HONOR SOCIETY OF NURSING  
Sigma Theta Tau International

2017 Chapter Key Award Application

Nominator’s Name:  
Total Possible Points: 72 points (74 with extra credit)

Chapter Name:  
Minimum points to apply: 50 points

Minimum points that must be awarded to receive the award: 50 points

Your Overall Points Earned:

Please name your online entry title Chapter Name_Chapter#_Chapter Key Form 2017 EX: Omega Omega_001_Chapter Key Form 2017

Eligibility
In order to apply for the 2017 Chapter Key Award, which recognizes chapter activity for the timeframe between 1 July 2015 and 30 June 2017, chapters must have met chapter responsibilities as outlined in STTI bylaws.

According to the 2015-2017 Chapter Bylaws, a chapter’s responsibilities include:

• Supporting the purposes of the STTI. Article V, Section 3.a.
• Observing the provisions of the bylaws and complying with STTI's policies and regulations. Article V, Section 3.b.
• Participating in the biennial convention House of Delegates and other business brought forth before the House of Delegates during the term (This includes the electronic voting by delegates throughout the year. Note: In addition to the in-person vote at the November 2015 House of Delegates, electronic votes that occurred in September 2015) Article V, Section 3.c.
• Selecting and inducting eligible members a minimum of one time annually. Article V, Section 3.d.
• Meeting all financial obligations. (This includes cashing chapter checks in a timely manner as they are issued to the chapter by headquarters.) Article V, Section 3.e.
• Filing required reports according to established guidelines. (This includes the on-time submission of the Chapter Annual Reports and Bylaws Submission Form (Deadline is early August of each year) as well as the on time submission of Chapter Verification of Fees Form (Deadline is mid-March). Article V, Section 3.f.
• Holding a minimum of two chapter programs per year. Article VI, Section 1.
• Maintaining a current officer and committee chair report. Article VIII, Section 3.d.
• Ensuring that all required officer positions are filled by active members. Article IX. Section 2.
• Holding an annual election. Article IX. Section 1.
• Ensure that chapter officer terms are staggered. Article IX. Section 4.b.

The Judging Process
The judging panel is comprised of a combination of Regional Coordinators and regional awards representatives.

While a chapter self-evaluates in order to assign points to activities which the chapter has undertaken to assess if it has reached the minimum 50 points for consideration, it is the judges that officially score the applications and award points for each area. So, while a chapter may give itself a point for completing an activity, judges may elect not to award the point due to lack of detail or quality of work completed. For example, if a chapter submits an application with a total of 50 points, after reviewing the application, the judges may find that the application has only earned 41 points. In this instance, the chapter would not receive the Chapter Key Award since the official points total is below 50.
Instructions/Guidelines: Please complete each of the five sections of questions. For each year of the question you MUST include an answer. If your chapter did not complete the activity/program/etc., type “N/A” in the gray field. If answering with a description, then complete the required text in the gray field for that specific question. Chapters may not list examples more than one time throughout the application. Chapters who do list examples more than once will not receive points for both criteria for which the example is listed. When you have completed the form, please upload this document using the STTI Awards online nomination system. The "Points" cells will NOT be automatically calculated. You MUST manually calculate the total points earned in each row. Total points earned for each section and overall points earned for the form will NOT be automatically calculated either. For more information regarding instructions and guidelines, please visit http://www.nursingsociety.org/advance-elevate/awards/chapter-key-awards. Please be sure to review the entire instruction guide as it is updated with information specific to the application process for each biennium. Please note, a section including a list of terms and definitions has been added to the guide for better understanding of the application. The definitions are also available online.

Tips to using this form:
- The form is read-only, you will only be able to enter text in the gray fields within the yellow cells.
- Examples provided are merely suggested projects and other chapter activities may also be eligible for points.
- To type text in a yellow cell, simply click in the gray field within that specific cell.
- To start a new line of text at a specific point in a cell, press ENTER.

