



## **Chapter Key Award Application Instruction Guide**

This document has been prepared to guide your chapter through the Chapter Key Award application process. Step-by-step instructions are provided to ensure your application is completed properly and will satisfy judging requirements.

Should you require additional assistance at any time, please contact Chapter Services at [chapserv@stti.org](mailto: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 and is also posted on the STTI Web site at: [www.nursingsociety.org/Awards/chapter](http://www.nursingsociety.org/Awards/chapter).

Applications submitted by chapters who do not meet these eligibility criteria will not be judged.\*

In order to apply for the 2011 Chapter Key Award, which recognizes chapter activity for the timeframe between 1 July 2009 and 30 June 2011; chapters must be in good standing and have met chapter responsibilities as outlined in our 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 2009 House of Delegates, electronic votes will occur in March and October 2010 and March 2011.)*
- 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 2010 Chapter Annual Report - Deadline is 2 August 2010. Note: the 2009 Chapter Annual Report submission will not be taken into account.)*



Every effort is made by headquarters to notify chapters of their eligibility status prior to the application upload period starting November 2010. If you are unsure of your status, please contact Chapter Services at [chapserv@stti.org](mailto: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 Chair of the Regional Chapters Coordinating Committee who also serves as the head judge for the Chapter Key Award.*



Sigma Theta Tau International  
Honor Society of Nursing®

## Understanding the Application Document

The Chapter Key Award Application Form is an Excel spreadsheet that can be downloaded from the STTI Web site 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 2009-2011 Chapter Key Award in five (5) different categories:

- Leadership
- Knowledge
- Service
- Community
- Sustainability

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 is 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 2009 and 30 June 2010 earn one set of points and activities undertaken between 1 July 2010 and June 20 2011 earn another. For several activities points are only awarded once for the total combined time frame of 1 July 2009 and 30 June 2011. 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 to the benefit of the chapter to provide as through a description as possible. Remember, judges do not know your chapter so tell your story, using a beginning, a middle and an end to the description. 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.

Once completed, this Excel spreadsheet is uploaded into the Sigma Theta Tau International Online Award Nomination Submittal System under the "supporting material" section. This online system will open in November 2010 and remain open until 15 July 2011.

### Getting Started

**Step 1:** Download the Chapter Key Award application form Excel spreadsheet.

[www.nursingsociety.org/Awards/chapter](http://www.nursingsociety.org/Awards/chapter).



**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” – Alpha Chapter, for example.

<b>Sigma Theta</b>	
<b>Time</b>	
<b>Nominator's Name:</b>	
<b>Chapter Name:</b>	<b>Min</b>

**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 40 total points in order to be considered for the award.

The following number of points are available for each area (see application for more details):

**Leadership – 20 total points possible**

Activity	Points Possible
Implemented a Leadership intern or mentorship program.	1 point/biennium
Maintained a Leadership intern or mentorship Program.	1 point/year
Members participate in leadership development programs (local, state, province, national, international, STTI or non-STTI programs).	1 point/member – 3 points max per year (6 points total max per biennium)
Members provide leadership (elected or appointed) at regional or international levels, STTI only	1 point/member – 4 points max
Financially supported potential leaders to attend STTI leadership activities	1 point/year
Financially supported new members (inducted within 1 year) to attend the Biennial Convention, International Nursing Research Congress, or Leadership Summit.	1 point/year
Mentored a new chapter	1 point/biennium
Feature collaborative international research in newsletter, Web site and other communications	1 point/year

**Knowledge – 20 total points possible**

Activity	Points Possible
Awarded academic scholarship(s) to nursing students.	1 point/year
Awarded research grants to members	1 point/year
Members presented at Biennial Convention, International Nursing Research Congress, or Leadership Summit (STTI Only).	1 point/year
Members presented at national or international professional nursing meetings, conferences or forums (Non-STTI).	1 point/year
Members presented at interdisciplinary professional meetings, conferences or forums (Non-STTI).	1 point/year
Collaborated with another chapter, community based group or health-related organization for programming.	1 point/year
Provided three or more scholarly programs per year with one focused on evidence-based practice.	1 point/year
Provided a program or activity/project focused on increasing community awareness of nursing.	1 point/year



