



**New Hampshire School Nurses' Association
Board of Directors
Operations Guidebook**

Revised March 25, 2017

The purpose of the *NHSNA Operations Guidebook* is to provide a resource for the Board of Directors. The guidebook contains a description of each Board Members' role and responsibilities. This tool reflects our Constitution and Bylaws. It is to be used as a supplement to the by-laws.

[READ BYLAWS](#)

<i>Board Responsibilities</i> _____	2
<i>Board Legal Responsibilities</i> _____	3
NHSNA Mission _____	3
NHSNA Vision _____	3
<i>Executive Board Officers</i> _____	3
President _____	3
President Elect _____	4
Past President _____	4
Secretary _____	4
Treasurer _____	5
NASN Delegate _____	5
<i>Standing Committees</i> _____	7
Constitution and By-Laws _____	7

Continuing Education _____	7
New England School Nurse Conference (NESNC) Committee-NH Representative _____	9
Sunshine / Historian _____	9
Hospitality _____	10
Legislative _____	10
Membership Recruitment and retention initiatives. _____	10
Webmaster _____	10
Communications and Public Relations – _____	11
Nominating/Election _____	11
School Nurse of the Year _____	12
Scholarship _____	14
Barbara French Award _____	14
<i>NHSNA Liaison</i> _____	14

Board Responsibilities

Adapted from NASN's "How to Guide for Board Members"

- Provide fiduciary oversight and accountability to the NHSNA membership
- Assure that NHSNA is meeting the needs of the members
- Facilitate the strategic planning process to ensure the future of NHSNA
- Demonstrate and encourage professional leadership
- Ensure the succession of leadership by mentoring and supporting new leaders
- Advocate for standards of care for school nurses, school nursing, education, children, and health
- Develop, monitor, and evaluate programs implemented by NHSNA
- Identify and incorporate relevant professional issues in the education content
- Develop policies for the association and monitor the implementation of these policies
- Adopt a budget and provide updates to the membership
- Attend and participate in all board meetings. Notify the NHSNA president if unable to attend a meeting.
- Show commitment to board activities
- Provide leadership for membership recruitment and nominations
- Complete assignments within the designated timeline
- Abide by the National Association of School Nurses Code of Ethics
- Seek clarification for any areas not understood.
- May act as contact person with other professional associations/organizations in order to increase an awareness and understanding of the purposes and goals of those associations/groups and that of the Association.

Board Legal Responsibilities

Duty of Care

- Competence in performing board responsibilities
- Carries out all duties with prudence, in good faith, and with the best interests of NHSNA in mind
- Bases decisions on adequate information

Duty of Loyalty

- Pursues interests of the organization rather than personal or financial interests
- Discloses all conflicts of interest so that these occasions can be handled appropriately
- Does not take profits or distribute earnings to members unless it is a reasonable fee for services rendered

Duty of Obedience

- Comply with all applicable federal, state, and local laws
- Act with fidelity, abide by the articles of incorporation, by-laws, and governing documents
- Supports the decisions of the board even if an individual has a dissenting opinion
- Maintains confidentiality as needed

NHSNA Mission

As registered professional school nurses, we provide comprehensive school health services to ensure that all students achieve their full education potential.

NHSNA Vision

New Hampshire School Nurses Association (NHSNA) provides leadership and education to support New Hampshire school nurse standards of practice, care coordination, leadership, quality improvement, and community public health.

New Hampshire School Nurses are committed to promoting the health of students and school communities through evidence based clinical practice, health promotion, and education. NH school nurses are integral members of the school leadership and education teams and are committed to collaborating with professional organizations and health care teams. Through strength in membership and advocacy, NHSNA creates the infrastructure to promote excellence in school nurse practice across the state.

Executive Board Officers

President

- Serves 2-year term
- Presides over all meetings of the organization and performs duties pertaining to the office as association as well as other duties ordered by the Association.
- Prepares a calendar of board meetings and other activities pertinent to School Nursing
- Prepares an agenda for each Board Meeting
- Responsible for writing an annual report to be presented to the general membership at the Spring Meeting.

