**The Illinois Association of School Nurses’ Foundation**

**Operating Guidelines**

The Operating guidelines may be adopted by the Board of Directors at any meeting by a majority vote;  suspended for a meeting by a majority vote; rescinded or amended by a 3/5 vote or by a majority vote with previous notice.

**Section I – Organization**

The Illinois Association of School Nurses’ Foundation is organized as a 501(c) (3) corporation within the Illinois Association of School Nurses (IASN).  IASN is the only member of the Foundation.

**Section II – Duties**

**A.** **The President shall**:

 1. Plan for and preside over the Foundation Board of Directors meetings

 2. Work with the IASN Annual Conference Chair to arrange space for the Foundation's Annual

 Board of Directors meeting at the conference venue.

 3. Send the meeting agenda to Board Members at least two weeks prior to each board meeting.

 4. Serve as official representative of the Foundation.

 5. Serve as a non-voting member of the IASN Executive Board.

 6. Send a report on the Foundation's programs to the IASN Executive Board one week prior to

 each IASN Executive Board Meeting.

 7. Appoint Program Coordinators and program assistants, with the approval of the Board of

 Directors. Notify the IASN Executive Board of new appointments. Notify the website

 manager of new coordinators for posting on the IASN website.

 8. Serve as consultant to the Program Coordinators

 9. May sign, with another Foundation Officer any bond, contracts or other instruments or

 documents, which the Board of Directors has authorized to be executed.

 10. Ensure the IASNs Foundation’s treasurer’s financial books and records are audited prior to

 the IASN Annual meeting.

 11. Represent the Foundation at the IASN Board meetings and be reimbursed by IASN.

 12. Assist the Scholarship and Awards Coordinator with reviewing all awards applications.

 12. Communicate changes in the bylaws, operating guidelines and awards/scholarships to the

 IASN Board and website manager for posting on the IASN website.

 13. Monitor the IASN Foundation email.

 14. Perform other duties as assigned.

**B. The Vice-President shall:**

1. Perform the duties of the President in the absence or disability of the President, or at the request of the President.
2. Serve as Scholarship and Awards Program Coordinator. (see section 3, A for duties)

3.Perform other duties as assigned.

1. **The Secretary/Treasurer shall:**
2. Keep minutes of all meetings of the Board of Directors ~~and the membership~~.
3. Be the custodian of the Foundations’ Records.
4. Send a copy of the minutes to each member of the Board of Directors no more than six (6) weeks after each meetings.
5. Receive and deposit all monies from donations, sales, and fund-raising activities. Funds shall be allocated to general scholarship and awards unless designated for a specific fund by the donor.
6. Provide a statement of assets and liabilities to the Foundation’s Board of Directors at each meeting.
7. File the appropriate IRS forms annually.
8. Arrange to have the Foundation financial records audited prior to the Annual Meeting of IASN each year.
9. Prepare and disseminate a draft Annual Foundation Budget at least one week prior to the Foundation's Annual Board of Directors meeting.
10. Send written report to the Foundation’s President two weeks prior to IASN and Foundation board meetings with updated financial information.
11. Prepare checks for scholarship, grants, and awards winners. Have these available to present at the IASN Annual conference.
12. Perform other duties as assigned.
13. **At Large Directors Shall:**
14. Serve as fund raising coordinators for the Foundation.
15. Plan and implement the Foundation fundraiser(s) at the IASN Annual Conference.
16. Advertise Foundation fundraisers prior to the IASN Annual conference.
17. Submit all monies raised to the Foundation treasurer.
18. Receive reimbursement for expenses from fund raising efforts.
19. Submit a report about the IASN Conference fundraiser(s) to the Foundation president and IASN within one month of the event.
20. Submit a written report of committee activities to the Foundation’s President two weeks prior to IASN and Foundation board meetings
21. Perform other duties as assigned.

 **E. Program Assistants: (see attached descriptions of program assistant positions)**

 1. The Foundation Board of Directors may appoint Program Assistants to help the Program

 Coordinators in performing their duties. Program Assistants are not responsible for ensuring

 required program activities are completed.

 2. Program Assistants must be active, associate, or retired members of IASN and have been

 IASN members for at least one year prior to being appointed.

 3. Program Assistants are appointed for two year terms. Attendance at Founation Board

 meetings is optional.

