



State Achievement Award Application

For ENA State Associations

To be considered for the SAA, this application must be received by December 31, 2011

OBJECTIVE

To assist ENA State organizations in developing best practices and to recognize the states that have met or exceeded the necessary requirements.

SCOPE

The scope of the program includes recognition of the state's efforts to more effectively network among members, promote professional development of members and conduct its affairs in a sound business manner.

ELIGIBILITY

The period covered shall be the association's *program* year, which is **January 1, 2011** through **November 30, 2011**. The application is completed by the president and president-elect. Only state applicants earning a minimum of 475 points out of a total 675 (70%) will qualify to receive this prestigious award. The award will be presented at the ENA Leadership Conference 2012.

INSTRUCTIONS

1. Applications, materials, and documentation must be submitted **electronically in your State Council's Document Sharing page in the 2011 State Achievement Award Folder (found in the state council online management area)** and named appropriately to ensure accuracy in judging. **Omission of any required information will be calculated as zero points earned.**

All documents must be uploaded your state's document sharing area by December 31, 2011. Notify ENA Component Relations at componentrelations@ena.org with confirmation that your state council has submitted the State Council Achievement Award and all documents are uploaded.

2. Follow the order of the application checklist to ensure an accurate evaluation of your entry. Utilize the checklist to help avoid omitting crucial documentation. Keep it simple and concise.
3. If any information does not fit in the space allotted, please include a separate document noting which checklist item you are referring to. Please be sure to note which question is being answered. If answers do not correspond to questions in the application, no points will be awarded for that answer.
4. Contact the appropriate officers to obtain specific information (i.e. budgets, bylaw revisions, etc.).
5. After evaluation, notification of successful completion will be sent to the submitting officer.
6. Any discrepancy appeals shall be reviewed by the National President (or his/her designee).

7. For ideas on how to perform specific activities in the award application, please see the ENA Operating Procedures. This document is available on the ENA Web site (www.ena.org) in the state and chapter online resource center or by contacting the ENA Component Relations Department.
8. State Council Achievement Awards will be presented at the ENA Leadership Conference 2012. Award winners will also be announced at the ENA Annual Conference 2012 and published in the *ENA Connection*.

Special Category Awards – See Section G

This section of the awards program is to give states the opportunity to bring forth innovative ideas and projects that support ENA’s Strategic Plan. Each requirement is weighted, so please be sure to include all documentation in your application. **Applications that do not include required documentation will not be considered.**

Special Categories:

- **Innovative Projects Supporting one of ENA’s Three Practice Priorities: Crowding, Psychiatric Patients and Workplace Violence**

Please note, in order to apply for the special category award, you must submit a complete State Council Achievement Award Application.

STATE COUNCIL INFORMATION

ENA State Council:

President:

President-Elect:

Secretary:

Treasurer:

Period Beginning January 1, 2011 through November 30, 2011

ENA State Council Membership Data

	Beginning January 1	Ending November 30th
Total ENA Members	_____	_____
Total Number Active Chapters in the State (for three tiered states)	_____	_____

You may access your membership list in your Online Management Area to obtain the most current membership count on these dates. Contact Component Relations at componentrelations@ena.org or call 847/460-4051 if you need assistance.

APPLICATION CONTACT INFORMATION

Please print the name of the individual to contact with questions on this application and for notification purposes.

Name:

Title:

Address:

City, State, Zip:

Telephone (Home):

Telephone (Business):

Telephone (Other):

Email Address:

Date Submitted:

CHECKLIST OF REQUIRED DOCUMENTATION

Provide the following documents or answers for each section by December 31st

SECTION A-ADMINISTRATION

- 15 Points** 1. 2012 State council goals or strategic plan has been submitted to national by December 31.
Yes No

If yes, include date of submission:

- 15 Points** 2. Documentation of goal or strategic plan achievement of current year (include documentation or input strategic initiatives that have been completed).

