Xi Chi Chapter

Sigma, Global Nursing Excellence

Procedures and Policies

2018-2019
Index

STTI Mission and Vision…………………………………………3
Chapter history .................................................................3
Chapter organizational chart .............................................4
Officers, Counselors, Leadership Intern Duties...................5
Standing Committee-purpose, membership and
    related procedures.........................................................9
Induction...........................................................................16
Policies.............................................................................17
Strategic Plan...................................................................19

Appendices
A-Scholarship Scoring Sheet...........................................20
B-Grant Scoring Sheet ....................................................21
C-Check Request Form....................................................22
Sigma

The mission of the Sigma is advancing world health and celebrating nursing excellence in scholarship, leadership, and service.

Sigma Vision

Sigma's vision is to be the global organization of choice for nursing.

Chapter History

Millersville University (MU) began its nursing program in 1979 and in 1987 began to consider establishing a nursing honor society. The Millersville University Honor Society developed out of a need in the community for recognition of achievement of excellence for both nursing students and alumni. Initially the name was the Nursing Honor Society at Millersville University and then was changed to the Millersville University Honor Society. In order to become a campus organization 25 student signatures were obtained. Ten students appeared before the Student Senate and the constitution of the organization was presented. Approval was granted and an account was established through the Millersville University Bursar’s office. This account was for handling finances and was consistent with all other campus organizations.

Dr. Virginia Palmer, a MU faculty member, provided the impetus for the formation of a nursing honor society and made the initial contact with Sigma Theta Tau, International (STTI). Other faculty who were supportive and involved in the establishment of the Honor Society were Dr. Carol Phillips and Dr. Barbara Zimmerman. A steering committee was established in 1991 with the goal of establishing a chapter of STTI at MU. Bylaws were adopted and four initial committees were established. The Eligibility Committee began reviewing records to determine potential student, alumni and community members for the first induction.

The first induction ceremony for the Xi Chi Chapter of STTI was April 28, 1996 with 58 members inducted. Dr. Berdine Lacey spoke on “Nursing’s Role with the Homeless.” Xi Chi Chapter continued to grow and flourish. In 2009, Pennsylvania College of Health Sciences (PCHS) established an RN to BSN program. In 2010, the Xi Chi Board of Directors pursued establishing an at-large chapter with Millersville University and PCHS. Late in 2011, STTI granted approval for Xi Chi-at-Large Chapter. The first induction of this chapter was held April 14, 2012. In March 2017, the at-Large Chapter dissolved and became Xi Chi Chapter of Millersville University.
Xi Chi Chapter Board of Directors Organizational Chart

Xi Chi Chapter Officers
- President
- Vice-president
- President-elect
- Secretary
- Treasurer

Key:
- VP is Chair of Program Committee.
- Treasurer is a member of the Finance Committee.
Officers, Counselors, Leadership Intern

Duties

President - Serves as the chief representative of the honor society or chapter.
- Acts as the executive officer and administrator of all business of the chapter as stated in
  the bylaws.
- Serves as chief representative of the chapter in inter-chapter activities.
- Ensures chapter participation in the biennial convention House of Delegates and other
  business brought forth before the House of Delegates during the term.
- Prepares and distributes an agenda for all Board of Directors (BOD) and general
  membership meetings.
- Prepares and distributes a calendar of chapter events including programs, BOD meetings,
  and general membership meetings by September 1.
- Finalizes the committee appointments recommended by the BOD for all committees,
  advisory councils or task forces.
- Delegates responsibilities not otherwise handled by the chapter bylaws to the chapter
  officers or committees.
- Communicates the business, projects and activities of the BOD to the membership.
- Ensures at least one business meeting and at least two programs or events that support the
  purposes and goals of the honor society are held during each fiscal year.
- Plans for officer transition.
- Arranges an orientation meeting, following the annual membership meeting, for all newly
  installed officers and committee chairs. The purpose is to facilitate the transfer of duties
  and responsibilities and to formulate the goals of the chapter for the coming year.
- Ensures all reports are submitted to headquarters in a timely manner. Reports include:
  chapter annual report, verification of fees report (when applicable) and the chapter
  officer/committee chair report.
- Serves as an ex-officio member of all committees except the Leadership Succession
  Committee.
- Prepares an annual report to the chapter membership regarding the president's
  responsibilities and activities.
- Completes Budget Request Form.
- Develops and maintains policies and procedures related to the position of president.
  Submits modifications or new policies and procedures to the BOD for approval.

