

Advancing the Art and Science of Orthopaedic Care

MEMO

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

It's that fun time of year again! Make sure to fill out all your forms and return them to me via e-mail by **April 1st**, to be eligible for your CHAPTER CHECK! Please feel free to contact me with any questions you have regarding the forms at 800.289.6266 or jdaniels@smithbucklin.com.

Reminders and Announcements:

- **2nd Edition Core Competencies: Across the Life Span (P226-2) Now available!**
This update to the first edition has been expanded to include orthopaedic competencies across the lifespan. We have added pediatric and gerontologic competencies, including palliative orthopaedics, along with some advanced practice competencies. Price for members is \$50 and non-members \$60 plus shipping and handling.
- **2006 Annual Reports** are due to me via e-mail (jdaniels@smithbucklin.com) by April 1, 2007. All reports and a guide for completion can be downloaded from the NAON Web Site at <http://www.orthonurse.org/community/chapters.cfm>.
- **Reminder:** Chapter Leaders have the opportunity to participate in a conference call to review resources available to Chapters and the Annual Reports. If you have not already received information regarding these calls, please contact me. Please join me at any of the times below by calling 888.774.0005 pass code 03700#
Thursday, February 22 at 12noon EST
Wednesday, February 28 at 12noon CST
Tuesday, March 6 at 12noon PST
- **Don't Forget!** Earn points individually and as a Chapter with the Each One Reach One membership campaign. Check the attached sheet for the current statistics. For more information, visit <http://www.orthonurse.org/membership/ReachOne.cfm>.

Included in this month's mailing:

February Memo from National Office
NAON MALL Reminder, Form and Guidelines
Each One Reach One Rules & Statistics
Chapter Chatter
Publicity Form
Chapter Transfer sheet
New Member List

Enclosure
cc: CAT Representatives, NAON Executive Board

January 12, 2007

Dear Chapter President:

It is time to start planning for your chapter's participation in the NAON Mall at the 27th Annual Congress in St. Louis. The dates for Congress are May 19-23, 2007. Currently, the Mall has been scheduled from 10:15 – 11:45 a.m. on Tuesday, May 22, 2007.

The NAON Mall is an activity which allows for the sale of souvenirs and Orthopaedic paraphernalia at designated times during Congress. The profits of the sales go straight to your Chapter's treasury. It provides an opportunity for Chapter team building and fundraising. A few years ago NAON had charged \$45 to participate in the NAON Mall in order to cover the cost of renting a six-foot skirted table and creating a Chapter identification sign. **This year, NAON will cover the cost of the six-foot skirted table and creating a Chapter identification sign, provided that the Chapter signs up by Friday, April 6, 2007.**

There have been many creative items sold in the past. Please make sure items sold are appropriate for sale in the nursing arena and that it is to the benefit of the chapter. NAON encourages Chapters to store Mall items in hotel guest rooms and transport them to the mall area prior to sale hours.

Plan your sales carefully. There will be a potential market of 1,500+ nurses. You will want to have sufficient quantities without overextending the Chapter. You might consider order forms for items which may run out. If you have order forms, be sure to include cost of mailing.

We have included the guidelines for the Mall. Please make sure you read these before registering. Share this information with your Chapter and return the enclosed registration form and fee by **Friday, April 6, 2007**, to secure your space at the NAON Mall. Confirmation and details of the Mall will be sent to you no later than two weeks prior to Congress.

For further information, please contact me at 312.673.4903, or brabe@smithbucklin.com. We look forward to seeing you in St. Louis!

Sincerely,



Benjamin Rabe, CEM
NAON Trade Show Manager

NAON 27th ANNUAL CONGRESS

America's Center • St. Louis, MO
May 19-23, 2003 / Mall: May 22, 2007



NAON MALL APPLICATION

CHAPTER INFORMATION...

Chapter Name/Number: _____
Contact Person: _____
Address: _____
City: _____ State: _____ Zip Code: _____
E-Mail (Required): _____
Work Phone: _____
Home Phone: _____
Person(S) Setting Up: _____

ITEMS FOR SALE & COST OF EACH...

Item	Cost
1. _____	\$ _____
2. _____	\$ _____
3. _____	\$ _____
4. _____	\$ _____
5. _____	\$ _____

REGISTRATION FEE...

Again this year, NAON will cover the cost of the six-foot skirted table and creating a Chapter identification sign provided that the Chapter sign-up by Friday, April 6, 2007. After April 6, a \$25 fee may be charged in order to cover the cost of ordering the items after the deadline imposed by NAON's general service contractor.

PLEASE READ AND SIGN...

I have read, understand and agree to the NAON Mall Guidelines. I understand that items may only be sold in the NAON Mall (they may NOT be sold in the Exhibit Hall, registration areas, or meeting rooms).

I agree that _____ Chapter members will comply with all NAON Mall Guidelines.

