

## SECTION III: How to Manage a School Chapter

### The Responsibilities of a School Chapter

Listed below are areas of responsibility for school chapters. It is not necessary for every chapter to become involved in all areas. Schools should choose those areas that interest chapter members.

#### Communication

- Establish a continuous communication mechanism with all levels of the association (including the state association).
- Produce and distribute a newsletter.
- Facilitate public relations with the state association and other schools of nursing.

#### Education

- Liaise with faculty, curriculum and other appropriate committees.
- Community health projects.
- Leadership and management skills development.
- NSNA Leadership University® (see page 12).

#### Finances

- Financial management and budget development.
- Fundraising.
- Leadership University Certificate Program for treasurers.

#### Legislation

- Liaise with other local organizations and government agencies concerned with legislation and regulation.
- Distribute information to members and engage students in the legislative education process and voter registration activities.

#### Membership

- Obtain membership list from NSNA (email: [nsna@nsna.org](mailto:nsna@nsna.org))
- Promote benefits
- Distribute materials and membership brochures
- Evaluate recruitment methods
- Participate in Project InTouch and Precious Metal Awards

#### Recruitment into Nursing and Career Counseling

- Participate in Breakthrough to Nursing®
- Liaise with nursing schools and hospital recruiters
- Develop and distribute materials
- Coordinate activities

#### Relationships with Other Organizations

- Liaise with appropriate local professional associations
- Liaise with appropriate college or university organizations

#### Student Rights, Grievance Activities, and Code of Ethics

- Facilitate adoption of the NSNA Bill of Rights and Responsibilities for Nursing Students and Code of Ethics into school policy
- Promote awareness of student rights and responsibilities
- Promote awareness of the Code of Ethics

#### Global Initiatives in Nursing

- Engage student nurses with diverse experiences to share their special knowledge.
- Educate on global opportunities in nursing.

#### School Mailing Address

School chapters should establish a permanent mailing address at the school. This can be a permanent box number in care of the nursing department, or a post office box in the city in which the school is located.

However, it is imperative that a permanent mailing address is established so that in future years NSNA and the school chapter are assured of having material reach student nurses.

### Working with Student Government Associations

NSNA school chapters should work closely with the student government associations in their colleges and universities. Following are suggested relationships between the two groups that should be adapted to meet the needs of each school. The NSNA chapter:

- Sends a representative to the student government association.
- Is a committee within student nurses association.
- Sends representative to overall college/university student government.
- Receives partial funding from NSNA (dues sharing, special requests for funding of projects).
- Receives separate funding or receives partial funding from overall student government.
- Seeks support of the sponsoring body. School chapters should investigate the availability of student activity fees to fund projects and activities.

When two organizations for student nurses coexist, the leadership should meet to clarify respective and unique purposes and authorities in representing students. When meeting similar purposes, the organizations should pool resources.

School chapters should try not to be placed in competition with a nursing student government association or any other campus nursing group. NSNA supports cooperative relationships between school student governments and other campus nursing groups and NSNA school chapters. Open lines of communication, cooperation in planning and implementing programs, projects, and dual membership are encouraged. The autonomy and integrity of each body should be preserved.

## Membership Lists Available

State and school chapters may not distribute membership lists or member information to third parties (e.g., vendors, hospital recruiters). Vendors and hospital recruiters may contact NSNA for information about NSNA list rental. School and state chapters are authorized only to use NSNA member lists to communicate with their respective members.

School chapter presidents and faculty advisors may request a report containing the names of members at their school and their membership expiration date by sending a request to: [nsna@nsna.org](mailto:nsna@nsna.org). These reports are sorted alphabetically by last name.

To obtain membership reports, mailing list files or labels of members in your state, contact W.L. Arehart Computer Systems, NSNA's® membership processing company. State reports are sent via email in PDF format only and sorted according to school. Mailing list files and labels are available for \$24 per thousand names/per list. Labels are sorted by zip code. Mailing list files are sent via email in comma delimited text format.

Make check or money order payable to W.L. Arehart Computer Systems, Inc. Send request to:

**W.L. Arehart Computer Systems, Inc.**  
PO Box 770  
Wilmington, OH 45177

### Total School Membership Plan

Have you ever considered the advantages of including NSNA membership dues as part of student activity or tuition fees?