President-Elect - Shadows the current president and observes chapter operations until the end of
the term, at which time the President-Elect succeeds into the role as president.
- Learns the chapter operations and facilitates the achievement of chapter goals and
  mission of Sigma Theta Tau International.
- Oversees the process for completing and submitting the Chapter Key Award application.
- Completes Budget Request Form as Chair of Awards Committee.
**Vice-president** - Performs various responsibilities on behalf of the chapter. This position performs the duties of the president in the president’s absence. The Vice President also facilitates achievement of honor society goals.

1. Performs the duties of the president in the president's absence.
2. Chairs the Program Committee and oversees the planning of chapter programs ensuring that at least two programs or events, that support the honor society's purposes and goals, are held each year.
3. Submits a plan of chapter programs to the BOD by June 30 for the upcoming year and for the following year’s distinguished lectureship program.
4. Prepares an annual report to the chapter membership regarding the vice-president's responsibilities and activities.
5. Develops and maintains policies and procedures related to the position of vice president. Submits modifications or new policies and procedures to the BOD for approval.
6. Completes Budget Request Form as Chair of Program Committee.

**Treasurer** - Responsible for maintaining the financial records and managing the financial affairs of the chapter in accordance with the established financial policies.

- Serves on Finance Committee.
- Acts as custodian of the chapter funds.
- Manages chapter funds.
- Prepares and presents a current financial report to the Board of Directors at each meeting.
- Prepares and submits an annual budget to the board of directors with appropriate assistance from the Finance Committee.
- Keeps records and monitors the income and expenses for the chapter (this includes donations, membership dues, fundraising, etc.)
- Sends thank you notes for donations when appropriate. Does this in conjunction with the secretary.
- Submits the financial section of the chapter annual report to STTI.
- Obtains and reviews bank statements.
- Works with an accountant on a biennial audit-odd years.
- Arranges for internal audit-even years.
- Obtains and completes necessary tax forms for the Internal Revenue Service (Form 990).
- Manages the investment plan of the chapter with support from the Board of Directors.
- Completes Budget Request Form. Budgets for external audit and any other needs of treasurer.
- Discusses the need to obtain bonding with the Board of Directors each year when preparing budget requests.
- Prepares an annual report to the chapter membership regarding the treasurer’s responsibilities, activities, and status of the chapter’s financial resources.
- Develops and maintains policies and procedures related to the position of treasurer and for fiscal matters in collaboration with the Finance Committee. Submits new policies or modifications of existing policies to the Board of Directors for approval.
Timeline:

**June to August**
1. Completes finance portion of STTI Chapter Report (president does one part and treasurer does the financial part).
2. Completes Budget Report from the prior fiscal year.
3. Arranges internal or external audit/review. Internal audit done even years, external audit done odd years.
4. Develops a line of communication with the Chair, Finance Committee.
5. Maintains and records location of tax ID number and non-profit status numbers.
6. Provides tax ID and non-profit status numbers to BOD members as needed.
7. Deposits membership dues from STTI, which arrive in (September) October, (November) December, and March. Note: The October check will be the largest.
8. Assures that the Chair, Finance Committee obtains the license for “Small Games of Chance” every year as needed.

**October-Distinguished Lectureship**
1. Has checks ready for the night of DL for speaker honorarium and awards
2. Obtains monies for basket raffle for night of DL, if needed
3. Submits Form 990 to IRS

**November**
Provides treasurer’s report for the newsletter(s).

**January**
1. Distributes budget requests for the next fiscal year to President, Secretary, Treasurer, and Committee Chairs.
2. Completes Budget Request Form.

**March**
Prepares budget and submits to BOD.

**April**
Prepares check for speaker at Induction.

**June**
1. Presents budget and annual report to general membership.
2. Prepares check for speaker at Annual Meeting.

**Secretary**—Responsible for recording and distributing meeting minutes, along with preparing and distributing chapter correspondence.

