

Operating Guidelines

Nebraska School Nurses Association

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OPERATING GUIDELINES OF NEBRASKA SCHOOL NURSES ASSOCIATION

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This manual has been prepared by the Nebraska School Nurses Association as its operating guide. All changes must be approved by the majority of the Board of Directors. All motions which govern the operation and/or organization will be added upon completion of the Board meeting, preceding the Annual Meeting. Operating Guidelines will be reviewed every two years, with interim changes made only when necessary to implement Board of Directors and/or Executive Committee motions.

Copies of the Operating Guidelines will be issued to the officers, representatives, and committee chairperson.

Executive Committee:

- President
- President-Elect
- Past President
- Secretary
- State Director
- State Data Coordinator
- Treasurer

Board of Directors:

- Executive Committee
- District Representatives
- Legislative Designee
- Membership Designee
- Technology and Communications Designee
- Nebraska Nurse Association (NNA) Liaison
- Liaisons to and from NSNA/CNSNA
- School Health Coordinator
- School Health Liaison/State School Nurse Consultant

Committees:

- Audit Committee
- ByLaws, Operating Guidelines, and Strategic Planning Committee
- Nominating Committee
- Technology and Communications Designee
- Committees may be appointed by the President

Affiliates: Non-voting members

Affiliates determined by the Executive Committee

Position Statement

Definition: Expressions of the opinions, beliefs or official positions taken by the organization on issues related to health or to school nursing. Position Statements summarize historical, political, or scientific aspects of a problem and serve as an official point of view that can be shared with others. The Board of Directors often initiates the request for a position statement, although the request can be sponsored by officers, committees, or from members at large. At times, position statements may be developed in response to other organizations, legislation, or needs that are recognized by school nurses. They often are in response to prevalent controversial issues.

The general format of a position statement should include:

1. Title: Clearly stated.
2. History: Background information concerning the problem or issue.
3. Description of issue: A brief description of the different ways of looking at the issue and/or different prevailing viewpoints.
4. Rationale: A brief statement describing the reason for the position that the organization is taking, including supportive information.
5. Conclusion: A summary statement of the specific views or beliefs of the organization regarding the issue or problem.

The position statement should be written in paragraph style. References including current evidence-based practice/best practices are recommended.

Approval/Revision Process: Proposed position statements should go through the Executive Committee for initial approval. The final approval is by a majority vote of the Board of Directors. Since many position statements are developed in response to current events and issues and there is a need for urgency, there is more flexibility concerning the approval process. Position statements are published on the NSNA website: <https://nebraskaschoolnurses.nursingnetwork.com>

A reference hearing may be held prior to the Annual Meeting where other members would have the opportunity to discuss position statements. The general membership shall have the right to make a motion to have a particular position reconsidered. Such motions must be passed by a majority vote.

Officers

The elected or appointed Officers of the Nebraska School Nurses Association are the President, President-Elect, Secretary, Treasurer, State Director, and State Data Coordinator.

The President serves a to a two-year term after serving two years as President Elect. The President will then serve as Past-President for two years at the conclusion of their President term.

The President-Elect is elected in odd years to a two-year term and will serve the following two years as President.

The Secretary is elected in odd years and serves a two-year term

The Treasurer is elected in even years and serves a two-year term

The State Director and State Data Coordinator shall be elected to four-year terms, in alternative two-year increments.

The Past President shall serve a two-year term.

Conclusion of Officer Term

When officers have completed the term, the outgoing officer is to meet with the new officer, to disseminate records/binders/archive/files/electronic records such as jump drives and be available to answer questions during the new officer's first year. Officer Duties

Executive Committee

The Executive Committee shall consist of the President, President-Elect, Past President, Secretary, Treasurer, State Director, and State Data Coordinator. Other NSNA BOD (Board of Directors) members may participate at the invitation of the president.

A quorum of the Executive Committee shall be a simple majority.

