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Kansas School Nurse Organization Operating Guidelines

Written July 2002

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The Kansas School Nurse Organization (KSNO) Operating Guidelines detail the regularly recurring work processes to be conducted or followed within our organization. They document the way activities are to be performed to facilitate a consistent quality system within the organization. The fundamental programmatic roles and actions within KSNO are intended to be specific to the organization whose activities are described within these guidelines.

The KSNO Operating Guidelines are a set of written instructions that document a routine or repetitive activity followed by KSNO. These guidelines are an integral part of our successful organization and provide individuals with the information to perform their role within the organization successfully. They also provide a method to facilitate consistency in the quality and integrity of all board members by detailing the work processes to be performed to support the organization and its members.

These guidelines have been approved and adopted by the KSNO Board of Directors.

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GENERAL DUTIES OF BOARD MEMBERS

The following items are common to all elected office and appointed state committee chair positions and will be understood to be a part of the responsibilities for each position.

It is understood that each incoming officer or chair will receive a copy of KSNO Operating Guidelines, Conflict of Interest policy, and committee guidelines as assigned.

1. Attendance is expected at all Board and other meetings as deemed appropriate as set forth in the Bylaws and the Operational Guidelines.
2. Maintain current KSNO membership.
3. Each board member shall prepare a written report of activities to date and posted no less than seven days prior to every Board meeting. Reports shall be submitted to the President and posted on schoolnursenet.nasn.org in the Kansas School Nurse Organization and KSNO Board of Directors communities.
4. Written ANNUAL reports documenting the year's activities are to be prepared to be included in the July KSNO annual report for the general membership.
5. All board members are to refer to the Bylaws and the Operational Guidelines for all business.
6. Committee Chairs call all committee meetings necessary to complete organizational business.
7. Removal from board duties:
 - a. Elected Officers
 - i. The President and/or at least three other Executive Board Members will counsel any officer failing to meet the obligations/responsibilities of the office.
 - ii. An officer unable to meet obligations/responsibilities shall be asked to step down from office.
 - iii. Vacancy of an elected board position shall be filled according to Bylaws Article VI, Section 1c.
 - b. Committee Chairs/Appointees
 - i. Serve at the will of the President and may be removed at any time for failure to function.
 - ii. Will be reappointed by the President at the beginning of each presidential term of office and based on the recommended minimum term of service which is found in the operational terms of each appointed position..
8. Resignations from board duties:
 - a. Any resignation from the KSNO Board of Directors office/responsibility will be submitted to the Board in writing.
 - b. All resignations will be accepted without question.
 - c. All KSNO properties must be returned to the organization within one month of resignation. (Bylaws Article VI, Section 4)
 - d. The resigning elected or appointed individual must orient the incoming officer/committee

chair to his/her position and provide necessary materials, i.e., Bylaws, Operational Guidelines for the position, and any reports of activities conducted since the most recent board meeting. The business of the Organization will be conducted according to Robert's Rule of Order, Newly Revised, in all instances to which they are applicable and are consistent with the Bylaws. (Article XII)

9. Financial Responsibility

- a. When requested by the Treasurer, submit a budget of projected expenses for the next fiscal year to be used in budget preparation.
 - b. Keep expenditure within the approved budget.
 - c. Submit reimbursable expenses with documentation to the Treasurer on the current KSNO Expense Form, preferably within one month of incurred expense. (See pages 30-31.)
 - d. If any KSNO Board of Directors member anticipates a budget overrun of more than 10% of their committee budget, prior approval must be requested from the President, who then consults with the Treasurer for inclusion in the board agenda for approval at the next meeting (See KSNO Executive Board Meeting Norms #6).
 - e. KSNO funds may not be used for personal expenses, personal acknowledgments, or personal use items. KSNO funds cannot be used to purchase personal gifts, including baby showers, bereavements, weddings, or birthdays. If the membership determines that such items are necessary, the individual members can make personal donations to purchase the designated items. These donations may not be commingled with KSNO funds.
10. All KSNO and KSNO-approved vendor contests, drawings, awards, prizes, raffles, and other such activities which are awarded by lottery or chance must be approved by the Board of directors. Such activities must be a benefit to the membership at large, and the request for approval must include a description of the identified benefit. KSNO officers, directors, staff, contractors, and immediate families of the same are not eligible to participate in contests, drawings, awards, prizes, raffles, and other such activities which are awarded by lottery or chance at KSNO sponsored events.
11. Operating Guidelines will be reviewed every two years, the second year of the President's term, and amended as needed. The revision effort will be led by the President-Elect.

12. Post information relevant to school nursing and specific to Kansas on School Nurse Net (SNN) in the KSNO community. Participate in discussions in the KSNO community to promote and facilitate the exchange of information among members of KSNO.