- 10 Points** 3. An electronic copy of the current state policy and procedure manual and bylaws has been submitted to headquarters.
Yes No

If yes, include date of submission:

- 25 Points** 4. A copy of the state council's 2012 state budget is submitted to National by December 31, 2011 (include budget with application).
Yes No

- 15 Points** 5. 2012 Officers have been inputted in your state Online Management Area by October 31 (in accord with *ENA Procedures*).
Yes No

- 10 Points** 6. 2012 state committee have been inputted in your state Online Management Area by December 31.
Yes No

- 10 Points** 7. List fundraising programs/activities and the purpose of each program.

- 15 Points** 8. State Council proof of 2010 IRS filing has been submitted to headquarters.
Yes No

10 Points 9. Does your state council require two or more signatures on the state council bank account signature cards? Provide documentation (minutes, bank letter, etc.)

Yes No

20 Points 10. Has your state authored or supported any proposed bylaw amendments and/or resolutions to the General Assembly this year?

Yes No

Total Possible Points: 150

Total Points Earned Section A: _____

SECTION B-COMMUNICATION/PUBLIC RELATIONS

15 Points 1. Does your State produce a newsletter (**5pts each**)?

Via Mail Web E-mail

15 Points 2. Does your state council have an up-to-date website that is updated monthly (include Web Address)?

Yes No

Web address:

15 Points 3. What is your state doing to encourage attendance at national meetings and state meetings? (*Attach and mark accordingly any supporting documents.*)

20 Points 4. In what ways do you promote specialty certification (CEN, CFRN, CPEN, CTRN) within your state and/or encourage members to take the examinations?

(Attach and mark accordingly any supporting documents.)

20 Points 5. What projects have been organized to promote ENA to the public?

(Attach and mark accordingly any supporting documents.)

20 Points 6. How do you communicate with your Board of Directors, State Council, and Committee members? (*Check all that apply, 5pts each.*) (*Include emails, board meeting agendas, minutes an/or announcements; Attach and mark accordingly any supporting documents.*)

Phone Web posting E-mail Web Meetings via Internet

10 Points 7. How many times did you consult with your Board liaison from the ENA national board?

10 Points 8. Does your state have a booth/tabletop/banner to exhibit at other association or public functions, and if so how is it used?

Yes No

Total Possible Points: 125

Total Points Earned Section B: _____

SECTION C-EDUCATION

10 Points 1. How do you promote your state educational conferences?
(Include a copy of your promotional materials)

5 Points 2. What criteria are used to determine conference sites?

10 Points 3. How do you use the results of the conference evaluation forms?
(Include the evaluation form with this application)

5 Points 4. What guidelines do you follow when you are selecting speakers?

20 Points 5. How do you recognize new members and first time attendees at your conferences and State Council meetings?

5 Points 6. Identify one program topic for your educational conference and how it benefited your membership *(Include conference schedule)*.

15 Points 7. Are your newly elected officers and committee chairs participating in a training/orientation program offered by the national association or the state council?

Yes No

List orientation date and location (i.e. Webinar, State and Chapter Leaders Conference):

10 Points 8. What steps have you taken to gather vendor support?
(Attach and mark accordingly any supporting documentation)

20 Points 9. How does your state support TNCC/ENPC courses throughout your state?
(Attach and mark accordingly any supporting documents.)

Total Possible Points: 100

Total Points Earned Section C: _____

SECTION D-MEMBERSHIP

25 Points 1. Indicate which of the following methods you have used to contact student nurses. *(5pts Each; Maximum 25 pts)*

- a. Send invitations to attend state council meetings
- b. Send newsletters to nursing schools
- c. Offer special student rates at state conferences
- d. Recognize students attending a state meetings/conferences
- e. Other

(To receive points, you must submit supporting documentation for each response; including letters sent to student members.)

25 Points 2. Indicate which of the following methods you have used to contact new or prospective members. *(5pts Each; Maximum 25 pts)*

- a. Send an invitation to join ENA
- b. Six month follow up contact for those who have not yet joined
- c. Send invitations to state meetings
- d. Recognize those who attend the state meeting/conferences
- e. Offer membership discount for those who attend state educational conferences
- f. Other

(To receive points, you must submit samples for each response)

10 Points 3. How do you contact members whose membership has expired?
(Attach and mark accordingly any supporting documents.)