NSNA's® Total School Membership Plan is designed to enrich the educational experience of entry level student nurses. When NSNA membership dues are included in student activity or tuition fees, all students can become involved in a national leadership development program. Students can spend less time recruiting members and instead, put their time and effort into Community Health, Legislation/Education, Breakthrough to Nursing® Projects, and many creative initiatives that develop team spirit and cooperation.

If this membership option sounds like it could work at your school, please discuss it with the students and faculty. Then, approach the school administration and legal counsel to determine the feasibility, of participating in this plan. The method of dues collection must include an opportunity for those students who do not wish to be NSNA members to have an option to opt out of joining. Please contact Susan Wong, Membership Development Director, ([nsna@nsna.org](mailto:nsna@nsna.org)) to collaborate on this exciting plan!

### Tips for Recruiting Members

Promote \$5.00 discount for new members. The discount is good for new members who join for one year.

- Use NSNA's video, "Catch the Wave with NSNA!" in all your recruitment activities. Show it at registration, in meetings, and in classrooms.
- Invite prospective members to your first meeting and plan an exciting program.
- Hold an informal open house and have each member invite students who are not members. If a former student from your area has attended an NSNA Convention in the past year or two, or a member has recently been involved in an interdisciplinary student meeting, invite that person to come and speak to the group to describe these meetings, and in particular, how they have been involved in NSNA.
- Hold proactive programs. You may choose to involve potential members in an activity like hypertension screening and then ask the person to join a team that is teaching the public about hypertension. This provides a mechanism to channel new members' enthusiasm into the association.
- List all the accomplishments of your organization over the past year or several years, and make it available to your prospective members. Include NSNA and state as well as school accomplishments. By emphasizing the positive achievements of your organization, you can generate interest in your prospective members.

### Tips for Recruiting Prenursing Students

- Find out when registration is scheduled for your school and provide membership information and forms.
- Include a letter from your chapter president in any mailings from the school to new students.
- Make a presentation to beginning students during their orientation. This could be arranged through faculty. Have a question and answer session about the school as well as NSNA. Use the NSNA recruitment video.
- Hold an informal "Beginning Students' Day." Contact parents and spouses of beginning students and suggest that they give their son, daughter or spouse an NSNA membership. The timing of this recruitment idea may be in conjunction with the beginning of the school year to suggest NSNA membership as a gift to students. It may also be suggested as a holiday or birthday gift. This would pick up members who didn't join in the fall.
- Offer special help with nursing classes and assignments to those who become members. Special help can be invaluable to those just beginning nursing school.
- Set up a Mentorship program for members. Send NSNA the names and addresses of potential members. NSNA will send them membership information.

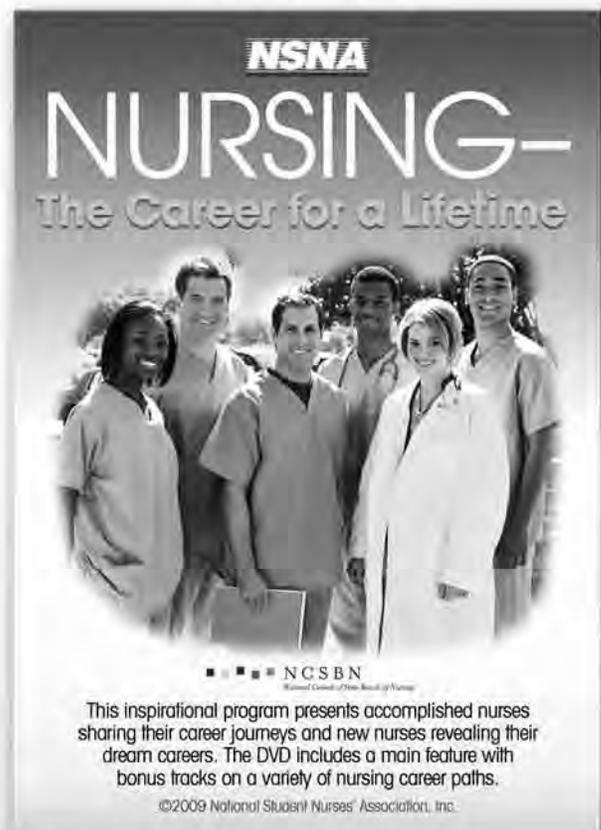
# NSNA

## DVD Release Available From NSNA!

# NURSING— The Career for a Lifetime

This inspirational program presents accomplished nurses sharing their career journeys and new nurses revealing their dream careers. The DVD includes a main feature with bonus tracks on a variety of nursing career paths.