The Executive Committee shall:

1. Meet at least twice a year for the majority of the Executive Committee members
2. Shall approve all standing committee/Designee appointments
3. Implement programs adopted at official meetings of NSNA
4. Determine policy between official meetings of NSNA
5. Authorize all official meetings of the NSNA
6. Approve proposed budget from the Treasurer and present it to the Board of Directors for adoption
7. Shall have all the powers of the Board of Directors to conduct business of an urgent/emergency nature between regular meetings

Officer Duties

President

The President shall:

1. Develop the agenda, notify members, and preside over all meetings of the Executive Committee, Board of Directors, and all Association Meetings
2. Hold an Executive Committee meeting at least twice a year. Additional meetings may be called as deemed necessary
3. Appoint the Designees/Committees subject to approval of the Executive Committee
4. Appoint special committees as deemed necessary
5. Serve as ex officio member of all committees, or works with Designees, except the Nominating Committee
6. Promote school nursing in Nebraska
7. Communicate with membership through the NSNA website, email, or other means
8. Work with Membership Designee to promote and sustain membership
9. Mentor the President-Elect
10. Perform other duties usually incidental to the office of the President and other duties as may be assigned by the Executive Committee and/or Board of Directors
11. Serve on the Annual School Health conference planning committee

CALENDAR OF DUTIES

Fall

1. Work with the Technology and Communication Designee on posting information on the website, social media, and email to members about available mini grants, and reimbursement for National Certification.
 - a. Send request for mini grants and/or reimbursement for National Certification to the Executive Committee for approval
 - b. Notify receipt and copy treasurer of approval
2. Organize annual fall meeting (typically in October):
 - a. Notify Executive Committee /Board of Directors by email of the meeting date
 - b. Request position reports be sent to secretary two weeks prior to meeting date
 - c. Send agenda with position reports, past minutes to be reviewed for approval, and link to meeting
 - d. Conduct meeting
3. Send article for the *Nebraska Nurses* publication

Winter

1. Organize annual winter meeting (typically in February):
 - a. Notify Executive Committee /Board of Directors by email of the meeting date

- b. Request position reports be sent to secretary two weeks prior to meeting date
 - c. Send agenda with position reports, past minutes to be reviewed for approval, and link to meeting
 - d. Conduct meeting
2. Send article for the *Nebraska Nurses* publication

Spring/Summer

- 1. Discuss with Past-President status of officer nominations and support solicitation efforts
- 2. Discuss with Past-President status of nominations for Excellence in School Nursing-Nebraska School Nurse of the Year, Excellence in School Nursing-Nebraska School Nurse Administrator of the Year, and Friend of Children Awards
- 3. Send article for the *Nebraska Nurses* publication
- 4. Organize the annual all-member meeting (held during the annual School Health Conference):
 - a. Notify Executive Committee /Board of Directors by email of the meeting date and time
 - b. Work with District Representatives to encourage all members attendance
 - c. Request position reports be sent to secretary two weeks prior to meeting date
 - d. Send agenda with position reports, past minutes to be reviewed for approval
 - e. Conduct meeting
 - f. Share position expectations with newly elected members

President-Elect

The President-Elect shall:

- 1. Act in the absence of the President
- 2. In the case of death or resignation of the President, he/she shall succeed for the unexpired term, then shall serve for the term elected
- 3. Work closely with the President to coordinate the work of the organization to assume leadership and to provide continuity in transition to President
- 4. If President- Elect is unable to fulfil the duties of the office, a successor shall be elected at the annual all members meeting
- 5. Serve as alternate State Director
- 6. Observe and learn the duties of the President
- 7. Duties as assigned by the President
- 8. Submit position report prior to each BOD meeting as requested by the President
- 9. Attend all NSNA BOD meetings

Past President

The Past President shall:

1. Serve as chair of the Nominating Committee to recruit candidates for BOD positions up for elections.
2. Accept nominations for Excellence in School Nursing-Nebraska School Nurse of the Year, Excellence in School Nursing-Nebraska School Nurse Administrator, and Friends of Children.
3. Work with Technology and Communication Designee to survey the NSNA BOD to determine the recipient of Excellence in School Nursing-Nebraska School Nurse of the Year, Excellence in School Nursing-Nebraska School Nurse Administrator, and Friends of Children awards.
4. In collaboration with the President, recognizes outgoing and incoming officers at the annual all members meeting.
5. Serve on the School Health Conference committee.
6. Chair the School Health conference if NSNA's year to chair.
7. Submit position report prior to each BOD meeting as requested by the President
8. Attend all NSNA BOD meetings

