Chapter Key Award Application Instruction Guide

This document has been prepared to guide your chapter through the 2017-2019 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 2017-2019 Chapter Key Award, which recognizes chapter activity for the timeframe between 1 July 2017 and 30 June 2019, 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 and maintaining IRS nonprofit status [US chapters only])*
- Filing required reports according to established guidelines Article V, Section 3.f.
    - On-time submission of the 2017 and 2018 Chapter Annual Reports - Deadline is early August.
    - On-time submission of the 2017-2019 Bylaws Submission Form – Deadline is early August.
- Holding a minimum of two chapter programs per year. Article VI, Section 1.
- Maintaining a current officer and committee chair report, including standing committees and their members. Article VIII, Section 3.d.
- Ensuring that all required officer and committee positions are filled by active members. Article IX. Section 2.
- Holding an annual election. Article IX. Section 1.
- Ensure that chapter officer and committee 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 2017-2019 Chapter Key Award in four (4) different categories:
Leadership Development
Membership Engagement
Chapter Operations
Recruitment & Publicity

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 and Regional Committee Members are 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 2017 and 30 June 2018 earn one set of points and activities undertaken between 1 July 2018 and 30 June 2019 earn another. For several activities, points are only awarded once for the total combined time frame of 1 July 2017 and 30 June 2019. 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.

All answers, programs, and benefits should meet the mission of vision of STTI, and be a benefit to all active chapter members.

Once completed, the chapter will upload the Excel spreadsheet to the Sigma Theta Tau International Online Award Nomination Submittal System under the "supporting material" section. This online system will open on 1 November 2018 and remain open until 15 July 2019.

Getting Started

Step 1: Download the Chapter Key Award Application Form from the [All Chapter Officers Workgroup.](#)

REMINDER: When naming your online entry, please use the following naming convention: Chapter Name_Chapter#_Chapter Key Form 2019

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.

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 Excel sheet, 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.

Examples of proper completion:

Answers can only be entered in the gray text boxes:

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)

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:

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)

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.
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.

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.

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)

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
as	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).
o	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 considered.

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 2018, 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 Excel document, are included within the submittal system.

http://stti.awards.confex.com/stti_awards/intl2019/chapterkey/papers/index.cgi

Understanding the Judging Process

Each chapter application must be submitted by the 15 July 2019 11:59PM EDT deadline in order to be considered by the judges. Late submissions will not be considered.

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 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 2019.

Chapters will be notified of results starting on 18 September 2019.

Chapter Key Awards are presented at the 2019 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.