


Chapter Resource Guide

created by:
Student Nurses' Association of
Pennsylvania

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How to Start a Chapter

Five Simple Steps

1. Gather 1–10 or more students who desire to start a chapter
2. Submit constituency forms to NSNA (for chapters with 10+ members)
3. Seek out a faculty advisor
4. Review SNAP and NSNA websites for guidelines and ideas
5. Contact a SNAP board member for assistance

Membership

- ▶ First, determine how many students in your school would be interested in joining your school's student nursing chapter.
 - You need a minimum of 10 members for NSNA constituency status. You need only 1 member for SNAP delegate status.
 - Constituency status is a form submitted to NSNA to verify a school chapter in a state approved program preparing students for licensure as registered nurses has the minimum number of NSNA members



Submitting Your Membership Forms

- ▶ Membership forms can be found on the NSNA website.
 - Go to www.nsna.org and click on Member Services and follow the instructions for online membership registration.
 - If there is a lot of interest in your school you may want to consider a Total School Membership Plan
 - Membership cards will be issued once dues and membership forms are received. You can expect to receive your cards within 4 to 6 weeks.

Total School Enrollment

- ▶ Membership plan where all students in a nursing program are actively involved in the student association
- ▶ A \$10 discount on renewing membership is applied for students in total school enrollment
- ▶ Allows for increased representation at SNAP and NSNA conventions
- ▶ For more information, visit <http://www.nsna.org/Membership/RecruitmentTools/TotalSchoolMembership.aspx>

Dues for Pennsylvania

- ▶ New Member– \$40
- ▶ Renewals– \$45
- ▶ Two Years– \$80

Schools have the option to charge chapter dues



Faculty Advisor



- ▶ Designate a faculty member who would be interested in serving as a faculty advisor. Faculty advisors play an important role in advising, promoting professional development and helping to ensure that the chapter runs smoothly.
- ▶ Faculty advisors can also help assist in creating a budget and applying for funding from your school.

After Membership Forms Are Sent



- ▶ Elect officers from your student body
- ▶ Plan meetings and activities

Chapter Elections

- ▶ Each chapter conducts their own elections from the student body
- ▶ Board members often are student leaders within the school
- ▶ For more information, visit <http://www.nsna.org/Membership/ChapterToolBox.aspx> and <http://www.nsna.org/Publications/ChapterResources.aspx>

Benefits of Membership

- ▶ Receive 5 issues each year of *Imprint*, the NSNA magazine.
- ▶ Receive *Insight*, the SNAP digital newsletter
- ▶ Receive SNAP–To–It, SNAP’s e–newsletter
- ▶ Discounts on professional liability insurance, health and accident insurance through NSNA.
- ▶ Discounts on several career planning tools and books through NSNA.
- ▶ Networking
- ▶ Career Development

Benefits of Membership Cont.

- ▶ Qualify to apply for NSNA and SNAP scholarships.
- ▶ Convention which gives you great opportunities to network with other nursing students, hospitals and schools along with all of the other experiences involved with membership in professional nursing organizations
- ▶ For more information, visit <http://www.nsna.org/Portals/0/Skins/NSNA/pdf/4x9%20Membership%20Pamphlet.pdf>

NSNA Recruitment Tools

- Download the membership recruitment video from NSNA entitled– “Catch the Wave with NSNA”
 - <http://www.nsna.org/Membership/RecruitmentTools/RecruitmentTools.aspx>

It is also a good idea to order “Getting the Pieces to Fit”. These can be ordered on www.nsna.org

- You could show the video during a designated class time or plan an open house with refreshments to show the video and talk about the benefits of joining a nursing association.

SNAP Regional Coordinators

- ▶ Regional Coordinators are local contacts between nursing schools and the SNAP Board of Directors
- ▶ All regional coordinators contact information is listed on the SNAP website at www.snap-online.org
- ▶ Feel free to contact your regional coordinators with any questions you might have.
- ▶ They are there to help you with anything you need!