**Watch the video on NSNA's Career Center:  
[www.nsna.org](http://www.nsna.org)**



**For ordering information  
visit [www.nsna.org](http://www.nsna.org) and click  
on NSNA®/FNSNA® Store  
and Order Forms**

# Activity Planning for School Chapters

Participating in NSNA activities is an excellent way to learn shared-governance leadership skills. Once your chapter is organized, programs and projects are the best way to involve members and give your chapter a purpose. Suggestions for a variety of activities are listed in this section. To make programs and projects effective, select only a few and plan them well. You may wish to set your priorities as a chapter to determine how much time you wish to spend on specific activities. Projects should reflect the interests and needs of your membership. You may want to select one project to focus on, or plan a variety of short-term projects.

## Planning Educational Programs

One way to keep your members involved is to plan meaningful programs during the year on subjects of interest. This can also be an incentive for people to join your chapter. In planning for a successful program, consider the following:

- Choose a topic that is of interest to your members. Survey students for suggestions; choose a subject that is not covered in your curriculum, or a topic you are studying and wish to know more about. You can also choose an issue in nursing or in your community. Plan and publicize the program well in advance. The date should not conflict with other school or local activities or with exams.
- Clearly identify learning objectives for the program. Why are you having the program? What do you hope to accomplish? What results do you expect? What kind of problems are you trying to correct?
- Invite dynamic presenters who are experts in their field. Most people will speak for free if you explain that you are a student group with limited funds. To identify speakers, ask faculty members or your local nurses association for recommendations. If you plan a series of programs, you might wish to vary the format. Some formats are: lecture, main speaker and respondents' panel, a panel of speakers and addressing the same issue from different perspectives, and dramatization.
- Finally, evaluate the program. Have those who attended fill out an evaluation form. The evaluation lets you see what worked this time and what may be done to improve future programs.

## Community Health / Disaster Preparedness Theme: Community Health & Disaster Preparedness: Creating a Positive Impact

### Community Health

Community Health projects provide a needed community service and provide opportunities for student nurses to utilize or gain knowledge and skills. There are a variety of nationally sponsored projects to choose from, or you can formulate a project to meet a specific need in your own community. "Community" here refers to your school, town, or a specific group of people you wish to reach.

Community Health awards are given to the Most Successful State Community Health Project and the Most Successful School Project. Applications are available from the NSNA Awards and Honors' booklet, available under publications/chapter resources on the NSNA website, and must be received by March 14, 2014.

### Disaster Preparedness

Since 2005 NSNA has been dedicated to raising disaster preparedness awareness through education and encouraging state association and school chapter projects. The committee's goals move this important work forward. The NSNA Guidelines for Disaster Preparedness,

Recovery, and Relief Projects assist NSNA Chapters provides important information on the Disaster Preparedness Awards and about establishing or strengthening disaster preparedness activities (see page 3 for other important information on activities). Applications are available from the NSNA website under publications/chapter resources on the NSNA website and must be received by March 14, 2014.

## Breakthrough to Nursing® Theme: Changing the Face of Nursing

Breakthrough to Nursing® (BTN) is NSNA's® project to increase the number and diversity of students choosing nursing as a career. The project was begun because of NSNA's® concern over the inadequacy of health care delivery to minority group members and the lack of minority group health care providers. The objectives of the project are to promote career opportunities in nursing, with a focus on substantially increasing the number of students from groups who traditionally have been underrepresented in American nursing, and to encourage the nursing educational system to be more responsive to the needs of these students. The project has been supported by NSNA since 1965. Its effectiveness seems due, in part, to the peer relationship that can be established between nursing students and minority group high school students.

Resource materials, including the *Breakthrough to Nursing® Project Guidelines*, and the recruitment video *Catch the Wave with NSNA* are available from the NSNA office, or through the website at [www.nsna.org](http://www.nsna.org).

