Chapter Key Award Application Instruction Guide

This document has been prepared to guide your chapter through the 2015-2017 Chapter Key Award application process. Step-by-step instructions are provided to ensure your application is completed properly and will satisfy judging requirements.

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 new section including a list of terms and definitions has been added to the guide for better understanding of the application.

Should you require additional assistance at any time, please contact Chapter Services at chapserv@stti.org.

Eligibility Criteria

If you have not done so already, please review the eligibility criteria for the Chapter Key Award. This information is provided below. Find more information on the Chapter Key Award here.

Applications submitted by chapters who do not meet these eligibility criteria will not be judged.*

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 the STTI Chapter Bylaws.

According to Article V, Section 3 of the 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. Article V, Section 3.c.
  (This includes the electronic voting by delegates throughout the biennium.)
- Selecting and inducting eligible members a minimum of one time annually. Article V, Section 3.d.
- Meeting all financial obligations. Article V, Section 3.e.
  (This includes cashing chapter checks in a timely manner as they are issued to the chapter by headquarters)
- Filing required reports according to established guidelines Article V, Section 3.f.
  - On-time submission of the 2015 and 2016 Chapter Annual Reports - Deadline is early August.
  - On-time submission of the 2015-2017 Bylaws Submission Form – Deadline is early August.
  - On-time submission of the 2016 and 2017 Chapter Verification of Renewal Fees Form – Deadline is mid-March.
- 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.

Every effort is made by headquarters to notify chapters of their eligibility status prior to the application upload period. If you are unsure of your status, please contact Chapter Services at chapserv@stti.org.

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* In the event that a chapter wishes to appeal a non-eligible status, such appeals are reviewed by the head judge for the Chapter Key Award Judging Committee.

Understanding the Application Document

The Chapter Key Award Application Form is a Word document that can be downloaded from the STTI website at any time throughout the biennium. This form is the only documentation that is required (and accepted) to support the chapter's submission.

Chapters can earn points for the 2015-2017 Chapter Key Award in five (5) different categories:
- Leadership Development
- Membership Engagement
- Chapter Operations
- Recruitment & Publicity
- Extra Credit

Within each category, points can be earned for specific activities. An example column is provided in order to illustrate possible activities in which the chapter could participate in order to earn points. For most activities this example column is filled with suggested activities only and is not a complete listing of what could earn the chapter points. They are only examples. If a specific activity is required to earn points, it is stated as such on the application. Your Regional Coordinator is available for consultation on questions regarding suitability of chapter activities for CKA points.

Points for most of the listed activities are divided between the two years of the biennium. Activities undertaken between the timeframe of 1 July 2015 and 30 June 2016 earn one set of points and activities undertaken between 1 July 2016 and 30 June 2017 earn another. For several activities, points are only awarded once for the total combined time frame of 1 July 2015 and 30 June 2017. These instances are clearly stated on the application form. In all other instances, the activities from both years are eligible to be awarded points.

Remember: Always err on the side of too much information rather than not enough.
Some questions will ask you to "describe" a program or activity and it is beneficial to provide as thorough a description as possible. Remember, judges do not know your chapter so be sure to explain in detail how the example was executed, who was responsible/involved, what was done, when it happened and the reason for the activity. The more detail you can provide, the greater the opportunity the judges will have to understand your chapter's eligibility. Including detailed descriptions allows judges to better evaluate your activities.

Once completed, the chapter will upload the Word document to the Sigma Theta Tau International Online Award Nomination Submittal System under the "supporting material" section. This online system will open on 1 November 2016 and remain open until 15 July 2017.

Getting Started

Step 1: Download the Chapter Key Award Application Form from the <u>All Chapter Officers Workgroup.</u>

REMINDER: When naming your online entry, please use the following naming convention: Chapter Name_Chapter#_Chapter Key Form 2017

Step 2: Enter nominator and chapter information.

The "nominator" is the chapter representative completing the form. This person may be contacted should there be any questions about the application.

Nominator's Name:	
Chapter Name:	

Enter the chapter's official STTI name for "chapter name" – Omega Omega Chapter, for example.

Step 3: Determine in which areas your chapter has earned points.