Questions? Contact STTI Headquarters at 888.634.7575 (US/Canada toll-free) or +1.317.634.8171 (International).
<table>
<thead>
<tr>
<th>Leadership Development</th>
<th>Examples</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Chapter implemented or maintained a leadership intern program.</td>
<td>Such as:</td>
<td>1 point per year (maximum of 2</td>
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<tr>
<td><strong>NOTE:</strong> Must have created or maintained the program during specified time period.</td>
<td>o Formal intern program for chapter leader positions</td>
<td>points)</td>
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<td></td>
<td>o &quot;Junior&quot; leader program</td>
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<td>2. Chapter implemented or maintained a mentorship program.</td>
<td>Such as:</td>
<td>1 point per year (maximum of 2</td>
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<tr>
<td><strong>NOTE:</strong> Must have created or maintained the program during specified time period.</td>
<td>o Formal mentor program for chapter members that matches mentors with mentees in regards to</td>
<td>points)</td>
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<td></td>
<td>professional/leadership development.</td>
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<td></td>
<td>o Start a mentoring program with a local teen pregnancy center in your area.</td>
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<td>3. Chapter hosted/presented leadership development programs to the membership.</td>
<td>Such as:</td>
<td>1 point per year (maximum of 2</td>
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<td></td>
<td>o program focused on serving on your first non-profit/nongovernmental organization board</td>
<td>points)</td>
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<td></td>
<td>o program targeted to young nurses on how to start your leadership journey</td>
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<td></td>
<td>o partnered with the college/university leadership department to invite a guest speaker to present a</td>
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<td></td>
<td>program to the chapter on leadership</td>
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<td>4. Financially supported current and/or potential leaders to attend STTI leadership</td>
<td>Presented a program or wrote articles for the chapter newsletter about the information learned</td>
<td>1 point per year (maximum of 2</td>
</tr>
<tr>
<td>activities with the expectation that the information will be shared with the chapter.</td>
<td>at the leadership activity. Includes:</td>
<td>points)</td>
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<td><strong>NOTE:</strong> A potential leader is a member that a chapter is actively mentoring to take on</td>
<td>o Chapter Leader Training</td>
<td></td>
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<td>a chapter leadership role.</td>
<td>o Biennial Convention</td>
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<td></td>
<td>o STTI Mentoring Programs (such as Board Leadership)</td>
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<td></td>
<td>o STTI Leadership Connection</td>
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<td>5. Chapter has committees in addition to the leadership succession and governance</td>
<td>Examples:</td>
<td>1 committee = 1 point</td>
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<td>committees.</td>
<td>o Membership Involvement Committee</td>
<td></td>
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<td></td>
<td>o Membership Ambassador Committee</td>
<td>2 committees = 2 points</td>
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<td></td>
<td>o Finance Committee</td>
<td>3 or more = 3 points</td>
</tr>
<tr>
<td></td>
<td>o Program Committee</td>
<td>Maximum 6 points total (3 points</td>
</tr>
<tr>
<td></td>
<td>o Past President Council</td>
<td>per year).</td>
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<td></td>
<td>o Research Committee</td>
<td></td>
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</tbody>
</table>
6. Added five new registrants to VIProfile

Use the VIProfile report in the Chapter Management System to monitor this information.

1 point per year if at least 5 new registrants (maximum of 2 points). Must list both name and date of completion to receive points.

**Total points earned for Leadership Development:**

<table>
<thead>
<tr>
<th>Membership Engagement</th>
<th>Examples</th>
<th>Points</th>
</tr>
</thead>
</table>
| 1. Members presented at Biennial Convention, International Nursing Research Congress, Regional or Consortia events or any other official STTI events and shared the presentation with the chapter. **(STTI only)**. **NOTE:** It is the chapter's responsibility to keep these records. Members do not have to be presenting on behalf of the chapter. For more information about STTI events, visit www.nursingsociety.org/events. | Examples of sharing presentation with the chapter:  
   - Posted a video or PowerPoint of presentation on The Circle/ chapter’s website  
   - Sent an email to all members with an article about the information presented  
   - Published information in the chapter newsletter  
   - Provided a live program | 1 point per year (maximum of 2 points) |
| 2. Members presented at professional nursing meetings, conferences or forums and shared the presentation with the chapter **(Non-STTI).** **NOTE:** Chapter needs to keep records. Members do not have to be presenting on behalf of the chapter. Examples of sharing presentation with the chapter:  
   - Posted a video or PowerPoint of presentation on The Circle/ chapter’s website.  
   - Sent an email to all members with an article about the information presented; Published information in the chapter newsletter  
   - Presented a live presentation. | Examples of professional nursing meetings, conferences and forums:  
   - International Council of Nurses  
   - American Nurses Association  
   - Royal College of Nursing, Australia  
   - Portugal Association of Nurses (Associação Portuguesa de Enfermeiros)  
   - Dutch Nurses Association  
   - Japanese Nursing Association  
   - local / state / providence / province / etc. nursing organizations | 1 point per year (maximum of 2 points) |
3. **Members presented** at interdisciplinary professional meetings, conferences or forums and shared the presentation with the chapter *(Non-STTI).*
   **NOTE:** Chapter needs to keep records. Members do not have to be presenting on behalf of the chapter.
   Examples of sharing presentation with the chapter:
   - Posted a video or PowerPoint of presentation on The Circle/ chapter's website.
   - Sent an email to all members with an article about the information presented.
   - Presented a live presentation.

   Examples of interdisciplinary professional meetings, conferences and forums:
   - American Public Health Association International
   - International Association of Gerontology and Geriatrics
   - European Union Geriatric Medicines Society (EUGMS)
   - An International Association for Medical Education (AMEE)

4. Chapter collaborated with another STTI chapter, community-based group or health-related organization for programming.
   **NOTE:** For more information on events and programs, visit the [All Chapter Officers Workgroup library](#).

