

## CREATE A COMMITTEE

### SUBMIT A CHAPTER EXCELLENCE AWARD APPLICATION

The application can be downloaded from the AORN website. The guidelines for the 2014 entry indicated the writing of three (3) 250 words or less essays and a powerpoint slide show of our chapter goals, activities and accomplishments for the year.

Who should be on this committee? and why?

Immediate past-president	this is a story about his/her year of leading the chapter
Treasurer	financial summary for the year is required
Membership Chair	June roster for size of chapter, change, CNOR/CRNFA %
Credentials Chair	attendance business meetings
Education Chair	Speakers, Program Titles, evaluation results
Community Service	Activities, formal giving, participation of members
Key Person(s)	Photograph all activities, file all literature for the year (someone very dedicated to AORN)

**TIMELINE** for gathering information August - May.

Begin with the summer meeting and the goals set by the President for the year.  
1st Committee Meetings encourage Goal setting, verbalize it, write it

**TIMELINE FOR PREPARATION OF ENTRY** May - November

Obtain and Read the year end ANNUAL REPORTS from committee chairs.

Chair of Award Entry Committee (that Key person) ask for copy of all year end reports of Committee Activities, if not obtained, contact members personally for help in obtaining their valuable contribution to the chapter story you are putting together for the Award Entry.

Print the current guidelines from AORN and place in a notebook for reference. Select the three areas you will feature in the application, determine sequence, and start writing and selecting visuals to support your words or fill in gaps when you have to eliminate words because of the 250 word limit. Ask for help, do a mini survey at chapter meeting to fill in gaps of information.

Helpful: Displays of photos taken at events and kept throughout the year can provide a storyboard for creating the essays.

Proof read, have editors for essays and visuals. Contact headquarters for clarification. Submit entry by US Postal Service Certified Mail.

Have fun, share your production its great history.

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