10 Points 4. Have you developed a means for members to provide input or ideas to the state executive board
(*President, President-Elect, Secretary, Treasurer*)?
(*Attach and mark accordingly any supporting documents.*)

15 Points 5. Does your state hold an annual membership drive?
(*Attach and mark accordingly any supporting documents.*)

15 Points 6. How has your state encouraged voting in National ENA Elections?
(*Attach and mark accordingly any supporting documents.*)

Total Possible Points: 100

Total Points Earned Section D: _____

SECTION E-GOVERNMENT AFFAIRS

10 Points 1. Does your state have a Government Affairs Committee?
Yes No

List Chairperson:

10 Points 2. Has the committee developed charges and/or goals? (*Submit supporting documentation*)
Yes No

10 Points 3. Have these charges and/or goals been approved by the State Board?
(*Attach and mark accordingly any supporting documents.*)
Yes No

10 Points 4. Has the committee met at least twice during the year, and, if so, have minutes from those meetings been sent to the state board? (*Attach minutes*)
Yes No

10 Points 5. Did the Committee make a presentation to the members at a state meeting?
Yes No

- 50 Points** 6. How have you made contact with legislators this year (*check all that apply; maximum 50 pts.*)?
- 20pts** In person, face-to-face meeting. (*Include name, date, location*)
 - 15pts** Phone call (*Provide date and summary*)
 - 10pts** Letter (*Include letter*)
 - 5pts** E-mail (*Include e-mail*)

Total Possible Points: 100

Total Points Earned Section E: _____

SECTION F- STATE LEADERS VOLUNTEER LEADERSHIP MODEL

- 60 Points** 1. Does your state have a position filled for the following chairs in the State Leaders Volunteer Leadership Model?
(*Attach and mark accordingly supporting documents.*)

- 10pts** Membership Chair (must be filled by a volunteer other than the State President)
- 10 pts** Certification Chair (must be filled by a volunteer other than the State President)
- 10pts** Student Nurse Relations Chair (must be filled by a volunteer other than the State President)
- 10pts** Injury Prevention Chair (must be filled by a volunteer other than the State President)
- 10pts** Volunteer Resource Chair (must be filled by a volunteer other than the State President)
- 10pts** Media Relations Chair (**may** be filled by the State President or another volunteer)

- 30 Points** 2. Has your chair posted or shared practices in their specific listserv network?
(*Attach and mark accordingly supporting documents, i.e. e-mails*)

- 5pts** Membership Chair listserv
- 5pts** Certification Chair listserv
- 5pts** Student Nurse Relations Chair listserv
- 5pts** Injury Prevention Chair listserv
- 5pts** Volunteer Resource Chair listserv
- 5pts** Media Relations Chair listserv

- 10 Points** 3. Describe at least one practice your chair has learned from the listserv and implemented in your state?

Total Possible Points: 100

Total Points Earned Section F: _____

SECTION G - SPECIAL CATEGORY AWARD

This section of the awards program is to give states the opportunity to bring forth innovative ideas and projects that support ENA's Strategic Plan. Below you will find the 2011 Special Categories.

You may choose one or more to submit as your special category accomplishment. Under each initiative lists the application submission requirements. Each requirement is weighted this year, so please be sure to include all documentation in your application. **Applications that do not include all documentation will not be considered.**

Please note, in order to apply for the special category award, you must submit a complete State Council Achievement Award Application.

Requirements for Special Category Awards:

Innovative Project Supporting one of ENA's Three Practice Priorities: Crowding, Psychiatric Patients and Workplace Violence:

- Clearly summarize the project identifying clearly the ENA's Clinical Priority (50% weight).
- Provide supporting documentation, including letters, flyers, brochures, etc. (25% weight).
- Identify outcome of the project by including reports, letters, etc. (25% weight).

The Awards Committee will review and score the Special Category Award applications.