

**Advancing the Art and Science of Orthopaedic Care**

Memo

To: Chapter Presidents  
From: Jessica Daniels, Chapter Coordinator  
Date: November 2007  
Subject: Chapter Mailing

How did you Celebrate International Orthopaedic Nurses Day this year? Here's what we heard from some of our Chapters...

- The Dallas Area Chapter in Texas made up buttons to deliver to hospitals and physician offices in their area promoting orthopaedic nurses and the NAON Web site on the back.
- The St Augustine, FL Chapter celebrated the day at Flagler Hospital and hosted a bake sale fundraiser.

Want to share what your Chapter did? Send the information to me at [jdaniels@smithbucklin.com](mailto:jdaniels@smithbucklin.com) and start making that "Brag Board" for the Chapter Chatter area at Congress!

**Included in this month's mailing:**

*November Memo from National Office*  
*Letter from the CAT Chairwoman*  
*Education Update*  
*"Each One Reach One 2007" Results! (and 2008 Information)*  
*Updates in IRS Reporting Information*  
*MAL to Chapter Member Transfer Sheet*  
*Publicity Form*  
*NAON New Member List*

**Reminders and Announcements:**

- **Reminder:** Chapter Reports for the 2007 calendar year are now electronic and will be posted in December. All reports are due by April 1, 2008!
- Congratulations to the winners of the 2007 Each One Reach One Membership Challenge (check inside for more information)! Start signing up nurses today for the 2008 Challenge!
- Want to Earn Contact Hours as a Chapter without much hassle? Purchase the Congress CD from [www.digitellinc.com](http://www.digitellinc.com) . Each session provides live audio presentations (from past NAON Congresses), handouts, and the slides used by the speaker. To obtain contact hour credit, just open any of the sessions that you wish to listen to. Once you have it opened, a button at the bottom of the screen says, CONTACT HOURS. Click on it and a PDF will open with detailed information on how to receive contact hour credit. **A special rate of \$30 per session covers your whole chapter!**

Enclosure

cc: CAT Members, NAON Executive Board

Greetings Chapter Presidents, Leaders, and Members,

Congratulations to all for International Orthopaedic Nurses' Day! Were you able to celebrate October 30th? Did your employer acknowledge you in some way? Did your chapter celebrate amongst your members? Did your chapter participate in a community event? If so wonderful! If not, it is not too early to start planning an event or means of recognition with your employer for next year.

It is now November and as we all begin to plan and busy ourselves with the holidays; family gatherings, shopping, baking, and parties, we must also remember our duties as NAON chapter leaders. The end of the year reports are not officially due until April 1, 2008 but the information in the report is for the calendar year of 2007, therefore chapter membership numbers as of December 31, 2007, your meetings and inservices, and the financial statements from January through December 31, 2007 are included in the report. This year tax statements are required of the chapters and information in the last chapter mailings will be helpful as you prepare those statements for the government. The Chapter Leadership Orientation Manual is your resource for the reports as well as your CAT representative and the NAON office if you should have questions. The Chapter Leadership Orientation Manual is online on the NAON website [www.orthonurse.org](http://www.orthonurse.org).

This month I introduce the Chapter Advisory Team representative Simplicia Sanvicente, BSN, RN.

Here are some words from Ms. Sanvicente:

Everyone knows me as Dimple. I was an Operating Room Nurse in Stamford, Connecticut for 28 years and Orthopaedic Specialty Coordinator for 18 years with concentration in Spinal Surgery the last five. Since 1996 when Orthopaedic Nurses of Connecticut was chartered, I have been very active and very visible promoting NAON as Chapter President. I have served as education chair for my chapter from the very start. From 1999 to 2001, I have served NAON as OR SIG Facilitator for 2 terms. I have done CE reviews for Orthopaedic Nursing Journal for ANCC compliance and was also a reviewer for the 2<sup>nd</sup> Edition of the Orthopaedic Operating Room Manual. I served as a member of the Congress Education Committee for the 23<sup>rd</sup> and 24<sup>th</sup> Annual NAON Congresses in Orlando, FL and Nashville, TN. I joined CAT in May 2005.

Thanks Dimple!

Happy Thanksgiving,

*Julie Twiss RN, BSN, ONC*

Julie Twiss, RN, BSN, ONC

CAT Chair

[jtivss@bryanlgh.org](mailto:jtivss@bryanlgh.org)

(402) 481-3456



## Education Update

### AAOS/NAON Advance Registration

The AAOS/NAON Nursing and Allied Health Program will be held March 5-7, 2008 at the Moscone Center in San Francisco, CA. Topics include new orthopaedic technologies and techniques, infections, pain management and sports medicine. Take advantage of advance registration discount prices by **January 23, 2008**. Registration can occur online at [www.aaos.org/am2008](http://www.aaos.org/am2008). For advance registration materials contact AAOS at 800.346.2267 or [www.aaos.org](http://www.aaos.org).

