



Society of Gastroenterology Nurses and Associates, Inc.

December 9, 2015

To: 2015 Regional Presidents

Cc: 2015 Regional President-elects

From: SGNA Regional Societies Committee

Re: Regional Society Rechartering for 2016

As a regional officer, you have played an important role in the leadership of SGNA. Thank you for the time and energy you have spent to continue to build and improve this society. One of your final duties for 2015 is to submit the 2016 rechartering materials on behalf of your region. Each Regional Society needs to complete and submit the following forms to SGNA Headquarters by **December 31, 2015**.

1. On the **Regional Society Data Sheet**, you need to complete your **Officer Contact List** for 2016. Please be sure to complete all information, even if it remains the same as 2015. If you have any changes or do not know who will be in a selected office please have the officer call 800/245-7462 or email sgna@smithbucklin.com to update their contact/address information. This information is used to update regional officer assignments in SGNA's database as well as our contact lists, so please ensure the information is current as of January 1, 2016.
2. For the report of **Educational Contact Hours** you only need to record those events/courses that your region provided contact hours for from January 1, 2015 through December 31, 2015. Regions are required to provide at least 6 hours of continuing education to regional members.
3. Please use the **Regional Calendar of Events Sheet** for all upcoming events you wish to have posted on the SGNA Calendar of Events for 2016. SGNA maintains a listing of upcoming regional events on our website (<http://www.sgna.org/Events/SGNA-Calendar-of-Events>) to help benefit our members. The more information we have from you, the more complete and helpful the website will be.

All of the enclosed forms are also available for download at the Regional Officers Resource page: <http://www.sgna.org/Regions/Regional-Officers>

As a SGNA Regional President, please be aware of the following deadlines to ensure your region successfully completes the **entire** rechartering process.

DUE December 31, 2015: *To be completed by 2015 Regional President*

- Regional Society Data Sheet
- Educational Contact Hour Sheet – *detailed proof of at least 6 hours of continuing education*
- Regional Calendar of Events (optional)

DUE February 6, 2016: *To be completed by 2015 Regional Treasurer*

- Annual Income and Expense Report - *this must be submitted by the strict deadline to ensure proper tax filing with the IRS. SGNA National risks the loss of its Non-Profit status if all regions do not comply with this deadline.*
- Sponsorship Data Sheet (if applicable)

DUE March 1, 2016: *To be completed by 2016 Regional Treasurer or 2016 Regional President*

- Regional Liability Insurance

If you have any questions about rechartering, please do not hesitate to contact SGNA Headquarters at 800/245-7462 or sgna@smithbucklin.com.

Thank you in advance for completing the SGNA 2015 regional rechartering requirements!