Total Membership Plan

Author: Ashley Koester
Lake Sumter State College
SNA President, Leesburg Campus
FNSA Region 3 Director and Membership Chair
# Table Of Contents

Note From Author

What is NSNA?

What is FNSA?

What is SNA?

What is Total Membership Plan?

NSNA Membership Benefits

NSNA Student Membership Eligibility

NSNA Awards Program

NSNA Dues Schedule

Example of Fee proposal

Leadership U Program

[Enter College Name] Lab Fee Form

NSNA Membership Form

[Enter College Name] Declination Form

[Enter College Name] SNA Minutes

[Enter College Name] SNA Executive Board

TSMP Sponsorship [Enter Your Sponsors]

[Enter College Name] SNA Privacy Policy

Facts and Questions from Author
Note from Author

The experiences that I have gained throughout my roles as President of the LSSC’s Student Nurses Association on the Leesburg Campus, FNSA’s Region 3 Director and Membership Chair and a member of FNSA’s House of Delegates during 2011 and 2012, have become invaluable. It has left a great impact on my life and the way I view myself in a future leadership position. I have learned to look at each day as a new opportunity to become my very best, whether it is working with people who share the same passion for making a difference or by lobbying at both state and national levels for policy changes in health care. Most importantly, with the experiences I have received as a member of NSNA, FNSA and SNA, I have found the confidence and drive that will brighten my future and enable me to set higher goals for my future nursing career.

Just as in my case, each experience and opportunity your students encounter throughout their lives can leave a profound impact on the outcome of their future. They are influenced by these experiences and opportunities and therefore gain critical skills they can use in their future nursing profession. By opening up new opportunities for your students to explore and further their leadership experiences, they can better understand and become better skilled at organization, engagement with others, working together for the benefit of a whole and have the ability to encourage and inspire those around them. Students, when given opportunity, can have first-hand experience and a deeper involvement in their chosen professional leadership role. It can enable them to utilize their interpersonal skills they have acquired while working closely with their fellow students, not only individually, but as a team. That is what Nursing is as a whole, teamwork….Learning to come together as a whole to better the outcome of the patients.

Ashley Koester
Future RN Graduate of Lake Sumter State College
What is NSNA?

National Students Nursing Association (NSNA) was founded in 1952 and is a nonprofit organization for students enrolled in Associate, Baccalaureate, diploma, and generic graduate nursing programs. It is dedicated to fostering the professional development of nursing students. The organization has over 60,000 members in 50 states, the District of Columbia, Guam, Puerto Rico and the U.S. Virgin Islands.

NSNA’s Board of Directors is made up of 10 nursing students who are elected at the organization’s annual convention. Two non-voting consultants are appointed by the American Nurses Association and the National League for Nurses to provide guidance. NSNA also employs a full-time staff headquartered in Brooklyn, NY.

Over 3,000 nursing students participate in NSNA’s Annual Convention, which features leadership and career development activities, opportunities to listen to renowned nursing leaders, hear about job opportunities and the chance to network with hundreds of other students. NSNA holds a second meeting which attracts over 1,500 students yearly: the Mid-Year Conference. The Mid Year Conference offers workshops and panels on career and association development as well as a state board exam mini-review.

The Foundation of the NSNA was created in memory of NSNA’s first executive director, Frances Tompkins, is a non-profit corporation (501 C-3) organized exclusively for charitable and educational purposes. The FNSNA has distributed over 2 million dollars in scholarships for undergraduate nursing education. The Promise of Nursing Regional Scholarship Program, administered by the FNSNA, provides undergraduate and graduate nursing scholarships and school grants.

NSNA’s official magazine, Imprint, publishes five times a year and is mailed to the entire membership, with bonus issues distributed during the Mid-Year Conference and Convention.
What is [Enter your State Nursing Association Name]?

[Enter your State Nursing Association] is a state chapter of NSNA and a pre-professional Organization for nursing students in [Enter State]. [Enter State Nursing Association Name] promotes leadership education, experience, and the opportunity for all nursing students to serve by running for office on a local, state or national level. By serving on an executive board, they are given a great opportunity to take an active role in their own education. [Enter your State Nursing Association] provides scholarships each year to students attending [Enter State] Colleges and Universities. What makes [Enter your State Nursing Association] stand apart is the on-going faculty support from the state and college consultants who provide a strong base of support and guidance for all of our FNSA members.

