



**HEARTLAND SGNA  
REGIONAL SOCIETY  
LEADERSHIP  
HANDBOOK  
2009**

# HEARTLAND SGNA REGIONAL SOCIETY LEADERSHIP HANDBOOK

---

## Section A: AN INTRODUCTION TO HEARTLAND REGIONAL SGNA

### History of Heartland SGNA

On October 3, 1989, a group of almost 100 nurses met at Shawnee Mission Medical Center to begin discussions about forming an organization of G.I. Nurses in the Kansas City metropolitan area. It was agreed by all who attended, that area G.I. nurses and associates were in need of a method to network, share experiences and provide educational programs to keep us abreast of the latest in our specialty. The dinner that evening was sponsored by Pentax Corporation, and an educational program was provided on the internal functions of the Pentax scopes.

Throughout the next two years, meetings were rotated among the area hospitals for the purpose of providing discussions and education on clinical topics relating to Gastroenterology. In October of 1990, we initiated the move of Wheatland SGNA in Topeka to Kansas City. In November of 1990, Wheatland disbanded their charter. National denied our request to charter in Kansas City, and recommended that we work with Gateway Regional in St. Louis. Several members from Kansas City met with the Gateway officers and found that joining their regional organization would be difficult. Upon reporting this to National in May of 1991, we were granted permission to form our own regional society in Kansas City.

The first slate of elected officers were: Peggy Hieronymous, President, Peggy White, President-Elect, Geribeth Auslander, Secretary, and Candice Quillin, Treasurer. Peggy was the key person in our charting efforts. The first membership dues were \$20.00 per member to join. At this time, a nurse or associate could join a Regional without joining the national organization. Membership for the first fiscal year was 68 members. The officers developed our first set of Bylaws and Articles, wrote our goals, and started planning our future.

To make our community more aware of our specialty, the officers hosted a booth at the Nurses Day Celebration at Bartle Hall in May 1991. We celebrated our first G.I. Nurses Day, as a group, with all the other nursing organizations in Kansas and Missouri. We were on our way to developing a strong organization ourselves.

At the June 4, 1991 meeting, the name "Heartland" was selected; the Bylaws and Articles were approved and accepted. Heartland was granted its first charter in September of 1991 at the National meeting in Baltimore, MD. The following November 9, the Heartland logo was selected. On May 10, 1993, the Heartland Chapter of SGNA received its plaque from National SGNA in San Francisco, CA.

The first Poster Contest was held in 1993 as a way of giving back to our members for their sharing. In 1995, an Educational Scholarship was offered twice a year through drawings at the spring and fall seminars. We developed moneymaking projects to provide more educational scholarships. These included selling sweatshirts and tee shirts with the Heartland logo, and had porcelain Nursing Doll Raffle. In 1998 we added a "new membership" drawing to encourage nonmembers to join and remain in the membership. For added excitement at our educational seminar, we provided baskets representing "Kansas City" for those lucky attendees whose names were drawn. A new high was reached with 130+ members in 1998. Vendors began inquiring about our next meetings requesting to participate by showing new products and services.

## HEARTLAND SGNA REGIONAL SOCIETY LEADERSHIP HANDBOOK

---

Vendor interest continued and we attained a record of twenty-seven vendors participating at our spring seminar in 1999. We began working with neighboring states and presented our first joint educational program in the fall of 1999 in Omaha, Nebraska.

A new board position was developed in 1999, as the Director of Education became an elected position. This gave added strength to the Board as well as to the person doing so much behind the scenes work developing the educational programs for our regional. March of 2000 proved to be another record setting seminar with 150 attendees.

Our fall 2000 seminar marked the introduction of a new educational scholarship of \$1,000 specifically for a G.I. nurse to attend the National SGNA meeting in the spring of 2001. In 2002, the Board voted to expand the scholarship money. Two \$1,000 awards are given at the fall seminar, and four \$500 awards given annually: two at the spring seminar and two at the fall seminar. The Board also expanded the number of membership drawings to four per year.

Heartland Regional is a strong organization. Members have become involved on the National level holding positions such as ABCGN Board member, ABCGN President, serving on and Chair of the SGNA Regional Committee and member of the e-SIG Committee. Physicians offer to present educational lectures for us. Vendors are joining forces with us through membership and support of educational opportunities. Our fellow nursing peers view us as great resources in the field of Gastroenterology.

## **PRESIDENTS**

- 1991-1992 Peggy Hieronymus RN, Bs, CGRN
- 1993 Vicky Kelly McNeilly RN, BSN, CGRN
- 1994 Pamela Moody RN
- 1995 June Upham RN, CGRN
- 1996 Judy Hershberger RN, CGRN
- 1997 Diane Smith BS, RN, CGRN
- 1998 Candace Quillin RN, BSN, CGRN
- 1999 Cheri Bliss RN, BSN, CGRN
- 2000 June Upham RN, CGRN
- 2001 Judy Hershberger RN, CGRN
- 2002 Jenny Parkhurst RN, CRGN
- 2003 Veronica Besch RN, BSN, CGRN
- 2004 Karen Saberi BA, RN
- 2005 Debbie Holden LPN, CGN
- 2006 Jeanie Ebbert RN, CGRN
- 2007 Nancy Todd RN, MSN, ARNP, CGRN, C
- 2008 Kathy Stone RN, BSN, CGRN
- 2009 Diane Pattison RN, BSN, CGRN

# HEARTLAND SGNA REGIONAL SOCIETY LEADERSHIP HANDBOOK

---

**Section B: SGNA MISSION AND GOALS:** (Adopted by the National SGNA Board of Directors, Strategic Plan 2006-2008)



## Mission Statement

The Society of Gastroenterology Nurses and Associates is a professional organization of nurses and associates dedicated to the safe and effective practice of Gastroenterology and endoscopy nursing. SGNA carries out its mission by advancing the science and practice of Gastroenterology and endoscopy nursing through education, research, advocacy, and collaboration, and by promoting the professional development of its members in an atmosphere of mutual support.