- Assigns following the annual meeting, chairpersons for the Standing Committees and any Special Committees that are necessary for the business of the Association.
- Acts as ex-officio member of all committees.

President Elect

- Serves 2-year term
- Presides at all meetings in the absence of the President and shall assume such duties as designated by the President.
- Delegation to standing committee positions by President.
- Support to standing committees and serves as needed. These positions may be flexible according to need of the Board and the current issues. Examples in the past have included Advocacy, public relations, legislative.

Past President

- Serves 2-year term
- Advises the Executive Board, assists the President upon request.
- The Immediate Past-President may serve as a liaison or a resource and may assume a role as directed by the President and the need of the Board.

Secretary

- Keeps a record of all meetings. He/she shall keep a correct list of the names and addresses of all members and notify same of all meetings.
- Shall attend to all correspondence and copies of replies.
- File correspondence relevant to the business of the Association.
- The secretary sends the minutes of all Executive Board meetings to the Board members no later than *(two)* weeks after the meeting. They may be sent by email or through the postal system.
- The secretary takes notes at meetings. The secretary writes down what is pertinent and is careful to avoid writing topics that are just informational and may come from other sources like the Board of Nursing or Department of Education.
- The Secretary keeps record of meeting minutes by placing them in a labeled notebook once the year is complete.

The specific format for meeting minutes is as follows:

Call to Order
 Members Present
 Secretary's Report
 Treasurer's Report
 President-Elect
 Sunshine Historian
 NASN Director
 School Nurse Consultant
 Reports of the Standing Committees
 New Business
 Old Business
 Review of Action Items
 Meeting adjourned – next meeting time

Treasurer

Cash management –

- Receive and disburse all funds of the Association
- Maintain an accurate record of all financial transactions of the Association on a computer program such as QuickBooks.
- Preserve all financial records indefinitely

Financial reporting –

- Present an up-to-date treasurer's report of account balances and an income/expense report at each Executive Board meeting
- Promptly report to Executive Board any significant variance from expected income and/or expenses for budget revisions if necessary
- Preserve NHSNA tax exemption records – 501 C3 status.
- File Form 990-N, Electronic Notice (e-Postcard) for Tax-Exempt Organizations Not Required to File Form 990 or Form 990EZ
- Prepare and distribute 1099 forms
- Register and file annual reports with the NH Charitable Trusts Division
- Send monthly reconciliation statement to designated board member for review

Financial planning –

- Prepare annual budget to be approved by the Board of Directors and presented to the General Membership at the Annual Spring Meeting.
- Review proposed projects for financial feasibility before any commitments are made.
- Closure of financial records at the end of the fiscal year (June 30)

Non-financial duties –

- Serve as a voting member of the Executive Board
- Maintain the key and location of the safe deposit box ** Note – The box was closed in 2021 and its contents were placed in storage in the basement of the NEA building in Concord.

NASN Delegate

Eligibility:

1. The NASN director is elected or appointed according to the NHSNA and NASN by-laws.
2. Must be a good standing member of NASN for at least one year.
3. The delegate term of office is a term of 4 years in accordance with NASN by-laws.
4. The new member of the Board of directors shall be installed at the annual January board meeting.

Roles and Responsibilities:

1. The NASN Director sits on the Board of Directors of the National Association of School Nurses
2. To establish a process for the mission, goals and planning strategies for the association
3. To advocate for standards of care, for school nursing, education, children, and health.
4. To develop, monitor, and evaluate programs implemented by the association.
5. To identify relevant professional issues for presentation/action by the association.
6. To supervise and direct business and financial affairs of the association and funds and property of the corporation.
7. To adopt a budget and provide fiscal report to the annual meeting.

8. MEMBERSHIP: To formulate guidelines for membership requirements and to establish dues for the varying classes of membership.
9. To conduct business as directed by the bylaws, Organizational Guidelines, and the latest revisions in Robert's Rules of Order.
10. To conduct a self-evaluation after each presidential term.

