**2019-2021 Chapter Key Award Application**

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| **Leadership Development** | **Examples** | **Pts** |
| 1. Chapter implemented or maintained a leadership intern program.  NOTE: Must have created or maintained the program during specified time period.  Internship Program definition: A formal program that provides practical experience for beginners in an occupation or profession. | * Formal intern program for chapter leader positions * "Junior" leader program | One pt per yr  (maximum of two pts) |
| 2. Chapter implemented or maintained a mentorship program.  NOTE: Must have created or maintained the program during specified time period.  Mentorship Program definition: A program designed to create professional relationships between an experienced member (the mentor) who assists another member (the mentee) in developing 7 specific skills and knowledge that will enhance the less-experienced member’s professional and personal growth. | * Formal mentor program for chapter members that matches mentors with mentees in regard to professional / leadership development * Start a mentoring program with a local teen pregnancy center in your area | One pt per yr  (maximum of two pts) |
| 3. Chapter hosted/presented leadership development programs to the membership. | * program focused on serving on your first non- profit/nongovernmental organization board * program targeted to young nurses on how to start your leadership journey * partnered with the college / university leadership department to invite a guest speaker to present a program to the chapter on leadership | One pt per yr  (maximum of two pts) |
| 4. Financially supported current and/or potential leaders to attend STTI leadership activities and sponsored leaders disseminated information to the membership at large.  NOTE: A potential leader is a member that a chapter is actively mentoring to take on a chapter leadership role. | Presented a program or wrote articles for the chapter newsletter about the information learned at the leadership activity. Includes:   * Chapter Leader Training * Biennial Convention * STTI Mentoring Programs (such as Board Leadership) * STTI Leadership Connection * Global Leadership | One pt per yr  (maximum of two pts) |
| 5. Chapter has committees in addition to the leadership succession and governance committees. | * Membership Involvement Committee * Membership Ambassador Committee * Finance Committee * Program Committee * Past President Council * Awards Committee | 1 committee = 1 pt  2 committees = 2 pts, or more = 3 pts. Maximum 6 pts total (3 pts per yr). |
| 6. Chapter recruited, prepared, and oriented a board of directors and volunteers each election cycle. | * Utilizing the volunteer opportunity section on the chapter’s website * Leadership Succession plan * Elect positions on the board | One pt per yr (maximum of two pts). |
| **Total pts earned for Leadership Development: (16)** | |  |

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| **Membership Engagement** | **Examples** | **Pts** |
| 1. Members presented at Biennial Convention, International Nursing Research Congress, Regional or Consortia events or any other official STTI events and disseminated information to the membership at large. (**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.](http://www.nursingsociety.org/events) | Examples of information dissemination:   * Posted a video or PowerPt 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 | One pt per yr (maximum of two pts) |
| 2. Members presented at professional nursing meetings, conferences or forums and disseminated information to the membership at large (**Non- STTI**).  NOTE: Chapter needs to keep records. Members do not have to be presenting on behalf of the chapter.  Examples of information dissemination with the chapter:   * Posted a video or PowerPt 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 * EAFONS * local / state / providence / province / etc. nursing organizations | One pt per yr (maximum of two pts) |
| 3. Members presented at interdisciplinary professional meetings, conferences or forums and disseminated information to the membership at large **(Non-STTI)**.  NOTE: Chapter needs to keep records. Members do not have to be presenting on behalf of the chapter.  Examples of information dissemination with the chapter:   * Posted a video or PowerPt 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 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) | One pt per yr (maximum of two pts) |