- Serves on committees as needed.
- Records and writes the minutes for BOD and business meetings.
- Distributes minutes to all members of the BOD and to the general membership.
- Maintains an official record book of the minutes of all BOD and business meetings to present to the succeeding secretary.
- Submits the list of new officers to headquarters within two weeks of officer elections and provide headquarters with updates as they occur. This is done in conjunction with the President.
- Orders all stationery for the chapter. Provides chapter leaders with address list file upon request.
- Prepares and mails (electronic or regular mail) chapter correspondence.
- Keeps updated email list of chapter members.
- Sends thank you notes as needed. For donations made to the chapter, will do this in conjunctions with the treasurer.
- Prepares an annual report to the chapter membership regarding the secretary’s responsibilities and activities.
- Develops and maintains policies and procedures related to the position of secretary. Submits modifications or new policies and procedures to the BOD for approval.
- Completes Budget Request Form.

**Counselors**

**Leads the procedure for determining membership eligibility and inducting members.**

- Develops strategies for publicizing and informing students and nursing leaders of membership eligibility criteria. May work in conjunction with the Membership Involvement Committee.
- Secures necessary data from the official records of students to determine eligibility status. Notifies students of their eligibility status and assists with the appropriate membership application materials.
- Determines the committees for each counselor to support.
- Prepares an annual report to the chapter membership regarding the counselor’s responsibilities and activities.
- Develops and maintains policies and procedures related to the position of counselor. Submits modifications or new policies and procedures to the BOD for approval.

**Leadership Intern**

The leadership intern program is a yearlong opportunity for new members to learn about the functions of the chapter and gain leadership skills for personal and professional growth. The intern learns about the opportunities to become actively involved in chapter committees or offices. They attend a minimum of 2 chapter committee meetings, one Board of Directors meeting and will work on a specific project with a chapter officer or committee. Qualifications include: active member (dues paid) and strong interest in active participation at the chapter level and an interest in regional or national level opportunities.
Standing Committees
Purpose, Membership, and Related Procedures

1. Awards Committee

Purpose: The purpose of the Awards Committee shall be to oversee the process of nominating and granting awards, make recommendations for changes in the criteria for awards, and report recipients of awards to the Chapter Board of Directors.

Membership: The Awards Committee shall consist of the chair and a minimum of three (3) additional members.

Procedures:
Awards Committee Timeline:

Early May
- Send out, via the Counselors, information about the scholarship

End July/ early August
- Send out letter to membership requesting nominations for awards
- Review Xi Chi website to be sure information is correct

August
- Send reminder to membership about nominations for awards
- Send out, via the Counselors, information about the scholarship
- Order plaques from STTI for Excellence in Nursing Practice, Excellence in Nursing Research
- Order certificates and certificate folder for certificates from STTI: Excellence in Nursing Practice, Excellence in Nursing Research, Mentor Award, Community Award, Undergraduate Award, Graduate Award, Scholarship Winner, Research Grant Winner.
- Check with president if he/she needs any certificates for outgoing officers, etc. prior to ordering what you need so they can all be ordered together

September
- Confirm that all nominees meet criteria.
- Find out from MU faculty who are the undergraduate and graduate award winners
- Get information to committee members and conduct voting. If there is only one nominee for an award, send out the information to that nominee to committee members for approval. If there is more than one nominee then send out all the information but remove any personal identifying information. (See Appendix A-Scholarship Scoring Sheet and Appendix B-Grant Application Scoring Sheet)
- Order “trophies” for Community Award and Mentor Award after voting completed
- Present winners to Board of Directors
- Inform treasurer of names to be on checks for undergraduate, graduate, scholarship and grant winners
- Inform winners and losers including those chosen by the MU faculty. Find out if winners will be present to accept award at DL. Remind winner of Research Award that they need to present a five-minute summary of the research at the DL or if not at the DL at another meeting.
October
- Prepare certificates and plaques with certificates.
- Pick up trophies.
- Write up statements to say at DL about each award winner

At DL
- Present awards and checks
- Get pictures

After DL
- Send write up about winners and pictures to newsletter person
- Try to get information in newspaper
- Return signature sheets to treasurer
- Get names engraved on plaques that are kept in Department of Nursing at MU.

2. Finance Committee
   **Purpose:** The purpose of the Finance Committee shall be to advise the Board of Directors on financial matters as needed, assist with the budget proposal, and conduct fundraising activities.
   **Membership:** The Finance Committee shall consist of a minimum of two (2) members and the Treasurer. The President shall appoint the chair of the Finance Committee.
   **Procedures:** The committee will conduct a minimum of one fundraising activity a year.
   - **January/February:** Completes Budget Request form.
   - **March:** Assist treasurer in preparing budget.
   - **August:** Meets with Finance Committee to discuss fundraiser activities for the year. Obtain Small Games of Chance license if appropriate to fundraiser. Display permit at events requiring the permit.
   - **September:** Distribute information about fundraiser to all members.
   - **Fall:** conducts fall fundraiser.
   - **February:** completes Budget Request Form
   - **Spring:** works with committee on spring fundraiser, usually done every other year.