CALENDAR OF DUTIES

Fall/Winter

1. Work with District Representative and Technology and Communications Designee to solicit candidates for BOD positions up for elections and/or open/vacant positions
2. Update the nomination forms for Excellence in School Nursing-Nebraska School Nurse of the Year, School Nursing-Nebraska School Nurse Administrator Excellence, and Friends of Children to reflect current school year and return date of April 30
3. Download the excel report of *Public Superintendents* from Nebraska Department of Education Website and send nomination forms (end of March) to each of the individuals in the report

Spring/Summer

1. Work with Technology and Communication Designee to survey the NSNA BOD to determine the BOD officer positions up for election
2. Nominations for Excellence in School Nursing-Nebraska School Nurse of the Year, Excellence in School Nursing-School Nurse Administrator, and Friends of Children awards must be received by April 30
3. Confirm with the membership designee, nurses nominated for School Nurse of the Year or School Nurse Administrator of the Year are members in good standing of the association
4. Work with Technology and Communication Designee to survey the NSNA BOD to determine the recipients of the three awards by May 10
5. Prepare script announcing the nominees and recipients of the Excellence in School Nursing-Nebraska School Nurse of the Year, Excellence in School Nursing-School Nurse

Administrator of the Year, and Friends of Children awards

- a. Work with the technology and communication designee to print certificates for all nominees and recipients
 - b. Frame each of the recipients' certificates for the award banquet
 - c. Work with the technology and communication designee to order the plaques for each recipient prior to May 15
 - d. Bring nomination letters and certificates to the School Health Conference to distribute during the awards banquet
6. Attend the Annual School Health Conference
- a. During the annual School Health Conference awards luncheon (typically the last conference day):
 - I. In collaboration with the president announce all nominees and award certificates by category
 - II. In collaboration with the president, announce recipient for each award and present plaque and framed certificate

Secretary

The Secretary shall:

1. The Secretary keeps, maintains and updates a *NSNA BOD Contact Information* document. The information on this list will include board position, name of person holding that position, cell #, home address, work email address, alternative email, and position term. The alternative email is necessary when communicating on sensitive legislative matters, as many school districts have policies related to this matter.
2. Keep a copy of all NSNA meeting agendas and minutes. These records will be kept for a minimum of 7 years.
3. Keep all legal documents (ByLaws, Operating Guidelines, Strategic Plans), as well as all correspondence regarding legal matters, indefinitely.
4. Collate all Board of Director members reports in the meeting agenda and minutes.
5. Attends all NSNA BOD meetings, conducts roll call, and takes minutes.
6. Sends all collated meeting agendas and minutes/reports to the President for distribution to the NSNA Board of Directors.
7. Perform such duties as assigned by the President
8. Send a copy of the annual all member meeting (usually June of each year) to the NSNA lawyer.
9. Collaborates with Technology and Communication Designee, on letterhead, logos, and other insignia related to NSNA and retains related records
10. Keep postage stamps as well as Sympathy and Get-Well cards and send out to any NSNA member who qualifies based on membership verification when notified of a member's qualifying event.

Treasurer

The Treasurer shall:

1. Keep full and correct account of receipts and disbursements in the financial records for NSNA.
2. Distribution/reimbursements of funds from the NSNA account as may be ordered by the President and/or per the expense guidelines in this document
3. Perform other such duties as may be assigned by the President
4. Create proposed NSNA budget for the next year
5. Prepare records for the annual audit.
6. Meets with the audit committee.
7. Submit annual IRS form 990-N, exempt organization.
8. Submit position report prior to each BOD meeting as requested by the President
9. Attend all NSNA BOD meetings

CALENDAR OF DUTIES

Spring/Summer

1. Prepare preliminary budget for the next year
2. Email the Executive Committee the proposed budget for approval prior to the annual all members meeting in June
3. Present the newly approved budget during the annual all-member meeting held at the School Health Conference in June
4. Prepare records for the annual audit prior to the annual all members meeting in June
5. Following the annual all members meeting in June, completes audit with the audit committee
6. Prepares and submits tax form annually in July for the tax year ending June 30
7. Prepare preliminary budget for annual meeting and present to Executive Committee