### Knowledge (continued)

Activity	Points Possible
Provided professional development opportunities and/or programs for chapter members. (Examples: leadership; management; mentoring).	1 point/year
Dialogue with nurse leaders or professional associations outside your country to learn about differences in practice, education and credentialing.	1 point/year

### Service – 10 total points possible

Activity	Points Possible
Provided at least one program/activity/project focused on increasing community awareness of health promotion and prevention of illness.	1 point/year
Service or philanthropy to non-STTI groups	1 point/year
Provided expertise or consultation to the community	1 point/year
Formed relationships with nurses outside your country and connected them with the network and resources of the honor society.	1 point/year
Added five new registrants to VIPprofile	1 point/year (must have all 5/year to get points)

### Community – 8 total points possible

Activity	Points Possible
Members participated in STTI Communities (online)	1 point/year
Collaboration at the local level for health promotion and/or prevention of illness projects with community partners.	1 point/year
Developed or maintained a community of practice in the local healthcare community	1 point/year
Feature at least one global accomplishment of chapter and members in newsletter, Web page or e-communication.	1 point/year

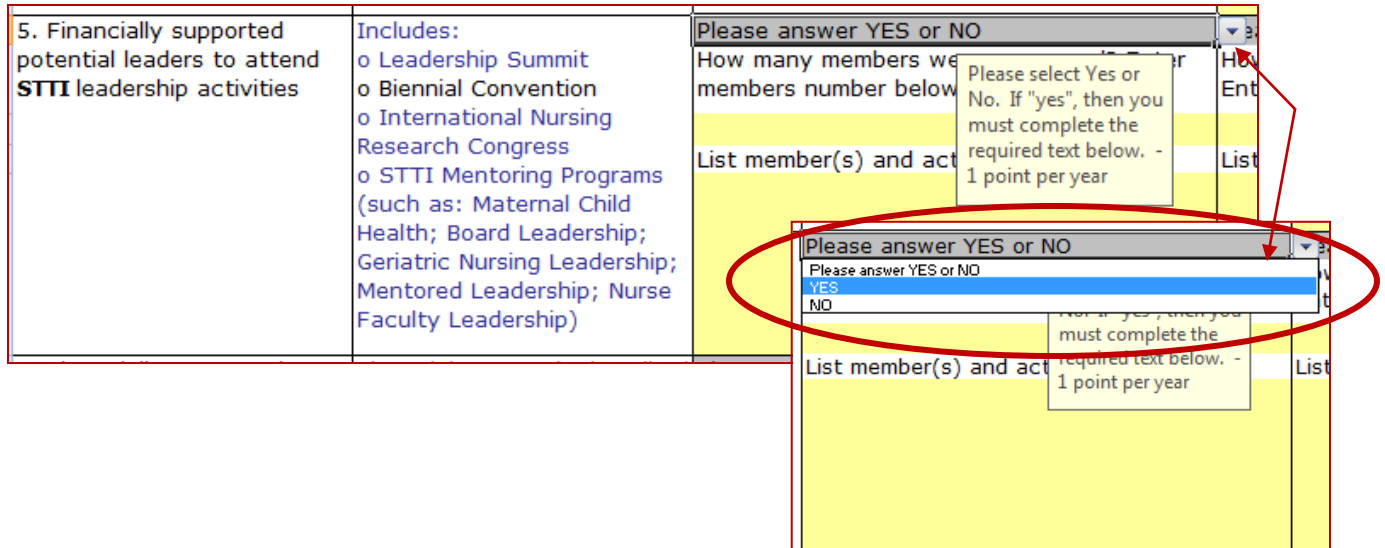
### Sustainability – 18 total points possible

