**ARN SIG Proposal Instructions**

* 1. Review the Special Interest Group Policies and Procedures listed at the bottom of the [ARN SIG Webpage](https://rehabnurse.org/membership/special-interest-groups-sigs).
  2. Prepare your proposal. **Your proposal needs to include answers to the following questions**:
     + What is the proposed name of your new SIG?
     + Who have you identified to serve as the Special Interest Group Chair for your proposed SIG?
       - Full Name and Credentials
       - Employer and Position
       - Email
       - Phone
       - Explanation of why they would be a good SIG Chair
     + Who have you identified to serve as the Special Interest Group Co-chair for your proposed SIG?
       - Full Name and Credentials
       - Employer and Position
       - Email
       - Phone
       - Explanation of why they would be a good SIG Co-chair
     + Please describe why you believe this is a **relevant** topic **within Rehabilitation Nursing** to discuss.
     + Please explain why you believe this is an **engaging** topic for **Rehabilitation Nurses** to discuss within a Special Interest Group.
     + Please describe the **benefit** you believe will come out of ARN offering a Special Interest Group on this topic.
     + Please describe how your proposed SIG is relevant to **ARN’s Strategic Plan**.
  3. Submit your Proposal.
     + Send in your proposal to ARN at [info@rehabnurse.org](mailto:info@rehabnurse.org).
     + You should receive a response to confirm your proposal has been received within 5 business days.