*Ideas to Keep Your
Chapter Active*

Fundraising Ideas

- ▶ Sweat/Tee- shirt/Tote Bag sale with the name of your School of Nursing (*ask for permission to use the name before proceeding*)
- ▶ School of Nursing Blanket sale
- ▶ Pampered Chef
- ▶ Stethoscopes / Blood Pressure cuffs sale
- ▶ Bake sale
- ▶ Car wash



Fundraising Ideas (Cont.)



- ▶ **Scrub/Nursing Shoes Sales**
- ▶ **Book Sale**– among students where organization collects a small percent of selling price or sell books donated by faculty members
- ▶ **Raffle**– publicize your organization to local businesses and get donations/gift certificates to raffle at school events
- ▶ **Candy bars**– purchase in bulk and sell for twice the price.



Community Service Ideas

- ▶ Health Fairs on campus, at local schools, or parks
- ▶ Participating as a group in a walk/marathon



- ▶ Selling ribbons to donate money
- ▶ Cook dinner for local cancer patients
- ▶ Volunteering to educate students on health issues at local schools

Community Service Ideas (Cont.)

- ▶ Make holiday cards for nursing homes, children's hospitals, or soldiers overseas.
- ▶ Educate at Senior Centers about medications, diseases, etc.
- ▶ Blood Drive
- ▶ Volunteer at a hospital
- ▶ Relay for Life
- ▶ Light the Night Walk
- ▶ Bone Marrow Drives



Community Service Ideas (Cont.)

- ▶ Organize events related to observed holidays
 - For example, blood pressure screening in February (American Heart Month)
 - ◆ For more ideas and a list of observed holidays, visit http://www.nsna.org/Portals/0/Skins/NSNA/pdf/Final%20Draft%20Community%20Health%20Guidelines_2010_%20KGCA.pdf



Social Event Ideas

- ▶ Holiday Parties
- ▶ Kick-start finals party
- ▶ Dessert and Tea socials to kick off new year or welcome new students
- ▶ Annual Nursing Ball- also could be a fundraiser
- ▶ Nurses' Night at a local sporting event- get discount tickets!
- ▶ Movie Night



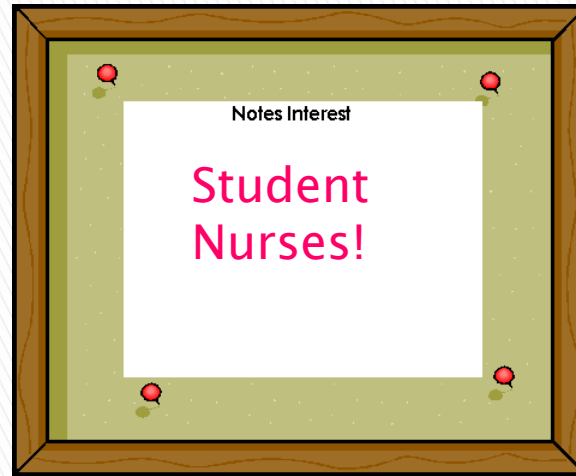
Social Event Ideas (Cont.)

Nursing Spirit Week

- ▶ Consists of a different event each day, ie:
Wear Your Scrubs to Class Day, Faculty Appreciation Ice Cream Social, Battle of the Classes Volleyball Game, Nursing Downtown Party, Movie Night

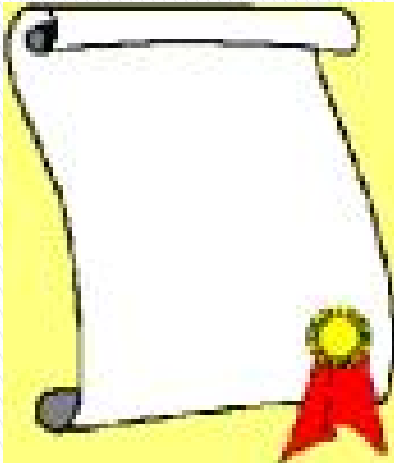
Membership Retention

- ▶ Maintain a SNAP bulletin board outside classrooms



- ▶ Newsletters about current events within organization and school of nursing
- ▶ Peer Advisor Program– Upperclassmen Mentor Program
- ▶ Develop a chapter website