### Smart Cards

Compartment Syndrome and Thromboembolic Disease evidence-based reference cards are available for purchase on NAON's eStore. These cards can assist you to answer today's most common questions for specific orthopaedic-related conditions. Two additional cards are under development for the fall of 2008: FES and Pressure Ulcer.

### Want to Save Time and Energy?

The next time you fill out an approver unit application ask for the number of contact hour certificates that your chapter estimates it needs for the rest of the year. By doing this you will have plenty of certificates in your hands for your next meeting and don't have to worry about when they will come in the mail. Your approver unit approval letter will then be e-mailed to you with high priority. If you have any questions, please contact Kim Hazelmyer at [khazelmyer@smithbucklin.com](mailto:khazelmyer@smithbucklin.com).



## Each One Reach One 2007 Membership Challenge

Did your Chapter participate in the 2007 membership challenge? Thanks to your hard work (and a few competitive streaks) NAON welcomed 216 orthopaedic nurses as new members! Check below to see how your Chapter compared to others. If you didn't have much of a showing in the 2007 challenge, all's not lost. Get ready to show everyone what your Chapter can do in the 2008 Challenge!

Participating Chapters	Initial Membership	New Members (from campaign)	% increase
001 St. Louis	30	4	13.33%
002 Atlanta	108	9	8.33%
003 Texas Gulf Coast	91	1	1.10%
006 Piedmont	29	1	3.45%
013 Philadelphia	43	2	4.65%
015 Chicago Metro	48	3	6.25%
016 Monmouth	37	1	2.70%
029 Minnesota Twin Cities	81	4	4.94%
030 South Central PA	45	4	8.89%
032 Middle Tennessee	17	3	17.65%
035 City of Fountains	53	1	1.89%
036 Treasure Valley	22	1	4.55%
037 San Diego	33	1	3.03%
041 Topeka	21	1	4.76%
048 Medical Center	86	1	1.16%
049 GMAC	81	4	4.94%
052 Central Missouri	13	4	30.77%
054 Central Indiana	61	3	4.92%
055 Mid-Shenandoah	17	1	5.88%
062 Denver	66	3	4.55%
063 Central Florida	64	12	18.75%
069 ONNY	102	3	2.94%
071 Greater Sioux Falls	26	6	23.08%
076 Broward	23	1	4.35%
082 Connecticut	50	2	4.00%
086 Greater Syracuse Area	26	1	3.85%
107 Orange County	27	2	7.41%
117 Northopedics	31	2	6.45%
136 Lake Michigan	38	5	13.16%
148 Greenville	9	1	11.11%

Most new members!

Continued on the following page...

149 Hawkeye	29	2	6.90%	
155 Summit City Area	50	11	22.00%	2nd most new members!
156 Greater Akron	24	3	12.50%	
170 Blue Ridge	31	5	16.13%	
171 NE Wisconsin	16	1	6.25%	
183 LION	14	12	85.71%	Highest % increase & Most New Members!
191 Ortho Nurses of CT	23	1	4.35%	
200 Wyoming	7	1	14.29%	
201 SONI	38	2	5.26%	
209 Greater Arkansas	8	1	12.50%	
210 Fredericksburg	17	1	5.88%	
211 St. Augustine	11	1	9.09%	
212 Carolina Mt.	11	8	72.73%	2nd Highest % increase!
214 Western Mass	12	5	41.67%	3rd Highest % increase!

Information about the 2008 Challenge is available on the NAON Web site and included in this mailing.

Continued on the following page...

## **Each One Reach One Membership Challenge**

### Information for Chapters

#### **How Do Chapters Participate?**

When you recruit new members, be sure that they list your chapter on the membership application, as well as the sponsoring member's name and member ID.

#### **What can Chapters win?**

Your Chapter could win one (1) free full Congress Registration for the 2009 Congress in Tampa, FL!

#### **How can my Chapter win?**

Two (2) prizes will be given for the most growth. A single registration will be granted to the Chapter with the highest number of newly recruited members. A single registration will also be granted to the Chapter with the greatest percentage growth from newly recruited members.

This means that a Chapter that recruits 10 new members could have only a 3% growth, but a chapter that recruits 3 members may have a 25% growth. MAL transfers do not apply toward these growth numbers – only new recruits as defined by the campaign rules.

#### **How can my Chapter keep track of our status?**

On October 31, 2007 the National Office took a tally count of your current Chapter membership. All growth will be compared to this number. Check your online rosters regularly to see how you are doing. Top performers in both categories will be listed in the Chapter mailings each month.

#### **Questions?**

Contact Jessica in the National Office at [jdaniels@smithbucklin.com](mailto:jdaniels@smithbucklin.com) or the number listed below.

