2011-2013 Chapter Key Award Criteria

Eligibility
In order to apply for the 2013 Chapter Key Award, which recognizes chapter activity for the timeframe between 1 July 2011 and 30 June 2013, chapters must have met chapter responsibilities as outlined in STTI bylaws.

According to Article IV, Section 8 of the International Bylaws, a chapter's responsibilities include:
- Supporting the purposes of the STTI
- Observing the provisions of the bylaws and complying with STTI's policies and regulations
- 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 2011 House of Delegates, electronic votes will occur in September 2011, February/March and October/November 2012 as well as February/March 2013.)
- Selecting and inducting eligible members a minimum of one time annually
- Meeting all financial obligations
  (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.
  (This includes the on-time submission of the 2011 and 2012 Chapter Annual Reports - Deadline is early August of each year.

Criteria
There are five (5) categories in which chapters can earn points. They are:
- Leadership
- Knowledge
- Service
- Community
- Sustainability

Below is a grid that outlines each of these sections and provides examples or additional comments to help guide chapters. Examples provided are merely suggested projects and other chapter activities may also be eligible for points. Chapters are encouraged to use these criteria as a reference as they plan our programs and activities for their chapter throughout the biennium.

Chapters should track their activities and record member participation throughout the biennium in order to make preparation for Chapter Key Award submission an easier process.

Leadership	Examples	Comments
1. Implemented or maintained a Leadership Intern program.	Such as: o Formal intern program for chapter leader positions o "Junior" leader program	Must have created or maintained the program during specified time period.
2. Implemented or maintained a Mentorship program.	Such as: Formal mentoring program for chapter members that matches mentors with mentees in regards to professional/leadership development.	Must have created or maintained the program during specified time period. A formal program is defined as one that has a matching component.
3. Members participate in leadership development programs (local, state, province, national, international, **STTI or non-STTI programs**).	STTI Programs: o Leadership Summit o Biennial Convention o International Nursing Research Congress o STTI Mentoring Programs (such as: Maternal Child Health; Board Leadership; Geriatric Nursing Leadership; Mentored Leadership; Nurse Faculty Leadership) o Consortium event o STTI Regional event Non-STTI Programs (such as): o American Red Cross "To be a leader program" o VA: Executive Career Field o Hartford Foundation Leadership Workshop o AONE Aspiring Nurse Leader Institute o Wharton Nursing Leaders Program o Robert Wood Johnson Foundation Executive Nurse Fellows Program	Any leadership development program. Self-identified by the chapter.
4. Members provide leadership (elected or appointed) at regional or international levels, **STTI only.**	Service on STTI: o Board of directors o Committees o Advisory councils o Task forces	International Headquarters can provide this information.
5. Financially supported potential leaders to attend STTI leadership activities.	Includes: o Leadership Summit o Biennial Convention o International Nursing Research Congress o STTI Mentoring Programs (such as: Maternal Child Health; Board Leadership; Geriatric Nursing Leadership; Mentored Leadership; Nurse Faculty Leadership)	Not limited to be elected chapter officers.
6. Financially supported new members (inducted within 1 year) to attend the Biennial Convention, International Nursing Research Congress, or Leadership Summit.	Financial support is described as: o Providing scholarship for travel or registration o Paying expenses	Member inducted within 1 year.

7. Mentored a chapter	Includes activities such as: o Ongoing communication about chapter operations o Assistance with chapter programming o Assisted a chapter with chapter leader mentoring	Mentoring of chapters only, does not include established consortium meetings (see Knowledge #6).
8. Feature collaborative <u>international</u> research or evidence-based initiatives that chapter participated in.	o Published article on the collaborative research initiative, results, experiences.	Article describing collaborative relationship between chapter and other agency supportive of <u>international</u> research appearing in chapter communication.

Knowledge	Examples	Comments
1. Awarded academic scholarship(s) to nursing students.		
2. Awarded research grants to members.		
3. Members <u>presented</u> at Biennial Convention, International Nursing Research Congress, Leadership Summit, or at Regional or Consortia events. (**STTI Only**).		Chapter needs to keep records. International Headquarters may be able to assist.
4. Members <u>presented</u> at professional nursing meetings, conferences or forums (**Non-STTI**).	Such as: o International Council of Nurses o American Nurses Association o Royal College of Nursing, Australia o American Cancer Society o American Academy of Nursing o American Organization of Nurse Executives o local or state nursing organizations	Chapter needs to keep records. Do not have to be presenting on behalf of the chapter.
5. Members <u>presented</u> at *interdisciplinary* professional meetings, conferences or forums **(Non-STTI)**.	Such as: o Gerontology Society of America o American Public Health Association International	Chapter needs to keep records. Do not have to be presenting on behalf of the chapter.
6. Chapter collaborated with another chapter, community based group or health-related organization for programming.	Such as: o Chapter-chapter collaboration o Regional collaboration o Co-hosted research event o Presented seminar with local hospital o Worked with local cancer society for seminar/workshop	
7. Provided three or more scholarly programs per year with one focused on research or research implementation.		Research program could include evidence-based practice program.