The Function and Purpose of [Enter your State Nursing Association]

- To aid in the preparation of nursing students for the assumption of professional responsibilities, the development of the whole person and that person’s responsibility for the healthcare of people in all walks of life.
- To provide a professional organization at a state level of nursing students and to encourage participation in meetings and activities of the association.
- To promote collaborative relationships with ANA, NLN, The International Council of Nurses, and their constituents, and stimulate interest in and an understanding of the program of FLN and FNA.
- To serve as a channel of communication between the nursing students’ organization and the various state and district units of the graduate professional nurses’ organization.
- To participate as an active constituent of the National Student Nurses’ Association, Inc., through duly elected representatives.
- To promote and encourage participation in community affairs and activities toward improved health care and the resolution of related social issues.
- To speak for nursing students to the public, institutions, and governmental bodies, and to influence health care, nursing education and practice through appropriate legislative activities.
- To promote and encourage student participation in interdisciplinary activities.
- To have direct input into standards of nursing education and influence the educational process. To promote and encourage recruitment efforts, participation in student activities, and educational opportunities regardless of persons’ race, color, creed, sex, lifestyle, national origin, age or economic status.
What is SNA?
[Example of Lake Sumter State College SNA]

Lake Sumter State College has its own local chapter of NSNA/FNSA called the Student Nurses Association (SNA). It provides vast amounts of opportunities at the national, state and local levels by:

- Promoting and encouraging participation in community health care and activities for people in all walks of life.
- Promoting membership and student participation regardless of a person’s race, color, creed, sex, lifestyle, national origin, age, or economic status.
- Promoting relationships with other state and national nursing health organizations like NSNA and Florida Nursing Association.
- Promoting and encouraging participation in community affairs that will improve health care and the resolution of related issues.
- Representing LSCC’s nursing students to institutions and other various organizations.
- Maintaining a high level of integrity among nursing students as they strive for excellence in all aspects of their personal and professional life.
- Promoting awareness of legislative activities appropriate for or related to health care and the nursing education practice.
- Promoting the opportunity for networking with nursing professionals and other students on both state and national Levels.
- Promoting attendance to Lobby days in Tallahassee on resolutions presented by students in the House of Delegates.
**What is Total School Membership?**

NSNA’s Total School Membership Plan (TSMP) is designed to enrich the educational experience of student nurses by providing opportunities to all Schools of Nursing across the nation. When you implement the plan into your nursing program, TSMP allows schools to bulk their member registration together with both new and renewing members. By providing this type of membership at your school, NSNA gives a discount on both new and renewal members. For example, a typical membership costs each nursing student $30 and each renewal membership $40. However, when your school implements the TSMP, NSNA reduces your membership to $60 for a 2 year membership, saving each student $10.00.

To ensure accurate membership enrollment, each TSMP school would assign either their consultant or a member of the SNA Executive Board the task of entering each student member’s information into NSNA using their online form. Each member that is entered into NSNA automatically becomes a member in both NSNA and FNSA (or their state nursing association).

The method of dues collection must include an opportunity for each student to be able to “Opt Out” of the program if he or she wishes to decline membership. At the start of registration, the student can sign a Declination or “Opt Out” form and will not be charged the membership fee.

When NSNA membership dues are included in student activity or tuition fees, all students can become involved in a national leadership development program. SNA members can spend less time recruiting members and instead, put their time and effort into Community Health, Legislation/Education, Break through to Nursing® Projects, and many creative initiatives that develop team spirit and cooperation.

The following Florida Colleges are now offering the NSNA’s Total School Membership Plan:

- Palm Beach-Atlantic University
- Palm Beach State College
- Barry University
- University of South Florida
NSNA Student Membership Eligibility

NSNA Membership is open to all Nursing or Pre-Nursing students in any state approved program preparing for registered nurse licensure, or registered nurses in a program leading to a baccalaureate in nursing, are eligible for membership. Nursing students in generic masters and doctoral programs can also join. NSNA dues are $30 per year, plus state dues. New members receive a $5 discount for their first year of application. Students choosing the convenient two-year membership option receive a $10 discount. The total national plus state dues are listed on the Dues Schedule. Your membership begins on the day your membership application is processed by NSNA. There are no refunds except for overpayments as per NSNA policy. Membership is not transferable.
NSNA Membership Benefits

