

National Student Nurses Association, Inc.

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Planning Guidelines for Council of School Presidents

The following guidelines will help small state associations plan and implement leadership workshops geared to assist school chapters to grow and develop.

1. Bring the idea of a COSP before the Board for discussion and approval. Be prepared to present a budget for the activity.
2. The first task is to obtain a suitable location. Considerations for site selection include:
 - determine room needs (number of rooms, possible number of participants)
 - location (a central location with good access is important). Is there an NSNA chapter at the site to help with on-site planning and logistics?
 - cost (if possible, obtain free space such as a school of nursing). It may be necessary to charge participants a small fee to help offset expenses.
 - date and time (usually a Saturday is best because it does not interfere with classes and it is easier to obtain space in a school). If possible, plan to use the entire day for the COSP so that there is ample time to cover material adequately. It is best to hold a COSP early in the school year (some states conduct a COSP in August) so that student leaders have the skills to conduct the school chapter early in the school year.
3. Once the date, time and place have been decided, the Board will need to set an agenda for the COSP (see sample attached), to determine who will present the topics, contact the speakers, and publicize the event. Publicity suggestions are attached. Secure support of local chapter to host event.
4. Seek sponsors. There may be health care agencies, businesses and schools of nursing (i.e., a graduate program) that will sponsor breakfasts, lunches, beverage breaks. After you have selected the meeting site, you will need to contact a catering service to get prices, etc. Once you have determined cost and approximate numbers of attendees, you can contact potential sponsors.
5. Prepare packet. All participants should receive a packet of information with references and ideas to help them strengthen their leadership skills and their school chapter. NSNA materials can be obtained from NSNA headquarters.
6. Evaluation. Be sure to distribute and collect evaluations that can provide an assessment of the strengths and weaknesses of the COSP and to serve as a guideline for future planning.
7. Follow-up. Keep in touch with the leaders who attend. Assign Board members as contact persons to periodically phone or write the school leadership. Try to identify school chapter leaders who can be groomed for Board positions and cultivate their interest. Include as many freshmen and sophomore students in leadership activities so that they are prepared for state leadership positions when they are juniors and seniors.
8. Celebrate success. Recognize those who contributed to the success of the COSP. You can have a recognition ceremony at the end of the COSP or at a future time.

**Council of School Presidents
Sample Agenda**

Date:

Time: 10:00 am - 5:00 pm

Place:

Topics and suggested time

Suggested speaker

Welcome and introductions
(15-30 minutes depending on number of attendees. All attendees should stand and introduce themselves by name and identify their school and position).

State President

Ice breaker (15 minutes-30 minutes)
Creative way to get people to know each other and to network.

Vice President

Role and responsibilities of the school chapter (see *Getting the Pieces to Fit* (30 minutes)

Board member who is or has been school chapter president

Bylaws and policies (30 minutes)
NSNA has sample school bylaws and information on policies

Parliamentarian*

Break (10 minutes)

How to conduct meetings (20 minutes)

Parliamentarian

Working lunch (60 minutes)
Break groups according to leadership interest (e.g., have school secretaries sit together, treasurers together, community health chairs together.

Corresponding Board members to serve as group facilitators

Note: School advisors should also have a working lunch, so that they can network and share ideas.

School/State Advisor

Role of the school advisor
(30 minutes)

School/State Advisor

Activity Development-Breakouts (60 minutes)

Corresponding Board members or school chapter leaders
Legislation

Fund-raising

Recruitment into nursing
(Breakthrough to Nursing)

Community Health

Communications/Newsletters

Break (10 minutes)

Membership Recruitment (50 minutes)
See NSNA Membership recruitment booklet
Show NSNA video (if equipment is available)

Information about state activities (15 minutes)

Promote state convention

Information about NSNA activities (15 minutes)
such as the NSNA Convention, MidYear
Conference

Comments and Closing (15 minutes)**

*Seek assistance and speaker referral from local or
state association of parliamentarians. Also, the state
nurses association may be able to provide a speaker.

**IDEA!! Have door prizes to be drawn at the end
you must be present to win. This will encourage
people to stay.

State membership chair assisted by school
membership chairs
President/Vice President

1st Vice President

President

**Publicizing Your Council of School
Presidents**

1. Once the date, time and place have been determined:
2. Confirm the place, date, time, and room requirements in writing with the facility. This will serve as your contract.
3. Prepare flyer with the information. Even if you do not have all of the information (i.e., names of speakers, final agenda), prepare a flyer. This can be done on computer and if anyone has a desktop publishing software package, ask them to assist. You school might this available at the computer center or in the student activities center.
4. Make sure that the flyer has complete information about:
5. Date, time and place of the event.
6. Travel directions to the site. Who to contact for additional information. It is always good to have a registration form so that you know who is coming and from which schools.

7. Mail flyer **at least six weeks** prior to the event. This will give people ample time to adjust their time/work/school schedules.
8. Send the flyer to: NSNA members (get labels from NSNA*); to all school presidents and other leaders; deans and directors of all nursing programs; school advisors.*
9. About two weeks after the mailing has gone out, call contacts in various schools. Divide this task among Board members. Ask if they received the information, if not, resend. Ask if they plan to participate.
10. Assist with car pools and, if necessary, housing (i.e., at members' homes or at the hosting school's dorm).
11. Involve the hosting school's NSNA members in on-site logistics, publicity and planning.
12. If there is time, send out a second mailing to student presidents to remind them about the event.
13. After the event, send thank you letters. Keep in touch with contacts made at the COSP

*Contact NSNA headquarters for assistance in
obtaining mailing labels.