Two awards are given for Breakthrough to Nursing® activities at Convention, for the Most Successful BTN projects at the state and school levels. Project applications must be received by March 14, 2014.

## Legislative Activities

### Theme: Educate Yourself...Facilitate Change!

Legislative action affects who, how, why and where nursing is practiced and who receives care. Student nurses should become involved in the legislative process and have a voice in what will happen to our profession and to recipients of care. NSNA monitors national legislative activities of concern to the nursing profession and to students and publishes this information in *Imprint®* and *NSNA News*. Your state legislation/education chairperson does the same on the state level. However, monitoring of legislation is more beneficial when students on the local level can be counted on to respond to state or national legislative government when necessary. The state legislation/education chairperson can also serve as a liaison with state nurses' association legislative committee and/or the state nurses' political action committee.

One person should be designated as the legislation/education contact person for each school chapter. This person should correspond frequently with the state legislation/education chairperson to get information on state and national issues, and be responsible for informing other students of actions that need to be taken, such as letters, phone calls and telegrams.

Education of chapter members about the legislative process is important. Many people are intimidated by legislation, or don't understand the process involved. The NSNA booklet, *Guidelines for Planning for Legislative Activities* provides basic guidelines in how you and your state association or school chapter can get active in legislation, and information about the NSNA Voter Registration and Get-Out-the-Vote Campaign.

Legislative actions at the local level can affect student nurses also. Contact your district nurses association to see if they have a legislative committee and learn about the issues that are of concern to them. If possible, try to get representation on this committee. Awards are given annually for projects promoting political activism, one award to a state chapter and one to a school chapter. Project applications must be received by March 14, 2014.

## Image of Nursing Activities

### Theme: Use Your Voice

The Image of Nursing Committee focus is about promoting and maintaining a public opinion of nursing that is not only positive, but truthful. NSNA members are not only encouraged to promote a positive image of nursing in the hospital setting, but also in their everyday lives. They are also encouraged to form Image of Nursing Committees on the state and local level, in order to spread this positive image via their efforts throughout the country.

Students are encouraged to submit to the committee information about how their chapter is acting in a way that promotes a positive image of nursing, no matter how small those acts may be. Each submission to the committee will be considered for the Image Project Award (see below). Articles about such actions can also be submitted to *Imprint*® magazine for possible publication. Project applications must be received by March 14, 2014.

There are three awards given by the Image of Nursing Committee to state chapters, as well as three awards given at the school chapter levels. These awards include a newsletter award, a Most Outstanding Website award, and an Image Project Award. More information about each of these awards can be found in the Awards and Honors Booklet at [www.nсна.org](http://www.nсна.org) under Publications/Chapter Resources. Also available under Publications/Chapter Resources is the Guidelines for Planning an Image of Nursing Project Booklet, which can help state and school chapters plan an event under Image Committee guidelines.

### Empowering Resolutions Award

The purpose of this award is to promote the advancement of NSNA resolutions passed in the NSNA House of Delegates in the last 10 years, through state and school projects. One award is given out to either the top state project or the top school project. The 2013-2014 Empowering Resolution Award winning state or school chapter project will receive a Certificate and \$100 at the 62nd Annual Convention in Nashville, TN, April 9-13, 2014. The Empowering Resolutions Award application deadline is March 14, 2014. The links to NSNA Resolutions over the past 10 years are on the website under publications/resolutions and the application is available in the NSNA Awards and Honors booklet under publications/resolution index at [www.nсна.org](http://www.nсна.org).

### Education Activities

One of the most beneficial things that your school chapter can do for its members is to become involved with the educational process. Become involved in curriculum development. Speak with your faculty about having a voting representative on the curriculum committee. Give input to the faculty on how effective you think the present curriculum is, and what areas need revision.

The NSNA House of Delegates has adopted a Code of Ethics consisting of the Code of Professional Conduct and the Code of Academic and Clinical Conduct (see pages 22 & 23). Taken in concert with the Bill of Rights and Responsibilities for Students of Nursing, they provide comprehensive guidelines that set the tone for professional development. Safeguard your rights as students. The Bill of Rights and Responsibilities for Students of Nursing is available on the website, or by calling the NSNA office. This outlines basic rights and responsibilities for student nurses and has guidelines for grievance procedures when a student feels his/her rights have been infringed upon. However, this document has no meaning unless you work to get a bill of rights and a grievance procedure adopted at your own school and recognized by administration, students, and faculty. Don't wait until someone actually has a grievance. Your bill of rights and grievance procedure should be set up before there is a need and, perhaps, can prevent grievances from occurring.