**Section III –Foundation Programs**

1. **Scholarships and Awards Program:**
2. The Foundation vice-president shall be the Scholarships and Awards Coordinator. Other Foundation Board members shall assist as needed.
3. The coordinator will:

a. Recruit three or more individuals annually to evaluate the scholarship and awards

 applications and select the recipients. Evaluators must have knowledge of schools and the

 role of the school nurse.

b. Publicize the scholarships, grants, and awards, the guidelines, and the deadline in late

 winter/early spring and as deemed necessary.

 c. Notify scholarship, grant, and award winners by mid September and

 encourage them to attend the IASN Annual Conference.

 d. Notify the Foundation president of all award recipients.

 e. Work with the Foundation president to have certificates made for award recipients.

 f. Present the award certificates and checks to recipients at the IASN Annual Conference

 when Foundation president is unavaiable.

3. Submit a written report of committee activities to the Foundation’s President two weeks prior

 to IASN and Foundation board meetings

4. The Foundation’s President will:

 a. Review and blind all applications submitted by the deadline before sending them to the

 Scholarship and Awards Coordinator.

 b. Notify IASN’s President of the award recipients.

 c. Prepare and send vouchers to the Foundation’s Treasurer, for payment to the recipients.

 d. Announce, the recipients at the IASN’s Annual Meeting and present the awards at the

 IASN Annual conference.

B. **The Inquiry and Innovation (Research) Program:**

1. Be coordinated by a school nurse who is prepared at the Masters level or above who is appointed by the Foundation president. The Foundation’s President shall be a consultant to the coordinator.
2. **The Coordinator Shall:**

a. Put out a call for abstracts for posters to be presented at the IASN Annual Conference in

 late winter/early spring and as deemed necessary.

b. Publicize the Awards, the guidelines, and the deadline in late winter/early spring and as

 deemed necessary.

 c. Work with IASN’s Annual Conference Committee to promote and coordinate a Poster

 Session at the Annual Conference. Each poster presenter shall receive an

 honorarium paid from the Conference budget.

 d. Recruit and supervise three poster judges for the IASN Annual conference.

 e. Arrange to have the posters printed for display at the conference. The conference budget

 will pay for the printing of the posters.

f. Recruit two or more individuals annually to evaluate the research awards applications and

 select the recipients. Evaluators must have knowledge of school nursing and the research

 process.

g. Review and blind all research and achievement awards applications submitted by the

 deadline before sending them to the evaluators.

 h. Select the recipient of the IASN’s Lois Frels Research Award, and

 Achievement Awards and based on the evaluator recommendations

 on the basis of :

 1. Impact on/contribution to the field of school nursing/student health.

 2. Quality of the project.

 3. Professional level/comprehensiveness of the project.

 i. Guide poster presenters in the process of putting their posters into the approved e-format.

 j. Notify award winners by midSeptember and encourage them to attend

 the IASN Annual Conference.

 k. Coordinate the Poster Session at the IASN Annual Conference. Have posters prepared

 for display and arrange for poster space with Conference Chair.

 l. Notify the Foundation president of all award recipients.

 m. Work with the Foundation president to have a plaque made for the Lois Frels Award

 Recipient and certificates made for all other award recipients.

 n. Present the award certificates and checks to recipients and the poster winner at the

 IASN Annual Conference.

 o. Encourage the recipient(s) to submit the project(s) for consideration for the NASN

 Research Grant, Directed Research Grant and the Recognition Award for Completed

 Research. Application deadline: according to NASN rules.

 p. Review all research requests submitted to IASN for appropriateness for school nursing

 and proper IRB.

 q. Post approved research surveys for IASN members to complete on the IASN School

 Nurse Net site. There is a limit of one survey sent out per month October - May and one

 during the summer (June-August). Researchers must share results with IASN.

 r. Submit a written report of committee activities to the Foundation’s President two

 weeks prior to each IASN and Foundation board meeting.

3. The Foundation’s President will:

 b. Notify IASN’s President of the award recipients.

 c. Prepare and send vouchers to the Foundation’s Treasurer, for payment to the recipients.

 d. Announce the recipients at the IASN’s Annual Meeting.

 e. Prepare and send a voucher to the Foundation’s Treasurer, for payment to the recipient.

 $50 is awarded to the winning poster regardless of number of authors.

C. **The Mentorship Program:**

1. The coordinator shall be appointed by the Foundation’s Board to oversee the mentorship program.
2. Recruit and maintain a list of potential mentors.
3. Advertise the mentorship program periodically throughout the year.
4. Match nurses seeking mentors with mentors within two weeks of receiving the request. (may take longer if over the summer)
5. Contact the mentor and mentee within one week of a match being made to assure contact has been made.
6. Follow up with the mentor and mentee within four weeks to assure the match is mutually productive.
7. Review the completed end-of year evaluation forms.
8. Review the mentorship packet annually to ensure it is current and accurate.
9. Make recommendation as needed to the IASN Foundation Board regarding possible changes in the Mentorship packet.
10. Submit a written report of program activities to the Foundation’s President two weeks prior to each IASN and Foundation board meeting.

