Sharing Ongoing Success: Strategies for Submitting a Chapter Key Award Application

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Delta Omega
Chapter of Sigma Theta Tau
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Learner Objective: To identify specific strategies and ideas to align chapter activities with key award criteria to facilitate a successful application

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The Chapter Key Award, established in 1991, honors STTI chapters that excel in chapter-related activities such as:

- Membership recruitment and retention
- Publicity and programming
- Professional and leadership development
- Local, national, and international collaboration
Our Delta Omega Chapter has received 12 Key Awards!
The Key Award criteria changes over the years. We follow the criteria listed in the application. This year the categories are:

• Leadership Development
• Membership Engagement
• Chapter Operations
• Publicity and Recruitment
Strategies

1. Designate a responsible person or group to collect data.
2. Incorporate Chapter Key Award criteria within the strategic plan.
3. Continue programs that help meet criteria and develop new programs that address changes in the criteria.
4. Use available STTI resources.
Strategies:

1. Designate a responsible person or group to collect data.
   
   a. In our chapter the president is responsible with help from the various committees.

   b. Monthly committee meetings are used to review key award criteria.
Our Committees:
• Leadership Succession
• Governance
• Program Planning
• Research Grants & Recognitions
• Induction

Committee work is reviewed at monthly board meetings with annual reports at our transition meeting
Strategies:

2. Incorporate Chapter Key Award criteria within the strategic plan.

   a. In our chapter the strategic plan is written with input from the Board at monthly meetings once the key award criteria are available.

   b. Keep the strategic plan and Chapter Key Award on every meeting agenda.
Strategies:

3. Continue programs that help meet criteria and develop new programs that address changes in the criteria.
   
a. Many of our programs have been established and are continued.
   
b. Review of criteria show where we are missing programs and we vote on new programs, such as our book scholarship that was implemented 2015-2016.
Leadership Development Examples:

• Intern Program

• Extern Program

• Financially support potential leaders to attend activities
Membership Engagement Examples:

• OPEN-M Hot Lunch

• OPEN-M Christmas for the Love of Children

• OPEN-M Bag Lunches
Membership Engagement (cont.):

• Excellence Awards, nurses with contributions and accomplishments are recognized at Induction.

• During Nurses’ Week we recognize nurses at area hospitals with Excellence in Nursing Practice Awards.
Chapter Operations examples:

- Book scholarships
- Research grants
Publicity and Recruitment:

• Financial donations to activities such as Bridges Health Fair

• Donations to Chapter Giving Club
• Newsletter articles encouraging donations

http://www.uakron.edu/nursing/about-us/stti/news.dot
Strategies:

4. Ensure your chapter activities are advertised and documented in multiple communication formats.

   a. We use website, newsletters, social media
      http://www.uakron.edu/nursing/about-us/stti/

   b. Our Intern is our newsletter editor
      and maintains the Facebook site.
Strategies:

5. Use available STTI resources.

   a. We use the Chapter Management section to access rosters for mailings to chapter members.

   b. We reach out to inactive members through the inactive roster and have received a fairly good response from members wishing to re-activate.
How to prepare documentation and submit:

- Begin documenting activities even before you receive the criteria.

- Use the STTI application as a worksheet along the way.

- Be sure to document activities via newsletters, websites, scanned documents as proof.

- Submit electronically
Pitfalls

• Not submitting the annual report or meeting chapter responsibilities
• Not following all the directions or providing sufficient detail in the narrative
• Using the same program or activity for multiple categories
• Not responding quickly enough when the update criteria come out after the biennial convention
Summary

• Review objectives and Key Award criteria.
• Incorporate Chapter Key Award criteria within the strategic plan.
• Work together as a board. Do not leave the job to one person.
• Celebrate the successes of the chapter and keep all members informed and included.
• The Key Award belongs to the membership to be cherished.
Questions?

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