State Director

The State Director shall:

1. Serve as official NSNA delegate to the NASN (National Association of School Nurses) Annual Meeting and NASN Board of Directors Meetings.
2. Attend NASN Board of Directors Meeting
3. Responsible for communicating between NSNA and NASN.
4. Serve as coordinator for those attending the NASN Annual Meeting and coordinates a “Nebraska Members Night Out” during NASN Annual Conference
5. Submit to NASN the recipients of Excellence in School Nursing-Nebraska School Nurse of the Year, and Excellence in School Nursing-Nebraska School Nurse

Administrator, and any other annual awards identified by the board.

6. Submit position report prior to each BOD meeting as requested by the President
7. Attend all NSNA BOD meetings

State Data Coordinator

The State Data Coordinator shall:

1. Actively participate in NASN data coordinator meetings, activities, and webinars
2. Serve as the data contact between NASN and the NSNA.
3. Understands the *National School Health Data Set: Every Student Counts!* initiative and tiered programming descriptions.
4. Complete end of the year state report for NASN and/or other requested reports and information.
5. Serve as the point of contact for state-specific questions related to NASN's initiatives.
6. Collaborate with the affiliate and other stakeholders in establishing a process to target all school nurses in the state for participation in data collection, use, and sharing.
7. Coordinate state-wide efforts to promote data skills and coalition-building to improve school nurse data collection, use, and sharing for the purpose of increasing the visibility and understanding of the school nurse role and promoting a culture for evidence-based nursing practice.
8. Develop and collaborate with a committee in order to better reach each school nurse in the state (no matter if they are members of the affiliate or not).
9. Submit position report prior to each BOD meeting as requested by the President
10. Attend all NSNA BOD meetings

Board of Directors

The Board of Directors shall consist of the Executive Committee, District Representatives, Legislative Designee, Membership Designee, Technology and Communications Designee, Nebraska Nurse Associations (NNA) liaison, Liaisons to and from NSNA/CNSNA, Nebraska School Health Liaison, the School Health Nurse Coordinator and/or other Appointed Persons.

The officers serving on the Board of Directors are elected by all members (prior to the all members meeting in June) every two years.

A quorum of the Board of Directors shall be a simple majority.

The Board of Directors shall:

1. Meet at least once a year
2. Review and approve a budget as presented by the Executive Committee
3. Fill any vacancy occurring except the office of Past-President

District Representatives

The District Representatives shall be elected by all members prior to all members meeting in June and shall serve for a two (2) year term (even years). Terms may be consecutive.

The District Representatives shall:

1. Serve as the primary communication link to all members.
2. Serve as an advocate for membership in their district.
3. Keep abreast of current school nurse practice in their district.
4. Serve as a link between the district and the state organization.
5. Submit articles to the website as needed.
6. Submit position report prior to each BOD meeting as requested by the President
7. Attend all NSNA BOD meetings

Special Designees

Technology & Communication Designee

The Technology and Communications Designee will prepare information and articles for the association's newsletter, NSNA website, and other social media resources. The designee will coordinate with the District Representatives communication to be sent to all members and other entities as directed by the executive committee or board of directors.

The Technology and Communications Designee shall be elected by all members prior to all members meetings in June and shall serve for a two (2) year term (odd years). Terms may be consecutive.

The Technology and Communications Designee shall:

1. Collaborates with the past- president and district representatives to solicits interested candidates for NSNA BOD positions up for election
2. Prepare survey for selecting new officers if multiple candidates for NSNA BOD positions up for election
3. Prepare survey for selecting the recipients for the NSNA awards - *Excellence in School Nursing-Nebraska School Nurse of the Year*, *Excellence in School Nursing-School Nurse Administrator*, and *Friends of Children* awards by May 10.
4. Designs certificates for all nominees and recipients and send to the Past President and President for signature
5. Designs and orders the plaques for each recipient prior to May 15
6. Bring plaques to the Annual School Health Conference for the awards luncheon
7. Works in collaboration with the Membership Designee to design vendor table materials and handouts at the annual School Health Conference
8. Solicits volunteers from the NSNA BOD to staff the vendor table during the annual School Health Conference

9. Submit position report prior to each BOD meeting as requested by the President
10. Attend all NSNA BOD meetings

Membership Designee

The Membership Designee will work closely with the Executive Committee and District Representatives to promote, preserve, and enhance membership.

