

## Chapter Recharter and Chapter of the Year Awards Sponsored by STERIS



### **The Annual Chapter Recharter and STERIS Chapter of the Year Award forms are to be completed by current active IAHCSSM Chapters.**

IAHCSSM Chapters currently listed as Provisional in this issue of Communiqué do not need to complete a recharter and are not eligible for a 2010 Chapter of the Year Award. (Eligibility and recharter information would become effective following acceptance as an IAHCSSM chapter by the Executive Board, at this year's Annual Meeting).

Local chapters not currently affiliated with IAHCSSM should refer to our website, [www.iahcsmm.org](http://www.iahcsmm.org), on how to become an IAHCSSM chapter.

### **Annual Chapter Recharter**

All Chapters must complete the Annual Recharter Form. This form is comprised of 5 easy steps, necessary for the following reasons:

- To readily identify your current Board members as well as Chapter Members
- Make note of the activity level of your Chapter with the submission of meeting minutes
- Maintain accurate records of your bylaws in accordance with the Association's bylaws
- Demonstrate you are an active Chapter and meeting the requirements as a constituent Chapter with IAHCSSM.

It is the responsibility of each Chapter to complete the Annual Recharter Form and submit it by March 1, 2010.

All Annual Recharter Forms received, processed and approved by March 1st will enjoy a waived registration fee for your designated Chapter Representative at the Annual Meeting.

### **STERIS Chapter of the Year Awards**

The International Association of Healthcare Central Service Materiel Management (IAHCSSM) is pleased to announce the Annual Chapter of the Year Awards, sponsored by the STERIS Corporation. A committee will meet to determine the most outstanding IAHCSSM Chapter among two categories (larger size chapters and smaller sized chapters), both of which contributed to the advancement of the profession during 2009. Determination of the Outstanding Chapters is made on a point system along with displayed originality and creativity of communication materials.

All Chapters wishing to compete for the STERIS Chapter of the Year Prize must first recharter with IAHCSSM (**BLUE FORM** of the Recharter, detailed above in this memo). To submit your chapter as an entry in the contest, you must also complete the Official Entry Form (**GREEN FORM** of the Recharter).

Chapter of the Year categories are based on the total number of IAHCSSM members who are members of your chapter. Chapters with over 50 IAHCSSM members will compete in the Larger Size Chapter category, and those with under 50 IAHCSSM members will compete in the Smaller Size Chapter category. This is based on total number of IAHCSSM members per Chapter, and not the total members belonging to the Chapter.

The winning prize for each category (1 winner each per category): a plaque designating your successful bid as Chapter of the Year, plus a \$1,500 check from STERIS to help defray the costs of accepting your award at the Annual Meeting.

All submissions must be received with your Annual Recharter Form, no later than March 1, 2010. Please note, to ensure fairness, a chapter may not be a winner for two consecutive years. An interruption of one year will be required.

All Recharterers must be received **NO LATER THAN MARCH 1, 2010** (all submitted materials must be dated between March 2009 and February 2010)

All chapters wishing to **only** continue affiliation with IAHCSSM (and not compete for the Steris Chapter of the Year Award) must submit the following "5 Steps" to recharter your chapter:

**Step One:** Attach a listing of current Board members, their positions and terms, and contact information for each (name, title, address, daytime phone, evening phone, e-mail, and fax number) Include a breakdown of committees and Board representation on committees of IAHCSSM

**Step Two:** Attach an alphabetical listing of your current chapter membership (you must indicate which chapter members are IAHCSSM members and which are non-IAHCSSM members)

**Step Three:** Attach dates of the most recent **two** Chapter Board meetings

**Step Four:** Attach a current copy of your chapter bylaws

**Step Five:** (Complete the following questions):

1. Membership (include alphabetical listing of your current chapter membership as indicated in Step Two above):

How many total members are in your chapter? \_\_\_\_\_

Of those members, how many are **also** IAHCSSM members? \_\_\_\_\_

2. New Members:

How many new members joined your chapter this year? \_\_\_\_\_

Of those new members, how many are **also** IAHCSSM members? \_\_\_\_\_

3. How many programs did you offer or host in the past year?

a) Educational programs \_\_\_\_\_ (Attach list indicating themes and attendance)

b) Social programs \_\_\_\_\_ (Attach list indicating themes and attendance)