Delegate Responsibilities

1. Act as official spokesperson from and to the affiliate organizations
2. Provide leadership for membership recruitment
3. Meet and confer with affiliate education and health organizations to communicate NASN policies and concerns regarding school health and school nursing.
4. Encourage leadership development among members.
5. Advocate for standards of care, for school nurses, school nursing, education, children, and health.
6. Develop, monitor and evaluate programs implemented by NASN.
7. Think strategically to identify relevant professional issues for presentation/action by NASN.
8. Contribute through fundraising opportunities to support the work of NASN
9. Follow the legal obligations of duty of care, duty of loyalty, and duty of obedience.
10. Serve on the committee as signed with commitment and complete designated assignments.

Meetings

- NASN Meetings are held in the fall and prior to the Annual Conference.
- Upon due notice, NASN shall hold other meetings as voted upon.
- Board of Directors Meetings are held in hub cities of affiliated states, with regional rotation.
- NASN Board of Directors Meetings will be held in Washington DC every year
- NASN will determine the time and place of the Annual Meeting
- Director shall attend all Board of Directors meetings and the Annual Meeting. If unable to attend, an alternate may be designated by the state president.
- Fees for attending NASN meetings are paid for by the NHSNA.

Communication by NASN Director

1. He / She will submit newsletters and state information to the NASN office.
2. He / She will submit NASN news and information to the state newsletter.
3. He / She will review all correspondence and requests for information from NASN promptly and respond as indicated.
4. He / She will submit to the NASN office the following:
 - a. any changes in state immunization law, Nurse Practice Act, or State Affiliate By-Laws
 - b. Annual report by June 15th.
 - c. Curriculum Vitae by June 1st;
 - d. complete form for Submitting Agenda Items, 4 weeks before scheduled meetings.
 - e. dates of state meetings.
5. He / She shall orient incoming Director/Officer and forward all NASN materials at or prior to time of installation.

Standing Committees

Constitution and By-Laws

Works as directed by the Executive Board or in response to acknowledged and approved changes in the State or National Association, which would require a revision of the Constitution and By-laws. This committee must meet a minimum of twice a year in order to meet the requirements of Article VII of the Constitution.

Constitution and By-laws – Copies of proposed amendments must be typewritten and in duplicate at the time of presentation to the general membership. One copy shall be retained by the Secretary and placed on file with the minutes. The second copy is retained by the Chair with note as to the disposition and the date (both copies). Once accepted a copy of the amendment and directions as to its proper place of insertion shall be distributed to the general membership. The chair is responsible for ensuring that each member, current and new, has a copy of the constitution and the By-laws.

Continuing Education

- Arranges for nursing conferences, workshops and programs to increase professional knowledge and accountability of the school Nurse. Members and non-members shall be notified of these programs.
- Arranges for Staff Development credit affirmation to be given to participants of conferences, workshops, etc. If ANCC accreditation is desired, obtain necessary documentation for the application for Continuing Education as directed by the Board. Submit documentation to the concerned agency. Works with other agencies to provide continuing education programs. Requests from other agencies regarding continuing education programs will be approved by the executive Board within the guidelines of the Co-Providership / Co-Sponsorship Agreement.
- Coordinates annual new school nurse education (School Nurse Essentials) and the spring conference for NHSNA. Collaborates with other agencies to provide additional continuing education programs. Requests from other agencies regarding continuing education programs will be approved by the executive Board within the guidelines of the Co-Providership/Co-Sponsorship Agreement.

