2015 CHAPTER AWARDS AND RECOGNITION PACKET

AAOHN AWARDS AND RECOGNITION VALUE STATEMENT

The AAOHN Awards and Recognition Program is supported by the following values:

- Promoting professional excellence through participation within the association;
- Expanding recognition of occupational and environmental health nurses in areas such as safety, environmental, human resources, healthcare benefits, etc.
- Sharing of best practices with colleagues.

ENTRY DEADLINE – NOVEMBER 1, 2014 - Please note the deadline is a month earlier than usual due to 2015 National Conference being held in March.

Chapter Communications Award (page 2)
Chapter Community Service Award (page 4)
Chapter Education Award – Best Short Activity (page 5)
Chapter Education Award – Best One Day Activity (page 7)
Chapter Education Award – Best Multi-Day Activity (page 9)
Chapter Governmental Affairs Award (page 11)
Chapter of the Year Award (page 12)

OTHER IMPORTANT INFORMATION

- Be sure to review the awards criteria and entry forms.
- Chapters and individuals may apply for more than one award; a chapter that has won the same award three years in succession will be ineligible for the same award the following year. For example, chapters that won the same award for 2011, 2012 and 2013 will be ineligible to apply for that award in 2014, but can apply in 2015. This same chapter may apply for awards in different categories.
- Continuing nursing education (CNE) contact hours are calculated as one CNE contact hour equals 60 minutes of instruction, per American Nurses Credentialing Center (ANCC) definition.
- **Be careful not to disqualify your entry:** Any submission that does not adhere to the guidelines in the entry preparation procedures or in the specific requirements for each award may be disqualified. Please pay special attention to **entry deadlines**, **page limits** and **font size requirements.**
- Submit complete entry via e-mail, **aaohngov@aaohn.org**, by **November 1**. See instructions for each award for more details.
- **Awards Reviewers** are AAOHN members that volunteer to be part of the review committee.
- **Questions?** If you have any questions about the AAOHN Awards and Recognition Program, please contact the AAOHN National Office, 1-800-241-8014, or via email at: aaohngov@aaohn.org.

AAOHN CHAPTER COMMUNICATIONS AWARD

Purpose: To encourage AAOHN Chapters to enhance their member activities through the use of communications media.

Eligibility: *All AAOHN chapters in good standing (i.e. bylaws compliance, annual report) at the time of entry and selection are eligible to apply.*

Award Selection: Members of the AAOHN Awards/Recognition Review Panel will judge entries. Two recognition certificates (one state/regional chapter, one local chapter) will be awarded at the AAOHN National Conference.

Procedure

- Submissions must be made by **November 1.**
- AAOHN will notify the applicant via email upon receipt of the entry.
- AAOHN will notify all applicants of results via email prior to the AAOHN National Conference.

Criteria

Submission must include:

√ **AAOHN Chapter Award entry form**.

√ **Applicant statement** addressing each of the judging criteria.

√ **Examples of communications media used** (e.g., newsletter, website, email announcement, etc.) published within the previous program year. Maximum number of examples that can be submitted is 5; however, submitting the best sample (1 example) for each media type that you would like to showcase is sufficient.

Entry Preparation

- **Program year is December 1 through October 31.** Submission examples must be within these dates.
- Entry form and all attachments (except media examples- not to exceed 5 samples) should not total more than **15,** 8 ½ x 11", typewritten, double-spaced, single-sided pages with 1" margins using 12 point font.
- For all acronyms, provide full name of organization or program upon first use.

EMAIL entry by November 1 to: aaohngov@aaohn.org
Subject: AAOHN Chapter Communications Award

Judging

The award is given to chapters, in either category, that enter examples that meet the criteria.
A. Regional/State chapters
B. Local chapters

Judging is based on a weighted scale using the following:

30% **Planning and Implementation**
Includes goals/objectives of communications efforts, needs assessment and implementation plan.
A. Goals and objectives are established.
B. Member survey is performed.
C. Evidence of careful planning is apparent (e.g., budget considerations).
D. Evidence of member involvement in preparation of communications (e.g., write articles) is provided.
E. Methods of implementation are effective.

20% **Method/Functionality**
Includes format, appearance, readability and creativity.
A. Design/layout is appropriate for the particular media.
B. Logo/name is easily discernible.

