

VIRGINIA NURSING STUDENTS' ASSOCIATION

EXPLANATION OF THE MOST ACTIVE CONSTITUENCY AWARD CRITERIA

1. Submit documentation (minutes of each meeting). You may count board and general meetings.
2. This involves an actual organized and documented program to recruit new members to VNSA. Examples include membership drives, freshmen orientations, etc.
3. "Project In Touch" (PIT) – program by NSNA. Documentation for recruiters includes a copy of recruiter card with number visible or a copy of filled-out membership form with recruiter number filled in. You must have recruited at least one member to qualify. You may request from NSNA the number of new members recruited for each recruiter.
4. This includes an actual visit to high schools, vocational schools in your area, and person-to-person contact with students. Documentation from a qualified instructor or Dean will be accepted and/or letter from the school visited. This does not include freshmen orientation at your school, which falls under Category #2.
5. You must document both figures – number of VNSA members and number of students at your school. Documentation can be letters from you Dean verifying the number of nursing students at your school and from NSNA verifying the number of VNSA members. Per VNSA bylaws, VNSA members must be members of NSNA and have paid NSNA/VNSA dues. Request from NSNA the number of VNSA members as of December 31st.
6. Submit a copy of name-tags, registration forms, and/or hotel bill. You may also use school receipts if your school paid your hotel/airline bills. VNSA State Board members do not apply. Newly elected board members do apply.
7. Submit a copy of name-tags, a letter of verification from VNA, or documentation from faculty advisor/Dean/Director.
8. Submit a copy of name-tags, registration forms, and/or hotel bill. You may also use school receipts if your school paid your hotel/airline bills. VNSA State Board members do not apply.
9. This includes participation such as working as a runner, teller for counting ballots, helping at registration, delegate credentialing, contributing articles for door prizes, etc. Document via photographs, or in your minutes.
10. Submit a copy of VNSA Board of Directors minutes with your attendance documented and **highlighted**. VNSA Board Members from your school are not applicable.
11. Submit a copy of VNSA Board of Directors minutes with your attendance documented and **highlighted**.
12. You must actively campaign, present a speech, and be listed on the voting ballot.

13. Documentation from your Faculty Advisor/Dean/Director, and/or a copy of your application is needed. Applications are from immediate past convention.
14. Submit a copy of each resolution and a copy of its presentation at VNSA's Convention. You should have the VNSA Director of Legislation sign a copy of resolution as proof.
15. Submit a copy of each resolution and a copy of its presentation at NSNA's Convention. VNSA Director of Legislation or any VNSA Board of Directors member in attendance at NSNA's Convention may sign the resolution as proof.
16. Submit a copy of each published article. Please make sure title of publication is visible. Each publication of your NSA chapter newsletter is needed.
17. Each project must have at least two VNSA members in attendance. The project must be pre-planned and documented by the NSA Chapter. You may use general board meeting minutes and flyers for documentation, as well as evaluation slips, or validation from your Faculty Advisor/Dean/Director. If projects are documented, they must have been carried out. Fund raising projects are not applicable. Focused on community-based projects local or statewide. Documentation for socials may include minutes, flyers, photos, or verification by Faculty Advisor/Dean/Director. Use your imagination and creativity on projects. Examples include career day sponsorship, events for children, senior citizens, or the handicapped, AIDS projects, organ donation, BP screenings, immunization education for the public, etc.
18. Sponsorship for collaborative projects means your NSA has planned and held the project. Documentation by minutes, letters between chapters, and/or photos of events. Documentation of members from your school may be in minutes, letter, or verification from your Faculty Advisor/Dean/Director. Only include members in attendance from your school for attendance points. If your NSA chapter sponsored the project, attendance points are applicable for those in attendance from your school.
19. Documentation in minutes, by Faculty Advisor/Dean/Director, photos, or by VLN or VNA Board Members will be accepted. VLN sponsored programs, Annual Meetings, board meetings, etc. are applicable. VNSA Board Members from your school on VNA committees are not applicable.