- Individual - Project *InTouch*
- School - Precious Metal Award program
- State - Winners’ Way
- Overall involvement: State Excellence Award
- State President: Robb Leadership Award
- Consultant/Faculty Advisor: Leader of Leaders Awards
- NSNA Membership Awards
  - Special recognition awards will be given to the Chapters that increase their membership from the preceding year.
- NSNA Membership Awards
  - Membership is renewed annually. Active, associate, and individual membership may be extended six months beyond graduation from a students’ program in nursing, proving membership was renewed while the student was enrolled in a nursing program. Sustaining membership shall be renewable annually.
- Community Outreach
- Imprint Subscription
- Scholarships
- Health and Malpractice Insurance
  - This plan is available to members and includes continuation privilege for a period up to nine months after graduation if eligible
- Book and Uniform discounts
- Access to Leadership U
- NSNA National and State Conventions
- Health Fairs
- Career Building
- Leadership Opportunities
  - Leadership roles on the Executive Board at Local, State and National Levels
  - Serve as Committee Members or Liaisons
  - Broadening Knowledge
  - To Have A Voice and Share your Passion for the Profession
  - Share the Experience
- One year free Membership to Florida Nursing Association (Valued at $283) and 50% off your second year membership to FNA (For Florida Nursing Programs Only)
- NSNA NCLEX EXCEL! Review Course-Members receive up to $25 off the full four-day course.
- Rndex Student Edition- The official NSNA nursing database on CD-ROM with citations and abstracts for articles from over 100 nursing journals. NSNA members receive a 20% discount.
**Award Opportunities**

- FNSA Chapter of the Year
- Caps Individual
- Caps Chapter Award
- FNSA Project of the Year
- Break Through to Nursing Award
- NIMS Certification Award
- Community Health Award
- FNSA Activity Award
- Health Literacy Award
- Disaster Preparedness Award

**Membership Awards**

- Each year, chapters are recognized at a state and national level for recruitment of members into the organization.

  **At State level:**
  - Highest membership-this award is given to the chapter with the largest membership.
  - Greatest Percent of Increase in Membership-to the chapter that has the largest increase.
  - A special recognition award is given each year to the chapters that increase their membership over the preceding year.

  **At National level:**
  - Silver Award-chapters with 50-99 members
  - Gold Award-chapters with 100-199 members
  - Platinum Award-chapters with over 200 members

**Winners’ Way State Membership Awards**

- Group 1: 110 and under
- Group 2: 111-275
- Group 3: 276-555
- Group 4: 556-900
- Group 5: 901 and higher
- Largest % Increase
- Largest % Potential members
- Largest # Pre-nursing students
How do you save with TSMP?

The NSNA Dues Schedule below is the current membership dues before implementing a Total School Membership Plan. This shows the amount each state’s nursing students pay at this time. If the Total School Membership is implemented, the students would receive a discount of $10.00 making a two year membership discounted to only $60.00.