Timeline for Conference Planning

Fall Meeting Schedule

**The Fall Meeting is now optional; a board vote was taken to require one membership meeting per year

- Traditionally held during the month of October
- Traditionally held as a dinner meeting 5 to 9 PM
- The location should be secured, and reservation confirmed by May 1
- The meeting speaker should be set, and speaker contract signed by June 1
- The registration should be opened by June 15
- Coordinate with Continuing Education contact hours

Purchase

- Name tags (colored heavyweight paper or premade)
- Hospitality items
- Thank you notes for speakers and presenters

6 to 9 months:

- Choose date & location
- School Nurse Essentials: Location needs to be able to accommodate approximately 50 - 75 participants
- Spring and Fall- Location needs to be able to accommodate approximately 100. Must have space for exhibitors at the Spring Conference.
- Secure a venue contract and request deposit fee from treasurer
- Choose theme & title (spring)
- Coordinate with hospitality throughout planning process
- Coordinate with the webmaster throughout planning process
- Presenters: Make list possible presenters / speakers

4 to 9 months:

- Choose presenters.
- Send speaker contract letter.
- Give deadline for handout copying or include number of workshop participants in final confirmation letter.
- Prepare budget.
- Send exhibitor letter & form. Include newsletter advertisers. Include fee for lunch in exhibition fee. Ask exhibitors for door prizes.
- Set fee and give all conference info to the webmaster. The webmaster will take care of all publicity and registration.
- Fee is reduced for NHSNA members
- Make agenda for day and send to webmaster

6 weeks:

- Confirm speaker times & AV equipment, send directions to speakers. Ask if they will be eating lunch.
- Handouts should be ready for posting on the conference webpage no later than 7 days before
- Confirm exhibitors, send directions. Confirm number for lunch.
- Send list of payments needed for speakers to treasurer. Confirm treasurer will be at conference to pay facility fee or make arrangement for alternative person to be available to write check.
- Evaluations – presenters & overall
- Exhibitor list & door prize donators (can be printed on back of agenda) and send to webmaster
- Contact hours options:
 - can merge with registration list and print individually or
 - send blanks out for copying. Also, can sign originals or sign before copying.
 - Bring blanks day of conference OR
 - Develop online evaluations with automated certificates through JotForm
- Name tags –
 - can print on colored heavyweight paper and cut on paper cutter or
 - buy name tags.
 - Bring several blanks day of conference
 - Board member name tags should identify their position
- Exhibitor table signs. Registration table signs

Make speaker introduction packets

- Speaker introduction biography information to introduce them at the conference
- 5 and 10 minute warning signs
- Assign Breakout Room monitors

One Week Before

- Confirm food numbers with facility – include presenters, exhibitors, association guests (ex. school nurse of the year)
- Confirm room set up including
 - number chairs at each round table, ideal is not more than six,
 - confirm AV equipment,
 - water available at each session
 - Label Board / Speaker Table
- Handouts should be ready for posting on the conference webpage no later than 7 days before
- Volunteers needed day of (request at board meeting before conference):
 - Registration table: 2 people, each with a laptop to check in registrants,
 - Room monitors
 - speaker introducers
 - setup and clean-up
 - Vendor greeter
 - Speaker greeter

Hospitality duties:

- Table decorations
- Favors
- Door prizes and raffles
- Hospitality handouts

Registration table

- Have 2 – 3 tables, depending on size of conference
- Have available:
 - Blank name tags
 - Blank contact hours if not done electronically
 - Bring pens, highlighters, markers, tape and scissors

Post conference:

- Meet to review day.
- Sunshine sends snail mail thank you to speakers
- Conference chair to send thank you emails and evaluation feedback and to speakers
- If ANCC CEUs were obtained, send required post conference summary to them

New England School Nurse Conference (NESNC) Committee-NH Representative

Two persons serve on this committee and follow the current NESNC Committee Guidelines. The committee meets bi-annually. First meeting is scheduled between the last Saturday in September and no later than December 1st. by hosting states. The second meeting is held on the last day of the conference.