   Such as:
   - Chapter-chapter collaboration
   - Regional collaboration
   - Co-hosted research event
   - Presented seminar with local hospital
   - Worked with local cancer society for seminar/workshop

5. Chapter sponsored three or more events or programs per year.
   **NOTE:** For more information on events and programs, visit the [All Chapter Officers Workgroup library](#).

   Such as:
   - Educational
   - Social
   - Research
   - Evidence-based practice
   - Professional development
   - Global awareness

6. Chapter supported leaders who are participating at a regional/international level within STTI. *(STTI only)*

   Provided financial or in-kind (non-financial) support or assistance

7. Chapter participated in volunteer/service or philanthropic activities.
   **NOTE:** See the application instruction guide for the definition of a volunteer, service and philanthropy.

   Such as:
   - Merck Mobile Library
   - Medical missions
   - Alzheimer’s Walk
   - Literacy program to local schools
   - Chapter participated in disaster relief efforts
   - Organize/participate in a "Nurses for Nets" fundraising campaign to combat the spread of malaria
   - Organize a "Well Babies Expo" and get local businesses and resources to help sponsor the event
| Chapter re-engaged inactive (non-dues paying) members.  
**NOTE:** A roster of inactive members can be obtained by using the Roster Report Tool the Chapter Management System and selecting the Inactive Only report. | Participated in Creating Connections (chapter phone-a-thon) facilitated by headquarters.  
Held special event to reconnect inactive members with the chapter.  
Send special communication to inactive members inviting them to renew their memberships. | 1 point per year (maximum of 2 points)  
8. Chapter made intentional/targeted efforts to engage specific groups of members.  
**NOTE:** Reports of transferred members are available in the online Chapter Management System to identify transfer members by selecting the All Activity - Last 90 Days report. Chapters are responsible for obtaining and keeping these records. | Such as:  
Sent welcoming email to transfer members and new members  
Provided transfer members with a list of upcoming chapter events  
Introduced transfer members to chapter contact person  
Chapter organized and connected members based on nursing specialty  
Groups included but are not limited to administrators, educators, nursing specialty, nursing interest, are of practice, new members, transfer members, retired members, etc.  
Promoted Sharecare as a membership opportunity | 1 group = 1 point  
2 groups = 2 points  
3 or more = 3 points  
Maximum 6 points total (3 points per year).  
9. Chapter involved past chapter officers.  
Involvement could include:  
Assist with strategic planning  
Serve on a task-force  
Serve on a past-president’s council | 1 point per year (maximum of 2 points)  
10. Chapter recognized excellence of individual members for their contributions/accomplishments to nursing, community, chapter, etc.  
**NOTE:** See the application instruction guide for the definition of an award. | Such as:  
Monetary or non-monetary awards  
Nominated a member for an STTI award | 1 point per year (maximum of 2 points)  
11. Chapter used technology to connect and engage membership.  
**NOTE:** For more information about The Circle, visit [www.thecircle.nursingsociety.org](http://www.thecircle.nursingsociety.org).  
Such as:  
The Circle  
Social Media (Facebook, Twitter, LinkedIn)  
Skype, Google Hangout, etc. | 1 point per year (maximum of 2 points)  
12. Chapter promoted the participation of philanthropic activities at the international level (**STTI Foundation for Nursing**).  
**NOTE:** For more information about STTI Foundation for Nursing giving opportunities, visit [http://www.nursingsociety.org](http://www.nursingsociety.org) > Why STTI? > STTI Foundation for Nursing.  
Such as:  
Chapter organized a Chapter Giving Circle through the STTI Foundation;  
Chapter solicited members to participated in the Every Member Campaign;  
Chapter included an article in the chapter newsletter about ways to participate in international philanthropic opportunities and the benefit of participation. | 1 point per year (maximum of 2 points)  
13. Chapter made intentional/targeted efforts to engage specific groups of members.  
**NOTE:** Reports of transferred members are available in the online Chapter Management System to identify transfer members by selecting the All Activity - Last 90 Days report. Chapters are responsible for obtaining and keeping these records. | | | Total points earned for Member Engagement:
<table>
<thead>
<tr>
<th><strong>Chapter Operations</strong></th>
<th><strong>Examples</strong></th>
<th><strong>Points</strong></th>
</tr>
</thead>
</table>
| 1. Chapter prepared and used a strategic plan. **NOTE:** For more information about strategic planning, visit the All Chapter Officers Workgroup library. | Such as:  
- Organized a strategic planning committee.  
- Used strategic plan to set chapter leader/board of director's goals. | 1 point per year (maximum of 2 points) |
| 2. Chapter awarded academic scholarship(s) to nursing students. **NOTE:** Chapter must provide information for all three sections per year to receive points. | Such as:  
- Gifted a monetary scholarship(s) to members to subsidize/cover tuition or books. | 1-2 scholarships = 1 point  
3-4 scholarships = 2 points  
5 or more scholarships = 3 points  
Maximum 6 points (3 points per year). |
| 3. Chapter awarded research grant(s) to members. **NOTE:** Chapter must provide information for all three sections per year to receive points. | Such as:  
- Chapter paid for a member's travel expenses to conduct/share research.  
- Chapter provided resources (e.g. equipment, tools, etc.) to a member for the purposes of research. | 1-2 grants = 1 point  
3-4 grants = 2 points  
5 or more = 3 points  
Maximum 6 points (3 points per year). |
| **Total points earned for Chapter Operations:** | | |