If you are in an associate degree or diploma program, you may wish to research career mobility options in your area and make your members aware of this information.

### Global Initiatives in Nursing

#### Theme: Breaking Barriers for Future Global Leaders

The Global Initiatives in Nursing Committee was established in 2010 to promote the International Year of the Nurse, as well as engage student nurses with diverse experiences to share their special knowledge, and educate on global opportunities in nursing. The purpose of the Global Initiative in Nursing Award is to highlight the efforts of student nurses to increase awareness of global health issues. The award is given to a state and school chapter which creates an activity, program or project that either informs of global health issues or works to promote health in a global/international context. More information about each of these awards can be found in the Awards Booklet at [www.nсна.org](http://www.nсна.org) under Publications/Chapter Resources. Applications must be received by March 14, 2014.

### NSNA Leadership U

NSNA's certificate program recognizes the leadership and management skills students learn through participation in NSNA. For details see page 12.

### Leader of Leaders Award

In 1991, the NSNA Board of Directors created the "Leader of Leaders Award," presented to the dean or faculty advisor or state consultant who has made an outstanding contribution to student nurses. In addition to a plaque presented at the Annual Convention, the winner will receive an expense paid trip to the NSNA Convention. Applications are available from NSNA headquarters and the Awards Booklet and must be received by February 12, 2014. The award is sponsored by Elsevier, proud publisher of Mosby and Saunders nursing titles.



David Ranck (left), State Consultant, Student Nurses' Association of Pennsylvania by sponsor representative Amanda Wolff (right), Executive Marketing Manager, Elsevier.

Photo by Harry Butler, Nashville, TN

### Past Leaders of Leaders

- 2012 - Doreen Wagner, Georgia Association of Nursing Students
- 2011 - Diane Spatz, University of Pennsylvania School of Nursing, Philadelphia, PA
- 2010 - Donna C. Otto, University of Missouri Sinclair School of Nursing
- 2009 - Rosemary E.S. Mortimer, Johns Hopkins University School of Nursing
- 2008 - Patricia Dufrene, University of Arkansas for Medical Sciences, College of Nursing
- 2007 - Michael Williams, Michigan Nursing Students Association
- 2006 - Susan Gunby, Georgia Baptist College of Nursing of Mercer University

# Shaping Your Future

## Project InTouch

*Project InTouch* is NSNA's exciting members-reaching members incentive plan. NSNA members can win valuable prizes by recruiting new members into the association. In addition to the prizes donated by publishers, NCLEX companies, nursing journals, and nursing product companies, the grand prize is a trip to the Annual Convention (sponsored by the *American Journal of Nursing*). Plus, all Project InTouch Recruiters receive the NSNA recruitment video for free.

**Don't miss out! Sign up now, and start accumulating prizes as you help NSNA grow.**

## Project InTouch Prizes

**10-30 new members recruited:** One year subscription (online or iPad) to the *American Journal of Nursing Magazine (AJN)*, contributed by Wolters Kluwer Health/Lippincott Williams & Wilkins.

**31-50 new members recruited:** Nursing Care Plans: Diagnoses, Interventions, and Outcomes, 7th Edition by Meg Gulanick, PhD, APRN, FAAN and Judith L. Myers, RN, MSN, contributed by Mosby/Saunders, division of Elsevier, plus above prize.

**51-70 new members recruited:** Nursing, The Finest Art, 3rd Edition by M. Patricia Donahue, PhD, RN, FAAN, contributed by Mosby/Saunders, division of Elsevier, plus the above prizes.

**71-90 new members recruited:** One year subscription to PEPID RN Student software, contributed by PEDPID, plus the above prizes.

**91-110 new members recruited:** NCLEX-RN 10,000 (adaptive learning system for NCLEX prep) - 12 month access, by Lippincott Williams & Wilkins, contributed by Wolters Kluwer Health/Lippincott Williams & Wilkins, plus the above prizes.