Chapter President

Date

Please return completed form by April 6, 2007, to:
NAON Trade Show
2236 Paysphere Circle
Chicago, IL 60674
Fax to: 312.644.0575

QUESTIONS...Contact Benjamin Rabe at 312.673.4903 or brabe@smithbucklin.com.

NAON 27th ANNUAL CONGRESS

America's Center • St. Louis, MO
May 19-23, 2003 / Mall: May 22, 2007



NAON MALL GUIDELINES

1. Table signs will be provided for pre-registered Chapters. Chapters registering after Friday, May 11 may not be able to receive a table sign.
2. The NAON Mall will be in the NAON Exhibit Hall at the America's Center on Tuesday, May 22, 2007, from 10:15 am – 11:45 pm. Chapters are expected to participate in the session for the entire length of the session.
3. Chapters are responsible for any and all shipping and handling charges in order to transport their items to the Exhibit Hall at the America's Center. Information regarding the NAON Mall move-in will be included in the confirmation letter.
4. Tables must be set up 15 minutes prior to the start of the Mall session. You can pick up an exhibit hall pass at NAON Registration in order to gain access to the Exhibit Hall to set up. Passes will also be sent with your confirmation letter with additional instructions.
5. There will be no selling of items during Congress except for at the designated NAON Mall area inside the Exhibit Hall. Chapters understand that items may NOT be sold in the Exhibit Hall, registration areas, meeting rooms or hotel rooms.
6. Items must be in good taste.
7. The **official NAON logo** may NOT be used on any items sold at the Mall.

QUESTIONS...Contact Benjamin Rabe at 312.673.4903 or brabe@smithbucklin.com.

Each One Reach One Membership Campaign

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 2008 Congress in San Jose, CA!

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, 2006 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 or the number listed below.

Each One Reach One
Current Statistics (as of 2/9/2007)

Participating Chapters	Initial Membership	New Members (from campaign)	% increase	
001 St. Louis	30	4	13.33%	
015 Chicago Metro	48	2	4.17%	
016 Monmouth	37	1	2.70%	
02 Atlanta	108	7	6.48%	Most New Members
032 Middle Tennessee	17	2	11.76%	
035 City of Fountains	53	1	1.89%	
036 Treasure Valley	22	1	4.55%	
063 Central Florida	64	1	1.56%	
071 Greater Sioux Falls	26	5	19.23%	2 nd Highest % increase in Membership
082 Connecticut	50	2	4.00%	
093 Los Angeles	20	1	5.00%	
107 Orange County	27	1	3.70%	
136 Lake Michigan	38	3	7.89%	
149 Hawkeye	29	1	3.45%	
155 Summit City Area	50	6	12.00%	2 nd most New Members
170 Blue Ridge	31	2	6.45%	
171 NE Wisconsin	16	1	6.25%	
183 LION	14	3	21.43%	Highest % increase in Membership
201 SONI	38	1	2.63%	
209 Greater Arkansas	8	1	12.50%	



CHAPTER CHATTER SHOWCASE



**CALLING ALL CHAPTER MEMBERS! IT'S TIME TO SHINE!
IT'S TIME TO SHARE YOUR CHAPTER STORIES!**

We want to hear about all the wonderful things that our NAON Chapters are doing throughout the year, so show off to all the Congress attendees!

**ALL CHAPTERS MAY DISPLAY THEIR 2006-2007 CHAPTER ACTIVITIES
IN THE EXHIBIT HALL. ****

What You Will Need to Know:

- Bring display materials (i.e. pictures, awards, newsletters, or just fun ideas to share with other Chapters) on your Chapter happenings for the 2006-07 year.
- Material will be placed on a (4x4) display board in the exhibit hall (boards are provided).
- Set up for your display is Sunday May 20 from 8:00am to 3:45pm.
- Assign a Chapter member to be present at the display during exhibit hours.

What We Need to Know:

- Name of the Chapter member setting up, so we can get them a badge to enter the Exhibit Hall
- **Please let me know if you plan to exhibit no later than April 6, 2007.**

Categories to consider:

Legislation: what have you done on a local, state or national level in respect to orthopaedic nursing, orthopaedic conditions or preventive initiatives?

Creative use of NAON products: how have you used NAON products in your practice, in teaching other nurses or the community?

Educational offerings: workshops, community days, hospital teaching...

Celebration of International Orthopaedic Nurses Day: it's our day - how did you share it with others?

Recruitment and retention: all good ideas welcome!

Community outreach and education: sharing and spreading the word, what do you do?

Do you have another creative way that you shared NAON with others?

***All Chapters that participate will receive two invitations to the Chapters Presidents' Reception at Congress.*

Direct entries/inquires to:

National Association of Orthopaedic Nurses

Attn: Jessica Daniels

Fax: 312.527.6658

e-mail: jdaniels@smithbucklin.com

Chapter Name: _____ No. _____

Chapter President 2006 _____

Member setting up display _____

ENTRIES MUST BE RECEIVED BY APRIL 6, 2007.

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

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 _____
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

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