8. Provided professional development opportunities and/or programs for chapter members. These must NOT be the same programs as in 7 above. (Examples: leadership; management; mentoring).	Such as: o Host Annual Leadership Program o Education program on how to publish research o Resume development o Portfolio development o Speed Connect events (professional networking)	
10. Dialogued with nurse leaders or professional associations outside your country to learn about differences in practice, education and credentialing.	Such as: o Publish member observations/ experiences about nursing after visit to other country o Guest author writing about nursing o Host forums or chats/seminars with nurses outside country of residence	

Service	Examples	Comments
1. Provided at least one program/activity/project focused on increasing community awareness of health promotion and prevention of illness.	Such as: o Participate in Safe Sitter program o Participate in local health fair o Share information with elementary/high school students	Either chapter or individual.
2. Service or philanthropy to non-STTI groups	Such as: o Donation to Red Cross o Merck Mobile Library o Medical missions o Alzheimer's Walk o Literacy program to local schools	As a chapter
3. Provided expertise or consultation to the community	Such as: Member provided expertise Provide monthly support group for patients and their families	Individual or chapter
4. Formed relationships with nurses outside your country and connected them with the network and resources of the honor society.	Such as: o Through school of nursing or other professional organizations collaborations/ connections. o Medical missions	As a chapter
5. Added five new registrants to VIProfile		Need to request from International.

Community	Examples	Comments
1. Members participated in STTI Communities (online)	Includes: o Caring International Research Collaborative (CIRC) o Community/Public Health Nursing Forum o Geriatric Nursing Community o Good Work in Nursing Community o Palliative/Hospice Care Community	International Headquarters can provide this information.
2. Collaboration at the local level for health promotion and/or prevention of illness projects with community partners	Such as: o Volunteers at local Special Olympics events o Cough etiquette kits for local shelter o Educate seniors on how to complete the Medicare drug card application	Either chapter or individual level contribution.
3. Provided a program or activity/project focused on increasing community awareness of nursing.	Such as: o Participated in local career fair o Provided judges for local science fair	May be either as a chapter member or as an individual.
4. Develop or maintain a community of practice in the local healthcare community	Such as: o Developing a local group of nurses focused on pain management o Journal Club for local practice	Indicate ongoing efforts of chapter activities that develop, support, or maintain local community-based practice partners.
5. Feature at least one global accomplishment of chapter and members in newsletter, Web page or e-communication.	Articles/postings such as: o Mentored nurses to get their writings published o Articles about members' mission trips o Established nursing library in another country	Chapter or individual accomplishment. Must be a global accomplishment and must be featured in one of your publications.

Sustainability	Examples	Comments
1. Re-engaged inactive non-dues paying members.	o Participated in Creating Connections (chapter phone-a-thon) facilitated by headquarters. o Held special event to reconnect inactive members with the chapter. o Send special communication to inactive members inviting them to renew their membership.	
2. Recruited eligible nurse leaders.	o Engaged local non-member nurses to invite them to apply for Nurse Leader membership. o Encouraged members to nominate non-member nursed for membership.	International Headquarters can provide information on the number of Nurse Leaders inducted each year.
3. Engaged transfer members.	Such as: o Sent welcoming e-mail to transfer members o Provided transfer members with a list of upcoming chapter events o Introduced transfer members to chapter contact person	Reports are available in the online Chapter Management System to identify transfer members.
4. Mentored new (inducted within 1 year) members.	Such as: o Mentored new chapter members matching mentors with mentees o Electronic Mentoring Program o Membership Ambassador Program	Newly inducted members within 1st year of membership.

5. Involved past chapter officers.	Involvement could include: o Assist with strategic planning o Serve on a task-force o Serve on a past-president's council	
6. Involved retired members.	Such as: o Members assist with strategic planning o Involve retired members on award judging committees o Provide rides to chapter meetings to retirees	Chapter may request demographic data about chapter members from International Headquarters in order to identify retired members.
7. Recognized excellence of individual members. (Must be different then awards granted under Knowledge #1 and #2.)	Such as: o monetary or non-monetary awards	
8. Recognized member volunteers.	Such as: o Newsletter article listing volunteers o Recognize volunteers at chapter events o Give token of appreciation at officer transition meeting	
9. Members **made financial or in-kind donations** (philanthropic) to the chapter.	Such as: o Scholarship fund o Donated item(s) for a silent auction o Contributed to their chapter on their membership renewal form	International Headquarters can provide information on the number of members that contributed on their membership renewal form. This then needs to be added to any contributions collected at the chapter level.
10. Members participated in philanthropic activities at the international level **(STTI Foundation for Nursing)**.	Made contribution to the STTI Foundation for Nursing such as: o Every Member Campaign; o Donation on Renewal Form; o Online giving; or through personal appeals.	Individuals only. International Headquarters can provide this information.
11. Chapter participated in **financial or in-kind support/contribution** at the international level **(STTI Foundation for Nursing)**.	o Made contribution to the STTI Foundation for Nursing o STTI event sponsor o STTI award presentation sponsor o sponsor/co-sponsor of STTI research grant or leadership education grant	Chapter only