ownership, contractual agreements, contract documents and the construction process.

Upon successful completion of this home-study program, (with a passing grade of 75 percent) the participant will receive the Construction Industry Technician (CIT) Certification.
Certified Construction Associate - CCA

An advanced program of six home-study courses in construction terminology, procedures and processes. You learn to exercise judgment and gain expertise in administrative affairs when dealing with employees, governmental units, professional associations, contractors, and the general public. NEF offers a CCA Certification upon successfully completing all six courses by earning a grade of 75 percent or higher on all six examinations. Courses include:

- Business Analysis
- Construction Environ
- Construction Principles
- Effective Communication
- Labor Relations
- Management Techniques

Responsibility of a Trustee

The Trustee’s Role – It may be more than you think. Most Trustees agree to serve because they truly believe in and support the programs of the NEF. However, the role of Trustee carries with it certain obligations and legal responsibilities. The dictionary defines Trustee as “a person appointed to administer the affairs of a company, institution, etc.” or “a person who holds title to property for the benefit of another”. In other words, you are in a position of “trust” in the organization and affairs of the NEF. Trustees are also “fiduciaries” in that they have the ultimate legal responsibility for the operation and administration of the Foundation.

In general, there are various state and federal laws and regulations that require Trustees to act in all matters with skill, care, prudence, loyalty and diligence. This is particularly true in all matters dealing with the finances of an organization. Without question, the role of an effective Trustee requires diligence and attention to detail. Adequate preparation for Board meetings and an understanding of the organization’s assets and financial position are essential to making informed decisions.

An Action Plan for Trustees:

- Read all materials submitted in preparation for meetings/conference calls
- Ask questions if you do not understand the information
- Educate yourself in the programs and services offered through the NEF
- Familiarize yourself with the budget and financial statements
- Read the bylaws and past meeting minutes for a greater understanding of the organization
- Meet personally with the NEF Administrator, if needed, to ask questions and establish a good working relationship
- Take personal advantage of the educational opportunities offered through the NEF so that you can be an effective spokesperson for the programs
• WORK DILIGENTLY WITHIN YOUR AREA TO ENCOURAGE FINANCIAL SUPPORT OF NEF AND ITS PROGRAMS
• SHARE INFORMATION ON GRANTS AND SPECIAL PROJECTS FUNDING SOURCES WITH THE NEF STAFF and the EXECUTIVE COMMITTEE

TERM OF OFFICE: NEF Trustees are elected to a term of two (2) years. The Nominating Committee presents a slate of Trustee and officer candidates at the Mid-Year Board of Trustees meeting. The new Trustee’s term commences at the close of the NAWIC Annual Meeting/Convention following the election.

Specific Duties:
• To act as liaison between NAWIC members, the public and NEF
• To make informed decisions that advance and promote the programs of NEF
• To act in a fiduciary manner in all activities and decisions of the Board of Trustees
• To take such other action and responsibilities as may be assigned to the Trustee by the NAWIC Education Foundation Board of Trustee to further the goals of NEF
• To participate in mid-year, annual and called meetings of the Board of Trustees
• Promote and encourage financial support of NEF at the local level

The Board of Trustees shall:
• Transact the business of and exercise general supervision over the affairs of NEF
• Approve the budget and review financial statements
• Investigate all grievances and complaints of irregularities as presented
• Review and evaluate the progress and status of the Strategic Plan
• Develop and promote activities to ensure a sound financial base for NEF
• Consider new programs that enhance the goals and objectives of NEF
• Review the recommendations of the NEF Executive Committee
• Take all such other and further actions as may be necessary for the proper functioning of NEF, which are consistent with the Bylaws

Your tenure with the Board should be mutually beneficial to you and NEF. In accepting a position on the Board you are expected to make the following commitments:

1. AGENCY KNOWLEDGE
   • Understand the NEF philosophy, goals and core purpose
   • Become knowledgeable of NEF programs and services
   • Attend Board orientation, retreats and/or trainings
2. BOARD MEETINGS
- Attend all Board meetings and be prepared to make informed decisions
- If unable to attend, please notify NEF so a quorum can be established
- Board attendance is critical for positive reviews from grant agencies

3. COMMITTEE MEETINGS
- Become a member of at least one NEF Committee
- Regularly attend committee meetings, conference calls
- Communicate via email or phone effectively to complete business

4. PERSONAL FINANCIAL CONTRIBUTION
- Make a personal financial contribution to NEF on an annual basis in order to demonstrate 100% participation of the board to grant agencies
- Contributions may be made through special events, planned giving, annual pledge or other in-kind donations

5. FUND RAISING
- Participate in all of the fund raising and special event activities either as a participant, volunteer or as a Board representative

6. PUBLIC RELATIONS
- Take every opportunity to advocate and/or collaborate for NEF programs through other corporate, civic and professional organizations
**NEF Acronym List**

**ASP**
A cross-curriculum team project for grades 8 – 12 that promotes awareness of the construction industry. Engages the students in a construction-oriented project and provides additional opportunities to improve and reinforce math and English skills.

**BDP**
Building Design Program: This scale-model building program is for students at the junior high/middle school level. The team-based building project is offered during the school year and involves constructing a structure from architectural drawings.

**Block Kids (BK)**
Block Kids Building Program: This program encourages young students to create a building project with a limited number of “interlocking blocks” and a limited supply of other building materials. Local, region and national awards are available.