<table>
<thead>
<tr>
<th>State</th>
<th>New Member</th>
<th>Renewals</th>
<th>Two Years</th>
<th>State</th>
<th>New Member</th>
<th>Renewals</th>
<th>Two Years</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alabama</td>
<td>$35</td>
<td>$40</td>
<td>$70</td>
<td>Montana</td>
<td>$30</td>
<td>$35</td>
<td>$60</td>
</tr>
<tr>
<td>Alaska</td>
<td>$25</td>
<td>$30</td>
<td>$50</td>
<td>Nebraska</td>
<td>$31</td>
<td>$36</td>
<td>$62</td>
</tr>
<tr>
<td>Arizona</td>
<td>$32</td>
<td>$37</td>
<td>$64</td>
<td>Nevada</td>
<td>$35</td>
<td>$40</td>
<td>$70</td>
</tr>
<tr>
<td>Arkansas</td>
<td>$35</td>
<td>$40</td>
<td>$70</td>
<td>New Hampshire</td>
<td>$25</td>
<td>$30</td>
<td>$50</td>
</tr>
<tr>
<td>California</td>
<td>$35</td>
<td>$40</td>
<td>$70</td>
<td>New Jersey</td>
<td>$40</td>
<td>$45</td>
<td>$80</td>
</tr>
<tr>
<td>Colorado</td>
<td>$35</td>
<td>$40</td>
<td>$70</td>
<td>New Mexico</td>
<td>$25</td>
<td>$30</td>
<td>$50</td>
</tr>
<tr>
<td>Connecticut</td>
<td>$30</td>
<td>$35</td>
<td>$60</td>
<td>New York</td>
<td>$35</td>
<td>$40</td>
<td>$70</td>
</tr>
<tr>
<td>Delaware</td>
<td>$25</td>
<td>$30</td>
<td>$50</td>
<td>North Carolina</td>
<td>$35</td>
<td>$40</td>
<td>$70</td>
</tr>
<tr>
<td>Dist. of Columbia</td>
<td>$25</td>
<td>$30</td>
<td>$50</td>
<td>North Dakota</td>
<td>$30</td>
<td>$35</td>
<td>$60</td>
</tr>
<tr>
<td>Florida</td>
<td>$35</td>
<td>$40</td>
<td>$70</td>
<td>Ohio</td>
<td>$35</td>
<td>$40</td>
<td>$70</td>
</tr>
<tr>
<td>Georgia</td>
<td>$35</td>
<td>$40</td>
<td>$70</td>
<td>Oklahoma</td>
<td>$33</td>
<td>$38</td>
<td>$66</td>
</tr>
<tr>
<td>Guam</td>
<td>$25</td>
<td>$30</td>
<td>$50</td>
<td>Oregon</td>
<td>$40</td>
<td>$45</td>
<td>$80</td>
</tr>
<tr>
<td>Hawaii</td>
<td>$25</td>
<td>$30</td>
<td>$50</td>
<td>Pennsylvania</td>
<td>$40</td>
<td>$45</td>
<td>$80</td>
</tr>
<tr>
<td>Idaho</td>
<td>$30</td>
<td>$35</td>
<td>$60</td>
<td>Puerto Rico</td>
<td>$25</td>
<td>$30</td>
<td>$50</td>
</tr>
<tr>
<td>Illinois</td>
<td>$40</td>
<td>$45</td>
<td>$80</td>
<td>Rhode Island</td>
<td>$30</td>
<td>$35</td>
<td>$60</td>
</tr>
<tr>
<td>Indiana</td>
<td>$35</td>
<td>$40</td>
<td>$70</td>
<td>South Carolina</td>
<td>$35</td>
<td>$40</td>
<td>$70</td>
</tr>
<tr>
<td>Iowa</td>
<td>$40</td>
<td>$45</td>
<td>$80</td>
<td>South Dakota</td>
<td>$30</td>
<td>$35</td>
<td>$60</td>
</tr>
<tr>
<td>Kansas+</td>
<td>$35</td>
<td>$40</td>
<td>$65</td>
<td>Tennessee</td>
<td>$35</td>
<td>$40</td>
<td>$70</td>
</tr>
<tr>
<td>Kentucky</td>
<td>$35</td>
<td>$40</td>
<td>$70</td>
<td>Texas</td>
<td>$40</td>
<td>$45</td>
<td>$80</td>
</tr>
<tr>
<td>Louisiana</td>
<td>$35</td>
<td>$40</td>
<td>$70</td>
<td>Utah</td>
<td>$30</td>
<td>$35</td>
<td>$60</td>
</tr>
<tr>
<td>Maine</td>
<td>$25</td>
<td>$30</td>
<td>$50</td>
<td>Vermont</td>
<td>$25</td>
<td>$30</td>
<td>$50</td>
</tr>
<tr>
<td>Maryland</td>
<td>$35</td>
<td>$40</td>
<td>$70</td>
<td>US Virgin Islands</td>
<td>$25</td>
<td>$30</td>
<td>$50</td>
</tr>
<tr>
<td>Massachusetts</td>
<td>$35</td>
<td>$40</td>
<td>$70</td>
<td>Virginia</td>
<td>$35</td>
<td>$40</td>
<td>$70</td>
</tr>
<tr>
<td>Michigan</td>
<td>$35</td>
<td>$40</td>
<td>$70</td>
<td>Washington</td>
<td>$35</td>
<td>$40</td>
<td>$70</td>
</tr>
<tr>
<td>Minnesota</td>
<td>$35</td>
<td>$40</td>
<td>$70</td>
<td>West Virginia</td>
<td>$37</td>
<td>$42</td>
<td>$74</td>
</tr>
<tr>
<td>Mississippi</td>
<td>$33</td>
<td>$38</td>
<td>$66</td>
<td>Wisconsin</td>
<td>$32</td>
<td>$37</td>
<td>$64</td>
</tr>
<tr>
<td>Missouri</td>
<td>$35</td>
<td>$40</td>
<td>$70</td>
<td>Wyoming</td>
<td>$25</td>
<td>$30</td>
<td>$50</td>
</tr>
</tbody>
</table>

+Kansas state dues for new and renewing members are $10. Members joining 2 years will pay only $5.00 for the second year state dues.
## Example of a Fee Proposal

### Fall 2013

<table>
<thead>
<tr>
<th>Detail Code</th>
<th>Description</th>
<th>Charge</th>
<th>Payment</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>CINS</td>
<td>Student Insurance Fees</td>
<td>$0.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CNAT</td>
<td>Nursing Assessment Test</td>
<td>$155</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CNLB</td>
<td>Nursing Lab Kit</td>
<td>$74</td>
<td></td>
<td></td>
</tr>
<tr>
<td>L001</td>
<td>Lab/Supply Fees</td>
<td>$12</td>
<td></td>
<td></td>
</tr>
<tr>
<td>L002</td>
<td>Special Fees-Online Course Lab</td>
<td>$30</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CSNA</td>
<td>Student Nurses Association Fee</td>
<td>$30 if yearly (at the start of the fall semester)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Recap—