C. Information is clear and succinct.
D. Communications are easy to read, understand and receive.
E. Creativity is apparent.

30% **Content**

Includes issues, topics and information presented and clarity of writing.
A. Content reflects the needs of members.
B. Information/articles are interesting.
C. Content reflects the professionalism of the association.
D. Information/articles are topical.
E. Information/articles are creatively presented.

20% **Evaluation**

Includes methods/measures used to assess customer satisfaction.
A. Members are satisfied with communications effort.
B. Future goals mirror results of evaluation.
C. Members are encouraged to contribute to communications vehicles (e.g., write articles).
D. Results are measured against stated goals.
E. Adaptations have been made.

AAOHN CHAPTER COMMUNITY SERVICE AWARD

Purpose: To recognize the chapters' contributions through volunteer efforts in promoting health and safety in communities.

Eligibility: *All AAOHN chapters in good standing (i.e., bylaws compliance, annual report) at the time of entry and selection are eligible to apply.*

Award Selection: Members of the AAOHN Awards/Recognition Review Panel will judge entries. One recognition certificate will be awarded at the AAOHN National Conference.

Procedure

- Submissions must be made by **November 1.**
- AAOHN will notify the applicant upon receipt of the entry.
- AAOHN will notify all applicants of results via email prior to the AAOHN National Conference.

Criteria

Submission must include:

√ **AAOHN Chapter Award entry form**.

√ **Applicant statement** addressing the judging criteria and **any support material required.**

Entry Preparation

- **Program year is December 1 through October 31.** Submission examples must be within these dates.
- Entry form and all attachments (except media examples) should not total more than **15,** 8 ½ x 11", typewritten, double-spaced, single-sided pages with 1" margins using 12 point font.
- For all acronyms, provide full name of organization or program upon first use.

EMAIL entry by November 1 to: aaohngov@aaohn.org
Subject: AAOHN Chapter Community Service Award

Judging - Judging is based on a weighted scale using the following:

25% Contribution to health and safety of community (e.g., health fairs, charity drives, blood drives, disaster response).

25% Active involvement of time and energy (as opposed to cash contributions).

25% Creativity addressing community health/safety issues.

25% Evidence of a group effort (as opposed to one or a few individual members) and involvement of different groups in the community.

AAOHN CHAPTER EDUCATION AWARD
BEST SHORT ACTIVITY

Purpose: To foster quality, ongoing professional development opportunities for occupational and environmental health nurses through the AAOHN chapters.

Eligibility: *All AAOHN chapters in good standing (i.e., bylaws compliance, annual report) at the time of entry and selection are eligible to apply.*

Award Selection: Members of the AAOHN Awards/Recognition Review Panel will judge entries. One recognition certificate will be awarded at the AAOHN National Conference.

Procedure

- Submissions must be made by **November 1.**
- AAOHN will notify the applicant upon receipt of the entry.
- AAOHN will notify all applicants of results via email prior to the AAOHN National Conference.

Criteria

Submission must include:

√ **AAOHN Chapter Award entry form**.

√ **Short Educational Activity of 1.0-3.9 contact hours.** A continuing nursing education (CNE) approved activity that reflects principles of adult learning. Examples include but are not limited to a one-hour CNE activity presented at a monthly chapter meeting or afternoon presentation featuring speakers for one or more different topics.

√ **Applicant statement** addressing the judging criteria and **any support material required.**

Entry Preparation

- **Program year is December 1 through October 31.** Submission examples must be within these dates. Please note that if your program will be conducted in November 2014, that you can submit nomination next year for a 2016 award.
- One CNE contact hour equals 60 minutes of didactic or clinical time.
- Include title of CNE activity, number of contact hours and number of participants.
- Entry form and all attachments (except media examples) should not total more than **15** 8 ½ x 11", typewritten, double-spaced, single-sided pages with 1" margins using 12 point font.
- For all acronyms, provide full name of organization or program upon first use.

EMAIL entry by November 1 to: aaohngov@aaohn.org
Subject: AAOHN Chapter Short Education Award

Judging - Judging is based on a weighted scale using the following:

20% **Educational Goals**
There are established measurable educational goals for the chapter consistent with AAOHN's philosophy and operational framework for ongoing professional education. There is evidence of consistency between the educational goals and activities engaged in by the chapter.

