

ANNUAL AWARDS

2024 STATE COUNCIL ACHIEVEMENT AWARD APPLICATION (for 2023 calendar year activities)

DEADLINE: Wednesday, Feb. 21, 2024, 12:00 pm (Noon) Central
Late submissions will not be accepted

SAVE AND CONTINUE: You may leave the application form, and the next time you click on the survey link you will re-enter the form where you left off.

Save and Continue works automatically by placing a cookie on your Internet browser and will work as long as you use the same computer and browser that you started the form on. Do not clear your browsing history as this will remove all entered data.

Refer to the [Reference Guide for the State Council Achievement Award Application](#) for help to successfully complete this application.

INSTRUCTIONS

1. The deadline to submit the completed application is **Wednesday, Feb. 21, 2024, 12:00 pm (Noon) Central**.
2. Applicants should refer to the "*Guidelines by Application Sections*" section of the

[Reference Guide](#) (pages 3-19) to see what is required in your responses.

3. The period covered is **January 1, 2023** through **December 31, 2023**.

4. ENA staff will verify eligibility requirements. If the state council is found to not be eligible to apply, ENA staff will notify the primary contact person immediately.

5. For the purpose of ensuring a blinded review process, it is essential to omit identifying information in the narratives (*unless otherwise requested*). Please see "*De-identifying your Responses*" in the [Reference Guide](#) (page 2). ENA staff will review to ensure de-identification prior to submitting each application to the Awards Committee.

6. Some responses may require links to material on your state council's website, or names of individuals. ENA will review and de-identify the links and names prior to submitting your application to the committee for review.

7. The "Application Contact Information" you provide will be maintained by ENA staff for record-keeping purposes only. This information is not provided to the reviewers.

8. The application is to be completed with approval by the state council president.

OBJECTIVE

The ENA State Council Achievement Award recognizes ENA State Councils for achieving best practices and organizational excellence in the core areas of association management including Administration/Governance, Communication/Public Relations, Education, Membership, and Advocacy/Government Affairs.

SCOPE

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

in a sound business manner. This application represents activity at the state council and local levels (chapters, special interest groups, committees, etc.)

ELIGIBILITY REQUIREMENTS

The period covered shall be ENA's *program year*, which is **January 1, 2023**, through **December 31, 2023**. State councils must meet **ALL** of the following compliance requirements in order to be eligible to begin the State Council Achievement Award application. If any of these requirements are not met, you cannot apply this year.

You must contact componentrelations@ena.org to verify if your state council has met the requirements below PRIOR to beginning this application.

	completed
2022 state council annual report submitted by January 31, 2023	<input type="checkbox"/>
2023 state council budget submitted to ENA by January 31, 2023 (must be final/state board approved)	<input type="checkbox"/>
2024 <u>STATE COUNCIL OFFICERS</u> submitted by October 31, 2023	<input type="checkbox"/>
State council's 501(c)(3) incorporation status with the IRS must be current for the entire program year (January 1 through December 31) to apply	<input type="checkbox"/>
Copies of the state council IRS tax filing for the 2022 tax year must be submitted to ENA Headquarters by the September 15, 2023, deadline	<input type="checkbox"/>
Implemented all required policies in accordance with ENA State Council and Chapter Compliance and Operational Procedures (ENA must have copies of required policies on file)	<input type="checkbox"/>
Current state council bylaws submitted to ENA (ENA must have a copy on file). State Bylaws must be in compliance with ENA's Bylaws and approved by ENA.	<input type="checkbox"/>

APPLICATION CONTACT INFORMATION

State council name:

Name of contact person:

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

Contact person e-mail address:

2023 State council president's name:

2023 State council president's email address:

2024 State council president's name:

2024 State council president's email address:

SECTION A - ADMINISTRATION/GOVERNANCE

State councils ENA Bylaws Revision Process.

1a. Describe your state council's bylaws review/revision process. Response must include all five items listed on page 4 in the [Reference Guide](#) (See "1a. *The evidence*").

(Max. 500 words; approximately 3,250 characters)

Do not include names of state, state council or individuals in this response.

1b. The bylaws should include a reviewed/revised date.

Does your bylaws document include a reviewed/revised date?

ENA staff will verify.

Yes

No

1c. The bylaws on your state's website must be the most current version.

Provide a link to the bylaws on your state council's website.

ENA staff will verify the information and de-identify the response prior to review by the Awards Committee.

Empty rectangular box at the top of the page.

2. Is your state:

- a two-tier state
- a three-tier state

2a. The 2024 CHAPTER OFFICERS have been submitted by October 31, 2023
(for three-tier states only).