Working your way through the Word document, provide the requested information for any area applicable to your chapter.

NOTE: Your chapter does not need to earn points for each activity. Some activities can remain blank. The only requirement is that the chapter compiles a minimum of 50 total points in order to be considered for the award.

The following number of points are available for each area (see application for more details):

Leadership Development – 16 total points possible

Activity	Points Possible
Chapter implemented or maintained a leadership intern program.	1 point/year
Chapter implemented or maintained a mentorship program.	1 point/ year
Chapter hosted/presented leadership development programs to membership.	1 point/year
Chapter financially supported current and/or potential leaders to attend STTI leadership activities with the expectation that the information learned will be shared with the chapter.	1 point /yea
Chapter has committees in addition to the leadership succession and governance committees.	Maximum 3 points/year
Chapter added five new registrants to VIProfile.	1 point/year

Membership Engagement – 30 total points possible

Activity	Points Possible
Members presented at Biennial Convention, International Research Congress, at regional or consortia events, or any other official STTI events and shared the presentations with the chapter. (**STTI Only)**	1 point/year
Members presented at professional nursing meetings, conferences or forums and shared the presentation with the chapter. (**Non-STTI**)	1 point/year
Members presented at interdisciplinary professional meetings, conferences or forums and shared the presentation with the chapter. (**Non-STTI**)	1 point/year
Chapter collaborated with another chapter, community-based group or health-related organization for programming.	1 point/year
Chapter sponsored three or more events or programs per year.	1 point/year

Chapter supported leaders who are participating at a regional/international level. (**STTI Only**)	1 point/year
Chapter participated in volunteer/service or philanthropic activities.	1 point/year
Chapter re-engaged inactive (non-dues paying) members.	1 point/year
Chapter made intentional/targeted efforts to engage specific groups of members.	Maximum 3 points/year
Chapter involved past officers.	1 point/year
Chapter recognized excellence of individual members for their contributions/accomplishments to nursing, community, chapter, etc.	1 point/year
Chapter used technology to connect and engage membership.	1 point/year
Chapter promoted the participation of philanthropic activities at the international level. (STTI Foundation for Nursing)	1 point/year

Chapter Operations – 14 total points possible

Activity	Points Possible
Chapter prepared and used a strategic plan.	1 point/year
Chapter awarded academic scholarship(s) to nursing students.	Maximum 3 points/year
Chapter awarded research grant(s) to members.	Maximum 3 points/year

Recruitment & Publicity – 12 total points possible

Activity	Points Possible
Chapter provided at least one program/activity/project focused on increasing community awareness of health promotion and prevention of illness.	1 point/year
Chapter provided a program or activity/project focused on increasing community awareness of nursing.	1 point/year
Chapter conducted efforts to recruit nurse leaders and potential student candidates.	1 point/year for efforts to recruit nurse leaders. 1 point/year for efforts to recruit potential student candidates. Maximum of 2 points/year
Chapter participated in financial or in-kind support/contribution at the international level. (**STTI Foundation for Nursing**)	1 point/year
Chapter encouraged financial/in-kind donations to the chapter.	1 point/year

Examples of proper completion:

Answers can only be entered in the gray text boxes:

To begin entering an answer, click inside the gray text box. You will see your cursor flashing in the gray text box. Type as much information as necessary; the text box will expand if needed.

Some questions will ask you to "describe" a program or activity. The more detail you can provide, the better. Including detailed descriptions allows judges to better evaluate your activities.

For example, when describing a leadership intern or mentoring program that your chapter may have implemented, your response may read as follow:

Our chapter started a leadership intern program in September 2013. Two first-year members were selected based on class standing and leadership potential. These members were invited to be interns to the chapter board. One member shadowed the chapter Vice President and the other shadowed the chapter Secretary.

1 July 2015 – 30 June 2016	1 July 2016 – 30 June 2017	Points
Please describe the program below:	Please describe the program below:	One point per year (maxium of two points)

The intern program was designed to be a 6-month program giving the selected students insight into chapter governance and operations in hopes of preparing them to take on chapter leader positions in the future. The intern working with the Vice President assisted with program development including identifying content and selecting speakers. This intern was also responsible for creating an attendee survey and coordinating event volunteers. The intern working with our Secretary assisted with taking minutes at chapter board minutes and communicating with chapter members. This intern also created a chapter Facebook site in order to keep members updated on chapter activities. We consider this program a success and will continue to offer it in the future.