The Membership Designee shall be elected by all members prior to all members' meetings in June and shall serve for a two (2) year term (odd years). Terms may be consecutive.

The Membership Designee shall:

1. Contact members whose membership is due to expire and those whose membership has expired and encouraging their renewal or ascertaining their reason for non-renewal.
2. Emails monthly membership in good standing (MIGS) report and other reports requested to the BOD
3. Works in collaboration with the Technology and Communications Designee to design vendor table materials and handouts at the annual School Health Conference
4. Solicits volunteers from the NSNA BOD to staff the vendor table during the annual School Health Conference
5. Submit position report prior to each BOD meeting as requested by the President
6. Attend all NSNA BOD meetings

Legislative Designee

The Legislative Designee shall work with the Nebraska Legislature to advocated and enhance the health and welfare of school-aged children through legislative processes. The Legislative Designee will monitor legislative bills related to school health and education for children and represent NSNA to legislatures. This is a two-year appointment, (odd years) alternating with the two-year appointment of the District Representatives. Terms may be consecutive.

Legislative Designee shall:

1. Contact Nebraska State and National legislators to introduce the role as the NSNA Legislative Designee, and promote and provide input on behalf of NSNA, pending Legislation. Designee to use NSNA electronic letterhead.
2. Access Legislative website for the following:
 - a. Monitor for bills which impact school health and education for children and youth
 - b. Prepare testimony in support of or against relative legislative bills. Consult with the Executive Committee in preparing position statements and approval to send written advocacy on behalf of NSNA
 - c. Consult with Technology and Communication Designee and the District Representative to forward legislation information to members
 - d. Testify as approved by the Executive Committee

3. Submit position report prior to each BOD meeting as requested by the President
4. Attend all NSNA BOD meetings

Liaison Positions

School Health Coordinator

The School Health Coordinator is not an elected position. The work of this individual impacts the health and safety of Nebraska children through advocacy, education, and support. This role is critical in supporting school nurses across the state of Nebraska. This individual works in collaboration with numerous stakeholders locally, statewide, and nationally to improve the health of Nebraska children.

This individual serves on the NSNA Board of Directors and submits written reports for BOD meetings. This individual is invited to attend all BOD meetings.

School Health Liaison/State School Nurse Consultant

The School Health Liaison/State School Nurse Consultant is not an elected position. The work of this individual impacts the health and safety of Nebraska children through advocacy, education, and support. This role is critical in supporting school nurses across the state of Nebraska. This individual works in collaboration with numerous stakeholders locally, statewide, and nationally to improve the health of Nebraska children.

This individual serves on the NSNA Board of Directors and submits written reports for BOD meetings. This individual is invited to attend all BOD meetings.

Nebraska Nurse Association (NNA) Liaison

The NNA Liaison is an elected position. This is a two-year appointment (odd years). Terms may be consecutive.

The purpose of the NNA liaison is to facilitate communication and relationships between the NSNA and the NNA association. This individual serves on the NSNA Board of Directors and submits written reports and attends scheduled BOD meetings.

Liaisons to and from NSNA/CNSNA:

The Liaisons to and from the NSNA/CNSNA are not elected positions rather they are appointments made by each association's Executive Committee. These are two-year appointments (odd years). Terms may be consecutive.

The purpose of the liaison is to facilitate communication and relationships between the two associations. These individuals serve on the NSNA Board of Directors and submit written reports for meetings. These individuals are invited to attend all BOD meetings.

Special Committees

Audit Committee

The Audit Committee shall consist of three (3) members, one of which shall be on the Board of Directors. The committee shall be identified at the Annual All-Members Meeting (typically June) and audit should be completed following the meeting, before the fall BOD meeting. Duties shall include auditing of treasury records (transactions) annually and preparing a report on the audit for the Executive Committee. Records are audited according to recognized procedures. The audit results are to be submitted as part of the Treasurer's report for the Fall BOD meeting.