Sunshine / Historian

- Researches and records the History of School Nursing in New Hampshire. The Sunshine / Historian will serve as the person to recognize special events in the lives of the membership, i.e. retirements, illness, etc. The Historian shall be responsible for a written report to be presented to the general membership at the Spring meeting.
- The Sunshine / Historian shall submit messages to the membership via the NHSNA email and website several times through the school year to ask members to notify Sunshine/Historian when any NH School Nurse needs a card of encouragement, get-well, congratulations or retirees.
- Members of the Board may also alert sunshine/historian of any school nurse who meets the above guidelines. and ask that a card or gift be sent.

- Sunshine/historian takes pictures of events and gatherings.
- Retiring NHSNA members may receive a gift, non-members receive a card.
- Retirees are honored at the April Annual Meeting.

Hospitality - Works closely with the Program/Continuing Education Committee in the social portion of planned programs; acts as the hostess group for the programs by registering and welcoming members and prospective members.

- The hospitality chair communicates with the Continuing Education Committee and President. Once the theme for upcoming meetings/educational program is chosen hospitality committee may create appropriate room/hall decorations.
- Hospitality coordinates colors, decorations and related items using theme.
- The hospitality chair has a budget to purchase items used for decorations and works with the treasurer to stay within budget.
- The hospitality chair organizes board members to welcome and register participants attending the fall and spring meetings.
- The hospitality chair and/or President will coordinate snacks during or dinner following Board meetings.

Legislative

Aids in planning, drafting or presenting desired legislation to State Legislature; and maintains an awareness of legislation and/or regulations pertinent to the practice of Nursing and School Nursing. Inform key persons to the need for public response to legislature and gain their support and cooperation in notifying the general membership and/or the public.

The legislative chairperson:

- stays informed of legislative issues of importance to nurses and health care
- Reviews Legislative Service Requests during month of December
- Keeps in contact with the executive board regarding pressing issues.
- Informs general membership via email through the webmaster regarding issues of importance.
- Assists Webmaster in keeping legislative page updated.
- Collaborates with the executive board on the writing of written testimony and in-person testimony

Membership Recruitment and retention initiatives.

- Maintains automated renewal reminder letters 14 days before renewal is due, 7 days before renewal is due, the day of renewal, 7 days after the renewal date, and if they still have not renewed, they receive an email that their membership has lapsed at 14 days past the due date.
- Writes and sends "Welcome to School Nursing" email to new school nurses

Membership database is maintained by the WebMaster

- Membership lists are managed online through Wild Apricot.
- Memberships are for one year from the date of sign up
- The website is integrated with AffiniPay for credit card transactions
- Members have the option of mailing a check to the treasurer
- Membership cards are automatically generated and are available for downloading and printing on the member's profile page

Webmaster

- Maintains / updates website
- Maintains files of Board contact information

- Maintains files of Members' Only Page
- Designs and maintains conference and membership registrations.
 - keeps track of who has not paid
 - configures website to automatically send "registration confirmed" and "invoices" to membership and conference registrants
- Works with continuing education to advertise conferences
- Maintains NHSchoolNurses@gmail.com email -- responds within 48 hours to all incoming mail
- Edits and puts the newsletter into an online format for emailing
- Sends out email blasts to members per Board requests
- Maintains subscriptions to
 - Homestead.com (for domain name) and
 - WildApricot (for website)
 - Zoom for meetings
 - JotForm for evaluations, surveys, scholarship applications, School Nurse of the Year applications, board biographical information and Board and Committee applications

Communications and Public Relations –

Distributes information to the news media and membership regarding the Association plans or accomplishments.

- The Chairperson shall take pictures or arrange to have pictures taken for and by the media.
- The Chair will contact the Office of the Governor by to arrange to publicize School Nurse Day. The publicity shall be in the form of a Proclamation prepared by the Chairperson to be signed by the Governor.

The newsletter editor is responsible for the publication of 3 (*three*) Newsletters between September and June. When completed, the newsletter will be sent to the webmaster for editing into an online format. The webmaster will then email it to all members and contacts.