### **Goal 1: Education**

SGNA will provide timely education that meets our practice needs that are defined by our culture in a variety of delivery modes and sites. These education tools and resources will be communicated to the GI community.

### **Goal 2: Best Practices**

SGNA will support the use of evidence based research in Gastroenterology nursing practice.

### **Goal 3: Partnerships/Alliances**

SGNA, the recognized leader or “gold standard” in Gastroenterology nursing, will influence GI and Endoscopy procedure practice standards and role delineations as they pertain to GI/Endoscopy nursing.

### **Goal 4: Culture**

SGNA’s services provided to members as well as non-member customers will reflect the needs of the GI professional community.

# HEARTLAND SGNA REGIONAL SOCIETY LEADERSHIP HANDBOOK

---

*In lieu of a policy and procedure manual to provide direction for regional leaders, this handbook will provide an overview of the processes and procedures to assist you in fulfilling your duties and responsibilities. It is the intent that this handbook will be updated and changes made as appropriate.*

## Section C: STRUCTURE AND GOVERNANCE OF HRSGNA

### WHAT HRSGNA LEADERS SHOULD BE ABLE TO DO:

Communicate, through language and behavior:

- A clean, common, and positive vision of an achievable future;
- Appreciation of values, expectations, needs, and anxieties of the members;
- Optimism that ability, good plans, and hard work will lead to success.

Empower people to effectively deliberate through astute management of the dynamic group process.

Represent the association with an articulate, positive and practical but dignified presence.

Fulfill the functions and responsibilities of their particular office or committee.

#### 1. Executive Committee

The executive committee consists of the elected officers; President, President-Elect, Past-President, Secretary, Treasurer, and Director of Education.

Duties/Responsibilities:

- a. Serve as a member of the Board.
- b. Perform duties in the management of the regional, consistent with the bylaws.
- c. Serve as members of Board committees as designated by the President.
- d. Attend annual meetings.
- e. Uphold the SGNA/HRSGNA mission and goals and participate in the review, evaluation and revision as necessary.

# HEARTLAND SGNA REGIONAL SOCIETY LEADERSHIP HANDBOOK

---

## 2. Composition of Board of Directors

The Board consists of the Executive Committee and Committee chairs. In the event there are co-chairs for a committee(s) both members will serve on the Board. The term of office begins each year on January 1. It is expected that each member will read and sign the SGNA conflict of interest statement in fulfilling their duties and responsibilities within the Heartland Regional.

### Duties:

- a. Approve the annual strategies and budgets for committees ensuring they are consistent with SGNA goals.
- b. Approve committee members appointed by the President.
- c. Follow reimbursement guidelines (see Treasurer) to be reimbursed for business of the regional.
- d. Submit reports to the *Heartland Scope* as requested.
- e. Submit reports to the president as requested (see specific form).
- f. Assist with the development and approval of HRSGNA annual goals.
- g. Assist with the preparation and approval of the annual budget.
- h. Uphold the HRSGNA mission and goals and participate in review, evaluation and revision as necessary.
- i. Board meetings to be scheduled by the President. All board meetings are open to any member. Non-Board Members will be excused during any executive session.
- j. Approve changes in HRSGNA policy.
- k. National SGNA provides complimentary mailing labels and printed materials to regional leaders. SGNA can be contacted by visiting [SGNA.org](http://SGNA.org), by calling 1-800-245-SGNA or by fax or mail to place an order. The President, President-Elect and Treasurer are authorized to print labels from the SGNA website. Mailing labels are not to be made available to commercial company representatives.

# HEARTLAND SGNA REGIONAL SOCIETY LEADERSHIP HANDBOOK

---

## President

The President is elected by the membership and has served as President-Elect of the Regional the previous year. It is desirable for the President to be certified by the Certifying Board of SGNA.

### Duties:

- a. Serve as chair of the executive committee.
- b. Serve as the official representative of the HRSNGA.
- c. Preside at all meetings of the regional and the Board. Distribute copies of the *Heartland SGNA Leadership Handbook*, Bylaws, and names and addresses of regional leaders each year to Board members. Use Parliamentary procedure to conduct meetings. Preside over the business meetings conducted during or after the educational conferences.
- d. Call special meetings of the Board or membership as necessary.
- e. Develop annual operating budget in collaboration with the Board of Directors.
- f. Serve as an ex officio member of regional committees except nominations and elections.
- g. Sign official correspondence for the regional.
- h. Attend meetings of other local organizations on behalf of the HRSNGA as requested.
- i. Serve and represent the regional as a delegate at the House of Delegates of the SGNA annual spring course. (Expenses that will be paid according to reimbursement guidelines include: accommodations, course registration, and airfare, ground travel to and from the airport, and up to \$30.00 per day for meals.)
- j. Provide communication to membership in the President's Column of each *Heartland Scope* newsletter.
- k. Submit an annual report (by December 1) to SGNA for re-chartering.  
Note: Names of Regional Officers submitted to National should be those effective in the upcoming year because they are the ones to whom National will send mailings.
  - a. Submit proof of continuing education credits provided by the Regional as required.
  - b. Submit a copy of the regional bylaws to SGNA
  - c. Complete date sheet sent by SGNA.
- l. Mentor the president-Elect. Assist in developing and revising regional policy, procedure, and bylaws.

# HEARTLAND SGNA REGIONAL SOCIETY LEADERSHIP HANDBOOK

---

## President-Elect

The President-Elect is elected by the membership. It is desirable that the President-Elect has served on the HRSGNA Board of Directors.