<table>
<thead>
<tr>
<th><strong>Publicity &amp; Recruitment</strong></th>
<th><strong>Examples</strong></th>
<th><strong>Points</strong></th>
</tr>
</thead>
</table>
| 1. Chapter provided at least one program/activity/project focused on increasing community awareness of health promotion and prevention of illness. | Such as:  
- Sponsor a health fair in an underserved area.  
- Team up with a charitable organization and start a “Nurses for Nets” fundraising program that sends anti-malaria nets to the most needy in the world.  
- Organize a “Well-Babies Expo” and get local businesses and resources to help sponsor an exhibit at the event.  
- Promote Gender Equality and Empower Women | 1 point per year (maximum of 2 points) |
<table>
<thead>
<tr>
<th>Publicity &amp; Recruitment</th>
<th>Examples</th>
<th>Points</th>
</tr>
</thead>
</table>
| 2. Chapter provided a program or activity/project focused on increasing community awareness of nursing. | Such as:  
- Participated in local career fair  
- Chapter partnered with a local college/university professional job shadowing program  
- Provided judges for local science fair  
- Shared with chapter through a newsletter, publication, email, STTIconnect, etc.  
- If applicable, organized/participated in Nurses Week activities/events. | 1 point per year (maximum of 2 points) |
| 3. Chapter conducted efforts to recruit nurse leaders and potential student candidates.  
**NOTE:** For more information about nurse leaders and recruitment techniques visit the All Chapter Officers Workgroup library.  
**Example 1:**  
Year 1 – Recruited 1 Nurse Leader OR 1 student = 1 point  
Year 2 – Recruited 1 Nurse Leader AND 1 student = 2 points  
Total points = 3 points  
**Example 2:**  
Year 1 – Recruited 1 Nurse Leader OR 1 student = 1 point  
Year 2 – Recruited 1 Nurse Leader OR 1 student = 1 point  
Total points = 2 points  
**Example 3:**  
Year 1 – Recruited 1 Nurse Leader AND 1 student = 2 points  
Year 2 – Recruited 1 Nurse Leader AND 1 student = 2 points  
Total points = 4 points | 1 point per year for efforts to recruit potential student candidates and 1 point per year for efforts to recruit nurse leader candidates. Maximum of 4 points (2 points per year). See example in the first column for total. |
| 4. Chapter participated in **financial or in-kind support/contribution** at the international level (STTI Foundation for Nursing).  
**NOTE:** For more information about STTI Foundation for Nursing and chapter giving opportunities, visit [http://www.nursingsociety.org > Why STTI? > STTI Foundation for Nursing > Chapters make a difference](http://www.nursingsociety.org)  
| o Engaged local non-member nurses to invite them to apply for Nurse Leader membership.  
- Encouraged members to nominate non-member nurses for membership.  
- Hosted a study snack break during finals week in the School of Nursing and informed students about STTI and membership benefits.  
- Encouraged members to complete the Prospecting Worksheet and use information collected to recruit Nurse Leaders.  
- Made contribution to the STTI Foundation for Nursing  
- STTI event sponsor  
- STTI award presentation sponsor  
- sponsor/co-sponsor of STTI research grant or leadership education grant | 1 point per year (maximum of 2 points) |
| 5. Chapter encouraged financial/in-kind donations to the chapter. | Such as:  
- Organized a fundraising event/campaign.  
- Chapter promoted donations to a chapter scholarship fund through direct mailings, emails and newsletters.  
- Chapter included a reminder in the chapter newsletter to inform members about the opportunity to make a donation through the online renewal form. | 1 point per year (maximum of 2 points) |
| **Total points earned for Publicity and Recruitment:** | | |
1. Any other noteworthy activity not recorded above.

Minimum to be considered for award: 50

Total Possible Points: 72

Total Possible Points plus Extra Credit: 74

<table>
<thead>
<tr>
<th>Points</th>
<th>Examples</th>
<th>Extra Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Award application: not otherwise recorded within the chapter key. This area allows chapters to record activity that is not otherwise recorded above.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>