Finding articles –

- committee reports,
- upcoming events
- asking people if they would like to contribute an article to our newsletter (speakers from nursing conferences, state agencies, etc.)
- upcoming events of NHSNA and NASN as appropriate.
- Any news that would appeal to school nurses.
- Review requests for submission from unsolicited sources
- appropriate fillers when people do not meet deadlines

Social Media maintains the Facebook, Twitter and School Nurse Community Group.

Nominating/Election

- Contact persons eligible to hold office and present the slate of candidates for the offices of this Association to the Membership at the Annual Meeting
- Consists of 3, (three) members: 1 (one) shall be elected by the membership, of which he/she shall have served on the executive board, or board of directors and the other 2 (two) can be chosen from members at large and shall be appointed by the Executive Board. All members will serve for a 2 (two) year term.

- Presents slate of nominations to the Executive Board for their approval, no later than the Board meeting, a minimum of 1 (*one*) month prior to the elections. Prepare brief biographical sketch containing curriculum vitae of each candidate for office for presentation with the ballot. (*Candidates submit this information.*) Prepare ballot, information and distribute to the current Active and Retired members of the Association. The Chairperson shall appoint 2 (*two*) neutral members of the general membership to act as tellers for the vote count. This count shall be given to the Chairperson so he/she may announce results at the next Annual Meeting. A motion shall be requested from the membership to destroy the ballot.

School Nurse of the Year

Each year, NHSNA solicits nominations from school principals, teachers, parents, school nurse colleagues and others for NH School Nurse of the Year. This honor is bestowed on a school nurse who represents the best of school nursing in NH. This is an opportunity for recognition of all school nurses. The remaining candidates are awarded with special certificates citing their outstanding achievements in their role as school nurses within their communities. These awards may be used in assemblies, staff meetings or in any way the nurse's school community feels is appropriate.

Timeline guidelines School Nurse of the Year:

December

- Contact EDies (NH Excellence in Education Awards Ceremony) to let them know NHSNA will be submitting a recipient for School Nurse of the Year. info@edies.org, 228-2118
- Update nomination instructions and form, Nomination period is month of January
- Send nomination instructions and nomination form to the webmaster to post on our website, listserv, twitter
- Contact Kimberly Houghton Comms@doe.nh.gov public relations for NH schools, Department of Education to send out announcement to schools' leadership in Friday newsletter
- Send a letter announcing SNOY process to all NH school superintendents and principals. Their respective websites should be checked for current email addresses.
 - School Boards Association <https://nhsba.org/>
 - School Superintendent's Association <https://www.nhsaa.org/>
 - School Principal Association <https://nhasp.style/>
 - PTA Association <https://sites.google.com/site/nhpta2/>
- Send a press release by email to NH newspapers and WMUR
- Organize School Nurse of the Year committee. Committee has 3 members, one of which is the outgoing school nurse of the year.

January

- The webmaster will keep the committee informed of the number of submissions that come in.
- After January 31st, the webmaster will redact all identifying information on the submissions before emailing them to the judging committee.
- Each committee member reviews submissions independently, using tally sheets to score candidates.
- Arrange a phone meeting to review candidates and decide on a winner. The decision needs to be made by the end of February so that the name can be submitted to NASN.
- The New School Nurse of the Year will be formally recognized at the spring membership meeting

Steps once the decision is made:

