

## 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. Chapter applicants have met all deadlines and demonstrated satisfactory reporting requirements for a minimum of the previous two consecutive years.
3. A current chapter officer needs to complete the attached application 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, to be signed by the chapter president.
4. The chapter needs to develop a video presentation which will document the outstanding efforts of one of ANAC's chapters in meeting the mission of the organization.
  - The platform can be a video format or PowerPoint with pictures
  - Video or pictures must document the chapter activities
  - No longer than 10 minutes
  - Must be uploaded to YouTube
    - Go to <https://www.wikihow.com/Upload-a-PowerPoint-to-YouTube> to learn how to upload a PowerPoint to YouTube
    - Go to <https://www.wikihow.com/Upload-a-Video-to-YouTube> to learn how to upload a Video to YouTube
  - The YouTube link must be included in your application for judging and awarding.

Completed forms and the YouTube Video link must be received in the ANAC office **no later than August 31<sup>st</sup>, 2018 at 11:59 PM**. Please submit all documents via email, or via fax (330) 670-0109. 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 ANAC Chapters Committee will review and select the recipient of this award. 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 chapter will be notified of selection by late August 2018. **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 in Denver, CO, November 8-10, 2018. The Chapter will also have their winning video played at the Awards Banquet and possibly at other venues during the conference.**

## **APPLICATION FORM INSTRUCTIONS**

Completed forms and required YouTube Video link must be received in the ANAC office no later than August 31<sup>st</sup>, 2018, at 11:59 PM. Please submit all documents via email to [erin@anacnet.org](mailto:erin@anacnet.org) or fax to (330) 670-0109. 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. **Additional evidence of this chapter's extraordinary initiatives, activities and/or recognitions** captured in a video format displayed on YouTube.