

ANNUAL CHAPTER RECHARTER

ALL RECHARTERS MUST BE RECEIVED NO LATER THAN MARCH 1, 2010 (all submitted materials must be dated between March 2009 and February 2010)

All chapters wishing to **only** continue Affiliate status with IAHCSSM (and not compete for the Steris Chapter of the Year Award) must submit the following "5 Steps" to recharter your chapter.

**When you click the send email button on the next page, your email program will open with this form as an attachment. You can then attach the necessary documents directly to the email.
(Note: only files up to 10MB can be accepted.)**

- Step One:** Attach a listing of current Board members,, their positions and terms, and contact information for each (name, title, address, daytime phone, evening phone, E-Mail if available, and fax number) Include a breakdown of committees and Board representation on committees of IAHCSSM
- Step Two:** Attach an alphabetical listing of your current chapter membership (you must indicate which chapter members are IAHCSSM members and which are non-IAHCSSM members)
- Step Three:** Attach dates of the most recent **two** Chapter Board meetings
- Step Four:** Attach a current copy of your chapter bylaws
- Step Five:** (Complete the following questions):

1. How many **IAHCSSM** members joined your chapter this year?
2. How many **non-IAHCSSM** members joined your chapter this year?
3. How many programs did you offer or host in the past year?
 - a) Educational programs (Attach list indicating themes and attendance)
 - b) Social programs (Attach list indicating themes and attendance)

TOTAL
4. Did a representative from your chapter attend the most recent Annual Meeting? Yes No
If yes, please provide the person's name
5. Did you do anything to promote the profession within your region? Yes No
If yes, please describe what you did and what the outcome was:

6. Are you communicating regularly with your members? Yes No
If yes, please describe the vehicle you use and its frequency (attach this information on separate sheet, if necessary):

7. How many vendors/sponsors have supported your chapter activities in the past year?
Of those vendors, how many are new to this year?

NAME DATE

BOARD POSITION CHAPTER NAME

NAME OF BONA-FIDE CHAPTER REP

CHECK THIS BOX TO DIGITALLY SIGN THIS FORM.

Submission by E-mail of all "5 Steps" of the Annual Chapter Recharter before March 1, 2010 will successfully recharter your Chapter affiliation with IAHCSSM. Continue to the Official Entry Form to compete for the STERIS Chapter of the Year Awards

OFFICIAL ENTRY FORM for STERIS CHAPTER OF THE YEAR AWARDS

AWARD ENTRIES MUST BE RECEIVED NO LATER THAN MARCH 1, 2010 (all submitted items below must be dated between March 2009 and February 2010)

All chapters wishing to continue Affiliate status with IAHCSSM **and** compete for the STERIS Chapter of the Year Awards, must submit:

Step One: Successful completion of the Annual Recharter Form (previous form, with ALL of the requirements for rechartering the Chapter) **and**

Step Two: Successful completion of this Official Entry Form for the STERIS Chapter of the Year Awards

How many total members comprise your chapter?

Of those chapter members, how many are IAHCSSM members? (attach alphabetical list of all chapter members who are also members of IAHCSSM)

1 Point for each chapter member that became a new IAHCSSM member during the past year (Active & Associate). Attach an alphabetical list (Maximum: 20 points)

5 Points for each educational program provided by the Chapter in the past year. (Maximum: 50 points) (chapter certification programs, seminars, and hands-on training events are all applicable) List below (attach a separate sheet if necessary)

DATE	THEME	LOCATION	ATTENDANCE
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

2 Points for each informational piece mailed to your Chapter Membership. (attach program announcements, newsletter, etc.) (Maximum: 20 points)

2 Points for each "Chapter News" published in Communiqué (List date of issue).

10 Points for sending your Bona-Fide Chapter Representative to the Reno Annual Meeting.

NAME OF REPRESENTATIVE

2 Points for each Chapter Member who attended these meetings (attach list)

1-30 Points for submission of materials for communication essentials (attach to your entry). Items showing originality and creativity will be favorably considered when selecting the winning entry. Point value to be determined by the Review Board.

Extraordinary Accomplishments: Point value to be determined by the Review Board. Please indicate any accomplishments of the Chapter or the Chapter members, including but not limited to: attaining Fellowship status, departmental awards, personal accomplishments, articles published in health care journals, etc. (Attach all items to your award entry under the heading "Accomplishments")

Tally of Points

NAME

DATE

BOARD POSITION

CHAPTER NAME

NAME OF BONA-FIDE CHAPTER REP

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* The Review Board will award one (1) STERIS Chapter of the Year Award per category: large chapters (100 IAHCSSM Members or more) and smaller sized chapters (less than 100 IAHCSSM Members). Winners will be announced at the Annual Meeting in Orlando.

Please remember to attach all necessary documents after pressing the Email Form button below.

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