**CCA**
Certified Construction Associate: an advanced program of six-home study courses in construction terminology, procedures and processes. You learn to exercise judgment and gain expertise in administrative affairs when dealing with employees, governmental units, professional associations, contractors and the general public. NEF offers a CCA certification upon successfully completing all six courses by earning a grade of 75 percent or higher on all six examinations.

**CDD**
CAD/Design/Drafting: A program designed for senior high school students. The contest provides recognition to students for creative design, successful problem solving, and craftsmanship in preparing architectural drawings. Entries are evaluated for detail, accuracy and originality of work. Local, region and national awards are available.

**CDS:**
This program is based on NEF’s Construction Working Drawings and Project Manual and Introduction to Construction Estimating and Scheduling textbooks which cover Drawings, Specifications, Estimating and Scheduling, and tests the student’s knowledge of the information conveyed from architects and engineers to contractors by way of legal documents. The Certification of CDS is awarded upon the successful completion of both courses by earning a grade of 75 percent or higher on both examinations.

**CIT:**
Construction Industry Technician: An overview of the construction industry and its process. Lessons covered include types of construction, forms of business ownership, contractual agreements, contract documents and the construction process. Upon successful completion of this home-study program (with a passing grade of 75 percent) the participant will receive the Construction Industry Technician Certification (CIT).

**CBT:**
The CBT program provides a basic introduction to construction bookkeeping and how to set up and operate a simple bookkeeping system for a construction company. Lessons include General Ledger, Job Cost, Accounts Payable, Accounts Receivable, Payroll and Organizing the Bookkeeping System. A CBT certification will be earned upon earning a passing grade of 75 percent or higher.

**ITC:**
Introduction to Construction: A 16-part series of classes developed by NEF, which provides a basic overview of the construction process

**NEF:**
NAWIC Education Foundation: Incorporated organization, which develops educational programs for NAWIC members and non-members. Donations to the Foundation are fully tax deductible.
# Forum / APC Liaison Check List

## Adult Ed Books

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<tbody>
<tr>
<td>1</td>
<td>CBT (Construction Bookkeeping 101)</td>
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<tr>
<td>1</td>
<td>CIT (Construction Industry Technician)</td>
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<tr>
<td>1</td>
<td>CDS (1 course) - (Construction Document Specialist)</td>
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<tr>
<td>1</td>
<td>CCA (1 course) - (Certified Construction Associate)</td>
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## Brochures

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<td>Block Kids</td>
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<td>Adult Ed</td>
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The Adult Education Books should be passed from the outgoing Liaison to the incoming one.

If you are in need of any of these materials – please contact the NEF Office.
## 2016-2017 Officers and Board of Trustees

### OFFICERS AND EXECUTIVE COMMITTEE

<table>
<thead>
<tr>
<th>Position (2016-2017)</th>
<th>Name</th>
<th>Organization</th>
<th>Address</th>
<th>Work</th>
<th>Fax</th>
<th>Home</th>
<th>Cell</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>President (2016-2017)</td>
<td>Melanie Myers</td>
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<td>517-899-5325</td>
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<td><a href="mailto:jsu1970@gmail.com">jsu1970@gmail.com</a></td>
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<tr>
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<td>985-960-6629</td>
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<tr>
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<td>951-733-1300</td>
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<td><a href="mailto:robinfultonmeyer@gmail.com">robinfultonmeyer@gmail.com</a></td>
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<tr>
<td>Past President (2016-2017)</td>
<td>Karen E. Long, CIT</td>
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<td>603-659-4442</td>
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</tr>
<tr>
<td>Executive Committee (2016-2017)</td>
<td>Tamara Crooks, CIT</td>
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**BOARD OF TRUSTEES**

<table>
<thead>
<tr>
<th>Name</th>
<th>Title/Role</th>
<th>Address</th>
<th>Contact Information</th>
</tr>
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<tbody>
<tr>
<td>Robert M. Aydukovic</td>
<td>CRE (PT)</td>
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<tr>
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<td>Home: 610-647-1649, Cell: 610-731-1109, Email: <a href="mailto:jxdaily@ix.netcom.com">jxdaily@ix.netcom.com</a></td>
</tr>
<tr>
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<tr>
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<td>Work: 419-698-7840, Fax: 419-697-4998, Home: 419-262-4603, Email: <a href="mailto:laura.herron@bp.com">laura.herron@bp.com</a></td>
</tr>
<tr>
<td>Katie Z. Loughmiller</td>
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<td>Work: 785-532-3576, Home: 785-477-2732, Email: <a href="mailto:loughmil@k-state.edu">loughmil@k-state.edu</a></td>
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<tr>
<td>Peggy Newquist</td>
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<td>(PT)</td>
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<td>Work: 866-720-7768 ext. 100, Phone: 386-518-6889, Email: <a href="mailto:henrys@provexam.com">henrys@provexam.com</a></td>
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Year in parentheses indicates term expiration
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<th>Name</th>
<th>Company/Address</th>
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<tr>
<td>Lisa M. Thibodeaux (2018)</td>
<td>Construction Experts Inc.</td>
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<td>Cathy Tyler (PT)</td>
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<td>NCCER</td>
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<td>Alachua, FL, 32615</td>
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<tr>
<td>Linda A. Young, CIT, CBT (2017)</td>
<td>Construction Support Office Services</td>
<td>619-440-5517</td>
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