



## **Council Achievement Award**

### **Best Practices**

1. Refer to the *Reference Guide for the Council Achievement Award Application* as it is a valuable, step-by-step guide for preparing the application. This document will ensure your answers are appropriate for each question.
2. Utilize as much of the allotted word counts available to provide information that reflects what the council has accomplished. If possible, provide examples, data or outcomes of your accomplishments.
3. Make use of bullet points to answer certain questions rather than paragraph format.
4. Collect data throughout the year to include in your application. Using the Council Achievement Award application questions document, verify what areas of focus your council needs to work on.
5. When completing the application, utilize all council leaders to create a well-rounded application to showcase all experiences and accomplishments of the council and chapters.
6. Before submitting, have more than one individual review the application responses for accuracy and de-identification.
7. If your response fits in more than one category, you may include it in more than one response. Do not leave out valuable information that your council or chapters have accomplished, especially if the information reflects ENA's mission statement or strategic initiatives.
8. Share the Reference Guide and application questions with your state's executive board and committee chairs as part of the president's initial goals and objectives. This gives each member an idea of what needs to be accomplished throughout the year.
9. Also, share the Reference Guide and application questions with members at one of the initial council meetings to demonstrate their vision of what they would like to see accomplished in the upcoming year. The application can be a standing agenda item, and the documents can be reference in all council meetings.
10. Assign a committee member the responsibility of addressing the progress of the application during quarterly calls/meetings.
11. The President must have transparency with their Executive Board to assure deadlines are met.