

## OUTSTANDING DISTRICT AWARD

A-011

### Objectives:

1. Encourage the growth and activity of all districts
2. Strengthen the TAPAN component by increasing the participation of the membership
3. Encourage the professional growth of the individual member
4. To fulfill the TAPAN mission statement through activity within the community

### Rules:

1. There are two (2) categories for OSDA. A district may apply according to the number of members in their district. Districts with less than 75 members may apply under Category One. Districts with 75 or more members may apply under Category Two
2. A cash award will be given in each category, and presented at the Annual State Conference
3. Each district is responsible for gathering all the qualifying data
4. Completed application worksheets must be sent to the Awards Committee Chair (TAPAN 2<sup>nd</sup> Vice President) for evaluation postmarked by August 31. Late applications will not be considered
5. All application worksheets will be evaluated by the Awards Chair prior to the Annual State Conference
6. Each completed application should be organized in a notebook, with dividers between each category, in the same order as listed on the worksheet, and brought to the Annual State Conference for verification
7. Only current TAPAN members will be eligible for inclusion when calculating percentages. District membership lists should be requested from the TAPAN 2<sup>nd</sup> Vice President
8. Community Service points will be awarded for district activities, not individual member participation, and require verification. Acceptable verification includes flyers announcing the community service projects, thank you notes from organizations benefitting from the project, etc.

## OUTSTANDING DISTRICT POINT SYSTEM

1. Percentage of increase in District members August 1 through July 31. Membership lists are available from the TAPAN 2<sup>nd</sup> Vice President. A list of new and renewing members is sent to each district treasurer monthly by the TAPAN Treasurer (Please calculate the percentage based upon the total number of members in the district on August 1 of last year, and July 31 of this year)
  - A. 0 - 10% 5 points
  - B. 11 - 25% 10 points
  - C. 26 - 50% 20 points
  - D. Over 50% 25 points
2. Number of meetings held during the year. Copies of meeting notices must be included
  - A. 1 - 4 5 points
  - B. 5 - 8 10 points
  - C. Over 8 20 points
3. Average percentage of district members attending meetings. Copies of all meeting sign-in sheets, with members highlighted, must be included
  - A. 0 - 25% 5 points
  - B. 26 - 50% 10 points
  - C. 51 - 75% 15 points
  - D. Over 75% 25 points
4. District reports submitted to the Eyeopener Editor by publication deadlines. Include copies of each newsletter with the district report highlighted
  - A. 1 - 2 reports 5 points
  - B. 3 - 4 reports 10 points
5. Annual district seminar/workshop with a minimum of 3 CEUs awarded. A copy of the brochure or flyer must be included
  - A. Per seminar/workshop 10 points
6. District member serving as a TAPAN State Officer. Names of the member and office held must be included
  - A. Per officer 10 points
7. District members serving on TAPAN State committees. Include the member's name and committee
  - A. Per member 5 points

8. Percentage of district members attending the prior years Annual State Conference. A copy of the attendance list, with district members highlighted must be included. Attendance lists can be obtained from the TAPAN office
- |    |          |           |
|----|----------|-----------|
| A. | 0 - 10%  | 5 points  |
| B. | 11 - 25% | 10 points |
| C. | 26 - 50% | 20 points |
| D. | Over 50% | 25 points |
9. District newsletter published. Include a copy of each newsletter
- |    |           |          |
|----|-----------|----------|
| A. | Per issue | 5 points |
|----|-----------|----------|
10. District certified nurses. Category I: points are awarded for members who hold either CPAN or CAPA certification. Category II: points are awarded for members who are dual (CPAN and CAPA) certified. Certification lists may be obtained from the TAPAN 2<sup>nd</sup> Vice President, and should be included with names highlighted.
- I. Percentage of district members who hold either CPAN **or** CAPA certifications
- |    |          |           |
|----|----------|-----------|
| A. | 0 - 10%  | 5 points  |
| B. | 11 - 25% | 10 points |
| C. | 26 - 50% | 20 points |
| D. | Over 50% | 25 points |
- II. Percentage of district members who hold both CPAN **and** CAPA certifications
- |    |          |           |
|----|----------|-----------|
| A. | 0 - 50%  | 15 points |
| B. | Over 50% | 25 points |
11. Copy of the district annual financial report
- |    |               |          |
|----|---------------|----------|
| A. | Annual report | 5 points |
|----|---------------|----------|
12. District Sponsored Community Service project. Examples: sponsoring/participation in canned food drives; working at health fairs; working with a shelter; adopting a family during the holidays, etc. (Note: Community service must be a district activity; individual member participation does not constitute a district activity.) Include verification
- |    |                       |           |
|----|-----------------------|-----------|
| A. | Per district activity | 15 points |
|----|-----------------------|-----------|
13. Awarding educational financial scholarships to members during the current year. Include verification
- |    |            |           |
|----|------------|-----------|
| A. | Per member | 10 points |
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## OUTSTANDING DISTRICT WORKSHEET

CRITERIA	POINTS	VERIFICATION
1. Increase in district membership		
2. Meetings per year		
3. Attendance at meetings		
4. Reports to Eyeopener Editor		
5. Annual district seminar		
6. District members serving as State Officers		
7. District members serving on State committees		
8. District members attending the last State Conference		
9. District newsletters		
10. I District members CPAN <b>or</b> CAPA certified		
10. II District members CPAN <b>and</b> CAPA certified		
11. Annual financial report		
12. District sponsored community service projects		
13. Educational scholarships		
<b>Total Points</b>		

Application submitted by: \_\_\_\_\_ On: \_\_\_\_\_

(Deadline: Postmarked by August 31)

District \_\_\_\_\_ is applying for consideration under:

Category One: Less than 75 members

Category Two: 75 or more members

Beginning number of members as of last August 1, was \_\_\_\_\_

Ending number of members as of July 31, is \_\_\_\_\_

(The district OSDA notebook must be presented to the Awards Chair at the annual State Conference for verification of all data )

The worksheet and notebook were reviewed by: \_\_\_\_\_

Award Committee Member/Chair

**TEXAS ASSOCIATION OF PERIANESTHESIA NURSES**