### Duties:

- a. Accede to the Presidency at the end of the President's term.
- b. Become the acting President and assume those duties in the event of the President's absence, disability, or resignation.
- c. Serve on the executive committee, Board of Directors, and other committees as designated by the President.
- d. Chair of the bylaws committee. Evaluate and accept recommendations for bylaws changes. Bylaws revisions are voted on by the membership each year at the fall Regional meeting. The members must receive a copy of any proposed bylaw revision for review at least 30 days before the regional meeting. The President submits the current bylaws to SGNA each year as a part of re-chartering.
- e. Serve as an alternate delegate to SGNA House of Delegates. (Expenses paid same as President.)
- f. Attend SGNA Fall Leadership Conference. (Expenses will be paid according to reimbursement guidelines.)
- g. Submit an article to each edition of the *Heartland Scope*.
- h. Organizes Heartland Regional Education/Research Poster Contest.
- i. Assist in developing and revising regional policy, procedure, and bylaws.
- j. Update and/or expand Regional website: [www.hrsgna.org](http://www.hrsgna.org)

# HEARTLAND SGNA REGIONAL SOCIETY LEADERSHIP HANDBOOK

---

## Immediate Past-President

Duties:

- a. Serve as a member of the Executive Committee and Board of Directors.
- b. Serve as the chair of the Nominations and Elections Committee and submit a slate of qualified candidates for regional leadership positions.
  - 1) Call for candidates published in the *Heartland Scope*. Any members may submit their own name.
  - 2) Solicit members of the Board to nominate candidates.
  - 3) Obtain verbal consent from all candidates nominated.
  - 4) Obtain biographical data sheet for candidates that will be included with ballot.
  - 5) The Board of Directors is asked for input regarding qualifications of all potential candidates.
  - 6) Present candidates to the membership at the annual meeting.
  - 7) Ballot production and distribution will be the responsibility of the Chair and will comply with HRSGNA bylaws.
  - 8) Two Heartland Regional SGNA members will count ballots.
- c. Serve as an advisor to the Board.
- d. Serve as Parliamentarian for all meetings.
- e. Assist in developing and revising regional policy, procedure, and bylaws.
- f. Maintain Regional photo album.
- g. Assumes and/or delegates duties of newsletter Editor.

## Secretary

The secretary is elected by the membership for a two-year term.

Duties:

- a. Serve as a member of the Executive Committee and Board of Directors.
- b. Assist in developing and revising regional policy, procedure, and bylaws.
- c. Take attendance and record the minutes of all Board and regional meetings. Distribute minutes to members in a timely manner.
- d. Provide clarification of any business items discussed at Board meetings prior to adjournment.
- e. Maintain the record of Conflict of Interest policy for current Executive Board Members.
- f. Submit an article to each edition of *Heartland Scope*.

# HEARTLAND SGNA REGIONAL SOCIETY LEADERSHIP HANDBOOK

---

## **Treasurer**

The treasurer is elected for a two-year term by the membership.

### Duties:

- a. Serve on the Executive Committee and the Board of Directors.
- b. Assume responsibility for the funds of the HRSGNA and shall be bonded for \$40,000. Bonding is renewable each January as directed by the Executive Board.
- c. Sign and disperse checks for the HRSGNA. Assure proper vouchers accompany all requests for reimbursement and that reimbursement guidelines have been followed.
- d. Assist in developing the annual operating budget in collaboration with the Board of Directors. Our Federal Taxpayer ID Number registered with the IRS is 51-0149057. The Missouri ID Number is N446363.
- e. Present financial reports at Board meetings and to the membership at each regional business meeting.
- f. Submit annual income and expense report to SGNA.
- g. Serve as resource person to Board regarding financial matters.
- h. Assist in developing and revising regional policy, procedure, and bylaws.
- i. May approve unbudgeted expenses for less than \$50.00 along with the President.
- j. The Board of Directors must approve unbudgeted expenses more than \$50.00.
- k. May, with appropriate receipts, advance payment for airfare and tuition prior to travel for the Executive Committee for the annual meeting.
- l. Collect fees for the spring and fall education courses.

### ***Reimbursement Guidelines***

- 1) Any member authorized to travel for HRSGNA business will be reimbursed for room, transportation, and up to \$30.00 per day for meals upon submission of receipts. (Excludes alcoholic beverages.)
  - a. Air transportation must be economy status.
  - b. One double room will be provided for the Delegate and alternate Delegate to share,. In the event the Delegate and Alternate Delegate wish to share a room with another member, Heartland will reimburse for half of the room expenses. In the event the Delegate and/or Alternate Delegate wish to have a room to themselves, Heartland will reimburse for half the cost of a double room expense. In the event of special circumstances, the Executive Board will decide by majority on the appropriate reimbursement.
- 2) Reimbursement for communication should be the least expensive mode whenever possible; i.e. mail vs. phone.
- 3) Committee members must submit expenses to the Committee chair for approval, who will then forward expenses to be reimbursed to the Treasurer.
- 4) Personal items will not be reimbursed.

# HEARTLAND SGNA REGIONAL SOCIETY LEADERSHIP HANDBOOK

---

- 5) Personal auto use will be reimbursed per “IRS Standard Mileage Rates Set” for Board of Directors or other members authorized to travel for HRSGNA business. (Current rate may be found on the IRS website.)
- 6) An amount not to exceed \$750 per fiscal year may be reimbursed to each Board member for GI education provided the Board member has not received reimbursement in the fiscal year for delegate or alternate delegate expenses.

## Director of Education

The Director of Education is elected to a two-year term and is responsible for the semi-annual education program in the spring and fall.