**111 and more new members recruited:** Lippincott's Q & A Review for NCLEX-RN, 11e, by Diane Billings and Desiree Hensel, contributed by Wolters Kluwer Health/Lippincott Williams & Wilkins, plus the above prizes.

**And a grand prize is a trip to the 2014 NSNA Convention, April 9-13, 2014 in Nashville, TN and is awarded to the recruiter having the highest total of new members recruited. In case of a tie, the winner will be chosen by lot, contributed by the *American Journal of Nursing*.**

## NSNA State Excellence Award

The prestigious NSNA State Excellence Award is awarded to the states which best fulfill NSNA's® goals. The award recognizes achievement in membership growth, involvement in program activities. All official state constituents are considered for this award, and the winning states are recognized at the Annual Convention in April. The award consists of a lamp for each Winners' Way group.



Winners' Way is the NSNA membership incentive contest for state constituents. The states are divided into five groups based on their membership numbers on a starting date.



GROUP 1: 225 and Under  
GROUP 2: 226-600  
GROUP 3: 601-1,200  
GROUP 4: 1,201-1,900  
GROUP 5: 1,901 and Higher

\$100 will be awarded for the largest percentage increase in membership for each of the five groups. By promoting a state membership campaign which includes NSNA's® school and individual membership incentive programs, your state could win a Grand Prize!

## Precious METAL Award Program

The Precious Metal Award Program recognizes the following:

- Platinum Awards to schools with 200 or more members
  - Gold Awards to schools with 100-199 members
  - Silver Awards to schools with 50-99 members
- Certificates upon request

## NSNA Stellar School Chapter Recognition Program

The NSNA 2013-2014 Stellar School Chapter Recognition Program honors school chapters that demonstrate: ongoing involvement in NSNA; a commitment to shared governance; and professional development of students and faculty. Official NSNA school chapters that have maintained Constituency status for the past five years are eligible to apply. For more information and an application contact [nsna@nsna.org](mailto:nsna@nsna.org) with Stellar School Program in the subject line. Include the school chapter name and address, and the names and email addresses for the school chapter President and the Faculty Advisor. DEADLINE: February 12, 2014.



# Catch The Wave With NSNA!

## Become a 2013-2014 Project InTouch Recruiter Today!

Project InTouch is NSNA's® exciting membership incentive plan that enables you to win valuable prizes by recruiting new members into NSNA. *Here's how it works:*

1. You must register as a Project InTouch recruiter using the special registration form below. **If you have a recruiter number from 2012-13, you must re-register.**
2. NSNA will send you a recruiter number, recruiter information packet, including membership brochures. You'll also receive a complete copy of the Project InTouch Rules and Regulations, which you must follow to be eligible for prizes.
3. Once you've received everything from NSNA, put your recruiter number on each new member's form, and you'll be automatically credited with that new member. Bonus points are given for beginning students and two-year members recruited. Membership forms for the 2013-14 contest must be received at NSNA by February 12, 2014. Register today, and you'll be on your way to winning valuable prizes. There is no limit to the number of prizes, so everyone can win.

**Be sure to download the recruitment video, "Catch The Wave With NSNA" for free online at [www.nсна.org](http://www.nсна.org)**

### Project InTouch Registration Form

Name (print) \_\_\_\_\_

Mailing Address (no P.O. Box numbers):

Number \_\_\_\_\_ Street \_\_\_\_\_ Apt. \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Phone ( ) \_\_\_\_\_

Email: \_\_\_\_\_

School: \_\_\_\_\_

Membership # \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Graduation Date: \_\_\_\_\_

For NSNA Office Use Only:

Received: \_\_\_\_\_

Membership Verified: \_\_\_\_\_

Recruiter #: \_\_\_\_\_

Materials Sent: \_\_\_\_\_

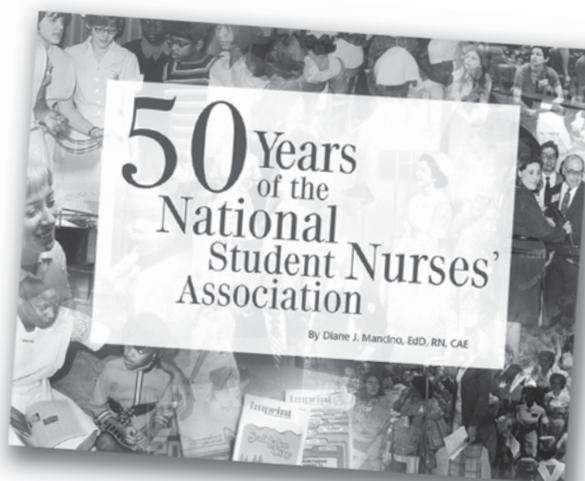
Mail to:

