**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.
		+ You should receive a response to confirm your proposal has been received within 5 business days.