### Duties:

- a. Recruit committee members.
- b. Locate and make all arrangements for the site.
- c. Program development, topics, and speakers. Ensure that contact hours are awarded to comply with re-chartering requirements each year.
- d. Print and distribute the course brochure which must include registration form.
- e. Select and work with a vendor’s coordinator for exhibits.
- f. Exhibit space will be \$250 per vendor
- g. Assemble syllabus materials.
- h. Registration and all course arrangements. On-site registration will be available the day of the course. There will be no guarantee to those registering at the door that course syllabus or other materials will be available. Maintain records of all attendees.
- i. Distribution of honorarium for speakers - the standard fee is \$200.00/hour.
- j. The HRSGNA member who participates as a speaker shall have the course fee waived along with receiving the standard honorarium.
- k. Declined honorarium checks will be applied to the HRSGNA education fund.
- l. To receive ‘member discount’ at regional course offerings, registrant must enclose a copy of SGNA membership card with completed form and fee.
- m. Duplicate CEU certificate requests must be received in writing and include:
  - a. Name of attendee
  - b. Title and date of CEU program attended
  - c. Fee of \$10.00 per certificate 2 years or less
  - d. Fee of \$25.00 per certificate over 2 years

“Duplicate” will be printed on certificate upon verification of course attendance. HRSGNA allows 4-6 weeks for delivery. No RUSH requests accepted.

# HEARTLAND SGNA REGIONAL SOCIETY LEADERSHIP HANDBOOK

---

## PLANNING AN EDUCATIONAL PROGRAM

### TASK SCHEDULE

These tasks are the responsibility of the Director of Education for all educational programs and may be delegated at the director's discretion. Person's responsible for each task shall report progress and-or completion of each task at intervals set by Director.

<b>ASSIGNMENT</b>	<b>Person Responsible</b>	<b>Complete</b>
<b>Accommodation Selection:</b>		
1. Location-time		
2. Hotel room reservations		
3. Lecture accommodations		
4. Vendor accommodations		
5. Audio Visuals-misc-etc.		
6. Food-breaks and lunch		
<b>Speaker moderator coordinator:</b>		
1. Letter of confirmation		
2. Collects CEU information		
a. Curriculum Vitae		
b. Objectives		
3. Outline for syllabus		
4. Introductions for moderators		
5. Speaker transportation and lodging		
<b>Vendors:</b>		
1. Secure vendors		
2. Advocate to vendors		
3. Write grant letters for sponsorship		
4. Vendor courtesies		
a. List of addresses		
b. Thank you letters to vendors after program		
c. Schedule of days events, including gift drawing times		
d. Invitation to lunch if sponsored a speaker		
e. Refreshments in vendor room (coffee-water, etc)		
<b>Contact hours:</b>		
1. Information from speaker moderator		
2. Written application for CEU's from SGNA or person designated to make application within state guidelines.		
3. Evaluations		
4. Post conference evaluation tabulation		
a. speaker evaluation tabulation sent to each speaker with thank you note.		
b. speaker and overall evaluation tabulation presented to board.		

# HEARTLAND SGNA REGIONAL SOCIETY LEADERSHIP HANDBOOK

---

<b>Syllabus:</b>		
1. Information from speaker moderator		
2. Binders		
3. Copy ready material		
4. Business meeting agenda	President	
5. Days schedule of events		
<b>Brochure-Advertising:</b>		
1. Development		
2. Printing		
3. Distribution to members		
4. News releases		
a. Regional newsletter		
b. National		
c. Website		
<b>Registration:</b>		
1. Assign personnel committee to stations		
2. Registration forms	Treasurer	
3. Table setups and signs		
a. Registration tables		
b. Tables or tripods for poster contest		
c. Tables for scholarship-membership drawings		
4. Name tags, pens, markers, etc.		
5. Board members nametags with ribbons telling position and corsages		
6. Door prizes and giveaways		
a. Determine type and quantity		
b. Set time for drawings and add to days schedule of events		
7. Maintain computer data base of attendees for future mailings		
<b>Periodic educational meetings:</b>		
1. Determine schedule for periodic meetings	Education Committee	
2. Use this task schedule for assignment of responsibility		

# HEARTLAND SGNA REGIONAL SOCIETY LEADERSHIP HANDBOOK

---

## *Course registration cancellation*

- a) Registration fee will be returned in full if written cancellation is received 21 days or more before the course.
- b) Written cancellation received 8 through 20 days before the course will be charged a \$20.00 service fee.
- c) Any cancellation received with 7 days or less notice will not receive a refund.
- d) Special circumstances will be handled on an individual basis.
- e) The registrant will be charged \$25.00 for any check returned regardless of reason.

# HEARTLAND SGNA REGIONAL SOCIETY LEADERSHIP HANDBOOK

---

## Committees

Committees to conduct business of the HRSGNA will be appointed by the President and will be approved by the Board of Directors. Committee actions that require Board approval include: goals and objectives, committee appointments, annual budget, committee expenses greater than \$50.00 not included in the annual budget, any publications, documents, and public statements prepared by the committee.

### a) Membership Committee

- 1) Obtain monthly membership reports from the regional treasurer.
- 2) Report current membership information to Board meetings.
- 3) Report current membership information to the membership via Heartland Scope.
- 4) Provide annual report to the President.
- 5) Maintain current and accurate membership records for the HRSGNA.
- 6) Present the HRSGNA pin to new members.
- 7) Send information materials as available and timely; course brochures, newsletter, etc.
- 8) Review and revise appropriate committee policies/procedures annually.

### b) Newsletter editor

- 1) Develop and distribute the *Heartland Scope* on a quarterly basis.
- 2) Solicit input from the Board members and HRSGNA members for articles that are timely.
- 3) HRSGNA members may place a classified ad for employment free of charge.
- 4) Non-members and institutions will be charged \$25.00 per classified advertisement. The editor will be responsible for billing.
- 5) Educational announcements will be printed free of charge.