3. Heritage Committee
   **Purpose:** The purpose of the Heritage Committee shall be to preserve the history of the chapter.
   **Membership:** The Heritage Committee shall consist of a minimum of two (2) members. The President shall appoint a chair of the Heritage Committee.
   **Procedures:**
   Obtain photos at:
   - Collaborative conference (Eta Eta)
   - Tri-State Consortium
   - Distinguished Lecture
   - Induction
   - Annual meeting
   Update photo albums in May and June and purchase photo albums and pages as needed
4. **Governance Committee**

**Purpose:** The purpose of the Governance Committee shall be to oversee bylaws compliance, make recommendations for bylaws changes, and oversee member and chapter eligibility issues, and compile/update Procedures and Policies manual.

**Membership:** The Governance Committee shall consist of at least three (3) elected/appointed members. The president shall appoint a chair from the elected/appointed members.

**Procedures:**

**February/March:**

1. Reviews Xi Chi Chapter Bylaws. Submit changes to BOD. Every other year review any changes in the International Bylaws and make recommendations regarding Xi Chi Chapter Bylaws based on these changes.
2. Submit revised Bylaws to STTI.
4. Submits Budget Request Form (in January/February)

5. **Leadership Succession Committee**

**Purpose:** The purpose of The Leadership Succession Committee shall be to develop members in organizational leadership roles across the span of their careers, mentor members to assume board and officer positions at all levels of the organization. The committee shall select nominees and prepare the ballot. The ballot will be presented to the Board of Directors at least four (4) weeks prior to a scheduled election.

**Membership:** The Leadership Succession Committee shall consist of a minimum of three (3) elected members. The president will appoint the chair from the elected members. Note: The Leadership Succession Committee members shall not be eligible for any elected office of the current ballot.

The Leadership Succession Committee will prepare and distribute the listing of officers, committee chairs, and committee members to Board and revise this list as needed.

**Procedures:**

**January/February:** completes Budget Request Form.

**March-early April:** create ballot

**Last week April:** send ballot to BOD for approval

**May 1:** send ballot to membership

**May 15:** deadline for voting

6. **Membership Involvement Committee**

**Purpose:** The purpose of the Membership Involvement Committee shall be to increase the involvement of members in chapter activities.

**Membership:** The Membership Involvement Committee shall consist of a minimum three (3) members. The President shall appoint a chair of the committee.
Procedures:
A. **New Member Recognition** - At the Annual Meeting in June, Distinguished Lectureship in October, Collaborative Program in March and any other events as conducted by the chapter, any new members attending an event for the first time are recognized and encouraged to continue attending events and bring other members or colleagues.

B. **Membership Updates** – at each event members are requested to provide updates on professional projects, community activities or personal achievements; their availability to mentor and participate in committees by completing a sign in sheet. Selected members will be contacted based on availability to present their projects or activities during a Member Spotlight at a chapter program.

C. **Induction – Timeline**
   Two months prior to Induction the Request for Nurse Leader Nominations – should be emailed with a letter and Member Intent to members by secretary. Information and form are also available on the Chapter web site [http://blogs.millersville.edu/xichi/](http://blogs.millersville.edu/xichi/)

   Required documents: Membership Intent Form, current resume or CV.

   Nurse Leader nominees should submit a Membership Intent Form and a current CV or resume. Candidates will be considered based on the criteria established by STTI. Those criteria include: Legally recognized to practice nursing in his/her country. Have a minimum of a baccalaureate degree or equivalent. Demonstrate leadership in nursing in administration, education, practice, research, or publication.

   **Candidates are highly encouraged to add additional documentation that outlines leadership in administration, education, practice, research, or publication BEYOND the requirements of work responsibilities and as indicated on the Membership Intent Form.**

   Examples of nursing excellence in Leadership may be found in the Nurse Leader brochure on the chapter web page.

   February: Nurse Leader nominations (date to be determined based on date of Induction) and reviewed by the Membership Involvement Committee. Names of nominees will be forwarded to the program committee for invitation to STTI.