- Yes
- No

2b. The state council has Special Interest Groups (SIGs)/Regional Chapters established to service the local members in the state **(for two-tier states only).**

- Yes
- No

2c. Describe how these SIGs/Chapters are structured **(for two-tier states only).**
(Max. 500 words; approximately 3,250 characters)

Do not include names of state, state council or individuals in this response.

2d. Provide the names of the SIGs/Chapters (for two-tier states only).

ENA staff will verify the information and de-identify the response prior to review by the Awards Committee.

3. The state council's 2024 committee chairpersons, including core leadership role positions, have been submitted to ENA by December 31, 2023.

Core leadership role positions include: Government Affairs chairperson, Membership chairperson, QSIP chairperson, Trauma chairperson, Pediatric chairperson, and Fundraising chairperson.

ENA staff will verify.

- Yes
- No

4. Describe and provide examples of your state council's succession planning process.

(Max. 500 words; approximately 3,250 characters)

Do not include names of state, state council or individuals in this

response.

5. Provide 3-5 examples of your state council's interaction with, and oversight of, all chapters and/or committees.

(Max. 200 words for each example; approximately 1,312 characters)

Example 1:

Do not include names of state, state council or individuals in this response.

Example 2:

Do not include names of state, state council or individuals in this response.

Example 3:

Do not include names of state, state council or individuals in this response.

Example 4:

Do not include names of state, state council or individuals in this response.

Example 5:

Do not include names of state, state council or individuals in this response.

6. Describe your orientation or mentoring program for newly elected officers and committee chairs other than what is offered by ENA.

(Max. 500 words; approximately 3,250 characters)

Do not include names of state, state council or individuals in this response.

7. How does your state council promote and encourage voting in ENA's national election?

(Max. 500 words; approximately 3,250 characters)

Do not include names of state, state council or individuals in this response.

8a. What was your state council's voting percentage in the most recent ENA national election?

[Click here](#) to locate your state council voting percentages (pages 3-11).

8b. If it was less than 10%, what two action plans have been put in place to increase voting participation next year?

(Max. 250 words each; approximately 1,625 characters)

Action Plan #1: **Do not include names of state, state council or individuals in this response.**

Action Plan #2: **Do not include names of state, state council or individuals in this response.**

9a. Describe your process of development and/or review of the State Council's Strategic Plan. **Include development/revision dates.**

(Max. 500 words; approximately 3,250 characters)

Do not include names of state, state council or individuals in this

response.

9b. **Provide a link to your current strategic plan.**

ENA staff will verify the information and de-identify the response prior to review by the Awards Committee.

SECTION B - COMMUNICATION/PUBLIC RELATIONS

1. Describe three methods your state council uses to communicate with your members, three examples of what is included in the communications, and the frequency (i.e., quarterly, monthly, bimonthly, weekly, daily).

*(Max. 200 words **each**; approximately 1,312 characters)*

Method, Example and Frequency #1:

Do not include names of state, state council or individuals in this response.

Method, Example and Frequency #2:

Do not include names of state, state council or individuals in this response.

Method, Example and Frequency #3:

Do not include names of state, state council or individuals in this response.

2a. If ENA visited your state council's website today, are the items listed below found there?

Refer to "The evidence" listed under question 2a. in "Section B - Communication/Public Relations" (pages 8-9) of the [Reference Guide](#) to ensure appropriate items are included on your website.

	Yes	No
Official state council logo (ENA issues - New Branded Logo)	<input type="radio"/>	<input type="radio"/>
Link to ENA (www.ena.org)	<input type="radio"/>	<input type="radio"/>
Link to your state council Facebook page and/or ENA's Facebook page	<input type="radio"/>	<input type="radio"/>
Link to ENA Foundation (www.ena.org/foundation)	<input type="radio"/>	<input type="radio"/>
Current membership application (or link to the application on ENA's website)	<input type="radio"/>	<input type="radio"/>
State council governance documents (bylaws, your council's strategic plan, state policies/procedures)	<input type="radio"/>	<input type="radio"/>
State Council meeting dates, including meeting agendas and minutes	<input type="radio"/>	<input type="radio"/>
State council officers and committees (with at least chairpersons listed)	<input type="radio"/>	<input type="radio"/>
State council contact information	<input type="radio"/>	<input type="radio"/>
Educational calendar or educational offerings	<input type="radio"/>	<input type="radio"/>
Access to chapter information (three-tier states only)	<input type="radio"/>	<input type="radio"/>
List any other items: <input type="text"/>	<input type="radio"/>	<input type="radio"/>

2b. **Provide a link to your website.**

ENA staff will verify the information and de-identify the response prior to review by the Awards Committee.