TOTAL

4. Did a representative from your chapter attend the most recent IAHCSSM Annual Meeting?  Yes  No

If yes, please provide the person's name below

5. Did you do anything to promote the profession within your region?  Yes  No

If yes, please describe what you did and what the outcome was:

6. Are you communicating regularly with your members?  Yes  No

If yes, please describe the vehicle you use and its frequency (attach this information on separate sheet, if necessary):

7. How many vendors/sponsors have supported your chapter activities in the past year?

Of those vendors, how many are new to this year?

\_\_\_\_\_  
PRINTED NAME

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNED NAME

\_\_\_\_\_  
BOARD POSITION

\_\_\_\_\_  
CHAPTER NAME

\_\_\_\_\_  
PRINTED NAME OF BONA-FIDE CHAPTER REP

**Submission by E-mail, Fax or Mail of all "5 Steps" of the Annual Chapter Recharter before March 1, 2010 will successfully recharter your Chapter affiliation with IAHCSSM, and waive registration fee for your Bona-Fide Chapter Representative (if substitute is attending in place of the Bona-Fide Chapter Rep, notification of such must be received in writing no later than March 1, 2010).**

**Continue to the Official Entry Form to compete for the STERIS Chapter of the Year Awards.**

# STERIS Chapter of the Year Awards

Award Entries must be received **NO LATER THAN MARCH 1, 2010** (all submitted materials must be dated between March 2009 and February 2010)

All chapters wishing to continue affiliation with IAHCSSM and wants to compete for the STERIS Chapter of the Year Awards, must submit:

**Step One:** Successful completion of the Annual Recharter Form (**BLUE** form, with ALL of the requirements for rechartering the Chapter) and

**Step Two:** Successful completion of this Official Entry Form for the STERIS Chapter of the Year Awards

\_\_\_\_\_ **1 Point** for each chapter member that became a new IAHCSSM member during the past year (Active & Associate). Attach an alphabetical list. (Maximum: 20 points)

\_\_\_\_\_ **5 Points** for each educational program provided by the Chapter in the past year. (Maximum: 50 points) (chapter certification programs, seminars, and hands-on training events are all applicable) List below. Attach a separate sheet and if necessary.

DATE	THEME	LOCATION	ATTENDANCE
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_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

\_\_\_\_\_ **2 Points** for each informational piece mailed to your Chapter Membership. Attach program announcements, newsletter, etc. (Maximum: 20 points)

\_\_\_\_\_ **2 Points** for each "Chapter News" published in Communiqué Attach a List of issue dates.

\_\_\_\_\_ **10 Points** for sending your Bona-Fide Chapter Representative to the 2009 Annual Meeting.

NAME OF REPRESENTATIVE

\_\_\_\_\_

\_\_\_\_\_ **2 Points** for each Chapter Member who attended the 2009 Annual Meeting (not including the Bona-Fide Chapter Representative) Attach list.

\_\_\_\_\_ **1-30 Points** for submission of materials for communication essentials. Attach to your entry. Items showing originality and creativity will be favorably considered when selecting the winning entry. Point value to be determined by the Review Board.

\_\_\_\_\_ **Extraordinary Accomplishments:** Point value to be determined by the Review Board. Please indicate any accomplishments of the Chapter or the Chapter members, including but not limited to: attaining Fellowship status, departmental awards, personal accomplishments, articles published in health care journals, etc. Attach all items to your award entry under the heading "Accomplishments".

\_\_\_\_\_ **Tally of Points**

\_\_\_\_\_ PRINTED NAME

\_\_\_\_\_ DATE

\_\_\_\_\_ SIGNED NAME

\_\_\_\_\_ BOARD POSITION

\_\_\_\_\_ CHAPTER NAME

\_\_\_\_\_ PRINTED NAME OF BONA-FIDE CHAPTER REP

**\* The Review Board will award one (1) STERIS Chapter of the Year Award per category: large chapters (50 IAHCSSM Members or more) and smaller sized chapters (less than 50 IAHCSSM Members). Winners will be announced at the Annual Meeting.**