### c) Education Committee

- 1) Members appointed by the Director of Education.
- 2) Seminar registration fee will be waived for HRSGNA committee members active in the planning process.

## Heartland Certification Scholarship

### Guidelines

1. The amount of the scholarship award will cover the cost of Certification/Recertification fee.
2. The number of scholarships awarded will be four per year. Two scholarships will be granted for initial certification and two for recertification. Recipients will be selected through an application process. The award will be subject to verification of eligibility.
3. Applications will be available at each HRSGNA educational course, or may be obtained by contacting any Board Member. HRSGNA will use the same or similar criteria, as does ABCGN, on the application. Prior to the review process, each application will be assigned a number, to protect the identity of the member.
4. Applications will be processed annually. Application deadline is December 15<sup>th</sup>. Recipients will be notified by February 15<sup>th</sup> of the following year.
5. The certification/recertification award must be used within one year from the date of receiving the scholarship.
6. A Certification Scholarship Committee, made up of 3 currently certified HRSGNA members, will be appointed by the President of HRSGNA. Based on established criteria, this committee will select the recipients of the scholarship, and notify the HRSGNA Executive Board of their selections. Winners will be notified by mail.
7. Additional Criteria to be eligible include:
  - a. Is a paid member of SGNA for the past two consecutive years and current Heartland member at the time of application. These scholarships are available to all Heartland Members.
  - b. Have not previously received this scholarship from HRSGNA.
  - c. Have not received a certification/recertification scholarship from the ABCGN for the same exam/fee.
  - d. Additional fees, such as late fees, are not covered by the scholarship.
  - e. The member should actively support HRSGNA in both performance and philosophy.
8. All scholarship recipients are strongly encouraged to participate in HRSGNA the following year as committee members, or to accept a nomination as a Board Member.
9. As a recipient of an award, the member is required to submit a newsletter article describing the value of certification, why they chose certification, how it has benefited them professionally, or encouraging other members to certify.
10. Scholarship money will be obtained as follows:
  - a. Donations specified for the scholarship.
  - b. HRSGNA yearly income from the spring and fall education courses and/or dues.
11. For reimbursement, submit to the Treasurer copies of: **cancelled check**, **"ABCGN Payment Form"**, ABCGN confirmation letter acknowledging receipt of application, and newsletter article.
12. Recipient must remain a current member of SGNA to receive reimbursement.
13. This is an individual award and not transferable to any other person or persons.
14. Funds not used by the recipient per the above guidelines, will be retained by HRSGNA.

# HEARTLAND SGNA REGIONAL SOCIETY LEADERSHIP HANDBOOK

---

## Heartland Certification Scholarship

### Agreement

1. The amount of the scholarship award will cover the cost of Certification/Recertification fee.
2. The number of scholarships awarded will be four per year. Two scholarships will be granted for initial certification and two for recertification. Recipients will be selected through an application process. The award will be subject to verification of eligibility.
3. Applications will be available at each HRSGNA educational course, or may be obtained by contacting any Board Member. HRSGNA will use the same or similar criteria, as does ABCGN, on the application. Prior to the review process, each application will be assigned a number, to protect the identity of the member.
4. Applications will be processed annually. Application deadline is December 15<sup>th</sup>. Recipients will be notified by February 15<sup>th</sup> of the following year.
5. The certification/recertification award must be used within one year from the date of receiving the scholarship.
6. A Certification Scholarship Committee, made up of 3 currently certified HRSGNA members, will be appointed by the President of HRSGNA. Based on established criteria, this committee will select the recipients of the scholarship, and notify the HRSGNA Executive Board of their selections. Winners will be notified by mail.
7. Additional Criteria to be eligible include:
  - a. Is a paid member of SGNA for the past two consecutive years and current Heartland member at the time of application. These scholarships are available to all Heartland Members.
  - b. Have not previously received this scholarship from HRSGNA.
  - c. Have not received a certification/recertification scholarship from the ABCGN for the same exam/fee.
  - d. Additional fees, such as late fees, are not covered by the scholarship.
  - e. The member should actively support HRSGNA in both performance and philosophy.
8. All scholarship recipients are strongly encouraged to participate in HRSGNA the following year as committee members, or to accept a nomination as a Board Member.
9. As a recipient of an award, the member is required to submit a newsletter article describing the value of certification, why they chose certification, how it has benefited them professionally, or encouraging other members to certify.
10. Scholarship money will be obtained as follows:
  - a. Donations specified for the scholarship.
  - b. HRSGNA yearly income from the spring and fall education courses and/or dues.
11. For reimbursement, submit to the Treasurer copies of: **cancelled check, "ABCGN Payment Form",** ABCGN confirmation letter acknowledging receipt of application, and newsletter article.
12. Recipient must remain a current member of SGNA to receive reimbursement.
13. This is an individual award and not transferable to any other person or persons.
14. Funds not used by the recipient per the above guidelines, will be retained by HRSGNA.

I have read and understand the above guidelines and will abide by them.