| 4. Chapter collaborated with another STTI chapter, community-based group or health-related organization for programming for the membership at large.  NOTE: For more information on events and programs, visit the [All Chapter](http://thecircle.nursingsociety.org/groups/group-home/librarydocuments?communitykey=734be84d-1882-4833-9c61-5cac15f4aaee&amp;tab=librarydocuments&amp;defaultview=folder&amp;libraryfolderkey=f42f7aa8-6a2e-4a8a-9473-b83061a4d309)  [Officers Workgroup library.](http://thecircle.nursingsociety.org/groups/group-home/librarydocuments?communitykey=734be84d-1882-4833-9c61-5cac15f4aaee&amp;tab=librarydocuments&amp;defaultview=folder&amp;libraryfolderkey=f42f7aa8-6a2e-4a8a-9473-b83061a4d309) | Such as:   * Chapter-chapter collaboration * Regional collaboration * Co-hosted research event * Presented seminar with local hospital * Worked with local cancer society for seminar/workshop | One pt per yr (maximum of two pts) |
| 5. Chapter sponsored three or more events or programs per yr for the membership at large.  NOTE: For more information on events and programs, visit the [All Chapter](http://thecircle.nursingsociety.org/groups/group-home/librarydocuments?communitykey=734be84d-1882-4833-9c61-5cac15f4aaee&amp;tab=librarydocuments&amp;defaultview=folder&amp;libraryfolderkey=f42f7aa8-6a2e-4a8a-9473-b83061a4d309)  [Officers Workgroup library.](http://thecircle.nursingsociety.org/groups/group-home/librarydocuments?communitykey=734be84d-1882-4833-9c61-5cac15f4aaee&amp;tab=librarydocuments&amp;defaultview=folder&amp;libraryfolderkey=f42f7aa8-6a2e-4a8a-9473-b83061a4d309) | Such as:   * Educational * Social * Service / volunteer * Research * Evidence-based practice * Professional development * Global initiatives | One pt per yr (maximum of two pts) |
| 6. Chapter organized and offered members the opportunity to participate in volunteer/service or philanthropic activities.  NOTE: [See the application instruction](http://thecircle.nursingsociety.org/groups/group-home/librarydocuments/viewdocument?DocumentKey=4e4648d7-d163-4b22-85a0-4fbc3dc3a556&amp;tab=librarydocuments&amp;CommunityKey=734be84d-1882-4833-9c61-5cac15f4aaee)  [guide for the definition of a volunteer,](http://thecircle.nursingsociety.org/groups/group-home/librarydocuments/viewdocument?DocumentKey=4e4648d7-d163-4b22-85a0-4fbc3dc3a556&amp;tab=librarydocuments&amp;CommunityKey=734be84d-1882-4833-9c61-5cac15f4aaee)  [service and philanthropy.](http://thecircle.nursingsociety.org/groups/group-home/librarydocuments/viewdocument?DocumentKey=4e4648d7-d163-4b22-85a0-4fbc3dc3a556&amp;tab=librarydocuments&amp;CommunityKey=734be84d-1882-4833-9c61-5cac15f4aaee) | Such as:   * food pantry / food drive * volunteering at a clinic or shelter * Habitat for Humanity | One pt per yr (maximum of two pts) |
| 7. 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](http://management.nursingsociety.org/)  [System](http://management.nursingsociety.org/) and selecting the Inactive Only report. | * Held special event to reconnect inactive members with the chapter * Send special communication to inactive members inviting them to renew their memberships | One pt per yr (maximum of two pts) |
| 8. Chapter made intentional/targeted efforts to engage specific groups of members.  NOTE: Reports of members are available in the [Chapter Management](http://management.nursingsociety.org/)  [System.](http://management.nursingsociety.org/) To identify transfer members, select 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 * Chapter organized, and connected members based on nursing specialty * Groups included but are not limited to administrators, educators, nursing specialty, nursing interest, areas of practice, new members, transfer members, retired members, etc. | 1 group = 1 pt  2 groups = 2 pts  3 or more = 3 pts  Maximum 6 pts total (3 pts per yr). |
| 9. Chapter involved past chapter officers.  NOTE: Report of officers (both current and past) is available in the [Chapter](http://management.nursingsociety.org/)  [Management System.](http://management.nursingsociety.org/) To identify officer, select the Officers report.  Chapters are responsible for obtaining and keeping these records. | Involvement could include:   * Assist with strategic planning * Serve on a task-force * Serve on a past-president’s council | One pt per yr (maximum of two pts) |
| 10. Chapter recognized excellence of individual members for their contributions/accomplishments to nursing, community, chapter, etc.  NOTE: [See the application instruction](http://thecircle.nursingsociety.org/groups/group-home/librarydocuments/viewdocument?DocumentKey=4e4648d7-d163-4b22-85a0-4fbc3dc3a556&amp;tab=librarydocuments&amp;CommunityKey=734be84d-1882-4833-9c61-5cac15f4aaee)  [guide for the definition of an award](http://thecircle.nursingsociety.org/groups/group-home/librarydocuments/viewdocument?DocumentKey=4e4648d7-d163-4b22-85a0-4fbc3dc3a556&amp;tab=librarydocuments&amp;CommunityKey=734be84d-1882-4833-9c61-5cac15f4aaee)  [and recognition.](http://thecircle.nursingsociety.org/groups/group-home/librarydocuments/viewdocument?DocumentKey=4e4648d7-d163-4b22-85a0-4fbc3dc3a556&amp;tab=librarydocuments&amp;CommunityKey=734be84d-1882-4833-9c61-5cac15f4aaee) | Such as:   * monetary or non- monetary awards * nominated a member for an STTI award * members spotlight on the chapter website * recognition event | One pt per yr (maximum of two pts) |