3. What strategies has your state council used to promote ENA's belief "In a team-based delivery of resources that meet the highest quality standards of excellence for patients and emergency nurses" to the public? **Describe at least three public interactions.** Refer to the [Reference Guide](#) ("3. Background" on page 9) for more information.

Interaction with the public - #1

(Max. 175 words; approximately 1,140 characters)

Do not include names of state, state council or individuals in this response.

Interaction with the public - #2

(Max. 175 words; approximately 1,140 characters)

Do not include names of state, state council or individuals in this response.

Interaction with the public - #3

(Max. 175 words; approximately 1,140 characters)

Do not include names of state, state council or individuals in this response.

Any additional public interactions

(Max. 175 words; approximately 1,140 characters)

Do not include names of state, state council or individuals in this response.

SECTION C - EDUCATION

1a. Describe your state council's educational (academic and/or conference) scholarship program.

(Max. 500 words; approximately 3,250 characters)

Do not include names of state, state council or individuals in this response.

1b. Provide a link to the scholarship information and recipient list.

ENA staff will verify the information and de-identify the response prior to review by the Awards Committee.

2. Describe your state council's collaboration efforts with other professional organizations or agencies to provide educational offerings.

(e.g., American Nurses Association, National Student Nurses Association,
American College of Emergency Physicians, EMS for Children State Partnership grantees)
(Max. 500 words; approximately 3,250 characters)

Do not include names of state, state council or individuals in this response.

3a. State councils must hold at least one in-person or virtual annual continuing educational conference for their members.

Describe your state council's conference and the process of how sessions and speakers are determined.

(Max. 500 words; approximately 3,250 characters)

Do not include names of state, state council or individuals in this response.

3b. **Provide date(s) and location(s) of your conference(s).**

ENA staff will verify the information and de-identify the response prior to review by the Awards Committee.

4. Describe two other unique educational opportunities provided through your state council (*not mentioned in response to Question 3a*).

(Max. 250 words **each**; approximately 1,650 characters)

First educational opportunity:

Do not include names of state, state council or individuals in this response.

Second educational opportunity:

Do not include names of state, state council or individuals in this response.

...

5. Describe the measures your state council has taken to collaborate with, recognize, and strengthen vendor partnerships.

(Max. 500 words; approximately 3,250 characters)

Do not include names of state, state council or individuals in this response.

6. Describe and provide two examples of your how state council supports TNCC/ENPC courses throughout your state.

(Max. 250 words for each example; approximately 1,640 characters)

First example: **Do not include names of state, state council or individuals in this response.**

Second example:

Do not include names of state, state council or individuals in this response.

7. Describe how your state council assists members in obtaining specialty emergency nursing certifications (i.e., CEN, CFRN, CPEN, CTRN).

(Max. 500 words; approximately 3,250 characters)

Do not include names of state, state council or individuals in this response.

8. Describe two methods how you recognize members who have obtained CEN, CFRN, CPEN or CTRN certifications.

(Include data that show how often or how many members you recognized this past year.)

*(Max. 250 words **each**; approximately 1,640 characters)*

First Method AND Data:

Do not include names of state, state council or individuals in this response.

Second Method AND Data:

Do not include names of state, state council or individuals in this response.

9. Explain how your state council supports evidence-based practice.

(Be specific and include supporting data on outcomes or results from your support.)

(Max. 500 words; approximately 3,250 characters)

Do not include names of state, state council or individuals in this response.

SECTION D - MEMBERSHIP

1. Describe three methods your state council uses to contact new or prospective members, and the results/outcomes of your efforts.

(Max. 200 words each; approximately 1,312 characters)

First Method AND Results/Outcomes:

Do not include names of state, state council or individuals in this response.

Second Method AND Results/Outcomes:

Do not include names of state, state council or individuals in this response.

Third Method AND Results/Outcomes:

Do not include names of state, state council or individuals in this response.

...

2. Describe three methods your state council uses to contact student nurses, and the results/outcomes of your efforts.

(Max. 200 words **each**;approximately 1,312 characters)

First Method AND Results/Outcomes:

Do not include names of state, state council or individuals in this response.

Second Method AND Results/Outcomes:

Do not include names of state, state council or individuals in this response.

Third Method AND Results/Outcomes:

Do not include names of state, state council or individuals in this

response.

3a. Describe your strategies to engage members, emerging members and nonmembers in ENA activities.

(Max. 250 words; approximately 1,625 characters)

Do not include names of state, state council or individuals in this response.

3b. Provide the results/outcomes of your strategies to engage members, emerging members and nonmembers in ENA activities.

(Max. 250 words; approximately 1,625 characters)

Do not include names of state, state council or individuals in this response.