Signed \_\_\_\_\_ Date \_\_\_\_\_  
Recipient

# HEARTLAND SGNA REGIONAL SOCIETY LEADERSHIP HANDBOOK

---

HRSRNA USE # \_\_\_\_\_

Application

Certification/Recertification Scholarship

Offered by Heartland Regional SGNA

*Applicants are asked to respond to questions which reflect their commitment to professional growth and challenge through the process of certification.*

1. How many years have you been actively working in the field of gastroenterology? Full or part time? \_\_\_\_\_

2. Why do you want to be certified? Explain briefly. \_\_\_\_\_

---

---

---

3. Are you an active member of SGNA on the national or regional level? Is so, explain. \_\_\_\_\_

---

---

---

4. Do you belong to any other professional organization(s)? If so, which one(s), and what is your involvement? \_\_\_\_\_

---

---

---

---

5. What Professional activities have you initiated and/or accomplished throughout your career? \_\_\_\_\_

---

---

---

---

6. Explain why you are seeking financial support.

---

---

---

---

---

---

---

---

---

---

# HEARTLAND SGNA REGIONAL SOCIETY LEADERSHIP HANDBOOK

---

HRSGNA USE # \_\_\_\_\_

7. Are you receiving financial aid from your employer or another source? If yes, explain.

---

---

---

---

---

8. If you are not awarded a scholarship, do you have other means to take the exam?

---

---

---

---

---

*Please remember that all information provided in this application is considered confidential and will be used for selection of the scholarship recipient only.*

Reviewer's Initials \_\_\_\_\_ Date \_\_\_\_\_

Reviewer's Initials \_\_\_\_\_ Date \_\_\_\_\_

Reviewer's Initials \_\_\_\_\_ Date \_\_\_\_\_

---

Applicant Name:

---

Address:

---

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_ Telephone: (\_\_\_\_) \_\_\_\_\_

# HEARTLAND SGNA REGIONAL SOCIETY LEADERSHIP HANDBOOK

---

## HEARTLAND SGNA CERTIFICATION

### SCHOLARSHIP APPLICATION SCORING SHEET

1. Number of years in GI \_\_\_\_\_
  - a. 2 years = 1 point
  - b. 3-5 years = 2 points
  - c. 6-8 years = 3 points
  - d. 9-11 years = 4 points
  - e. 12+ years = 5 points
2. Why do you want to be certified? (0 to 5 points) \_\_\_\_\_
3. SGNA member at this time? 1 point \_\_\_\_\_
4. Actively involved with SGNA on a national level? 2 points \_\_\_\_\_
5. Regional SGNA activities and involvement? (0 to 3 points) \_\_\_\_\_
6. Other professional organizations? 1 point per organization \_\_\_\_\_
7. Professional accomplishments? (0 to 5 points) \_\_\_\_\_
8. Financial need justification. Extremely needy 5 points \_\_\_\_\_  
Partially funded 3 points \_\_\_\_\_

Consider and comment:

Personal goals, GI nurse preceptor, involved in QI process at work, research, participation in support groups: -

---

---

---

Subjective comments by the evaluator:

---

---

---

---

Reviewer's initials \_\_\_\_\_

HRSGNA USE #

## SGNA Membership Drawing

(Includes Heartland Regional)

1. The amount of this award will be one year fully paid membership in National and Heartland Regional SGNA.
2. The number of membership awards will be four per year, two to be granted at each spring and fall education course via a drawing during the last break of the course. The winner will be announced at that time. The award will be subject to verification of eligibility.
3. Criteria to be eligible include:
  - a. Not currently a member of SGNA.
  - b. Is a nurse or GI tech actively employed in gastroenterology.
  - c. Available for former members who have not been members for the past two years.

SGNA Membership Drawing

(Includes Heartland Regional)

Agreement

1. The amount of this award will be one year fully paid membership in National and Heartland Regional SGNA.
2. The number of membership awards will be four per year, two to be granted at each spring and fall education course via a drawing during the last break of the course. The winner will be announced at that time. The award will be subject to verification of eligibility.
3. Criteria to be eligible include:
  - a. Not currently a member of SGNA.
  - b. Is a nurse or GI tech actively employed in gastroenterology.
  - c. Available for former members who have not been members for the past two years.

I have read and understand the above guidelines and will abide by them.

Signed \_\_\_\_\_ Date \_\_\_\_\_  
Recipient

# HEARTLAND SGNA REGIONAL SOCIETY LEADERSHIP HANDBOOK

---

Application for HRSNGA Regional Membership Drawing

Name \_\_\_\_\_  
First Last

Address \_\_\_\_\_  
Street

Address \_\_\_\_\_  
City State Zip

Application for HRSNGA Regional Membership Drawing

Name \_\_\_\_\_  
First Last

Address \_\_\_\_\_  
Street

Address \_\_\_\_\_  
City State Zip

Application for HRSNGA Regional Membership Drawing

Name \_\_\_\_\_  
First Last

Address \_\_\_\_\_  
Street

Address \_\_\_\_\_  
City State Zip

Application for HRSNGA Regional Membership Drawing

Name \_\_\_\_\_  
First Last

Address \_\_\_\_\_  
Street

Address \_\_\_\_\_  
City State Zip

## Heartland \$1,000 Educational Scholarships

### Guidelines

1. The amount of the scholarship voucher will be \$1,000.00, and must be used by the recipient to attend the National SGNA Annual Course the following spring to further their education in the field of Gastroenterology.
2. The number of scholarships awarded will be two per year to be granted at the fall education course via a drawing during the last break of the course. The winner will be announced at that time. The award will be subject to verification of eligibility.
3. Criteria to be eligible include:
  - a. Be a paid member of SGNA for the past two consecutive years and a current Heartland member at the time of application.
  - b. Not a current member of the HRSGNA Executive Board.
  - c. Actively supports HRSGNA in both performance and philosophy.
  - d. Have not received this scholarship within the previous five years.
4. All scholarship recipients are strongly encouraged to participate in HRSGNA the following year as committee chair or accept a nomination as a board member.
5. As a recipient of a scholarship, the member will be required to submit a newsletter article describing the goals, objectives, or something they learned from the annual course.
6. The recipient must use the total \$1,000.00 voucher the following spring to attend the SGNA Annual Course.
7. Scholarship moneys will be obtained as follows:
  - a. Donations specified for the scholarship.
  - b. HRSGNA yearly income from the spring and fall education courses and/or dues.
8. Paid receipts, copies of any CEU's, and a newsletter article must be presented to the Treasurer following the Annual Course for reimbursement.
9. Recipient must remain a current member of SGNA to receive reimbursement.
10. This is an individual award and not transferable to any other person or persons.
11. Funds not used by the recipient per the above guidelines will be retained by HRSGNA.