National Student Nurses' Association®  
45 Main Street, Suite 606 • Brooklyn, NY 11201  
Or Fax to: 718-797-1186 or Email: [nsna@nsna.org](mailto:nsna@nsna.org)

# NSNA®

## 50 YEARS OF THE NATIONAL STUDENT NURSES' ASSOCIATION®

by Diane J. Mancino, EdD, RN, CAE



Come along on a 50-year journey through the decades that explores the founding of NSNA, from its beginnings in 1952 to its place today as the premiere association for over 60,000 student nurses throughout the country. *50 Years of the National Student Nurses' Association*®, written by Dr. Diane J. Mancino, NSNA executive director since 1996, examines the dramatic birth of NSNA in June, 1952, in Atlantic City, NJ, and takes us through the formative fifties, the turbulent sixties when civil rights and nursing issues converged, to innovative programs established in the seventies and eighties.

(See order form at [www.nсна.org](http://www.nсна.org) >  
*Online Order Forms*)

# The NSNA Membership Enrollment Process

## Online!

Visit [www.nsna.org](http://www.nsna.org) and sign up for NSNA membership. From the NSNA homepage, click on Member Services and follow instructions for online membership registration.

## Processing of Membership Forms

1. Send membership forms and dues payments to NSNA, Box 789, Wilmington, OH, 45177. This is an address established only for the receipt of membership forms, dues payments, and address changes.
2. Payments may be by check or money order made payable to NSNA. Do not send cash. MasterCard or Visa can also be used. Anyone who submits a bounced check will have to resubmit their payment plus a \$10 administrative charge. See Dues Schedule to determine dues amount.
3. In order to be processed, membership forms must be complete and the dues amount must be correct. If a form is incomplete, or the dues amount incorrect, processing will be delayed until all corrections are made.
4. Membership cards: once membership form has been processed, the student will be issued a membership card. All NSNA members can expect to receive their membership cards up to 4-6 weeks.
5. To facilitate processing, send your membership application and payment directly to NSNA in Wilmington, OH. For schools sending in several memberships together, please make sure that the total payment enclosed for membership dues is correct. Incorrect payments will delay processing.

6. Renewal Notices: All members will receive renewal notices approximately 60 days prior to their membership expiration.
7. Contributions or gifts to the NSNA are not deductible as charitable contributions for federal income tax purposes. Dues payments may be deductible as an ordinary and necessary business expense. A portion of dues however, is not deductible as an ordinary and necessary business expense to the extent that NSNA engages in lobbying. The nondeductible portion of dues is estimated at 1.0%.

## Distance Education

Distance Learners: Pay dues in the state where you reside (i.e., students enrolled in Excelsior College join in the state where you reside.)

## Reimbursement of State Dues

State dues reimbursement checks and printouts of new members are sent to states monthly. Unless designated otherwise by the state president, these are sent to state treasurers.

## Receiving Imprint

All NSNA members receive five issues of *Imprint*®. When they receive the first issue depends upon the date their form is processed by NSNA, as follows:

- April 16 – September 15: September/October issue
- September 16 – November 15: November/December issue
  - *January 2014 issue will be published online only*
- January 16 – February 15: February/March issue
  - February 16 – April 15: April/May issue

## Dues Schedule 2013-2014

New members (first time joiners) receive a \$5.00 discount and two-year members receive a \$10.00 discount as indicated on the dues schedule.