The Audit Committee shall:

1. Meet with Treasurer and review records following the annual All Members Meeting held in June
2. Prepare a written report and submit it to the Executive Committee prior to the Fall BOD meeting
3. Records of transactions, invoices, and budget must be kept by the Treasurer for seven years

Bylaws, Operating Guidelines, and Strategic Planning Committee

The Committee shall be composed of at least the President, President-Elect, State Director, and Secretary. The President shall serve as chairperson. Other Board members may be invited at the President's discretion.

The Bylaws, Operating Guidelines, and Strategic Planning Committee shall:

1. Obtain the most current copy of the Bylaws, Operating Guidelines, and Strategic Plan documents from the NASN website
2. Review and update the NSNA Bylaws, Operating Guidelines, and Strategic Plan to align with NASN every two years (even years).
3. Send drafted updates for the Bylaws, Operating Guidelines, and Strategic Plan to the NSNA BOD for review and solicitation of feedback prior to the All-Members Meeting held in June.
4. Obtain approval of the updated Bylaws, Operating Guidelines, and Strategic Plan at the All-Members Meeting.

Nominating Committee

The Nominating Committee shall be composed of at least the Past President, President, Technology and Communications Designee, and the District Representatives. The Past President shall serve as chairperson. Other Board members may be invited at the Past President's discretion.

The Nominating committee shall:

1. Submit at least one candidate for each office up for election by May 10th
2. The Technology and Communications Designee prepares a survey/electronic ballot if there is more than one candidate for any of the open positions and sends the survey/electronic

ballot to the District Representative for distribution to all members

3. The election process is held in mid-May
4. The Past President confirms candidates will attend the All Members Meeting in June
5. The newly elected officers are installed during the induction ceremony at the All Members Meeting in June

Expense Guidelines

The NSNA has the following guidelines for expenses/reimbursement of association funds:

1. The President or a designated representative from the Executive Committee will be reimbursed for registration and expenses to the Annual NASN Annual Conference. This includes airfare, parking, shuttle, hotel, and meals enroute and a per diem meal expense not to exceed NASN rate.
2. The State Director will be reimbursed for travel to NASN Board of Director Meetings. This includes airfare, parking, shuttle, hotel, and meals enroute and a per diem meal expense not to exceed NASN rate. Registration for the NASN Annual Conference and Meetings will be reimbursed.
3. The State Data Coordinator will be reimbursed for registration to the NASN Annual Conference.
4. Other members of the Board of Directors (including the special designees, the NNA liaison and the NSNA Liaison from NSNA to CNSNA) will be reimbursed for registration for the NASN Annual Conference. *Mileage, airfare, meals, and lodging will not be reimbursed.*
5. Receipts will be required on all expense forms and sent to the Treasure within two weeks for reimbursement

Membership Care and Concern Guidelines

The NSNA has the following guidelines for acknowledging the events noted below:

1. Death of a current NSNA Board of Directors member – \$50 to designated memorial
2. Death of a current NSNA member – \$30 to designated memorial
3. School Nurse Retirement of a current NSNA member - card

Awards Guidelines

The NSNA sponsors three recognition awards that are announced at the Annual School Health Conference awards luncheon. The following are guidelines and criteria for selection for each award.

Nebraska School Nurse of the Year

Purpose:

To recognize the contributions of Nebraska School Nurses by honoring one school nurse who has demonstrated leadership and excellence in the practice of school nursing.

