ARN Chapter Activity

Activities within your chapter encourage:

1. Member engagement and recruitment
2. The advancement of rehabilitation nursing
3. The mission of ARN
4. Support of the ARN strategic plan

What is the ARN Chapter Scorecard?
The ARN Chapter Scorecard should be used to assist chapters in planning their activities for the year. The ARN Strategic Plan can be used as a road map for chapters to guide their events and activities.

How do I encourage my chapter to participate?
Chapters have all agreed to hold a minimum of four (4) chapter meetings per year. During your chapter meetings, your board of directors should be planning activities throughout the year that coincide with the Scorecard's initiatives.

How is the Chapter Scorecard used?
The annual chapter award winners will be chosen based on scorecard completion and will be awarded at the ARN Rehab Nursing Conference. Complete this scorecard for the activities that took place in your chapter from August 2023 through August 2024.

When is my chapter's Scorecard due?
The deadline to submit all honor chapter activities prior to ARN's 2024 Rehabilitation Nursing Conference (August 11-13, 2024) on August 1, 2024 to Anastasia Fidati, afidati@rehabnurse.org.
Please use the following outline to submit all documentation.

Tallying Your Points:
To the best of your ability, please compare your activity within the chapter to the suggestions on the scorecard.

Chapter Information

Chapter Name:

Chapter Leader Contact Information:

President:

Email:

President-Elect:

Email:

Secretary:

Email:

Treasurer:

Email:

Director(s):

Email(s):

TOTAL POINTS:

OVERVIEW OF YEAR (Highlight accomplishments and general overview)

Part A: Local Chapter Activities

A chapter must complete five of the following activities:

1. **Membership Recruitment and Retention**
   a. Plan social events to conduct member recruitment, such as membership drives, networking events, fundraising events, and general member engagement events.
   POINTS: 5 points per new member
   b. Recruit a new board member to the local chapter office - someone who has not held office with the chapter previously.
   POINTS: 5 points per new board member
   c. Chapter member has been elected to national board.
   POINTS: 10 points
   d. Members in your chapter who are serving on committees or volunteer positions within ARN.
   POINTS: 5 points per member
   e. Hold a meeting on leadership opportunities, awards, and scholarships offered by ARN.
   POINTS: 5 points
   f. Nominate chapter members for ARN awards and/or scholarships.
   POINTS: 5 points per nominee

Membership Recruitment and Retention					
INITIATIVE	**POSSIBLE POINTS**	**ACCOMPLISH (Y/N)**	**NUMBER OF PARTICIPANTS** (if applicable)	**DESCRIPTION OF ACTIVITY** (Please include numerical values)	**TOTAL POINTS**
Plan social events to conduct member recruitment, such as membership drives, networking events, fundraising events, and general member engagement events.	5 per new members				
Recruit a new board member to the local chapter office - someone who has not held office with the chapter previously.	5 points per new board member				
Chapter member has been elected to national board.	10 points				
Members in your chapter who are serving on committees or volunteer positions within ARN.	Chair/Co-Chair, 10 pts. Member, 5 pts				
Hold a meeting on leadership opportunities, awards, and scholarships offered by ARN.	5 points				
Nominate chapter members for ARN awards and/or scholarships.	5 points per nominee				
				TOTAL POINTS	

2. Member Onboarding Plans

a. Board has a thorough onboarding process for onboarding new board members.
b. Board has a thorough onboarding process to welcome new members.
c. Board has a mentorship plan for oncoming new board members/members rolling off.
POINTS: 10 points for each plan

Member Onboarding					
INITIATIVE	**POSSIBLE POINTS**	**ACCOMPLISH (Y/N)**	**NUMBER OF PARTICIPANTS** (if applicable)	**DESCRIPTION OF ACTIVITY** (Please include numerical values)	**TOTAL POINTS**
Board has a thorough onboarding process for onboarding new board members.	10 points				
Board has a thorough onboarding process to welcome new members.	10 points				
Board has a mentorship plan for oncoming new board members/members rolling off.	10 points				
				TOTAL POINTS	

3. Speaking Engagements

a. Speaking guest opportunities to promote ARN. This may include staff meetings, college speaking events, student clinical rotations, and more.

POINTS: **10 points per engagement. Please include where/when the engagements took place in the description.**

Speaking Engagement					
INITIATIVE	**POSSIBLE POINTS**	**ACCOMPLISH (Y/N)**	**DATE OF EVENT**	**DESCRIPTION OF ACTIVITY** (Please include where you spoke and additional details)	**TOTAL POINTS**
Speaking guest opportunities to promote ARN. This may include booth at a conferences or fairs, college speaking events, student clinical rotations, and more.	5 points per engagement				
				TOTAL POINTS	

4. Community Service and Fundraising

a. Participate in a community service project/charitable event
POINTS: 5 points per project

b. Donate to the Rehab Nursing Foundation (RNF) or another organization
POINTS: 5 points

c. Hold a fundraising event for RNF or another charity
POINTS: 10 points for RNF, 5 points for other

d. Partner with another organization (e.g. Stroke, Pediatrics SCI, etc.)
POINTS: 10 points per collaborative partnership

