**Regional Society Member of the Year Award Application**

The Society of Gastroenterology Nurses and Associates is a professional organization of nurses and associates dedicated to the safe and effective practice of gastroenterology and endoscopy nursing. SGNA carries out its mission by, advancing the science and practice of gastroenterology and endoscopy nursing through education, research, advocacy, and collaboration, and by promoting the professional development of its members in an atmosphere of mutual support. The SGNA Regional Societies play an important role in carrying out SGNA’s mission by educating, advocating and promoting the mission of SGNA on the local level. The SGNA Regional Societies are the link between National SGNA and the individual SGNA members and as such play a vital role in the success of the organization.

Nomination and Application Process

Please note the application process and timeline below:

* Nominators must complete the Nomination Form (located on pages 2-3) and submit it to SGNA Headquarters via email at [info@sgna.org](mailto:info@sgna.org), by December 2nd.
* Nominators must also submit a Letter of Referral on behalf of the nominee by December 31st.
* Nominees will be notified once their Nomination Form has been received by SGNA HQ and will then be asked to complete and submit the Application (located on pages 4-5) which is due no later than December 31st to SGNA Headquarters via email at [info@sgna.org](mailto:info@sgna.org).
* SGNA’s Regional Society Committee will notify all award winners in February.
* The award will be presented at the Annual Course. If you have any questions regarding the application process or the criteria listed for each award, please contact SGNA Headquarters at [info@sgna.org](mailto:info@sgna.org) or 312.321.5165.

Awards Benefits

* Full Annual Course registration fee waived
* Airfare and three-night hotel stay
* Award presented at Annual Course Awards ceremony
* Recognition in either SGNA News and/or Inside Tract and quarterly Regional Leader Communication

*Award benefits are subject to change without notice.*

##### Regional Society Member of the Year

**Nomination Form/Information**

Name of Nominee (Candidate for the Award): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Nominator (Referral): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Eligibility Criteria

* Must be a current member of SGNA (nurses and associates), with a membership of at least five years.
* Must be currently employed in the field of gastroenterology/endoscopy with a minimum of five years’ experience.
* Must consent to SGNA publishing name and title, if selected for the award, in our membership communication materials.

Performance Criteria

There are several areas of performance in which a member can excel in order to qualify for this award. These areas have been created so that a member does not have to necessarily serve on the regional board of directors to be nominated, but rather, has simply made a substantial positive impact in your region. Please check all areas that apply to the nominee.

The candidate has made important contributions in the success of their region by:

\_\_\_\_ Facilitator/Mentor- the nominee has impacted and nurtured the involvement of other SGNA members.

\_\_\_\_ Innovation- the nominee has created a new program or product that greatly influenced the success of our region.

\_\_\_\_ Organization- the nominee has created/re-created a process/procedure that has greatly influenced the success of our region.

\_\_\_\_ Passion- the nominee has true passion for both the profession and organization and continually demonstrates this in interactions with others.

Candidate Letter

SGNA asks that a letter of referral be submitted for the nominee. Please include the following in the letter of referral:

**I. Experience**

* Number of years and areas of involvement in the SGNA Regional Society
* Include the number of years in the healthcare field & describe the current role as a gastroenterology nurse/associate.
* GI certification

1. **Performance Criteria**

* Please elaborate on the performance criteria checked above, giving both an overview of the nominee’s attributes as well as specific examples.

**III. Accomplishments**

* Describe any additional involvement in SGNA outside of Performance Criteria
* Patient care, advocacy, continuing education, practice-related publications, project development activities.

**IV. Personal Accomplishments**

* Community service, education and volunteer work.

**V. References**

* Please include two names of references that can verify/substantiate the information in your letter.

Please complete this form and return to SGNA via email at [info@sgna.org](mailto:info@sgna.org), by December 2nd. The referral letter is due December 31.

**SGNA Regional Society Member of the Year Application**

# Directions:

1. Nominees are invited to complete this application and return it to SGNA Headquarters no later than December 31st.
2. All sections must be completed
3. Since information from CV’s or resumes will not be used in evaluating candidates, please transfer all pertinent information to the appropriate section of the application. CV’s and resumes should not be submitted.

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Credentials: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Work address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Current place of employment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## **I. SGNA History**

(A) Number of years’ experience as a gastroenterology nurse or associate: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Number of years as an SGNA Member: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Number of years of involvement at the SGNA Regional Level:

**II. Regional Involvement**

1. SGNA Regional Office(s) currently held or have held in the past

Date(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Regional Office: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Regional Office: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Regional Office: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Regional Office: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Committee Member/Chair: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Committee Member/Chair: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Committee Member/Chair: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Other involvement- please list any special projects or tasks you have performed on the regional level

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Details: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Details: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Details: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**III. National Involvement**

1. SGNA National Office(s) currently held or have held in the past

Date(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ National Office: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ National Office: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_