1. Call the person who nominated each runner-up to let them know that their submission was appreciated and that the school nurse they nominated was not selected for School Nurse of the Year.
2. Call the school nurse right after you've called the nominator
3. Call the nominator of the winner to notify him/her of the committee's decision. On this call, give any information that is needed, such as spring meeting date and time of award presentation, complimentary attendance to spring meeting, Edies date and NHSNA guest policy (below). The nominator will decide when and where the winner will be told.
4. Once notified by the person who nominated him/her, call the School Nurse of the Year to congratulate him/her, and to provide the same information as above.
5. Flowers may be sent from NHSNA at the time of award notification, OR, flowers will be sent on School Nurse Day (in May).
6. Follow up with an email to both the nominator and the recipient that includes confirmation of dates and times of Spring meeting, reminder of complimentary admission to spring meeting, date of the Edies, and let SNOY that there is an option to prepare an acceptance announcement when the award is presented. Also include information on how the SNOY will be recognized (see below).
7. Contact the web manager to confirm complimentary attendance to spring meeting.
8. Create certificates for each person who was nominated, recognizing them for their outstanding contributions to their school communities. The president and Chairperson of School Nurse of the Year sign each certificate. Certificates are mailed with an accompanying letter to the people who nominated the candidates
9. Create a certificate for the School Nurse of the Year, recognizing her for excellence in School Nursing and in recognition for her outstanding contributions to the students of New Hampshire. The president and chairperson of the committee sign this certificate. This certificate is presented at the spring meeting.
10. Call the governor's office to request a citation for School nurse of the year. When this citation arrives, it should be framed by NHSNA and presented to the School Nurse of the Year. If possible, this should be done before the spring meeting.
11. Call Edies to notify them of our selection for School Nurse of the Year. They will request that we submit the award description as well as an official form with correct spelling of name and other information on the recipient. Edies will also send an informational form to the recipient and ask them to submit information as well.

Following the announcement of SNOY at the spring meeting:

- Provide webmaster with press release for website and list serve
- Send press release to newspapers
- Email all Board members to invite them to Edies (we have a table for ten)
- **Contact recipient with remaining seats available for family and friends**
- Send Flowers to recipient on National School Nurse Day, from NHSNA (if not sent when SNOY was announced)

Reign of School Nurse of the Year is the same as fiscal year (July 1st to June 31st)

Selection criteria and judging is based on:

1. Provider of care (direct student care, clinical knowledge, skills)
2. Program management (within school and district)
3. Health Education (teaching students/staff, resource, counseling)
4. Professional Development (continuing education)
5. Community Involvement
6. Research (participation or resource in practice)

Recognition includes:

1. Complimentary admission to the Spring NHSNA Meeting
2. Certificate and corsage at Spring meeting
3. Announcement on NHSNA website, list serve, NH newspapers
4. Flower arrangement sent on School Nurse Day in May
5. Award presentation at the NH Excellence in Education awards (Edies) celebration in June
6. Governor's Citation, framed
7. Name and pictures submitted to NASN to be listed with other states in the Fall NASN newsletter

NHSNA guest policy for NH Excellence in Education Awards: NHSNA purchases a table for ten at the Edies event. Two seats are given to the award recipient. Board members are given the option to attend. If there are seats not used by Board members, they are given to the recipient for family and friends. Additional seats may be purchased by the recipient for family and friends once this initial number is determined.

Scholarship

The application resides in JotForm. The chair reviews and processes applications and selects the recipient(s) according to the criteria for scholarship standards and requirements

NHSNA Scholarship Application

General information:

A limited number of scholarships are available yearly for NH School Nurses. The scholarship is not to exceed half the cost of the course or \$500.00. As of 7/01/2021 \$2000 per year is budgeted.

The applicant must be a

- A NHSNA member for at least **two years**.
- Be active in the practice of school nursing.
- Use the scholarship for **an advanced degree in nursing**, OR NCSN exam

Reimbursement will be made after applicant sends verification of successful course completion.

Barbara French Award

Barbara C. French Award Criteria

This award goes to an individual who successfully achieved:

1. Collaboration on legislative and/or regulatory school health /school nursing initiative(s) with key stakeholders or;
2. Demonstrates successful collaboration and commitment on School Health/School Nursing initiatives, programs or projects.

NHSNA Liaison

- The NHSNA Liaison supports the Mission and Vision of the New Hampshire School Nurses' Association under the direction of the President
- The Liaison may attend all board meetings and the Annual Meeting and serves on any committee at the direction of the President.

- In addition, this person will represent NHSNA at meetings and conferences with other stakeholders and works to establish collaboration with other organizations and agencies that support the health of students.
- The Liaison may also do any other duty as deemed appropriate by the President.
- Funding for this position will be reviewed annually during the budget process.