20% **Needs Assessment**
A member needs assessment was conducted which facilitates member participation and documents results, which support the goals chosen. *A summary copy of outcomes must be provided.*

30% **Planning and Implementation Processes**

Chapter has taken actions to meet identified needs. Provide narrative description of planning process, as well as overview description of activity, objectives and content outline, which indicate support for achievement of goals chosen.

10% **CNE Approval**

There is documentation that the educational activity was approved for CNE contact hours by an accreditation body. *Include a copy of approval documentation or letter.*

20% **Evaluation**

There is documentation of evaluation of the educational activity relevant to meeting the stated objectives and members' identified educational needs. *Include tally of evaluation forms.*

AAOHN CHAPTER EDUCATION AWARD
BEST ONE-DAY ACTIVITY

Purpose: To foster quality, ongoing professional development opportunities for occupational and environmental health nurses through the AAOHN chapters.

Eligibility: *All AAOHN chapters in good standing (i.e., bylaws compliance, annual report) at the time of entry and selection are eligible to apply.*

Award Selection: Members of the AAOHN Awards/Recognition Review Panel will judge entries. One recognition plaque will be awarded at the AAOHN National Conference.

Procedure

- Submissions must be made by November 1.
- AAOHN will notify the applicant via email upon receipt of the entry.
- AAOHN will notify all applicants via email of results via email prior to the AAOHN National Conference.

Criteria

Submission must include:

√ **AAOHN Chapter Award entry form**.

√ **One-Day Educational Activity of 3.9-8.0 contact hours.** A continuing nursing education (CNE) approved activity greater than 3.9 but no more than 8.0 contact hours that reflects principles of adult learning. Examples include but are not limited to a one-day workshop that provides a variety of sessions on a common theme.

√ **Applicant statement** addressing the judging criteria and **any support material required.**

Entry Preparation

- **Program year is December 1 through October 31.** Submission examples must be within these dates. Please note that if your program will be conducted in November 2014, that you can submit nomination next year for a 2016 award.
- One CNE contact hour equals 60 minutes of didactic or clinical time.
- Include title of CNE activity, number of contact hours and number of participants.
- Entry form and all attachments (except media examples) should not total more than **15,** 8 ½ x 11", typewritten, double-spaced, single-sided pages with 1" margins using 12 point font.
- For all acronyms, provide full name of organization or program upon first use.

EMAIL entry by November 1 to: aaohngov@aaohn.org
Subject: AAOHN Chapter Education One-day Award

Judging - Judging is based on a weighted scale using the following:

20% **Educational Goals**
There are established measurable educational goals for the chapter consistent with AAOHN's philosophy and operational framework for ongoing professional education. There is evidence of consistency between the educational goals and activities engaged in by the chapter.

20% **Needs Assessment**
A member needs assessment was conducted which facilitates member participation and documents results, which support the goals chosen. *A summary copy of outcomes must be provided.*

30% **Planning and Implementation Processes**

Chapter has taken actions to meet identified needs. Provide narrative description of planning process, as well as overview description of activity, objectives and content outline, which indicate support for achievement of goals chosen.

10% **CNE Approval**

There is documentation that the educational activity was approved for CNE contact hours by an accreditation body. *Include a copy of approval documentation or letter.*

20% **Evaluation**

There is documentation of evaluation of the educational activity relevant to meeting the stated objectives and members' identified educational needs. *Include tally of evaluation forms.*

AAOHN CHAPTER EDUCATION AWARD
BEST MULTI-DAY ACTIVITY

Purpose: To foster quality, ongoing professional development opportunities for occupational and environmental health nurses through the AAOHN chapters.

Eligibility: *All AAOHN chapters in good standing (i.e., bylaws compliance, annual report) at the time of entry and selection are eligible to apply.*

Award Selection: Members of the AAOHN Awards/Recognition Review Panel will judge entries. One recognition certificate will be awarded at the AAOHN National Conference.

Procedure

- Submissions must be made by **November 1**.
- AAOHN will notify the applicant via email upon receipt of the entry.
- AAOHN will notify all applicants of results via email prior to the AAOHN National Conference.

Criteria

Submission must include:

√ **AAOHN Chapter Award entry form**.