...

4a. Describe how and when you contact members whose memberships have expired.

(Max. 250 words; approximately 1,625 characters)

Do not include names of state, state council or individuals in this response.

4b. Provide the results/outcomes of your methods to contact members whose memberships have expired.

(Max. 250 words; approximately 1,625 characters)

Do not include names of state, state council or individuals in this response.

5. Describe three methods how your state council invites feedback from members AND how your

state responds to feedback, including the time-frame and outcomes.

(Max. 200 words each; approximately 1,312 characters)

First Method AND Response, Time-frame and Outcomes:

Do not include names of state, state council or individuals in this response.

Second Method AND Response, Time-frame and Outcomes:

Do not include names of state, state council or individuals in this response.

Third Method AND Response, Time-frame and Outcomes:

Do not include names of state, state council or individuals in this response.

6. Provide and describe two examples of your member recognition program.

(See "6. *The evidence*" on pages 14-15 in the [Reference Guide](#) for what is required in this response.)

(Max. 250 words; approximately 1,625 characters)

First Example:

Do not include names of state, state council or individuals in this response.

Second Example:

Do not include names of state, state council or individuals in this response.

7. Describe your member mentorship program.

(See "7. The evidence" on page 15 in the [Reference Guide](#) for what is required in this response.)

(Max. 500 words; approximately 3,250 characters)

Do not include names of state, state council or individuals in this response.

8a. Describe how you engage members to participate on the local, state, and/or national level.

(Max. 250 words; approximately 1,625 characters)

Do not include names of state, state council or individuals in this response.

8b. Provide data that highlight the outcome/results of your efforts.

(Max. 250 words; approximately 1,625 characters)

Do not include names of state, state council or individuals in this response.

SECTION E - ADVOCACY/GOVERNMENT AFFAIRS

1. Describe four specific examples how your Government Affairs chairperson communicates with members to share information and news relevant to government affairs.

*(Max. 200 words **each**; approximately 1,312 characters)*

Example #1 - Include: the frequency of the communications **AND** an overview of what is included in the communication.

Do not include names of state, state council or individuals in this response.

Example #2 - Include: the frequency of the communications **AND** an overview of what is included in the communication.

Do not include names of state, state council or individuals in this response.

Example #3 - Include: the frequency of the communications **AND** an overview of what is included in the communication.

Do not include names of state, state council or individuals in this response.

Example #4 - Include: the frequency of the communications **AND** an overview of what is included in the communication.

Do not include names of state, state council or individuals in this response.

2. Describe how your state council collaborates with other professional organizations and/or the community on public policy matters or issues related to emergency healthcare.
(Max. 500 words; approximately 3,250 characters)

Do not include names of state, state council or individuals in this response.

...

3a. How did your state council contact legislators this year, outside of ENA's "Day on the Hill?"

- In person/face-to-face
- Phone call(s)
- Written (letter(s)/email(s))
- Did not make any contact

3b. **Provide the legislator's name(s), date(s), and location(s).**

(Max. 250 words; approximately 1,625 characters)

ENA staff will verify the information and de-identify the response prior to review by the Awards Committee.

4. Provide a summary of discussion(s)/correspondence of policy issues discussed with legislators at the state and local levels.

(Max. 500 words; approximately 3,250 characters)

Do not include names of state, state council or individuals in this response.

5. What specific policy issues have been discussed with legislators at the federal level?
(Max. 500 words; approximately 3,250 characters)

Do not include names of state, state council or individuals in this response.

6a. Describe any specific Government Affairs efforts over the past year.

(Max. 500 words; approximately 3,250 characters)

Do not include names of state, state council or individuals in this response.

6b. **List the names of bills, members of congress, meetings attended, etc.**

(Max. 500 words; approximately 3,250 characters)

ENA staff will verify the information and de-identify the response prior to review by the Awards Committee.

7a. Has your state council hosted or sent any of your members to attend/participate in a Government Affairs-related workshop (either in-person or virtual) at the state level?

(This does not include ENA's "Day on the Hill.")

Yes

No

7b. If yes, list the event name(s), date(s) and location(s)

OR

Provide a link to the event information or program (if available).

ENA staff will verify the information and de-identify the response prior to review by the Awards Committee.

7c. Describe the event(s) listed above.

(Include how members were invited, how many nurses and organizations participated, and any reimbursement awarded.)

(Max. 500 words; approximately 3,250 characters)

Do not include names of state, state council or individuals in this response.

This is the END of the application. Clicking on "Next" will SUBMIT the form.

By submitting this application, you confirm that your state council president has reviewed and approved this application.

Once submitted, it cannot be 'unsubmitted' for editing.

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