Community Service and Fundraising					
INITIATIVE	**POSSIBLE POINTS**	**ACCOMPLISH (Y/N)**	**NUMBER OF PARTICIPANTS** (if applicable)	**DESCRIPTION OF ACTIVITY** (Please include numerical values)	**TOTAL POINTS**
Participate in a community service project/charitable event	5 points per project				
Donate to the Rehab Nursing Foundation (RNF) or another organization	5 points per donation				
Hold a fundraising for charity or RNF	10 points for RNF, 5 points for other charity				
Partner with another organization (e.g. Stroke, Pediatrics SCI, etc.)	10 points per collaborative partnership				
				TOTAL POINTS	

5. Communications Plans

a. Have an active social media presence.
POINTS: 5 points

b. Have an active website.
POINTS: 5 points

c. Send a chapter newsletter.
POINT: 5 points

d. Send mailings to chapter members
POINTS: 5 points

Communications Plan					
INITIATIVE	**POSSIBLE POINTS**	**ACCOMPLISH (Y/N)**	**NUMBER OF PARTICIPANTS** (if applicable)	**DESCRIPTION OF ACTIVITY** (Please include numerical values)	**TOTAL POINTS**
Have an active social media presence.	5 points				
Have an active website	5 points				
Send a chapter newsletter (minimum quarterly)	5 points				
Send physical mailings to chapter members	5 points				
				TOTAL POINTS	

6. Expanding Community

a. Your chapter holds another meeting with another chapter.

b. Your chapter invites another speaker from another chapter to speak/attend your event.
POINTS: 5 points per collaboration

Expanding Community					
INITIATIVE	**POSSIBLE POINTS**	**ACCOMPLISH (Y/N)**	**NUMBER OF PARTICIPANTS** (if applicable)	**DESCRIPTION OF ACTIVITY** (Please include numerical values)	**TOTAL POINTS**
Your chapter holds another meeting with another chapter.	5 points				
Your chapter invites another speaker from another chapter to speak/attend your event.	5 points				
				TOTAL POINTS	

Part B: Educational Activities

A chapter must have one or more-chapter members participate in three of four activities listed below (record information in Section II below):

1. **ARN's Rehabilitation Nursing Conference Participation**
    a. Local chapter member presents a CE presentation at ARN's Rehabilitation Nursing Conference
    POINTS: 25 points
    b. Local chapter board member attended chapter leader event at the conference.
    POINTS: 25 points
    c. Provide scholarships for chapter members to attend the conference.
    POINTS: 15 points for each chapter member's scholarship

ARN's Rehabilitation Nursing Conference Participation					
INITIATIVE	**POSSIBLE POINTS**	**ACCOMPLISH (Y/N)**	**NUMBER OF PARTICIPANTS** (if applicable)	**DESCRIPTION OF ACTIVITY** (Please include numerical values)	**TOTAL POINTS**
Local chapter member presents a CE presentation at ARN's Rehabilitation Nursing Conference	25 points				
Local chapter board member attended chapter leader event at the conference.	25 points				
Provide scholarships for chapter members to attend the conference.	15 points for each chapter member's scholarship				
				TOTAL POINTS	

2. Chapter Educational Opportunities

a. Chapter puts on a full conference (8 hours or more)
POINTS: 50 points
Half day conference (4 hours)
POINTS: 25 Points

b. Chapter board members attend a leadership workshop/chapter development workshop.
POINTS: 25 points

c. Use ARN's discounts for chapters from the LMS for webinars for 1 hour CE webinar.
POINTS: 5 points per webinar

d. Use ARN's new Success Suite to put on a CRRN workshop.
POINTS: 25 points

e. Put on a 1 hour CE (with or without ARN's products)
POINTS: 5 points per webinar

Chapter Educational Opportunities					
INITIATIVE	**POSSIBLE POINTS**	**ACCOMPLISH (Y/N)**	**NUMBER OF PARTICIPANTS** (if applicable)	**DESCRIPTION OF ACTIVITY** (Please include numerical values)	**TOTAL POINTS**
Chapter puts on a full conference (8 hours or more)	50 points				
Half day conference (4 hours)	25 points				
Use ARN's discounts for chapters from the LMS for webinars for 1 hour CE webinar.	5 points per webinar				
Use ARN's new Success Suite to put on a CRRN workshop.	25 points				
Put on a 1 hour CE (with or without ARN's products)	5 points per webinar				
				TOTAL POINTS	

3. Advocacy

a. Participate in health policy/legislative action on a state or federal level.
   POINTS: 25 points
b. Hold a legislative training session or webinar.
   POINTS: 5 points
c. Local chapter member presents a CE presentation at chapter educational meeting.
   POINTS: 25 points

Advocacy					
INITIATIVE	**POSSIBLE POINTS**	**ACCOMPLISH (Y/N)**	**NUMBER OF PARTICIPANTS** (if applicable)	**DESCRIPTION OF ACTIVITY** (Please include numerical values)	**TOTAL POINTS**
Participate in health policy/legislative action on a state or federal level.	25 points				
Hold a legislative training session or webinar.	5 points				
Local chapter member presents a CE presentation at chapter educational meeting.	25 points				
				TOTAL POINTS	