

## National Student Nurses' Association, Inc.

### Being an NSNA Delegate Step-by-Step

1. Read the delegate notification information carefully. Save for future reference.
2. Join NSNA: Delegates and alternate delegates must be NSNA members. (Note that Sustaining Members are not eligible to be delegates.)
3. Be elected or appointed by your school chapter to be the official representative(s).
4. Register for convention.
5. Go to [www.nsna.org](http://www.nsna.org), click on MEETINGS and then on "Information for Delegates." Download documents to help you prepare for your important role as a delegate.
6. Complete the Delegate Credential form and have the school chapter president complete the required information including signature and date.
7. Arrive at the convention in time to complete the delegate credentialing process (see the convention schedule).
8. Upon arrival at convention center, pick up your badge and convention program book in the registration area.
9. Once you are registered, proceed to Delegate Credentialing and have the following ready:
  - Completed and signed Delegate Credential Form
  - Convention badge in view
  - Current student identification card for the school you represent
  - Completed Official Application for Constituency Status.
10. You will receive the following at Delegate Credentialing:
  - Delegate Ribbon
  - Voting Card
  - *Getting the Pieces to Fit (limited supply – bring your personal copy)*
  - *Business Book*
  - Honorary Member Ballot
  - Independent Auditor's Report
  - Other documents relevant to House of Delegates deliberations
11. Arrive in the House of Delegates 10-15 minutes before the start of the session to locate your state delegation's seating area.
12. Participate fully in the deliberations of the House of Delegates, resolutions hearings, and elections!