## New Information on Chapter Tax-Exempt Status

### **New Annual Electronic Filing Requirement for Small Tax-Exempt Organizations — e-Postcard (Form 990-N)**

Beginning in 2008, small tax-exempt organizations that previously were not required to file returns may be required to file an annual electronic notice, Form 990-N, *Electronic Notice (e-Postcard) for Tax-Exempt Organizations not Required To File Form 990 or 990-EZ*. This filing requirement applies to tax periods beginning after December 31, 2006. Organizations that do not file the notice will lose their tax-exempt status.

**Small tax-exempt organizations, whose gross receipts are normally \$25,000 or less, are not required to file Form 990, Return of Organization Exempt From Income Tax, or Form 990-EZ, Short Form Return of Organization Exempt from Income Tax.** With the enactment of the Pension Protection Act of 2006 (PPA), **these small tax-exempt organizations will now be required to file electronically Form 990-N, also known as the e-Postcard, with the IRS annually.** Exceptions to this requirement include organizations that are included in a group return, private foundations required to file Form 990-PF, and section 509(a)(3) supporting organizations required to file Form 990 or Form 990-EZ. In addition, this filing requirement does not apply to churches, their integrated auxiliaries, and conventions or associations of churches.

The IRS will mail educational letters starting in July 2007 notifying small tax-exempt organizations that they may be required to file the e-Postcard. **The IRS is developing an electronic filing system (there will be no paper form) for the e-Postcard and will publicize filing procedures when the system is completed and ready for use.**

The PPA requires the IRS to revoke the tax-exempt status of any organization that fails to meet its annual filing requirement for three consecutive years. **Therefore, organizations that do not file the e-Postcard (Form 990-N), or an information return Form 990 or 990-EZ for three consecutive years, will have their tax-exempt status revoked as of the filing due date of the third year.**

Source: [www.irs.gov](http://www.irs.gov)

*What does this mean for NAON Chapters?*

You must complete the Form 990-EZ beginning in 2008 for the fiscal year 2007.

*How much more work will that be?*

It's not known yet, but information will be coming from the IRS. If you complete the Annual Financial report as part of your Annual Chapter report forms, you should have all the information you will need for the Form 990-EZ.

*Does my Chapter fall under the larger NAON umbrella?*

No, because each Chapter has a unique Tax ID or EIN, each is responsible for its own reporting.

PLEASE PRINT CLEARLY AND COMPLETE ALL PORTIONS THAT ARE APPLICABLE  
(Form must be signed by member to be valid)

**MAL to Chapter Member Transfer Request**  
Verification/Corrections

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone \_\_\_\_\_

NAON ID: \_\_\_\_\_

E-mail: \_\_\_\_\_

\_\_\_\_\_  
Chapter Name

\_\_\_\_\_  
Chapter Number

\_\_\_\_\_  
Signature of Member/Date

**National Association of Orthopaedic Nurses**  
401 N. Michigan Ave, Suite 2200, Chicago, IL 60611  
800-289-6266

PLEASE PRINT CLEARLY AND COMPLETE ALL PORTIONS THAT ARE APPLICABLE  
(Form must be signed by member to be valid)

**MAL to Chapter Member Transfer Request**  
Verification/Corrections

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone \_\_\_\_\_

NAON ID: \_\_\_\_\_

E-mail: \_\_\_\_\_

\_\_\_\_\_  
Chapter Name

\_\_\_\_\_  
Chapter Number

\_\_\_\_\_  
Signature of Member/Date

**National Association of Orthopaedic Nurses**  
401 N. Michigan Ave, Suite 2200, Chicago, IL 60611  
800-289-6266

PLEASE PRINT CLEARLY AND COMPLETE ALL PORTIONS THAT ARE APPLICABLE  
(Form must be signed by member to be valid)

**MAL to Chapter Member Transfer Request**  
Verification/Corrections

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone \_\_\_\_\_

NAON ID: \_\_\_\_\_

E-mail: \_\_\_\_\_

\_\_\_\_\_  
Chapter Name

\_\_\_\_\_  
Chapter Number

\_\_\_\_\_  
Signature of Member/Date

**National Association of Orthopaedic Nurses**  
401 N. Michigan Ave, Suite 2200, Chicago, IL 60611  
800-289-6266

---

## *Educational Offering Publicity Form*

---

Please complete and submit to NAON National Office for publicity in *NAON News*, *Orthopaedic Nursing Journal* and the NAON web site. Placement in these publications and web site are based upon submission deadlines. Contact the NAON National Office for submission deadlines.

**Date(s) of Conference:** \_\_\_\_\_

\_\_\_\_\_

**Location of Conference:** \_\_\_\_\_

\_\_\_\_\_

**Provider (Constituent):** \_\_\_\_\_

\_\_\_\_\_

**Title of Conference:** \_\_\_\_\_

\_\_\_\_\_

**Contact Person's Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Preferred Telephone Number:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

Submit completed form via mail, fax or e-mail to:

401 N. Michigan Ave.  
Suite 2200  
Chicago, IL 60611  
Fax: 312.527.6658  
E-mail: [naon@smithbucklin.com](mailto:naon@smithbucklin.com)