**Section IV- Reimbursable Expenses**

1. Upon approval of the Foundation’s President, the Treasurer is authorized to reimburse each Board member or Committee Chair according to the approved budget.  Any claims beyond those budgeted must be approved by the Board of Directors in advance.  The President may poll the Board of Directors by email, if necessary, in order to obtain approval.
2. Telephone/conference call in the full amount.
3. Postage: total cost with receipts and voucher.
4. Supplies: total cost with receipts and voucher.
5. Duplication: reasonable rate for type of work done.
6. Other: list on voucher and indicate actual cost.

**Section V – Vouchers**

1. All requests for reimbursement are to be submitted on the Foundation’s Voucher Form.

 Forms shall be made available by request from the Foundation’s Secretary/Treasurer.

1. Print or write legibly in the space provided, the name, address, office and purpose of expense incurred.  Be sure to identify the office or committee to which the expense is to be charged.
2. Refer to list of allowable expenses as a guide to completing the voucher.
3. Attach all receipts whenever possible.
4. Sign the voucher in the designated area
5. Submit to the President for approval.
6. All vouchers must be submitted within 30 days of the event.
7. The President shall approve and forward the voucher to the Treasurer, or disapprove and notify the member of the reason for disapproval.  She shall feel free to question any unclear entry.

**C.** The Treasurer shall issue reimbursement as approved by the President.

**D.** If any officer or program coordinator has exceeded the amount budgeted, the Treasurer shall

 advise that individual and the President.

**E.** Submit a voucher for all allowable expenses.  If reimbursement is not desired, complete the

 voucher and mark DONATION and claim as a deduction on income tax.

**Addendum: IASN FOUNDATION Program Assistant Positions**

All Program Assistant positions shall be appointed by the Foundation Board of Directors.

All Program Assistant terms are 2 years

All Program Assistants must be active, associate, or retired members of IASN and have been IASN

 members for at least one year prior to being appointed.

**Scholarships and Awards Program Assistant:**

Assist the Scholarships and Awards Coordinator with:

 a. Recruiting three or more individuals annually to evaluate the scholarship and awards

 applications. Evaluators must have knowledge of schools and the role of the school nurse.

 b. Assist with reviewing the scholarship and awards applications and selecting award recipients.

 c. Present the award certificates and checks to recipients at the IASN Annual Conference if

 the coordinator is unavailable to perform this duty.

**Mentorship Program Assistant:**

Assist the mentorship program coordinator with:

a. Recruiting and maintain a list of potential mentors.

b. Matching nurses seeking mentors with mentors within two weeks of receiving the request. (may

 take longer if over the summer)

c. Contacting the mentor and mentee within one week of a match being made to assure contact

 has been made.

d. Following up with the mentor and mentee within four weeks to assure the match is mutually

 productive.

e. Reviewing the evaluation forms and making recommendations based on information obtained.

f. Reviewing the mentorship packet annually to ensure it is current and accurate.

**Inquiry and Innovation (Research) Program Assistant:**

Assist the Inquiry and Innovation Coordinator with:

 a. Coordinating and running the Poster Session at the Annual Conference.

 b. Recruiting three poster judges for the conference poster session.

 c. Guiding poster presenters in the process of putting their posters into the approved e-format.

 d. Preparing posters for display at the conference.

 e. Recruiting two or more individuals annually to evaluate the research awards applications.

 Evaluators must have knowledge of school nursing and the research process.

 f. Selecting the recipient of the IASN’s Lois Frels Research Award, Mini Grant and Achievement

 Awards based on the evaluator recommendations

 g. Present the award certificates and checks to recipients at the IASN Annual Conference if

 the coordinator is unavailable to perform this duty.

 h. Reviewing requests to access the IASN membership for research projects for adequate

 methodology and appropriateness to school nursing.

**Fund Raising Coordinator Assistant**

Assist the fundraising program assistant with:

 a. Planning the Foundation fundraiser(s) at the IASN Annual Conference.

b. Advertising Foundation fundraisers prior to the IASN Annual conference.

c. Assisting with conducting the fundraiser(s) during the Annual Conference

d. Asssiting with the planning and implementation of additional fundraisers throughout the year as

 needed.

**Secretary/Treasurer Assistant:**

Assist the Secretary/Treasurer with:

 a. Keeping minutes of all meetings of the Board of Directors and the membership.

c. Providing a statement of assets and liabilities to the Foundation’s Board of Directors at each

 meeting and prior to each IASN and Foundation Board of Director's meeting

f.Preparing a draft Annual Foundation Budget and sending it to the Foundation's Board of Directors

 at least one week prior to the Foundation's Annual Board of Directors meeting.

g.Maintaining the Foundation's records.

**Adopted 3/28/2013**

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