Award Opportunities



»» All award applications are available on the SNAP website in September for the November convention (<https://www.snap-online.org/resources/resources/>)

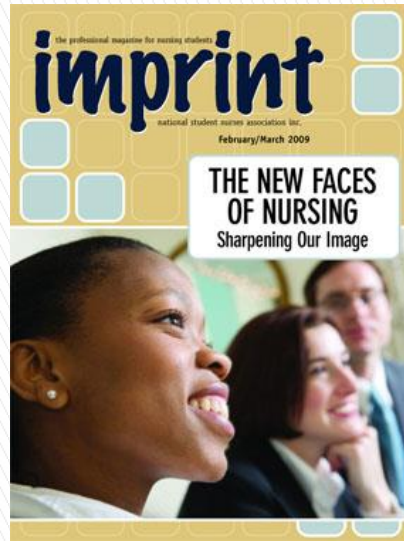


Chapter Excellence Award

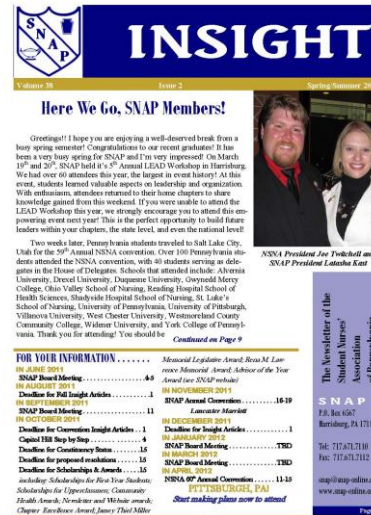


Recognition is considered for those chapters who, through hard work and dedication, demonstrate versatility in their progress and activities that ultimately enhance member participation.

Chapter Newsletter



(NSNA Newsletter)



(SNAP Newsletter)

Judging for this award includes content, layout, and accuracy of each chapter's newsletter while promoting students participation, inspiring student contributions, and upholding the image of nursing.

Website Award

Criteria include frequency of updates, design and layout, links, and ease of application.



Community Health Award

This award is given in recognition of the community based projects that a local chapter participates in. These projects aim to educate health care consumers about illness prevention, early detection of disease and treatment options, while creating awareness about changes in community health."



Jamey Thiel Miller Award

In honor of Jamey, what she contributed to SNAP, and to the nursing profession, this award will be given to the individual or group who demonstrates an effort in political involvement that will increase nursing student awareness.



Dr. Rena Lawrence Memorial Award

- ▶ This award was established in memory of Dr. Rena Lawrence, one of Pennsylvania's brightest nursing leaders. It will be presented to a distinguished nursing student who excels in all the following aspects of nursing: academics, personal and professional growth, leadership and citizenship.



SNAP Advisor of the Year Award

When motivation , enthusiasm, professionalism, and education from a faculty advisor encourage and inspire you, take the time to nominate them for this distinguished honor.



Scholarship Application

Scholarships are available to SNAP/NSNA members with active nursing student organization involvement at the local, state, and national level. An essay and letter of recommendation are required.



Legislative Opportunities

Capitol Hill Step by Step



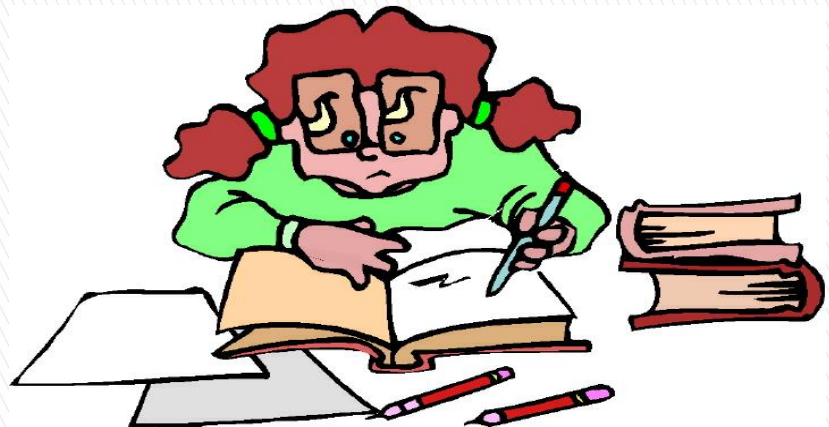
This day spent on our Capitol Hill in Harrisburg, PA is an on-site learning experience for your chapter about how legislation is carried out and why and how legislation impacts nurses.