## Heartland \$1,000 Educational Scholarships

### Agreement

1. The amount of the scholarship voucher will be \$1,000.00, and must be used by the recipient to attend the National SGNA Annual Course the following spring to further their education in the field of Gastroenterology.
2. The number of scholarships awarded will be two per year to be granted at the fall education course via a drawing during the last break of the course. The winner will be announced at that time. The award will be subject to verification of eligibility.
3. Criteria to be eligible include:
  - a. Be a paid member of SGNA for the past two consecutive years and a current Heartland member at the time of application.
  - b. Not a current member of the HRSGNA Executive Board.
  - c. Actively supports HRSGNA in both performance and philosophy.
  - d. Have not received this scholarship within the previous five years.
4. All scholarship recipients are strongly encouraged to participate in HRSGNA the following year as committee chair or accept a nomination as a board member.
5. As a recipient of a scholarship, the member will be required to submit a newsletter article describing the goals, objectives, or something they learned from the annual course.
6. The recipient must use the total \$1,000.00 voucher the following spring to attend the SGNA Annual Course.
7. Scholarship moneys will be obtained as follows:
  - a. Donations specified for the scholarship.
  - b. HRSGNA yearly income from the spring and fall education courses and/or dues.
8. Paid receipts, copies of any CEU's, and a newsletter article must be presented to the Treasurer following the Annual Course for reimbursement.
9. Recipient must remain a current member of SGNA to receive reimbursement.
10. This is an individual award and not transferable to any other person or persons.
11. Funds not used by the recipient per the above guidelines will be retained by HRSGNA.

*I have read and understand the above guidelines and will abide by them.*

Signed \_\_\_\_\_ Date \_\_\_\_\_

Recipient

# HEARTLAND SGNA REGIONAL SOCIETY LEADERSHIP HANDBOOK

---

Application for HRSGNA Regional \$500 Scholarship Drawing

Name \_\_\_\_\_  
First Last

Address \_\_\_\_\_  
Street

Address \_\_\_\_\_  
City State Zip

Member of Heartland Regional SGNA since: \_\_\_\_\_

Application for HRSGNA Regional \$500 Scholarship Drawing

Name \_\_\_\_\_  
First Last

Address \_\_\_\_\_  
Street

Address \_\_\_\_\_  
City State Zip

Member of Heartland Regional SGNA since: \_\_\_\_\_

Application for HRSGNA Regional \$500 Scholarship Drawing

Name \_\_\_\_\_  
First Last

Address \_\_\_\_\_  
Street

Address \_\_\_\_\_  
City State Zip

Member of Heartland Regional SGNA since: \_\_\_\_\_

Application for HRSGNA Regional \$500 Scholarship Drawing

Name \_\_\_\_\_  
First Last

Address \_\_\_\_\_  
Street

Address \_\_\_\_\_  
City State Zip

Member of Heartland Regional SGNA since: \_\_\_\_\_

# HEARTLAND SGNA REGIONAL SOCIETY LEADERSHIP HANDBOOK

---

## Heartland SGNA Regional Society

### Poster Contest

To promote education and research in the field of Gastroenterology, HRSGNA sponsors an annual Poster Contest. The organizing and conducting of the Poster Contest is the responsibility of the President-Elect, using the following guidelines:

1. An announcement of the Poster Contest will be published in each issue of the Heartland Scope.
2. The contest is open to members and non-members of HRSGNA.
3. The contest will be held at each fall meeting of HRSGNA.
4. Three HRSGNA members from different locales will judge the regional posters using national guidelines.
  - a. Educational content – Application to GI
  - b. Organization – Accuracy
  - c. Presentation – Originality
  - d. Timeliness of Subject – Artistic Display
5. The regional winner will receive a \$150.00 voucher to be used for GI education.
6. The \$150.00 must be used within two years of winning the contest.
7. The regional winning poster will be eligible for entry in the spring national meeting contest. All costs of transporting and display at the national contest will be the responsibility of the entrant.

# HEARTLAND SGNA REGIONAL SOCIETY LEADERSHIP HANDBOOK

---

## Heartland SGNA Regional Society

### Poster Contest

To promote education and research in the field of Gastroenterology, HRSGNA sponsors an annual Poster Contest. The organizing and conducting of the Poster Contest is the responsibility of the President-Elect, using the following guidelines:

1. An announcement of the Poster Contest will be published in each issue of the Heartland Scope.
2. The contest is open to members and non-members of HRSGNA.
3. The contest will be held at each fall meeting of HRSGNA.
4. Three HRSGNA members from different locales will judge the regional posters using national guidelines.
  - a. Educational content – Application to GI
  - b. Organization – Accuracy
  - c. Presentation – Originality
  - d. Timeliness of Subject – Artistic Display
5. The regional winner will receive a \$150.00 voucher to be used for GI education.
6. The \$150.00 must be used within two years of winning the contest.
7. The regional winning poster will be eligible for entry in the spring national meeting contest. All costs of transporting and display at the national contest will be the responsibility of the entrant.

I have read and understand the above guidelines and will abide by them.

