

Memo

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

Enclosed is your September Chapter mailing. Please feel free to contact me with any questions or comments at 800.289.6266 or jdaniels@smithbucklin.com. Don't forget International Orthopaedic Nurses Day is fast approaching so make sure to get your Nurses' Day items now! Check out new items and the history of International Orthopaedic Nurses Day at www.orthonurse.org.

Included in this month's mailing:

- *September Memo from National Office*
- *Letter from the CAT Chairwoman*
- *Updates in IRS Reporting Information*
- *Fall Audio Conference information and Registration form*
- *Each One Reach One Membership Challenge Update*
- *MAL to Chapter Member Transfer Sheet*
- *Publicity Form*
- *State MAL List*

Reminders and Announcements:

- **Don't Forget!** Your members can update their chapter on-line!! Once logged onto the NAON Web site, click on Update Profile. Then pick the chapter you want. It's that easy!
- **MAL List Attachment:** Remember, you have access to this list 24 hours a day online. If your Chapter is near a border, feel free to request another state's MAL list or use the Advanced Search online.
- **Recruiting New Members?** Be sure to mention the Extended General membership option! Until October 31, new members have the option of a membership **through 12/31/2008** for **only \$128**. For more information check www.orthonurse.org.

Enclosure

cc: CAT Members, NAON Executive Board

Greetings to Chapter Presidents, Leaders, and Members,

Fall has arrived, and the majority of chapters were on “vacation” over the summer. After a vacation leaders can be re-energized to facilitate chapter activity. Energizing the chapter members however can be a challenge when all are busy with school schedules, busier work schedules, and increases in client volume.

To keep on track chapters should now have plans in place for dates and times of meetings/in-services and topics for education for the remainder of the year and potentially into the spring of 2008. Allow at least 4 weeks for the NAON Approver Unit (from application of the continuing education and the date of the education) to approve the education topic and objectives. Access to the NAON Approver Unit is on the NAON web site, www.orthonurse.org. If you require assistance let your CAT representative or the NAON office be of assistance. Your CAT representative may be contacted via the Web site or the contact information they have provided you and the NAON office can be contacted via the Web site or via phone, 800.289.6266. Applications for continuing education can be completed on line or faxed. The fee schedule is also found on line via the home page. Just click on “Get your Contact Hour Programs [Approved](#)” and you will then be routed to the “Approver Unit” page.

The Chapter Advisory Team (CAT) is here to assist you with ideas and knowledge regarding chapter activities and your conduit to the Executive Board. Each month a CAT representative will be introduced. This month's CAT representative to be introduced is Nancy Morris.

“This month I was asked to tell something about myself. My name is Nancy Morris RN, ONC and I am just starting my second year on the CAT team representing the North Central Region. I went to the Rapid City Regional Hospital School of Nursing after I got divorced because I wanted a career not just a job. I think that decision worked out well. It was a 3-year diploma program. My class was the last class for the school when we graduated in 1991. I was hired on the ortho/neuro floor at RCRH as a staff nurse and 16 years later I'm still there. I have worked many different shifts but currently I work 12 hour nights. I joined the Black Hills Chapter of NAON (074) and I have been the chapter president and am now the secretary/treasurer. I got my ONC in 1993. My son, Wesley, is mildly disabled but he is my "information systems officer" when it comes to computers. In my free time, I like to read and catch up on TV and movies. We love to travel and try new things. The next place we would like to go to is Atlanta, GA. My son and I regularly donate blood. Wesley usually does doubles of whole blood and lately I have been giving platelets about every 3 weeks. One last thing to keep in mind is that only one in twenty people who could give blood actually donate.”

I thank the CAT representatives and each and every one of the Chapter Leaders for taking on their roles.
Cordially,

Julie Twiss RN, BSN, ONC

Julie Twiss, CAT Chair
jtwiss@bryanlgh.org
(402) 481-3456

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

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.

Fall Audio Conference: Wednesday, November 7, 2007
Earn 1 contact hour by participating in NAON's latest educational offering!

More information will be available on the NAON Web site in the coming weeks. To register for this course, complete the attached registration form and fax it in (feel free to copy). This is a great opportunity to have a Chapter meeting and earn contact hours. The registration fee is per phone line and with each line you receive two complimentary contact hour certificates!

The dial-in information and presentation will be e-mailed to all registered attendees November 5, 2007. Be sure to register by Friday, October 19 to take advantage of the early bird rate!

*Members \$79 (per line, up to 3 registrants for this single fee)
Non-Members \$99 (per line, up to 3 registrants for this single fee)*

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

Wednesday, November 7, 2007 7:00pm – 8:00pm Central Time
1.0 Contact hours, Category A

Please print, type clearly or attach a business card

Full Name: _____

Place of Employment: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ E-mail*: _____

*Please provide a valid, working e-mail. Your dial-in information and power point files will be e-mailed to you the two days prior to the call.

Early registration must be postmarked by **Friday, October 19, 2007.**

All registrations must be received by **Thursday, November 1, 2007.**

A. REGISTRATION FEES

Member Early.....\$79 per line

Non-Member Early.....\$99 per line

Member Late.....\$99 per line

Non-Member Late.....\$119 per line

B. CONTACT HOUR CERTIFICATES

(2 complimentary certificates per line; mailed to the above address)

1. Full Name: _____

2. Full Name: _____

Number of Additional Certificates (\$15 per person)* # _____ x \$15 = _____

*Please attach a list of name for the additional certificates
All certificates will be mailed to the main address above.

C. PAYMENT

Check enclosed (payable in U.S. Dollars to NAON)

Charge my: Visa

MasterCard

American Express

Total Due: _____

Card Number: _____

Expiration Date: _____

Name (as it appears on card): _____

Signature: _____

Refund Policy: All requests for refunds must be received in writing by Friday, October 19, 2007.
NO refunds will be processed after this date.

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 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
2007 Membership Challenge**

Participating Chapters	Initial Membership	New Members (from campaign)	% increase	
001 St. Louis	30	4	13.33%	
002 Atlanta	108	9	8.33%	2nd Most New members
003 Texas Gulf Coast	91	1	1.10%	
013 Philadelphia	43	2	4.65%	
015 Chicago Metro	48	2	4.17%	
016 Monmouth	37	1	2.70%	
029 Minnesota Twin Cit	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	3	3.70%	
052 Central Missouri	13	4	30.77%	3rd Highest % increase
054 Central Indiana	61	3	4.92%	
055 Mid-Shenandoah	17	1	5.88%	
062 Denver	66	3	4.55%	
063 Central Florida	64	1	1.56%	
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 A	26	1	3.85%	
093 Los Angeles	20	3	15.00%	
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%	
149 Hawkeye	29	2	6.90%	
155 Summit City Area	50	11	22.00%	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	9	64.29%	2nd Highest % incr. & 2nd Most New Mem
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%	Highest % increase
214 Western Mass	12	3	25.00%	
MAL		71		

* Counts as of 9/14/2007 *

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

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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