√ **Multi-Day Educational Activity of more than 8.0 contact hours.** A continuing nursing education (CNE) approved activity greater than 8.0 contact hours that reflects principles of adult learning. Examples include but are not limited to a yearly chapter conference held over multiple days with different sessions and presenters.

√ **Applicant statement** addressing the judging criteria and **any support material required.**

Entry Preparation

- **Program year is December 1 through October 31.** Submission examples must be within these dates. Please note that if your program will be conducted in November 2014, that you can submit nomination next year for a 2016 award.
- One CNE contact hour equals 60 minutes of didactic or clinical time.
- Include title of CNE activity, number of contact hours and number of participants.
- Entry form and all attachments (except media examples) should not total more than **15** 8 ½ x 11", typewritten, double-spaced, single-sided pages with 1" margins using 12 point font.
- For all acronyms, provide full name of organization or program upon first use.

EMAIL entry by November 1 to: aaohngov@aaohn.org
Subject: AAOHN Chapter Education Multi-day Award

Judging - Judging is based on a weighted scale using the following:

20% **Educational Goals**
There are established measurable educational goals for the chapter consistent with AAOHN's philosophy and operational framework for ongoing professional education. There is evidence of consistency between the educational goals and activities engaged in by the chapter.

20% **Needs Assessment**
A member needs assessment was conducted which facilitates member participation and documents results, which support the goals chosen. *A summary copy of outcomes must be provided.*

30% **Planning and Implementation Processes**

Chapter has taken actions to meet identified needs. Provide narrative description of planning process, as well as overview description of activity, objectives and content outline, which indicate support for achievement of goals chosen.

10% **CNE Approval**

There is documentation that the educational activity was approved for CNE contact hours by an accreditation body. *Include a copy of approval documentation or letter.*

20% **Evaluation**

There is documentation of evaluation of the educational activity relevant to meeting the stated objectives and members' identified educational needs. *Include tally of evaluation forms.*

AAOHN CHAPTER GOVERNMENTAL AFFAIRS AWARD

Purpose: To promote and recognize State chapter governmental affairs activities, with either a legislative or regulatory focus, that effectively influence health policy, as it relates to the practice of occupational and environmental health nursing.

Eligibility: *All AAOHN State chapters in good standing (i.e. bylaws compliance, annual report) at the time of entry and selection are eligible to apply.*

Award Selection: Members of the AAOHN Awards/Recognition Review Panel will judge entries. One recognition certificate will be awarded at the AAOHN National Conference.

Procedure

- Submissions must be made by **November 1**.
- AAOHN will notify the applicant via email upon receipt of the entry.
- AAOHN will notify all applicants via email of results via email prior to the AAOHN National Conference.

Criteria

Submission must include:

√ **AAOHN Chapter Award entry form**.

√ **A specific effort to influence policy that significantly affected the outcome of a specific issue or issues.**

√ **Applicant statement** addressing the judging criteria and **any support material required.**

Entry Preparation

- **Program year is December 1 through October 31.** Submission examples must be within these dates.
- Entry form and all attachments (except media examples) should not total more than **15** 8 ½ x 11", typewritten, double-spaced, single-sided pages with 1" margins using 12 point font.
- For all acronyms, provide full name of organization or program upon first use.

EMAIL entry by November 1: aaohngov@aaohn.org
Subject: AAOHN Chapter Governmental Affairs Award

Judging - Judging is based on a weighted scale using the following:

25% **Relevance**
Importance to the AAOHN key public policy issues and how the issue(s) affect the practice of occupational and environmental health nursing.

10% **Magnitude**
Degree of opposition/support encountered in influencing health policy.

30% **Implementation Methods**
Strategies (i.e., special meetings, target audience, types of contacts made, supporting materials, educational/informational activities).

35% **Results**
Cost effective use of resources and demonstrable successes of program, Results should include a distinctive outcome of the program. Some examples may include: testimony or hearing participation, number of members visiting legislators, inclusion of supported language, bill passed or defeated, regulation promulgated, revised or withdrawn, members demonstrating improved lobbying skills, appointment of members on key committees or task forces, evidence of increased credibility and recognition.

AAOHN CHAPTER OF THE YEAR AWARD

Purpose: To encourage AAOHN chapters to develop strong association programs in all areas that are responsive to member needs.