By providing this type of membership at your school, NSNA gives a discount on both new and renewal members. For example, a typical membership costs each nursing student $30 and each renewal membership $40. However, when your school implements the TSMP, NSNA reduces your membership to $60 for a 2 year membership, saving each student $10.00.
Leadership U Program

The NSNA Leadership U provides opportunities for nursing students to be recognized for the leadership and management skills they develop through participation in NSNA’s programs and activities. From the school chapter level to the state and national levels, nursing students learn how to work in cooperative relationships with peers, faculty, students in other disciplines, community service organizations, and the public in a service learning environment. The Leadership U is open to all nursing programs preparing students for RN licensure that are official NSNA constituents and to those schools working toward constituency status.
[Example of Lab and Other Fee Approval Form]

_Check one:_
Lab Fee _____ Other Fee_____

_Check one:_

<table>
<thead>
<tr>
<th>Course Prefix, Number and Title:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current Fee Amount:</td>
</tr>
<tr>
<td>New Fee Amount:</td>
</tr>
<tr>
<td>Effective Date or Semester:</td>
</tr>
</tbody>
</table>

**Course Organizational (ORG) Number: ____________**

*This lab fee will be assessed to all sections unless designated below.*

**SPECIAL INSTRUCTIONAL METHOD ONLY: (Specify) ___**

<table>
<thead>
<tr>
<th>Materials &amp; Supplies:</th>
<th>$ Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>•</td>
<td></td>
</tr>
<tr>
<td>•</td>
<td></td>
</tr>
<tr>
<td>•</td>
<td></td>
</tr>
<tr>
<td>•</td>
<td></td>
</tr>
<tr>
<td>•</td>
<td></td>
</tr>
<tr>
<td>•</td>
<td></td>
</tr>
<tr>
<td>•</td>
<td></td>
</tr>
<tr>
<td>•</td>
<td></td>
</tr>
<tr>
<td>Services:</td>
<td></td>
</tr>
<tr>
<td>•</td>
<td></td>
</tr>
<tr>
<td>•</td>
<td></td>
</tr>
<tr>
<td>Liability Insurance:</td>
<td></td>
</tr>
<tr>
<td>•</td>
<td></td>
</tr>
<tr>
<td>•</td>
<td></td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
</tr>
</tbody>
</table>

New Fee _____ Adjust Existing Fee_____ Delete Fee______ Annual Review of Fee ______

**Justification: (List anticipated extraordinary per-student costs)**

**APPROVAL: (Originating ORG)**

Departmental Chairperson: ________________________________
Dean of Programs: ____________________________
Dean of Teaching and Learning: ______________________
VP Academic and Student Affairs: ______________________
2012-2013 MEMBERSHIP APPLICATION

Please complete all information. May be photocopied for distribution. Do not staple or tape payment to application. JOIN NSNA ONLINE! Just go to www.nsna.org and click on MEMBER SERVICES

Applicant's Certification: I am eligible for and am applying for NSNA membership. I am currently enrolled in Nursing School and have paid tuition. I authorize NSNA to request documentation from the nursing registrant and nursing program to verify my enrollment status. I certify that all statements made in this application are complete and accurate. I understand that omissions in my application will disqualify my application and that failure to follow all instructions on this application will render my application incomplete. Incomplete applications will not be processed.

SIGNATURE: __________________________ Date: __________________________

Dues Option: □ New Member □ Two-Year Member □ Renewal - NSNA Member #
(See dues schedule on page 6) The following information is very important. It will be used to prepare your mailing label for Imprint. Please print.

First Name __________________________ Last Name __________________________

Mailing Address (Do Not Abbreviate)

City __________________________ State __________________________ Zip __________________________

Preferred Phone Number: __________________________

E-mail: __________________________

Petitioner's E-mail Address:
(Print clearly and differentiate between the ±, the number 1, the letter o, and zero)

Full Name of School (Do Not Abbreviate)

Campus & Location

School City/State

Gender: □ M □ F Expected Date of Graduation (Month): ____________ (Year)__________

Type of Program (Check one): □ Associate Degree □ Diploma □ Baccalaureate Pre-Licensure □ RN to BSN □ Master Pre-Licensure □ Doctorate Pre-Licensure

Project InTouch Restate#: __________________________

NSNA Partnership Program: Check if you would like additional information

Optional - Please complete the following additional questions which will be used for statistical purposes and to help NSNA provide better service and products.

