**ANAC CHAPTER RECOGNITION AWARD**

**APPLICATION FORM OVERVIEW**

**Description:**

The Association of Nurses in AIDS Care (ANAC) Chapter Recognition Award recognizes the outstanding efforts of one of ANAC’s chapters in meeting the mission of the organization, which include:

* Creating an effective network among nurses in HIV care;
* Providing leadership to the nursing community in matters related to HIV disease;
* Studying, researching and exchanging information, experiences and ideas leading to improved care for persons with HIV disease;
* Advocating for persons with HIV disease; and
* Promoting social awareness concerning issues related to HIV disease.

**Application Criteria and Instructions:**

1. Any chapter maintaining a current chapter charter for a minimum of two years is eligible for this award.
2. A current chapter officer needs to complete the attached applications form, which includes a detailed description of how that chapter implemented the mission of ANAC. Also included is the consent to apply for this award, signed by the chapter president.
3. Chapter applicants have met all deadlines and demonstrated satisfactory reporting requirements for a minimum of the previous two consecutive years.
4. At least three, but no more than five, letters of chapter support that are drafted specifically for this year’s award, which provide additional evidence of this chapter’s specific effectiveness in carrying out the mission of ANAC.

Completed forms and required supporting documentation must be received in the ANAC office **no later than *June 30, 2014***. Please submit all documents via email, or via fax (330) 670-0109, or mail (3538 Ridgewood Road, Akron, Ohio 44333). Late or incomplete nominations will not be accepted for review.

**Judging and Award Information:**

The ANAC Chapters Committee Chairperson will review the chapter applications to determine adherence with all reporting requirements for the previous two consecutive years and forward the confirmed applications to the full ANAC Chapters Committee for award consideration.

The members of the ANAC Chapters Committee will utilize the attached scoring tool for each chapter application. Chapter Committee members will forward their scoring tools to the Chapters Committee Chair for tally. The Chapters Committee Chair will then notify the ANAC Awards Committee Chair of the recipient of the Chapter Recognition Award. The Chapters Committee Chair will be responsible for writing the narrative that appears in the Awards Ceremony Program booklet.

The ANAC Chapters Committee will review and select the recipient of this award. The chapter will be notified of selection by late August. **This chapter will receive a commemorative plaque, a $250.00 cash award, one complimentary conference registration and reimbursement for travel and lodging (up to $599)** for one chapter representative to **attend the Annual ANAC Conference.**

**ANAC CHAPTER RECOGNITION AWARD**

**APPLICATION FORM INSTRUCTIONS**

The Association of Nurses in AIDS Care (ANAC) Chapter Recognition Award recognizes the outstanding efforts of one of ANAC’s chapters in meeting the mission of the organization, which include:

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* Advocating for persons with HIV disease; and
* Promoting social awareness concerning issues related to HIV disease.

Completed forms and required supporting documentation must be received in the ANAC office no later than *June 30, 2014*. Please submit all documents via email to erin@anacnet.org, fax (330) 670-0109 or mail (3538 Ridgewood Road, Akron, Ohio 44333). Late or incomplete nominations will not be accepted for review.

Please complete the following items included in this application form:

1. **An application form**, completed by one of the current chapter Board of Directors, describing how this chapter is fulfilling the mission of ANAC. All questions contained on the form must be answered as completely as possible. Examples of chapter initiatives, activities, or programs should be included.
2. **Two letters of chapter support** that are drafted specifically for this year’s award. These letters may be from people living with and affected by HIV disease, chapter members, current or previous members of the chapter Board of Directors and other local professionals who provide additional evidence of this chapter’s specific effectiveness in carrying out the mission of ANAC.
3. **Additional evidence of this chapter’s extraordinary initiatives, activities and/or recognitions** (newspaper items, letters of thanks, etc.). Any documents submitted must be no longer than standard size paper.

**ANAC CHAPTER RECOGNITION AWARD APPLICATION FORM**

Chapter Name:

Chapter Address:

City:       State:       Zip:

Current Chapter President:

Number of years the chapter has had an Active ANAC Chapter Charter:

**All questions contained on the form must be answered as completely as possible. Examples of chapter initiatives, activities, or programs should be included. (Use as many pages as necessary to answer the questions.)**

1. How did your chapter create an effective network among nurses in HIV care in your community?
2. How did your chapter study, research, exchange information, experiences and/or ideas with the intention of improving care for persons with HIV disease?
3. How did your chapter provide leadership to the nursing community in matters related to HIV disease?
4. How did your chapter advocate in your community for persons with HIV disease?
5. How did your chapter promote social awareness concerning issues related to HIV disease?
6. How did your chapter show commitment to the prevention of further HIV disease within your community?

I hereby agree for this chapter to be considered as an applicant for the ***ANAC Chapter Recognition Award.***

Electronic Signature of Chapter President:       Date:

Daytime Phone:       Email:

**A chapter member plans to attend the Awards Ceremony at the Annual ANAC Conference in Atlanta, GA, November 21-23, 2013 if selected for this award.**

**[ ]  Yes**

**[ ]  No**

**[ ]  I don’t know**