Signed \_\_\_\_\_ Date \_\_\_\_\_  
Recipient

# HEARTLAND SGNA REGIONAL SOCIETY LEADERSHIP HANDBOOK

---

## POSTER CONTEST APPLICATION

Presenter(s) \_\_\_\_\_

Current position/clinical affiliation \_\_\_\_\_

Credentials \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Title of Poster \_\_\_\_\_

Focus of Poster: Research \_\_\_\_\_ Education \_\_\_\_\_

Level of Intended Audience:

Basic \_\_\_\_\_

Intermediate \_\_\_\_\_

Advanced \_\_\_\_\_

General \_\_\_\_\_

# HEARTLAND SGNA REGIONAL SOCIETY LEADERSHIP HANDBOOK

---

## POSTER CONTEST

### Voting Ballot

Please judge each poster on the following elements. Please rate each area from 1 – 5 with 5 = excellent and 1 = average.

Educational content/Application to GI	_____
Organization/Accuracy	_____
Presentation/Originality	_____
Timeliness of Subject/Artistic Display	_____

## POSTER CONTEST

### Voting Ballot

Please judge each poster on the following elements. Please rate each area from 1 – 5 with 5 = excellent and 1 = average.

Educational content/Application to GI	_____
Organization/Accuracy	_____
Presentation/Originality	_____
Timeliness of Subject/Artistic Display	_____

# HEARTLAND SGNA REGIONAL SOCIETY LEADERSHIP HANDBOOK

---

## Heartland \$500 Educational Scholarships

### Guidelines

1. The amount of the scholarship voucher will be \$500.00, and must be used to further the recipients' education in the field of Gastroenterology.

Suggested uses: Books, seminar registrations, travel to and from seminars including accommodations, professional subscriptions, SGNA membership renewal, certification expenses, etc.

2. The number of scholarships awarded will be four per year. Two to be granted at each spring and fall education course via a drawing during the last break of the course. The winner will be announced at that time. The award will be subject to verification of eligibility.
3. Criteria to be eligible include:
  - a. Be a paid member of SGNA for the past two consecutive years and a current Heartland member at the time of application.
  - b. Not a current member of the HRSGNA Executive Board.
  - c. Actively supports HRSGNA in both performance and philosophy.
  - d. Have not received this scholarship within the previous two years.
4. The President-Elect will contact all scholarship recipients the following year as potential committee chairs or committee members.
5. As a recipient of a scholarship, the member will be required to submit a newsletter article.
6. The recipient must use the total \$500.00 voucher within two years from the date of receiving the scholarship.
7. Scholarship moneys will be obtained as follows:
  - a. Donations specified for the scholarship.
  - b. HRSGNA yearly income from the spring and fall education courses and/or dues.
8. Paid receipts, copies of any CEU's, and a newsletter article must be presented to the Treasurer for reimbursement.
9. Recipient must remain a current member of SGNA to receive reimbursement.
10. This is an individual award and not transferable to any other person or persons.
11. Funds not used by the recipient per the above guidelines will be retained by HRSGNA.

# HEARTLAND SGNA REGIONAL SOCIETY LEADERSHIP HANDBOOK

---

## Heartland \$500 Educational Scholarships

### Agreement

1. The amount of the scholarship voucher will be \$500.00, and must be used to further the recipients' education in the field of Gastroenterology.

Suggested uses: Books, seminar registrations, travel to and from seminars including accommodations, professional subscriptions, SGNA membership renewal, certification expenses, etc.

2. The number of scholarships awarded will be four per year. Two to be granted at each spring and fall education course via a drawing during the last break of the course. The winner will be announced at that time. The award will be subject to verification of eligibility.
3. Criteria to be eligible include:
  - a. Be a paid member of SGNA for the past two consecutive years and a current Heartland member at the time of application.
  - b. Not a current member of the HRSGNA Executive Board.
  - c. Actively supports HRSGNA in both performance and philosophy.
  - d. Have not received this scholarship within the previous two years.
4. The President-Elect will contact all scholarship recipients the following year as potential committee chairs or committee members.
5. As a recipient of a scholarship, the member will be required to submit a newsletter article.
6. The recipient must use the total \$500.00 voucher within two years from the date of receiving the scholarship.
7. Scholarship moneys will be obtained as follows:
  - a. Donations specified for the scholarship.
  - b. HRSGNA yearly income from the spring and fall education courses and/or dues.
8. Paid receipts, copies of any CEU's, and a newsletter article must be presented to the Treasurer for reimbursement.
9. Recipient must remain a current member of SGNA to receive reimbursement.
10. This is an individual award and not transferable to any other person or persons.
11. Funds not used by the recipient per the above guidelines will be retained by HRSGNA.

*I have read and understand the above guidelines and will abide by them.*

Signed \_\_\_\_\_ Date \_\_\_\_\_

# HEARTLAND SGNA REGIONAL SOCIETY LEADERSHIP HANDBOOK

---

Application for HRSGNA Regional \$500 Scholarship Drawing

Name \_\_\_\_\_  
First Last

Address \_\_\_\_\_  
Street

Address \_\_\_\_\_  
City State Zip

Member of Heartland Regional SGNA since: \_\_\_\_\_

Application for HRSGNA Regional \$500 Scholarship Drawing

Name \_\_\_\_\_  
First Last

Address \_\_\_\_\_  
Street

Address \_\_\_\_\_  
City State Zip

Member of Heartland Regional SGNA since: \_\_\_\_\_

Application for HRSGNA Regional \$500 Scholarship Drawing

Name \_\_\_\_\_  
First Last

Address \_\_\_\_\_  
Street

Address \_\_\_\_\_  
City State Zip

Member of Heartland Regional SGNA since: \_\_\_\_\_

Application for HRSGNA Regional \$500 Scholarship Drawing

Name \_\_\_\_\_  
First Last

Address \_\_\_\_\_  
Street

Address \_\_\_\_\_  
City State Zip

Member of Heartland Regional SGNA since: \_\_\_\_\_