Date of Birth (Month/Day/Year): _______ Race: □ Black or African American □ American Indian or Alaska Native □ Asian □ Hispanic or Latino □ Native Hawaiian or Other Pacific Islander □ Mix Race □ Caucasian □ Other ________

□ Amount from Dues Schedule: $ ________ Are you currently? (Check all that apply): □ Pre-nursing student (taking courses to qualify to enter nursing program) □ Licensed Practical/Vocational Nurse □ Attended an accelerated pre-licensure program

□ Foundation Contribution: $ ________ □ Registered Nurse □ Second career student □ Attend an accelerated pre-licensure program

Total: $ ________

NSNA Leaders: If you hold a leadership position, please check all applicable categories

Chapter Level: □ School Chapter President □ Vice Presidents (VP, First and Second VP) □ Community Health Chair □ Newsletter/Website Editor □ Public Relations Chair □ Bylaws Chair □ Treasurer □ Nominations Chair □ Legislation/Education Chair □ Secretary

Method of Payment: □ Check □ Money Order □ MasterCard □ Visa

Credit Card No: __________________________ Expiration Date: (Month) ________ (Year) ________

Signature: __________________________ Print Name: __________________________

Mail the completed application form, check or money order made out to National Student Nurses' Association, or credit card information to National Student Nurses' Association, Box 789, Wilmington, Ohio 45177 or for credit card payment only you may fax form to (937) 383-1511.
Student Nurses Association Declination Form

[Example created by Author. Please verify with your Legal Department to see if you are able to use this form.]

As Part of NSNA’s Total School Membership Plan, the method of dues collection must include an opportunity for each pre-nursing and/or nursing student the right to “Opt Out” of the Student Nurses Association if he or she wishes to decline membership. At the start of registration, the student must sign a waiver or “Opt Out” form and will not be charged the membership fee for that semester and/or year.

Initial ONE of the following:

_____ I certify that I am enrolled in the [Enter School Name] Nursing Program.

OR

_____ I certify that I am a Pre-Nursing student enrolled at [Enter School Name] taking Pre-Requirement courses for the nursing program.

READ BEFORE SIGNING: By completing and signing this form, you acknowledge your understanding that the information contained in this form will be used by [Enter School Name] and that you further acknowledge that it is a criminal offense under state and federal law to knowingly make a false entry in this form; to make, present, or use this form with knowledge of its falsity and with intent that it be taken out of context and to make, present, or use this form for any other purpose than stated above.

By signing this form, you agree to be removed from the [Enter School Name] Student Nurses Association for a period of one year.

Student’s Full Name (Print): ___________________________ SID #: __________________

Student’s Signature: ___________________________ Date: __________________

Authorized Use Only:

Student Nurses Association Faculty Advisor: ___________________________ Date: __________

Or

Student Nurses Association President: ___________________________ Date: __________

AND

Enter Finance Administrator: ___________________________ Date: __________
[Enter School name and Logo]

[Example of Minutes]

Date:

Location:

Call to Order:

    President called the SNA meeting to order at [Enter Time]

Roll Call:

    [Enter Student Nursing Association Executive Board]

Guests:

    None

New Business:

    Implementing NSNA’s Total School Membership Plan into [Enter School]

Motions:

    None

Approval:

    All Executive Board members Approve implementation of TSMP at start of Fall 2013
[LOGO]

[Enter School Nursing Association]

**Campus Name:**

President:
Vice President:
Treasurer:
Recording Secretary:
Corresponding Secretary:

**Other Campus, if needed:**

President
Vice President
Secretary
Historian
Treasurer
Sponsored by:

[Enter your School Logo or Your Student Nursing Association and Logo (if you have one)
[EXAMPLE OF MEMBERSHIP PRIVACY POLICY]

Student Nurses Association Membership Privacy Policy

To keep information as confidential and appropriately protected, [Enter School Name] Student Nurses Association has put into effect a membership privacy policy to limit our member’s personal information to only authorize [School Name] SNA Executive Board Members and its Faculty Advisors.

Membership Information

- SNA collects your personal information provided only by you for the specific purpose of completing your NSNA membership application, NSNA renewal form, and FNSA’s annual state convention registration. At no time will your personal information be provided to any other outside person or persons other than stated in this policy segments.

How Your Mailing Address is used

- Your mailing address is used at only a time when it is necessary by NSNA, FNSA and [Enter School Name] SNA, to send you important information concerning your membership.

How Your E-Mail Address is used

- Providing your e-mail address is a way of communicating vital information between NSNA, FNSA, [Enter School Name] SNA’s Executive Board, SNA Faculty Consultants and you. At no time will your email address be provided to any outside person or persons.

How Your Demographic Information is used

- Type of nursing program, gender, year of birth, and race are collected for [Enter School Name] SNA’s internal information only. At no time will your information be provided to any outside person or persons other than stated in policy segments.

- Member name, mailing address, phone number, school you attend, expected date of graduation, date you join and date that your membership expires are shared with respective state and school chapters for the purposes of: determining official NSNA and state association constituency status; membership status validation; state and school member mailings (i.e. newsletters and announcements). Information is provided to chapter leaders via electronic file, hard copy list, or mailing labels.