   Induction date will be determined yearly of undergraduate and graduate students, and nurse leaders. Orientation by Membership Involvement committee will take place 1 hour prior to the induction program.
D. **Mentor Program**: Active Members are encouraged to participate in the mentoring program by submitting their name and specialty to be posted on the Xi Chi web site. Interested active members are encouraged to contact mentors of their choice based on their area of expertise. New members will be surveyed during orientation prior to induction as to their interest in having a mentor. If desired they will be assigned to a designated mentor following induction. This mentor will steer them through chapter activities and events. The mentor will also provide information and guidance in the leadership intern program to recruit officers and committee chairs.

**Additional Suggestions for Mentors:**
1. Maintain contact throughout the first year of membership through mutually agreed upon contact method such as email, phone etc.
2. Encourage mentee to attend chapter events and activities with mentor
3. Facilitate networking opportunities for the mentee
4. Provide information on chapter committees and assist mentee in attending a committee of the mentees choosing.
5. Mentor may also provide career direction as appropriate

E. **Leadership Intern Program** – The Membership Involvement Committee will provide information and education about the Leadership Intern Program during induction. Interested members will be paired with an officer or board member to learn about the functions of the chapter and gain leadership skills for personal and professional growth.

Qualifications - Be an active member (dues paid)
Have a strong interest in active participation at the chapter level and an interest in regional or national level opportunities.

Intern Role - The intern learns about the opportunities to become actively involved in chapter committees or offices. They attend a minimum of 2 chapter committee meetings, one board of directors meeting and will work on a specific project with a chapter officer or committee.

Time Commitment - The Leadership Intern is a one year term. At the end of the year the intern will participate with a committee.

F. The Membership Involvement Committee will also be available to assist in recruiting and retention of members.

7. **Publicity/ Social Media Committee**

**Purpose:** The purpose of the Publicity/Social Media Committee shall be to coordinate with membership involvement committee chair and Program Chair to update membership electronically via STTI Connect, circle email discussion threads, Facebook, and the Xi Chi blog site - [http://blogs.millersville.edu/xichi/](http://blogs.millersville.edu/xichi/)

**Membership:** The Publicity/Social Media Committee shall consist of a minimum of two (2) members. The President shall appoint the chair of the Publicity/Social Media Committee.

**Procedures:** Coordinate efforts with President, Membership Chair, VP-Program to target electronic updates to membership.
8. Program Committee

Purpose: The purpose of the Program Committee shall oversee the programs offered by the chapter.

Membership: The Program Committee shall be chaired by the Vice President. There shall be a minimum of three (3) additional members.

Procedures:
One program is the Distinguished Lecture. At least one other program should be related to evidence-based practice.

February: Complete Budget Request Form.

March Collaborative event with Eta Eta chapter

1. Responsibility
   - Xi Chi at Large Chapter is responsible for the program during even years
   - Eta Eta Chapter is responsible for the program during odd years.

2. Location-The chapter planning the program will host the event.

3. Timing
   - One year prior to the event initial contacts should be made to secure speakers.
   - Six months prior to the event work on the PSNA application should be started.
   - Three months prior to the event save the date flyers should be sent to the membership of both chapters. Confirmation letters should be sent to the speakers.
   - Two months prior submit PSNA application
   - The month of the event food for the reception should be ordered, programs printed and obtain final confirmation that the PSNA credits will be awarded.

Induction

1. Location-Secured with input from the Board of Directors a year to six months before the event.

2. Timing
   - One year prior to the event initial contacts should be made to secure speaker.
   - The month of the event food for the reception should be ordered and programs printed.

June - Annual Meeting

1. Location-Secured with input from the Board of Directors a year to six months before the event.

2. Timing
   - One year prior to the event initial contacts should be made to secure speaker.
Three months prior to the event save the date flyers should be sent to the membership of both chapters. Confirmation letters should be sent to the speaker.

Two months prior submit PSNA application

The month of the event food for the meeting should be ordered, programs printed and obtain final confirmation that the PSNA credits will be awarded

**October**- Distinguished Lecture (DL)
1. Location-Secured with input from the Board of Directors a year before the event.
2. Timing
   - One year prior to the event initial contacts should be made to secure speaker.
   - Six months prior to the event work on the PSNA application should be started.
   - Three months prior to the event save the date flyers should be sent to the membership of both chapters. Confirmation letters should be sent to the speaker.
   - Two months prior submit PSNA application
   - The month of the event food for the reception should be ordered, programs printed and obtain final confirmation that the PSNA credits will be awarded.
Induction
Chapter induction is a time for members to celebrate the professional accomplishments of colleagues and scholars.