By comparison, the following example answering the same question would not supply enough information to allow for proper judging:

Leadership Intern program started September 2013. Two members participated and shadowed officers.

1 July 2015 – 30 June 2016	1 July 2016 – 30 June 2017	Points
Please describe the program below:	Please describe the program below:	One point per year (maxium of two points)

Always err on the side of too much information rather than not enough.

Some areas have multiple-part questions. In order for judges to adequately review the submission and award points, questions must be answered in full. A good example of this is the awards questions under the chapter operations area.

Each of the yellow shaded areas must be completed in order for the question to be answered correctly and to receive the full number of points for that area.

1 July 2015 – 30 June 2016	1 July 2016 – 30 June 2017	Points
Name of the grant(s) being received below:	Name of the grant(s) being received below:	1-2 grants = 1 point 3-4 grants = 2 points 5 or more = 3 points Maximum 6 points (3 points per year).
Name of grant recipient(s) below:	Name of grant recipient(s) below:	
Amount of grant(s) awarded below:	Amount of grant(s) awarded below:	

Preparing to Submit

A minimum of 50 points must have been accumulated in order to submit your chapter's application for judging. Applications submitted with fewer than 50 total points will not be passed on to the judges for consideration.

Chapters can work on the application form at any time before the call for nominations opens.

Once the Sigma Theta Tau International Online Award Nomination Submittal System is available on 1 November 2016, chapters may begin their online award entry.

Step-by-step instructions on how to use this online system, including how to upload your chapter's Chapter Key Award application Word document, are included within the submittal system.

http://stti.awards.confex.com/stti_awards/intl2017/chapterkey/papers/index.cgi

Understanding the Judging Process

Each chapter application must be submitted by the 15 July 2017 deadline in order to be considered by the judges.

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

While a chapter self-evaluates itself 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 53 points, after reviewing the application, the judges may find that the application has only earned 49 points. In this instance, the chapter would not receive the Chapter Key Award since the official points total is below 50.

Judging will take place between 18 July and 15 August 2017.

Chapters will be notified of results starting on 17 September 2017.

Chapter Key Awards are presented at the 2017 Biennial Convention.

Definitions

Award: To give a mark of recognition in honor of an achievement. Awards can be monetary or non-monetary.

Chapter Operations: Activities or tasks related to the functioning of a chapter. Criteria listed in the chapter key award application under this category include activities or tasks that excel beyond the minimum bylaws requirements.

Fundraise: To raise money for a cause.

Grants: Bounty, contribution, gift, or subsidy (in cash or kind) bestowed by a government or other organization (called the grantor) for specified purposes to an eligible recipient (called the grantee). Grants are usually conditional upon certain qualifications as to the use, maintenance of specified standards, or a proportional contribution by the grantee or other grantor(s).

Internship Program: A formal program that provides practical experience for beginners in an occupation or profession.

Leadership: Ability to influence, people, organizations, and situations to bring out transforming change.

Leadership Development: The growth of an individual's ability to influence people, organizations, and situations to bring about transforming change.

Membership Engagement: The involvement of chapter members locally, regionally and internationally.

Mentorship Program: A program designed to create professional relationships between an experienced member (the mentor) who assists another member (the mentee) in developing

specific skills and knowledge that will enhance the less-experienced member's professional and personal growth.

Philanthropy: Concern for human welfare and advancement manifested by donations of money or property to needy persons, by endowment of institutions of learning and hospitals, and by generosity to other socially useful purposes.

Potential Leader: A member that a chapter is mentoring to take on a chapter leadership role.

Publicity and Recruitment: Activities or tasks that positively promote, generate awareness or grow the membership of the chapter and STTI.

Scholarships: A grant or payment made to support a student's education, awarded on the basis of academic or other achievement.

Service: An act of helpful activity; help; aid: to do someone a service.

Volunteer: A person who performs a task or service willingly and without pay.