Activity	Points Possible
Increased renewal of inactive members from previous year.	1 point/year
Recruited eligible nurse leaders.	1 point/year
Mentored transfer members.	1 point/year
Mentored new (inducted within 1 year) members.	1 point/year
Involved past chapter officers.	1 point/year
Involved retired members.	1 point/year
Recognized member volunteers.	1 point/year
Members participated in philanthropic activities at the chapter level.	1 point/year
Members participated in philanthropic activities at the international level.	1 point/year



Examples of proper completion:

All questions first require a Yes or No response. Start by click on the gray bar which states “Please answer YES or NO.” By clicking here, a pop-up box displays the number of points that can be earned as well as the information required. Then, click the down arrow to select Yes or No from the drop-down menu.



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:

Our chapter started a leadership intern program in September 2010. 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.

Leadership	Examples	1 July 09 – 30 June 10	1 July 10 – 30 June 11	Points	Comments
12					
13	1. Implemented a Leadership intern or mentorship program.	Such as: o Formal intern or mentor program for chapter leader positions o 'Junior' leader program	YES Please describe the program below: Our chapter started a leadership intern program in September 2010. 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.	Please answer YES or NO	Must have newly created and implemented the program during specified time period. If already have one, no points for this one.
14				1	
15					

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 2010. Two members participated and shadowed officers.

Leadership	Examples	1 July 09 – 30 June 10	1 July 10 – 30 June 11	Points	Comments
1. Implemented a Leadership Intern or mentorship program.	Such as: o Formal intern or mentor program for chapter leader positions o "Junior" leader program	YES Please describe the program below: Leadership Intern program started September 2010. Two members participated and shadowed officer.	Please answer YES or NO Please describe the program below:	1	Must have newly created and implemented the program during specified time period. If

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 knowledge area.

Knowledge	Examples	1 July 09 – 30 June 10	1 July 10 – 30 June 11	Points
1. Awarded academic scholarship(s) to nursing students.	<p>→</p> <p>→</p> <p>→</p> <p>→</p>	YES Name of the scholarship being received below: Chapter Academic Scholarship Name of scholarship recipient below: Susan B. Smith Amount of scholarship awarded below: \$1,000 How many scholarships? Enter below 1	YES Name of the scholarship being received below: Chapter Academic Scholarship Name of scholarship recipient below: John Doe Mary Miller Amount of scholarship awarded below: \$1,000 each Amount of scholarship awarded below: 2	2

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.

### Preparing to Submit

A minimum of 40 points must have been accumulated in order to submit your chapter's application for judging. Applications submitted with fewer than 40 total points will not be passed on to the judges for consideration.

Chapters can work on the Excel application form at any time before the call for nominations opens.

Once the Sigma Theta Tau International Online Award Nomination Submittal System has been opened in November 2010, 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/intl2011/chapterkey/papers/index.cgi](http://stti.awards.confex.com/stti_awards/intl2011/chapterkey/papers/index.cgi)



## Understanding the Judging Process

All applications must have been submitted by the 15 July 2011 deadline in order to be considered by the judges.

The judging panel is comprised of Regional Coordinators and regional awards representatives. The head judge is the Chair of the Regional Chapters Coordinating Committee.

While chapters self-evaluate themselves in order to assign points to activities which the chapter has undertaken to assess if they have reached the minimum 40 points for consideration, it is the judges that officially score the applications and award points for each area. So, while a chapter may give themselves 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 42 points, after reviewing the application, the judges may find that the application has only earned 38 points. In this instance, the chapter would not receive the Chapter Key Award since the official points total is below 40.

Judging will take place between 18 July and 15 August 2011.

Chapters will be notified of results starting on 17 September 011.

Chapter Key Awards are presented at the 2011 Biennial Convention.

