

January Chapter Mailing 2009

*Greetings from the
CAT Chair*

Greetings from the Chapter Advisory Team Chair

National Office Update

Greetings Chapter Presidents and Leaders,

Education Updates

Happy New Year! 2009 is off to a quick start. For Chapters it is time to be voting for new national board members, determining new chapter officers for the 2009-2010 year, completing 2008 annual reports and planning to attend Congress. CAT has a breakout session on Wednesday, May 20 th from 11:00 - 12:00 #515 "Unite NAON Members Start a Chapter." See you there!

*Annual Report
Information*

As a professional I challenge you to participate in the NAON elections for the national board members. You do have a voice! NAON is **YOUR** organization, working for you and to the benefit of our clients in legislation, charity, education, research, and networking.

*NAON Mall - Congress
2008*

*Each One Reach One
Membership Challenge*

It is also time to gather your 2008 Chapter information and prepare the annual reports. The annual reports have to be **received** by the NAON office by **April 1, 2009** . You are able to access these reports now on the NAON website. Visit www.orthonurse.org and sign in. Click on the "Chapters" tab. On the left hand column you will then click on "Annual Reports." All the information required for NAON annual reports is listed here. The "Annual Reports How To Sheet" walks you through the steps. The forms to be completed include:

*NAON Award
Information*

- 2009-2010 Officer Roster (Word document)
- Overall Report 2008 (Word document)
- Financial Report (Excel document)

*NAON Leadership
Search Committee
Information*

The reports are to be submitted via email. To receive reimbursement from NAON you must submit all of the required reports listed above. It is recommended one person from the chapter submit all reports at once to avoid confusion. Utilize the checklist within the Overall Report to confirm all reports are completed. Forms received after April 1, 2009 will not be eligible for reimbursement (\$6.00 per 2008 chapter member) even if all other requirements are met. Even if you do not expect reimbursement the 2008 annual report is to be submitted.

What is NOT listed on the web site is the tax form required for the Internal Revenue Service. For this you must access the Internal Revenue web site. Search for 990 EZ Postcard. This is what needs to be completed and submitted to the IRS .

Submit the 2008 annual report in its entirety to the NAON office at lquinze@smithbucklin.com and cc the report to your CAT representative. Copying the report to your CAT representative confirms dates sent and your CAT representative then utilizes the information for their own reports to the board.

I thank you in advance for your compliance in submitting your annual board reports.

Julie Twiss, RN, BSN, ONC
CAT Chair

[Back To Top](#)

NATIONAL OFFICE UPDATE

- Tip: With leadership changes happening in your Chapter annually, it's recommended that you set up a free e-mail account dedicated strictly to your Chapter. Some of the more common web sites to do this on are: Yahoo, Hotmail, Gmail, and MSN. If your Chapter has an e-mail address like this, let me know so that your Chapter mailings and important information will be sent there – insuring that the right people are getting all the information.
- Look for your Executive Board Nominees and their position statements on NAON's Web site at: www.orthonurse.org. Cast your votes for leadership.
- **Reminder:** Chapter reimbursement rate is \$6 per Chapter member starting in 2007. Please budget accordingly and feel free to contact your CAT Representative or Laura Quinze with any questions.

[Back To Top](#)

EDUCATION UPDATE

Regional Education Offerings

Please visit our website at www.orthonurse.org to take a look at all of the regional education offerings scheduled for 2009.

NAON Regional Symposium:

Effective Management of Lower Extremity Traumatic Injury Patients

Date: March 21, 2009 7:30 a.m. – 5:15 p.m.

Location: Hilton 168 South Los Robles Ave. Pasadena , CA 91101

To register for this course go to the NAON Web site at www.orthonurse.org and register online. This is a great opportunity to bring your whole chapter too. The registration fee is for 6.5 contact hours, light breakfast and lunch.

Price: \$25.00

2009 Calendar of Events!

February 25-28, 2009–Nursing and Allied Health Meeting in conjunction with AAOS

May 16-20, 2009– NAON Congress

September 12, 2009–Regional Symposium in Philadelphia, PA

November 14, 2009–Regional Symposium in Dallas, TX

Questions?

Contact the National Office at 800.289.6266 or naon@smithbucklin.com

Orthopaedic Review Course

Does your facility need an update in Orthopaedics? Do you have a large amount of chapter or staff members that want to study for the Orthopaedic Nursing Certification? If so, you should host an Orthopaedic Review Course. For more information on the course check out the NAON Web site at: www.orthonurse.org and go to the

Certification Tab then click on Orthopaedic Review Course.

[Back To Top](#)

ANNUAL REPORT INFORMATION

Reports Due April 1st!

Included here is a "[How To](#)" [guide](#) for completing the annual reports for your Chapter's status and health in 2009. All forms are due to the National Office (lquinze@smithbucklin.com) and your CAT Representative no later than April 1, 2009. Forms received after this date will not be eligible for reimbursement, even if all other requirements are met.

IRS Reporting in 2009

Reminder: Due to changes in the IRS reporting requirements for 2009 for activity in 2008, all tax-exempt organizations are required to complete Form 990. Though the Form 990 **is not included** here, completing both tabs of the Financial Report will provide all the data you will need to complete the 990. All Chapters must complete this form in order to maintain tax-exempt status. No Chapter will be covered under a NAON group exemption. For additional information, please visit the [Internal Revenue Service Web site](#).

[Back To Top](#)

NAON MALL - CONGRESS 2009

Interested in participating in the NAON Mall this year in Tampa? [Click here](#) for a packet with information and the necessary forms. Any questions? Contact Jamie Schafer at jschafer@smithbucklin.com

[Back To Top](#)

EACH ONE REACH ONE MEMBERSHIP CHALLENGE

Below is the current tracking for new members for chapters.

003- Texas Gulf Coast	1	1%
006- Piedmont	1	2%
031- NAON of Massachusetts	1	1%
048- Medical Center	1	1%
055- Mid-Shenandoah Valley	1	7%
074- Black Hills	1	11%
118- Joint Connection	1	5%
136- Lake Michigan	1	2%
151- Southern New Hampshire	1	7%
155- Summit City	4	7%
157- Southeast Nebraska	2	5%
158- Orthopaedic Nurses of Central Virginia	1	2%
183- The Long Island Ortho. Nurse (LION)	1	2%
204- Lima Area Orthopedic Nurses	1	7%

[Back To Top](#)

NOMINATIONS BEING ACCEPTED FOR 2009 NAON HONORS

The NAON Executive Board is proud to announce we are currently accepting nominations for the 2009 Outstanding Orthopaedic Nurse Practice Award and the Clara A. Donahoo Memorial Lectureship Award .

These prestigious awards are designed to recognize and reward members for their hard work and dedication to the nursing field as well as to NAON. [Click here](#) to go to the Awards page for information, criteria and requirements for these two awards.

Nominations for both the 2009 Outstanding Orthopaedic Nurse Practice Award and the Clara A. Donahoo Memorial Lectureship Award are due to the NAON National Office by April 1, 2009 .

[Back To Top](#)

NAON LEADERSHIP SEARCH COMMITTEE INFORMATION

Chapter Presidents NAON Needs You!

The Leadership Search Committee has begun the quest for NAON members who are looking for new areas of service and leadership within the organization.

For the 2010-2011 Executive Board, there are four positions to be filled:

- President-Elect
- Treasurer
- Two Directors

Please [click here](#) for more information.

[Back To Top](#)