| 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, YouTube) * Skype, Google Hangout, etc. | One pt per yr (maximum of two pts) |
| 12. Chapter promoted the participation of philanthropic activities for the **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 Giving Club * Chapter encouraged members to give to Foundation / Orchid Society * Chapter included an article in the chapter newsletter about ways to participate with the STTI Foundation For Nursing | One pt per yr (maximum of two pts) |
| **Total pts earned for Member Engagement: (28)** | |  |

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| **Chapter Operations** | **Examples** | **Pts** |
| 1. Chapter prepared and implemented a strategic plan, communications plan, and / or recruitment and retention plan.  NOTE: For more information about strategic planning, visit the [All Chapter](http://thecircle.nursingsociety.org/groups/group-home/librarydocuments?communitykey=734be84d-1882-4833-9c61-5cac15f4aaee&amp;tab=librarydocuments&amp;defaultview=folder&amp;libraryfolderkey=f42f7aa8-6a2e-4a8a-9473-b83061a4d309)  [Officers Workgroup library.](http://thecircle.nursingsociety.org/groups/group-home/librarydocuments?communitykey=734be84d-1882-4833-9c61-5cac15f4aaee&amp;tab=librarydocuments&amp;defaultview=folder&amp;libraryfolderkey=f42f7aa8-6a2e-4a8a-9473-b83061a4d309) | Such as:   * Organized a strategic planning committee * Used strategic plan to set chapter leader/board of director's goals | One pt per yr per plan (maximum of 3 pts per yr, 6 pts total) |
| 2. Chapter awarded academic scholarship(s) to nursing students.  NOTE: Chapter must provide information for all three sections per yr to receive pts.  [See application instruction guide for the definition of a scholarship.](http://thecircle.nursingsociety.org/groups/group-home/librarydocuments/viewdocument?DocumentKey=4e4648d7-d163-4b22-85a0-4fbc3dc3a556&amp;tab=librarydocuments&amp;CommunityKey=734be84d-1882-4833-9c61-5cac15f4aaee) | Such as:   * Gifted a monetary scholarship(s) to members to subsidize/education costs * Member dues subsidies | 1-2 schl =1 pt  3-4 schl = 2 pts  5 or more  schl = 3 pts  Maximum 6 pts (3 pts per yr). |
| 3. Chapter awarded research grant(s) to members.  NOTE: Chapter must provide information for all three sections per yr to receive pts.  [See application instruction guide for](http://thecircle.nursingsociety.org/groups/group-home/librarydocuments/viewdocument?DocumentKey=4e4648d7-d163-4b22-85a0-4fbc3dc3a556&amp;tab=librarydocuments&amp;CommunityKey=734be84d-1882-4833-9c61-5cac15f4aaee)  [the definition of a grant.](http://thecircle.nursingsociety.org/groups/group-home/librarydocuments/viewdocument?DocumentKey=4e4648d7-d163-4b22-85a0-4fbc3dc3a556&amp;tab=librarydocuments&amp;CommunityKey=734be84d-1882-4833-9c61-5cac15f4aaee) | Such as:   * Chapter paid for a member's travel expenses to conduct/share research. * Chapter provided funding for resources (e.g. equipment, tools, etc.) to a member for the purposes of research. | 1-2 grt = 1 pt  3-4 grt = 2 pt  5 or more = 3  Maximum 6 pts (3 pts per yr). |
| **Total pts earned for Chapter Operations: (18)** | |  |

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| **Publicity & Recruitment** | **Examples** | **Pts** |
| 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 * Worked to support the [UN Sustainable](http://www.nursingsociety.org/connect-engage/our-global-impact/stti-and-the-united-nations)  [Development Goals](http://www.nursingsociety.org/connect-engage/our-global-impact/stti-and-the-united-nations) | One pt per yr (maximum of two pts) |
| 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 or practice setting professional job shadowing program * If applicable, organized/participated in Nurses Week activities/events | One pt per yr (maximum of two pts) |
| 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](http://thecircle.nursingsociety.org/groups/group-home/librarydocuments?communitykey=734be84d-1882-4833-9c61-5cac15f4aaee&amp;tab=librarydocuments&amp;defaultview=folder&amp;libraryfolderkey=f42f7aa8-6a2e-4a8a-9473-b83061a4d309)  [Officers Workgroup library.](http://thecircle.nursingsociety.org/groups/group-home/librarydocuments?communitykey=734be84d-1882-4833-9c61-5cac15f4aaee&amp;tab=librarydocuments&amp;defaultview=folder&amp;libraryfolderkey=f42f7aa8-6a2e-4a8a-9473-b83061a4d309) | * 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 | 1 pt per yr for efforts to recruit potential student candidates and 1 pt per yr for efforts to recruit nurse leader candidates.  Maximum of four pts (2 pts per yr). |
| 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](http://www.nursingsociety.org/why-stti/stti-foundation-for-nursing) > Why STTI? > STTI Foundation for Nursing > Chapters make a difference | * 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 | One pt per yr (maximum of two pts) |
| **Total pts earned for Publicity and Recruitment: (10)** | |  |
|  | **Total Possible Pts:** | **72** |
|  | **Minimum to be considered for award:** | **50** |
| **Overall Pts Earned:** | |  |