☐ Membership Involvement Chair send request for Community Leadership nomination by January 15 to Membership Involvement Chair by 8 weeks prior to DL.
☐ Counselors obtain names of student who meet the criteria (BSN/MSN) by 8 week prior to DL.
☐ Membership committee reviews leader nominees according to the set criteria of the Chapter and STTI (http://www.nursingsociety.org/Membership/ApplyNow/Pages/nl_memcriteria.aspx) and sends selections to counselor by 7 weeks prior to DL.
☐ By 7 weeks prior to DL all names/information is submitted to the electronic induction system and counselors send out email to nominees.
☐ Candidates submit registration by 2 weeks prior to DL.
☐ Candidates are eligible to accept invitation for one year.
☐ Candidates who attend induction receive information and certificates at induction. Candidates who cannot attend induction will receive certificates later directly from STTI.
☐ Membership involvement organizes and conducts orientation.
☐ All STTI membership information is located on line STTI website: http://www.nursingsociety.org/Membership/ApplyNow/Pages/applynow.aspx
☐ Speaker: should be scheduled by Program Committee a year ahead of time. Speaker logistics are arranged 2 months prior to induction.
☐ Rooms reserved 4 months ahead of time or sooner.
☐ Catering order completed by 2 months prior to induction.
☐ RSVPs from membership/inductees needed 2 weeks prior to event.

Items to take to Induction
☐ Xi Chi Chapter Banner/key
☐ Script-uploaded STTI website
☐ Induction PP uploaded from STTI website on flashdrive
☐ Speaker’s PP on flashdrive
☐ Table – flowers, candle sticks (purple),
☐ Table for signature book and pen
☐ Podium to display Heritage Committee Yearbooks
☐ Packets and certificates with ribbons from STTI are distributed to each inductee who signs into the Chapter and ribbon is pinned to inductee.
☐ Heritage committee takes pictures
☐ Signs directly inductees, members, family and friends to induction
☐ Consider a computer for folks to sign up for VIP
☐ Nametags
Policies

Financial

1. Financial audit/review
   - Conducted yearly.
   - Internal audit/review is to be done in even years. This review is to be conducted by a chapter member agreed upon by the Board of Directors. This should be completed by November of the even year.
   - External audit/review is to be done in odd years. This review is to be conducted by an independent reviewer who is neither part of the chapter management nor holds any vested interests in the chapter. This person should have a strong accounting background and should be agreed upon by the Board of Directors. This should be completed by November of the odd year.
   - Treasurer should budget for the external audit/review.

2. Reimbursement
   - Small purchases ≤ $100.00
     - The Xi Chi Chapter Officers (President, Vice-President, President-elect, Secretary, and Treasurer) may make purchases of non-budgeted items, not to exceed $100, without Board approval. Any non-budgeted item in excess of $100 must receive Board approval for reimbursement.
     - Any out-of-pocket expenses made on behalf of Xi Chi Chapter must be submitted to the Treasurer and accompanied by a receipt and the Check Request Form (Appendix C).
     - If advanced payment money is needed, consult with Treasurer.
   - Travel and meetings
     - When incurring chapter-related travel and meeting expenses, discretion and good judgment are expected. Those traveling on behalf of the chapter are to be cost-conscious.
     - The BOD will decide on the number of members that can be sponsored for events such as the biennium, leadership conference, Tri-state Consortium, etc. The decision will be based on chapter funds.
     - Registration fees: the chapter will cover the registration fee for required events.
     - Travel: air will be reimbursed for the cost of the lowest coach for flights available from the individual’s home. If taking the train, the fee for a coach ticket will be reimbursed. If driving, parking fees and the current rate per mile will be reimbursed. That rate would be decided by the Board of Directors.
     - Lodging: Double versus single room will be based on funds. Convenience, the cost of staying in a city where venue is located, and proximity to other venues shall be considered in determining reasonableness.
     - Meals: maximum of $30.00 per day.
     - Ground transportation: the most reasonable ground transportation shall be utilized and this expense will be covered.
Non-reimbursable expenses: travel insurance, expenses for spouse, friends, or relatives, first class tickets, alcohol, entertainment, theft of property.