State	New Member	Renewals	Two Years	State	New Member	Renewals	Two Years
Alabama	\$35	\$40	\$70	Montana	\$30	\$35	\$60
Alaska	\$25	\$30	\$50	Nebraska	\$31	\$36	\$62
Arizona	\$32	\$37	\$64	Nevada	\$35	\$40	\$70
Arkansas	\$35	\$40	\$70	New Hampshire	\$25	\$30	\$50
California	\$35	\$40	\$70	New Jersey	\$40	\$45	\$80
Colorado	\$35	\$40	\$70	New Mexico	\$25	\$30	\$50
Connecticut	\$30	\$35	\$60	New York	\$35	\$40	\$70
Delaware	\$25	\$30	\$50	North Carolina	\$35	\$45	\$80
Dist. of Columbia	\$25	\$30	\$50	North Dakota	\$30	\$35	\$60
Florida	\$35	\$40	\$70	Ohio	\$35	\$40	\$70
Georgia	\$35	\$40	\$70	Oklahoma	\$33	\$38	\$66
Guam	\$25	\$30	\$50	Oregon	\$40	\$45	\$80
Hawaii	\$25	\$30	\$50	Pennsylvania	\$40	\$45	\$80
Idaho	\$35	\$40	\$80	Puerto Rico	\$25	\$30	\$50
Illinois	\$40	\$45	\$80	Rhode Island	\$30	\$35	\$60
Indiana	\$35	\$40	\$70	South Carolina	\$35	\$40	\$70
Iowa	\$40	\$45	\$80	South Dakota	\$30	\$35	\$60
Kansas*	\$35	\$40	\$65	Tennessee	\$35	\$40	\$70
Kentucky	\$35	\$40	\$70	Texas	\$40	\$45	\$80
Louisiana	\$35	\$40	\$70	Utah	\$30	\$35	\$60
Maine	\$25	\$30	\$50	Vermont	\$25	\$30	\$50
Maryland	\$35	\$40	\$70	US Virgin Islands	\$25	\$30	\$50
Massachusetts	\$35	\$40	\$70	Virginia	\$35	\$40	\$70
Michigan	\$35	\$40	\$70	Washington	\$35	\$40	\$70
Minnesota	\$35	\$40	\$70	West Virginia	\$37	\$42	\$74
Mississippi	\$33	\$38	\$66	Wisconsin	\$32	\$37	\$64
Missouri	\$35	\$40	\$70	Wyoming	\$25	\$30	\$50

\* Kansas state dues for new and renewing members are \$10. Members joining 2 years will pay only \$5.00 for the second year state dues.

## Tips for Effective Membership Processing

**Visit [www.nсна.org](http://www.nсна.org) and click on Member Services on the home page for instructions on online membership registration!**

### 1. When Filling Out Membership Form

- Make sure information is legible, complete, and up to date.
- Include the name of your school, campus and state.

### 2. Payment

- Pay the correct amount according to the dues schedule on the previous page. You will be charged a \$10 penalty for bounced checks.
- Each application must be accompanied by payment in the form of check, money order, or credit card. Keep your cancelled checks or credit card receipts as proof of membership until you receive your membership card.
- Credit Card Payments: Be sure to enter your valid credit card # and expiration date. Sign and print your name on the form as indicated.

### 3. Mailing Your Application

- Mail your application and check to: NSNA, Box 789, Wilmington, OH, 45177.
- Mail your own application rather than through a third party, which can cause delays. If you plan to send batches of forms with one payment, please call NSNA headquarters at 718-210-0705 for guidance.

### 4. Corresponding With NSNA

- Let us know when you move! A change of address form is included with your membership card. Be sure to include your old and new address, and membership number. Don't forget to inform your local post office as well.
- Not receiving mailings and publications from NSNA? Please write to NSNA, Box 789, Wilmington, OH, 45177, and we will verify your mailing address.
- Include your membership # with all correspondence to NSNA.

**NOTE:** Students in the Total School Membership Plan cannot join or renew online since their applications are to be submitted with a batch of forms from the school, with one check in the packet.



### Enjoy this Video Documentary of the History of NSNA!

*Not For Ourselves But For Others* uses a socio-political lens to view the historical context of the formation and achievements of the NSNA. You'll enjoy vintage moving images, photos and interviews with: Kit Barnes, Mary Foley, Aurora Hernandez, Florence Huey, Bob Jaeger, Phyllis Halverson Johnson, Diane J. Mancino, Carolyn Beth Mazzella, Kathleen Papes, Robert V. Piemonte, and Mary Ann Tuft.

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