

Society of Gastroenterology Nurses and Associates, Inc.	
<i>Board Policy & Administrative Procedure Manual</i>	Policy No: C-2 Page: 1 of 2 Effective Date: 5/85 Revision Date: 10/98, 2/99, 5/02, 10/07, 10/10, 2/15 Review Date: 10/99, 2/02, 10/06, 10/08, 10/10, 11/12, 2/15
Subject: Gabriele Schindler Award	
Review Responsibility: Awards Committee Chair	

Policy Statement:

SGNA recognizes high standards within the SGNA community by awarding the Gabriele Schindler Award. The award is presented annually if a candidate meets the criteria.

Focus:

SGNA Members

Purpose:

To outline the process for submission of nominees and selection of the Gabriele Schindler Awards recipients.

Procedure:

1. The guidelines and criteria for consideration and submission of nominees are defined in the Awards Application.
 - 1.1 The Awards Committee will review and update the application annually.
 - 1.2 SGNA Headquarters will prepare and distribute the application.
2. Submission of nominees for the award will be promoted in the following:
 - 2.1 SGNA eScope – a minimum of 2 issues
 - 2.2 SGNA Important Dates and Deadline – a minimum of 2 issues
 - 2.3 SGNA Regional Presidents Memo - a minimum of one issue
 - 2.4 The SGNA Web Site
3. Nominations for Gabriele Schindler Award will be due November 30 of each year.
4. Active members of the Board of Directors or Awards Committee are not eligible for the award.
5. Letters of referral from the nominator must be submitted to SGNA Headquarters by December 31.
6. The Awards Committee will vote on the nominee(s) prior to the Winter Board meeting.
7. Nominees will be judged utilizing a standardized scoring form.
8. 8. The Director of Awards will announce the award winner in the form of an Information Report at the Winter Board Meeting. 8.1 The recipient will be sent a congratulatory letter from the Awards Committee Chair and SGNA President. The nominator of the award recipient will be notified of the nominee's honor.
- 8.2 All candidates whose names were submitted will be sent a congratulatory letter from the Awards Committee Chair and SGNA President.
9. SGNA Headquarters will prepare the award, which includes:
 - 9.1 Plaque inscribed with recipient's name and date.
 - 9.2 Waived tuition (does not include optionals), airfare and three day hotel reimbursement for the Annual Course at which the award is given. The winner may have the option of the annual course tuition or equivalent optional course fees.
 - 9.3 Recognition in the *SGNA News*.

- 9.4 Gold-colored medallion inscribed with recipient's name and date.
10. The award will be presented at the Annual Course.