How Your Payment Information is used

- Payment information including credit card and checks is used solely for the collection of membership dues, conference/convention registration, and product purchase when applicable. At no time will your personal information be provided to any outside person or persons other than [Enter School Name] SNA’s Executive Board and Faculty Consultants.

Storage of Data

- [Enter School Name] SNA’s Executive Board will only retain your personal information for the specific use of membership eligibility. At no time will any person or persons outside of the SNA’s Executive Board have access to your information other than stated in above policy segments.
Facts and Questions about Total School Membership Plan (TSMP)

From the Author

**Why would you implement TSMP into your school?**

- When I was elected as Florida Nursing Students Association’s Region 3 Director, I was also assigned as FNSA’s Membership Chair. After discussing membership recruitment with my Board President, we wanted to come up with a way to raise Florida’s membership through NSNA’s Total Membership Plan. As President of the Student Nurses Association at LSSC Leesburg campus, I have personally found it difficult at times to recruit new members, particularly due to the cost of tuition, books, etc. When I approached my fellow students, they wholeheartedly approved as the TSMP can be divided among semesters and attached along with your tuition making it easier to have it covered and not have to come up with another out of pocket expense. With this in mind, one of the goals I wanted to implement, for both my school and across the State of Florida, was an easy to follow template of NSNA’s Total School Membership Plan, that would allow the opportunity to implement this fantastic recruitment tool into their program, without taking too much time away from your studies.

**Was it difficult to create a TSMP?**

- With the support of my fellow FNSA Executive Board members, Executive board of my LSSC SNA and my LSSC SNA Faculty Advisor, I started on the journey of creating this project. I was very lost in the beginning and it took quite a while before it started to come together. I spent weeks speaking to whomever I could find that would listen, made phone calls to nursing programs all across the country and sat at my computer 18 hours a day (Christmas break was a blessing that gave me time to work on this). After weeks of non-stop TSMP, I finally completed my goal of putting this plan together for everyone to use. The main contents of this template are already in place however, you may just need to fill in a few blanks for your particular college and either add or take out a few things to fit your Nursing Program, College and State Student Nursing Association.
Having to focus on nursing school, will it be difficult to implement TMSP into my college?

Having just finished my third semester of nursing school, I know first-hand how busy and hectic nursing life can be. I wanted to make the process easier for other students and their nursing associations who are interested in implementing this type of plan into their nursing program. With that thought in mind, I created this template in hopes to relieve some of the pressure and stress of having to concentrate on both your nursing school load and your responsibilities as an association. My hopes is this template and questions sheet will answering any of the questions you may have or may run into as you begin your journey through TSMP.

- **What is the Total School Membership Plan?**

  NSNA’s Total School Membership Plan (TSMP) is designed to enrich the educational experience of student nurses by providing opportunities to all Schools of Nursing across the nation. When you implement the plan into your nursing program, TSMP allows schools to bulk their member registration together with both new and renewing members. By providing this type of membership at your school, NSNA gives a discount on both new and renewal members.

- **Who is responsible for TSMP?**

  To ensure accurate membership enrollment, each TSMP school would assign either their consultant or a member of the SNA Executive Board the task of entering each student member’s information into NSNA using their online form. Each member that is entered into NSNA automatically becomes a member in both NSNA and FNSA (or their state nursing association).

- **What is a Declination form?**

  Each Nursing School that implements NSNA’s Total Membership Plan must provide every nursing student the option to “opt out” or decline membership. I created the Declination Form that you will find on page 16 that can be used for that purpose. If your college chooses to use this form, it will be up to them to decide how they want to implement it. One way is to how your school create an interactive version of the form on their website so when a nursing student chooses a course (see “How to attach TSMP Fee to course”) online, the interactive form comes up and they either choose to decline membership or accept it. Another way is to have the form at the cashier’s office. When the students pay for their course, they can decline membership and the fee can be removed. However you choose to implement it will ultimately up to your school and what works best for them.
How can you attach the TSMP Fee to a course and what code do they use?

- If you are in nursing school, I am pretty sure you have seen the extra fees attached you tuition such as drug testing, lab course fee, Hesi Testing fee, etc. I cannot say that it is the same everywhere but at my particular college, each extra fee is attached to a specific course. For example, the extra lab supply fee would be attached to the Clinical Course you sign up for each semester. On page 12, you will see “Example of Lake Sumter State College Fee Proposal”. For each fee under “Description” has a specific code (look under Detail Code). Each college has a set of codes they use for certain courses and certain departments. It should not be something you should have to put together, your school’s finance department would know what type of code they would use to attach the plan’s fee to your tuition.

