2025 (for 2024 activities) Council Achievement Award

ANNUAL AWARDS •••

Q1 •••

2025 ENA COUNCIL ACHIEVEMENT AWARD APPLICATION
(for 2024 calendar year activities)

DEADLINE: Thursday, Feb. 20, 2025, 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 ENA Council Achievement Award Application for help to successfully complete this application.

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Q2

OBJECTIVE
The ENA Council Achievement Award recognizes ENA Councils that demonstrate 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 council's efforts to more effectively engage and network among members, promote the professional development of members, and conduct its affairs in a sound business manner. This application represents activity at the council and chapter levels (chapters, special interest groups, committees, etc.)

Q3

ELIGIBILITY REQUIREMENTS

The period covered shall be ENA's *program year*, which is **January 1, 2024,** through **December 31, 2024**.

Councils must meet the core compliance requirements to be eligible to begin the Council Achievement Award application.

Email ComponentRelations@ena.org to verify if your council has met the core compliance requirements before beginning this application.

Q4

INSTRUCTIONS

1. The deadline to submit the completed application is **Thursday, Feb. 20, 2025, 12:00 pm (Noon) Central**.

2. The period covered is **January 1, 2024** through **December 31, 2024**.

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

4. 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.

5. To ensure 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 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 council president.

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Q5
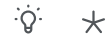
APPLICATION CONTACT INFORMATION

Council name:

Q6

Name of contact person:

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

Q7

Contact person e-mail address:

Q8

2024 Council president's name:

Q9

2024 Council president's email address:

Q10

2025 Council president's name:

Q11

2025 Council president's email address:

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Q12
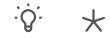
SECTION A - ADMINISTRATION/GOVERNANCE

1. Describe your transition/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)
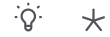
Q13

2. Provide 1-2 examples of your 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 individuals, council or your state in this response.

Q14

Example 2:
Do not include names of individuals, council or your state in this response.

Q15

3a. Describe your process of development and/or review of the council's Strategic
      Plan. **Include development/revision dates.**
      (Max. 500 words; approximately 3,250 characters)

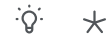Do not include names of individuals, council or your state in this response.

Q16

3b. 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.

-- Page Break --

Q17

SECTION B - COMMUNICATION/PUBLIC RELATIONS

1.   Describe two methods your council uses to communicate with your members,
     two 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 individuals, council or your state in this response.

Q18

Method, Example and Frequency #2:
Do not include names of individuals, council or your state in this response.

Q19

2. Describe how your council interacts with the local community, media
    and/or raises the visibility and impact of your council.
    (Max. 175 words; approximately 1,140 characters)

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

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Q20

SECTION C - EDUCATION

1a. Describe your council's educational (academic and/or conference) scholarship
     program.
       (Max. 500 words; approximately 3,250 characters)

Do <u>not</u> include names of individuals, council or your state in this response.

Q21

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.

Q22

2. Describe your 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 <u>not</u> include names of individuals, council or your state in this response.

Q23

3a. Councils must provide a minimum of 6 hours of continuing education annually per ENA Policy and Procedures.

Describe the process used by your council to plan educational events and choose speakers and education topics.
(Max. 500 words; approximately 3,250 characters)

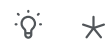Do <u>not</u> include names of individuals, council or your state in this response.

Q24

3b. Provide date(s) and location(s) of your continuing education sessions held in 2024 (these may be held virtually).
ENA staff will verify the information and de-identify the response prior to review by the Awards Committee.

Q25

4. Describe the methods your council has used to work with, acknowledge, and improve corporate partnerships.
(Max. 500 words; approximately 3,250 characters)

Do <u>not</u> include names of individuals, council or your state in this response.

Q26

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

   (Max. 250 words <u>for each example</u>; approximately 1,640 characters)

<u>First example:</u>
Do <u>not</u> include names of individuals, council or your state in this response.

Q27

<u>Second example:</u>
Do <u>not</u> include names of individuals, council or your state in this response.

Q28

6. Describe how your 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 <u>not</u> include names of individuals, council or your state in this response.

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Q29

SECTION D - MEMBERSHIP

1. Describe one method your council uses to contact new or prospective members, <u>and</u> the results/outcomes of your efforts.

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

<u>Method AND Results/Outcomes:</u>
Do <u>not</u> include names of individuals, council or your state in this response.

Q30

2. Describe one method your council uses to contact student nurses, <u>and</u> the results/outcomes of your efforts.

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

<u>Method AND Results/Outcomes:</u>
Do <u>not</u> include names of individuals, council or your state in this response.

Q31

3a. Describe the strategies used to engage members and nonmembers in ENA activities.

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

Do <u>not</u> include names of individuals, council or your state in this response.
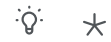
Q32

3b. Provide the results/outcomes of the strategies to engage members and nonmembers in ENA activities.
(Max. 250 words; approximately 1,625 characters)

Do <u>not</u> include names of individuals, council or your state in this response.

Q33

4a. Describe the process and timing for contacting individuals with expired memberships.
(Max. 250 words; approximately 1,625 characters)

Do <u>not</u> include names of individuals, council or your state in this response.

Q34

4b. Provide the results/outcomes of contacting individuals with expired memberships.
(Max. 250 words; approximately 1,625 characters)

Do <u>not</u> include names of individuals, council or your state in this response.

Q35

5. 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 individuals, council or your state in this response.

Q36

Second Example:
Do not include names of individuals, council or your state in this response.

Q37

6. 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 individuals, council or your state in this response.

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Q38

SECTION E - ADVOCACY/GOVERNMENT AFFAIRS

1. Describe two specific examples of 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 individuals, council or your state in this response.

Q39

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

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

Q40

2. Describe how your 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 individuals, council or your state in this response.

Q41

3a. How did your 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

Q42

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.

Q43

4. Provide a summary of discussion(s)/correspondence of policy issues discussed with legislators at the regional and/or local levels.
   (Max. 500 words; approximately 3,250 characters)

Do not include names of individuals, council or your state in this response.
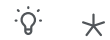
Q44

5. What specific policy issues have been discussed with legislators <u>at the federal level</u>?

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

Do <u>not</u> include names of individuals, council or your state in this response.

Q45

6a. Describe any additional Government Affairs efforts your council has engaged in
   over the past year.

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

Do <u>not</u> include names of individuals, council or your state in this response.

Q46

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.

Q47

7a. Has your council hosted or sent any of your members to attend/participate in a Government Affairs-related workshop (either in-person or virtual) at the regional level? *(This does not include ENA's "Day on the Hill.")*

○ Yes

○ No

Q48

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.

Q49

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 individuals, council or your state in this response.

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Q50

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

<u>By submitting this application, you confirm that your council president has reviewed and approved this application.</u>

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

Import from library   Add new question

Add Block

End of Survey

Thank you for submitting an ENA Council Achievement Award Application.

Applicants will be notified via e-mail by the end of June of the Awards Committee's decision.

Award recipients will be recognized at the ENA Emergency Nursing 2025 Conference in New Orleans, LA.

If you have any questions, please contact ComponentRelations@ena.org