Capitol Hill: Step by Step (Cont.)

- ▶ Free program encouraging students to get excited about the political process
- ▶ Held once each year, in the spring
- ▶ Attendees will have opportunities to hear from speakers, plan a meeting with your local legislators, and tour the beautiful, historic Capitol Building
- ▶ For more information, visit <http://snap-online.org/programs/capitol-hill-step-by-step/>

Writing A Resolution

- ▶ A resolution is a written statement that, if passed/adopted by the House of Delegates, establishes the basis for the policies and actions of the Student Nurse Association of Pennsylvania
- ▶ Any member of the organization may author and submit a resolution (only one resolution per chapter)




Resolution Topics

- ▶ Important issues in healthcare that the author feels the organization (SNAP) needs to recognize as significant for student nurses
 - Examples: Blood pressure screening, cultural competency, and cardiac induced hypothermia
- ◆ For more information, visit <http://snap-online.org/resources/resolutions/>
- ◆ Please contact the SNAP Legislative Coordinator for assistance:
 - ◆ legislativecoordinator@snap-online.org

Resolution Process

- Once passed, resolutions are sent to other relevant professional organizations and are placed in the policy manual.
- If feasible, resolutions passed will be used for future topics in newsletter articles and convention workshops.
- This is an excellent opportunity to not only be an active participant at convention but also for members to showcase interesting issues about which they are learning and researching.

Resolutions: Why Should You Write One?

- ▶ Bring attention to a cause/concern impacting the health of individuals and communities.
 - ▶ Determine the position of SNAP regarding resolutions adopted during the House of Delegates during the Annual SNAP Convention.
 - ▶ Make an impact on the future of health care
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*Professional Development
Opportunities*

LEAD Workshop

- ▶ Designed for emerging leaders from Pennsylvania's local chapters to gain leadership and development skills
- ▶ Ideally, participants will be freshmen and sophomores
- ▶ Topics include bylaws, utilizing your faculty advisor, fundraising, and chapter development.
- ▶ For more information, visit <http://snap-online.org/programs/lead-workshop/>

SNAP Convention

- ▶ Convention provides:
 - Exceptional speakers to inform you of the latest trends, issues, and career opportunities in nursing
 - Learning opportunities about prominent nursing issues
 - Opportunities for leadership development, run for SNAP office, contact your Nominations and Elections Committee (NEC) representative
 - Participation in the House of Delegates
 - Networking with hundreds of nursing students from around the state
 - The chance to meet many prospective employers in the Exhibit Hall
 - Increase professionalism and knowledge
- ▶ For more information, visit <http://snap-online.org/convention/snap-annual-convention/studentsalumnifaculty/>

Helpful Resources

NSNA Resources

- ▶ www.nsna.org

National Student Nurses Association Website

- ▶ <http://www.nsna.org/Portals/0/Skins/NSNA/pdf/2010%20NSNA%20Annual%20Membership%20Powerpoint.pdf>

More Information on NSNA

- ▶ http://www.nsna.org/Portals/0/Skins/NSNA/pdf/Final%20Draft%20Community%20Health%20Guidelines_2010_%20KGCA.pdf

Guidelines for Community Health Projects

NSNA Resources (Cont.)

- ▶ <http://www.nsna.org/Publications/ChapterResources.aspx>

Chapter Development Resource

- ▶ <http://www.nsna.org/Membership/ChapterToolBox.aspx>

Membership Resource

- ▶ <http://www.nsna.org/Publications/GettingthePiecestoFit.aspx>

Membership Resource

Good Luck Chapters!!!

- »» Feel free to contact the SNAP Board of Directors and/or check out our website at www.snap-online.org