Who can use the Total School Membership Plan?

- NSNA Membership is open to all Nursing or Pre-Nursing students in any state approved program preparing for registered nurse licensure, or registered nurses in a program leading to a baccalaureate in nursing, are eligible for membership. Nursing students in generic masters and doctoral programs can also join.

Who do you approach at your school to implement the plan?

- First, my suggestion would be to speak with your fellow students. If they are not on board with it, you may run into problems trying to put the plan into effect.

- Second, talk to your Student Nurses Association Faculty Advisor as they can be one of your biggest supporters. He or she can help you with any administration contacts and can help provide the support you need when presenting this to your college. When I started this journey, my faculty advisor was extremely supportive and offered to do whatever she could to help. She sat in on meetings with me and made phone calls to other faculty members that I needed to contact or approach, such as my Nursing Program Director and Nursing Program Coordinator.

Note: Before I approached my Administration with this plan, I made sure to have everything in order. I did not want to be sent away or told to come back when I had the answers they needed. Once everything was in place, I sent it off to be the printers. I had it printed in color and placed into a binder so it would look as professional as possible. (Don’t forget to have several people proofread it when you are finished. (Trust me, if you stare at it long enough, you will miss many errors).
What is the Lab form?

- At my school, anytime a department wants to add an additional fee to a course or to student tuition, they must complete this form (see page 14) and provide a detailed description of what the fee is for and why they are requiring the fee. Check with your Finance Department or Nursing Program to see if they use a form similar to this.

Why do you need approval from your Student Nurses Association?

- It is important to have your Student Nurses Association’s full support when you are attempting to bring this plan into your college. You are, after all, the members who this plan will directly affect and benefit. I made it a point to include our meeting minutes into the plan to show the college that our association was completely behind this. (See minutes on page 17)

Why do you need a privacy policy?

- Your fellow classmates may be a little hesitant when asked to give out any of their personal information. With this in mind, I created a Privacy Policy (Page 20) to put them more at ease with knowing how their information would be used and handled. When I submitted my plan to my nursing department, I learned that we, the Student Nurses Association, was already covered in our student handbook. While I was not aware of this when I created it, I still included it in the plan for other users. Please check with your school to make sure you are covered under their policy. If you are not sure you are covered, I would keep this in your plan, just to be on the safe side.

Can I use my College Logo on my plan?

- I specifically wanted to address this because I ran into this situation during a meeting with our nursing administration. Unbeknownst to me, most college logos are branded. You will need special permission to use it in any form so my faculty advisor made contact with our marketing department. This can be a very sticky situation or can definitely cause legal issues if you do not get the authorization first before you place the logo your plan. I would suggest getting the permission in some form of text (email or letter).
Will hospital or other scholarship programs agree to pay this fee in their tuition agreement?

- Unfortunately, I cannot answer this particular question as there are so many hospitals and scholarship programs out there. You can speak with your nursing program coordinator faculty advisor and see if they can make contact with the area hospitals on your behalf to see if they would be on board with this plan.

Why do you keep a contact list?

- I kept a contact list of whom I spoke to, when I spoke with them and for what purpose. It may be beneficial for you to keep some type of a similar record, especially if you are approached by the Director of Nursing concerning certain approvals you have received or references you have used.

### Total Membership Plan Contact List Example

<table>
<thead>
<tr>
<th>Date</th>
<th>Person Contacted</th>
<th>College or University</th>
<th>Email</th>
<th>Phone</th>
<th>In Person</th>
<th>Reason for Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
What if I have more questions about TSMP?

- I tried to cover everything that I could think of but it may not cover exactly everything your school may require however, I hope it will get you way ahead of the game when you start the process of Total Membership. If the questions you have are not located within these pages, please visit: http://www.nsna.org/Membership/RecruitmentTools/TotalSchoolMembership.aspx

- You may contact me at the following: Ashley.Koester@student.lssc.edu or contact NSNA’s Membership Development Director, Susan Wong, at Susan@NSNA.org

A Special Recognition

A very special thank you to the following people who were very supportive in the creation of this project. I know, without a doubt, I am very blessed to have you all as my fellow board members, faculty and friends. The hours you have all spent listening, giving encouragement, editing, proofing, giving tips, reading and re-reading ALL of my emails, and being as supportive as you were, I just cannot thank you enough! You guys rock!!

- My Family (Jamie, Jordan and Bob) to whom have taught me, nothing is impossible!
- FNSA’s Executive Board Members
- FNSA’s Faculty Consultants/Advisors
- Lake Sumter State College Student Nurses Association Board Members and SNA Faculty Advisor
- Lake Sumter State College Nursing Program Director and Staff