Criteria for Selection:

1. Registered professional nurse and current NSNA member
2. Must have a minimum of two years of experience as a school nurse and currently practice full-time as a school nurse. (Full-time shall mean working the full position that is available even though that position may be less than 40 hours/week)
3. School nurses who may also serve as the supervisor/administrator are eligible if 50 percent of time is spent in direct care
4. The nominations must address how the candidate demonstrates leadership and excellence in school nursing practice in the following areas:
 - a. Provider of Student Care
 - b. Program Management
 - c. Health Education
 - d. Professional Development
 - e. Community Involvement
 - f. Research

Procedure for Submission of Application:

1. Complete the NSNA Nomination Form
2. Attach a letter of support indicating your reasons for nomination. Use the above criteria as a guideline for the content of the letter

Selection:

1. Nominations are to be sent to the Past President on or before April 30
2. The NSNA BOD determines the recipient of the Nebraska School Nurse of the Year award

Awards:

1. All nominees are recognized and presented with a certificate of nomination at the Annual School Health Conference in June
2. The recipient will receive the following:
 - a. Recognition at State and National Level
 - b. The NSNA association awards \$500 to the recipient along with a framed certificate and a plaque during the Annual School Health Conference awards luncheon
3. The State Director will submit the recipient of the Nebraska School Nurse of the Year to NASN per their guidelines

Nebraska School Nurse Administrator of the Year

Purpose:

To publicly recognize a Nebraska School Nurse Administrator who has demonstrated excellence in leadership.

Criteria for Selection:

1. Nominee must be a registered professional nurse with a bachelor's degree
2. Current NSNA member
3. Nominee should have completed five years' experience in school health and currently practices whose main responsibility is the supervision, administration, and coordination of nursing service and health programs
4. The nominations must address how the candidate demonstrates excellence in leadership in the following areas:
 - a. Oversees Provision of Care
 - b. Health Services Program Management
 - c. Health Educator
 - d. Professional Development
 - e. Community Involvement
 - f. Research

Procedure for Submission of Application:

1. Complete the NSNA Nomination Form
2. Attach a letter of support indicating your reasons for nomination. Use the above criteria as a guideline for the content of the letter

Selection:

1. Nominations are to be sent to the Past President on or before April 30
2. The NSNA BOD determines the recipient of the Nebraska School Nurse Administrator of the Year award

Awards:

1. All nominees are recognized and presented with a certificate of nomination at the Annual School Health Conference in June
2. The recipient will receive the following:
 - a. Recognition at State and National Level
 - b. The NSNA association awards \$500 to the recipient along with a framed certificate and a plaque during the Annual School Health Conference awards luncheon
3. The State Director will submit the recipient of the Nebraska School Nurse Administrator of the Year to NASN per their guidelines

Friends Of Children Award

Purpose:

The purpose of this award is to recognize the contributions of an individual, group, or organization who has partnered with school nursing to positively influence the health and safety of Nebraska school children.

Criteria for Selection:

A letter of submission by an NSNA member in good standing describing the contributions made by the nominee.

Selection:

1. Nominations are to be sent to the Past President on or before April 30
2. The NSNA BOD determines the recipient of the Friends of Children award

Awards:

1. All nominees are recognized and presented with a certificate of nomination at the Annual School Health Conference in June
2. The recipient will receive the following:
 - a. The NSNA association awards \$250 to the recipient along with a framed certificate and a plaque during the Annual School Health Conference awards luncheon

Grant Guidelines

Mini Grant

Purpose:

The purpose of the mini grant is to provide a stipend for NSNA members to complete school health related initiatives/projects that further the mission of NSNA and foster the framework of the school nursing practice. Ten mini grants are available from the conclusion of the All Members Meeting in June until the following years annual all members meeting.

Mini Grant Criteria:

1. All submissions must be sent on the Mini Grant Application form available on the association's website
2. All submissions are sent to the President and approved by the majority of the Board of Directors
3. Recipient information will be submitted by the President to the Treasurer for stipend payment
 - a. Recipients are asked to return a summary and pictures of their project/initiative
 - b. Stipends awarded to the first ten who apply and are approved
 - c. Recipients are limited to one grant per year

National Certified School Nurse Reimbursement

Purpose:

The purpose of the National Certified School Nurse Reimbursement is to support members in good standing of achieving the national school nurse certification. Three reimbursements are available from May 31 of the current year until June 1 of the following year

Criteria:

1. Member in good standing who have taken and passed the NCSN exam
2. Member must provide proof of certification to the President
3. Reimbursement is awarded to the first three who apply for reimbursement and are approved
 - a. Available June 1st – May 31st of the following year