To be reimbursed, detailed receipts must be submitted to the Chapter Secretary accompanied by the Check Request Form (Appendix C)

3. Ordering supplies from STTI
   • Any Xi Chi-at-Large Chapter member ordering supplies from STTI Headquarters should instruct STTI to bill the Treasurer directly.
   • Items ordered should be shipped to the person ordering the supplies.
   • Notify the Treasurer of the date and items being purchased so the Treasurer can anticipate the bill.

4. Small Game of Chance Application
   • This application must be completed by the Chair of the Finance Committee when needed.
   • Obtain the application online. Small Games of Chance - Home
   • Complete the application for a “limited occasions” (basket raffle).
   • Display permit at event.
Strategic Plan

The strategic plan provides direction for Xi Chi-at-Large Chapter and serves as a tool to direct chapter activities and the use of chapter resources. The Board of Directors creates the Strategic Plan for the chapter. The strategic plan will address initiatives for knowledge, leadership, community, service, and sustainability. This plan will be reviewed annually to evaluate progress in meeting the goals defined in the strategic plan. The strategic plan will be revised every three years. The review and revision of the strategic plan will be led by the President and supported by the members of the Board of Directors. The strategic plan will be posted on the chapter website for all members to review.
Name of Applicant: ________________________________________________________________

RN to BSN □□ Masters □□ GPA:_________ Credits completed: ____________

Please rate the applicant based on the following criteria. Circle your rating.
3: Strongly recommend  2: recommend  1: recommend with reservation

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Scoring</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic success in enrolled program. (GPA &gt; 3.0)</td>
<td>3.71-4.0</td>
</tr>
<tr>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Academic and leadership/personal success as demonstrated by faculty’s letter of recommendation.</td>
<td>3</td>
</tr>
<tr>
<td>Qualifications for scholarship as demonstrated by the applicant’s comments in essay.</td>
<td>3</td>
</tr>
<tr>
<td>Use of scholarship as demonstrated by the applicant’s comments in essay.</td>
<td>3</td>
</tr>
<tr>
<td>Future potential in nursing as demonstrated by the applicant’s comments in essay.</td>
<td>3</td>
</tr>
<tr>
<td>Leadership and interpersonal skills as demonstrated by the applicant’s comments in essay.</td>
<td>3</td>
</tr>
<tr>
<td>Total points</td>
<td></td>
</tr>
</tbody>
</table>

Comments:

Overall recommendation:
- □□ High recommend
- □□ Recommend
- □□ Recommend with reservation
- □□ Do not recommend

Signature of evaluator: ______________________________________________________
Date: __________________
APPENDIX B

Sigma Theta Tau, International
Xi Chi Chapter
Grant Application Scoring Sheet

Name of Applicant: __
Title of Research: ____

Please rate the applicant based on the following criteria. Circle your rating.

3: Above average in clarity/explanation
2: Adequately explained
1: minimally explained
0: Absent from proposal

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Scoring</th>
</tr>
</thead>
<tbody>
<tr>
<td>Purpose/problem statement</td>
<td>3 2 1 0</td>
</tr>
<tr>
<td>Subjects</td>
<td>3 2 1 0</td>
</tr>
<tr>
<td>Methodology</td>
<td>3 2 1 0</td>
</tr>
<tr>
<td>Results (what outcomes are being evaluated and when)</td>
<td>3 2 1 0</td>
</tr>
<tr>
<td>Conclusions/implications</td>
<td>3 2 1 0</td>
</tr>
<tr>
<td>Publishing/dissemination of results</td>
<td>3 2 1 0</td>
</tr>
<tr>
<td>Relevance/importance to nursing</td>
<td>3 2 1 0</td>
</tr>
</tbody>
</table>

Total points

Comments:
APPENDIX C

Xi Chi Chapter

Check Request Form
Submit this form to the Xi Chi treasurer.
For 2017 submit to:
Jill Buchle
Jill.Buchle@millersville.edu

Name: ________________________________

Date submitted: ________________________

Please list date of expense, actual expense, and amount to be reimbursed. **Attach detailed receipts (or copies of receipts) to this form.**

<table>
<thead>
<tr>
<th>Date expense incurred</th>
<th>Expense</th>
<th>Amount to be reimbursed</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Make check payable to: ________________________________

Mail check to: _______________________________________

__________________________
Signature

For treasurer:

Date check issued: _____________________  Check #: _____________________