Eligibility: *All AAOHN chapters in good standing (i.e., bylaws compliance, annual report) at the time of entry and selection are eligible to apply.*

Award Selection: Members of the AAOHN Awards/Recognition Review Panel will judge entries. Two recognition certificates (one regional/state chapter, one local chapter) will be awarded at the AAOHN National Conference.

Procedure

- Submissions must be made by November 1.
- AAOHN will notify the applicant via email upon receipt of the entry.
- AAOHN will notify all applicants via email of results via email prior to the AAOHN National Conference.

Criteria

Submission must include:

√ **AAOHN Chapter Award entry form**.

√ **Applicant statement** addressing the judging criteria and **any support material required.** (Each category must be addressed)

Entry Preparation

- **Program year is December 1 through October 31.** Submission examples must be within these dates.
- Entry form and all attachments (except media examples) should not total more than **15** 8 ½ x 11", typewritten, double-spaced, single-sided pages with 1" margins using 12 point font.
- For all acronyms, provide full name of organization or program upon first use.

EMAIL entry by November 1 to: aaohngov@aaohn.org
Subject: AAOHN Chapter of the Year Award

Judging

The award is given to a chapter, in either category, that enters examples that meet the criteria.

A. Regional/State chapter
B. Local chapter

Judging is based on a weighted scale using the following: (the examples given are only samples of what may be used. The review panel suggest that chapters be creative and not be held to the examples provided).

20% **Goals and Objectives**
A listing of the goals and objectives for the program year (**December 1 through October 31)** including current status and goals.

20% **Membership**
Briefly describe activities to increase member value in the chapter (e.g., membership recruitment and retention, member services in response to member needs).

20% **Education and Training**
Describe the chapter's education and training programs such as:
-Continuing education (provide year's calendar of events, copies of CNE programs)
-Leadership development (board training, committee training, member needs assessment)
-Collaboration with other chapters/organizations in providing education/training programs

20% **Networking/Collaboration**

This category should provide information on the chapter's efforts to network and collaborate both within and outside the chapter. Examples may include lists of networking contacts, topics and meetings, and collaborative activities such as contacts, topics and meetings. Applicants submitting for Regional/State Chapter of the Year must provide documentation of networking/collaboration and outreach efforts across its entire chapter territory.

20% **Select <u>one</u> of the following and provide a brief explanation and examples of how the chapter met that criteria.**

- **Community Service** – Documentation of active participation in areas must be included. Examples that may be used are:
  -Professional organization affiliates (Chamber of Commerce, Nursing coalitions)
  -Community service (health fairs, charity drives, blood drives, disaster response)
  -Governmental affairs – outline the chapter's monitoring and involvement in state and local issues (Governmental Affairs committee goals, letter writing campaigns, telephone trees, legislative dinners, meeting with elected officials, etc.)

- **Public Affairs** – supporting documentation should be included to show the chapter's visibility. Examples may include newsletters, surveys, newspaper clips, public service announcements and chapter communications and correspondence to members.

AAOHN CHAPTER AWARDS ENTRY FORM

Please indicate category applied for:

Chapter Communications Award: □ Regional/State Chapter □ Local Chapter

□ Chapter Community Service Award

Chapter Education Award:
□ Best Short (1.0-3.9 CNE) □ Best One-Day (4.0-8.0 CNE) □ Best Multi-Day (8.0+ CNE)

□ Chapter Governmental Affairs Award

□ Chapter of the Year Award: □ Regional/State Chapter □ Local Chapter

If chapter is submitting more than one entry, please use a separate form for each entry.

CHAPTER NAME: _____

CHAPTER PRESIDENT: _____

MAILING ADDRESS: _____

_____

CITY: _____ STATE: _____ ZIP: _____

SUBMITTER'S NAME: _____

MAILING ADDRESS: _____

_____

CITY: _____ STATE: _____ ZIP: _____

TELEPHONE: _____ FAX: _____

EMAIL: _____

- Please check you entry carefully. **Incomplete entries will be disqualified.**
- **Program year for award consideration is December 1 through October 31.**
- Please check your entry carefully. **Incomplete entries will be disqualified.**

Please remember to **address each of the criteria for the award**. *(See award description for criteria).*

EMAIL entry by November 1 to: aaohngov@aaohn.org
Subject: _____ (Name of Award)