KSNO Executive Board of Directors Meeting Norms

Adopted February 2006

Revised February 2014

1. Arrangements for board meetings will be made early and announced through the pre-board briefing (dates, times, location/address/phone, directions, meal plans, other plans, roommates, etc.).
2. Any board member who cannot be at a board meeting will contact the President in advance.
3. A quorum for any meeting of the Executive Board or any committee meeting shall consist of a majority of its members (KSNO Bylaws, Article X). If a quorum is not present at the scheduled starting time, the Board will proceed with items requiring no vote.
4. Board meetings will start and end on time. At ONE hour before the scheduled ending time, the remaining agenda items will be prioritized and time renegotiated.
5. Latecomers will not be brought up to date during the meeting, and their arrival/departure times will be noted in the minutes.
6. A vote will be required for any financial decisions beyond budgeted expenses.
7. Committee work will not be conducted during the meeting.
8. Reports included on the agenda will be brief and cogent reports. A written copy of any report not posted in advance should be submitted to the secretary.
9. The presiding officer will ensure that everyone's opinion is heard.
10. Board members must respect one another by refraining from distractions, interruptions, or rude behaviors.
11. The meeting will be conducted in accordance to Robert's Rules of Order. (Bylaws Article XII)

DUTIES OF THE KSNO PRESIDENT

The responsibilities of this office include the "General Duties of Board Members" and the following:

(Bylaws Article VII, Section 1)

1. Represent KSNO
 - a. To members and organizations for the purpose of informing and increasing collaboration.
 - b. To all Kansas school nurses. Stay at the hotel during the summer conference, speak to new school nurses, write articles for the KSNO website, SNN, and as much as possible, make yourself available for district meetings upon request.
 - c. To the National Association of School Nurses (NASN), with the NASN representative, regarding issues arising in NASN or KSNO – attend National Conference including President's breakfast.
2. Provide leadership to the KSNO Board of Directors
 - a. Fill vacant appointed board positions and appoint task forces as needed.
 - b. Direct new members, committee chairs, and district representatives to SNN for the current budget, Operational Guidelines, Strategic Plan, Bylaws, and maps for the districts/counties.
 - c. Coordinate work among committees and task forces.
 - d. Stewardship of strategic plan/planning
3. Plan and conduct meetings (Bylaws Article IX)
 - a. Three Board of Director Meetings
 - i. Plan agenda with input from President-Elect
 - ii. Set date, time, and place for meeting
 - iii. Prepare handouts for the meeting
 - b. One or two general business meetings (one held at the summer conference)
 - i. Prepare agenda as above
 - ii. Prepare for induction of new officers at the summer meeting
4. Relay information
 - a. Welcome new nurses: i.e., summer conference, individual letter, through KSNO website, and SNN
 - b. Prepare board contact information and group email.
 - c. Coordinate contents of the website with the website chair.
 - d. Compose board list for website or delegate to another officer.
 - e. Prepare year-end KSNO accomplishments to distribute to all attendees at the summer conference and make those available on the KSNO website.
 - f. Inform people outside of KSNO regarding a change in Presidency (i.e., Legislative liaison, Kansas State Nurses Association (KSNA), Kansas State Board of Nursing (KSBN), Kansas State Department of Education (KSDE), Kansas Association of School Boards (KASB), etc.)
 - g. Coordinate the proclamation signing with the Governor for School Nurse Day.

- h. Ensure all records and correspondence of KSNO, its officers, and committees are reserved in a permanent file.

DUTIES OF THE KSNO PRESIDENT-ELECT

The responsibilities of this office include the "General Duties of Board Members" and the following:

1. Familiarize yourself with the organization, bylaws, issues, goals, and needs.
 - a. Collaborate with the President on meeting the needs of members and completing executive tasks.
 - b. Help chair or select a committee in which to participate.
 - c. Assist the President in planning the Board and general business agendas.
 - d. Conduct meetings in the absence of the President. (Bylaws Article VII, Section 2)
 - e. Lead review of Operating Guidelines compiling suggested changes/revisions for approval by the Executive Board.
2. Attend the NASN Conference (See budget for specific monies allocated).
 - a. Register to attend the President's breakfast with the current KSNO President.
 - b. Consider attending a pre-conference leadership session.
3. Assist with specific areas at the state summer conference.
 - a. Speak to new nurses with the current President.
 - b. Prepare comments for the state conference as the new President.
 - c. Assist with award presentations.
 - d. Other duties as assigned.

DUTIES OF THE KSNO PAST PRESIDENT

The responsibilities of this office include the "General Duties of Board Members" and the following:

1. Transfer KSNO information and historical files to the new President at the summer conference.
2. Prepare an abbreviated calendar of Presidential duties from the past year to assist the new President in making a smooth transition.
3. Select one or two areas of the strategic plan to continue to work towards completion.
4. Be available to answer questions from the new President.
5. Be available to preside in the absence of the President. (Bylaws Article VII, Section 2)

DUTIES OF THE KSNO VICE PRESIDENT

The responsibilities of this office include the "General Duties of Board Members" and the following:

(Bylaws Article VII, Section 3)

1. With the KSNO President, coordinate logistics (to include date, location, and meals) of the KSNO Board of Directors Meetings.
2. Support the history of KSNO through collection of historical information by communication/collaboration with past board members and general membership.
3. As a member of the Finance Committee, review financial records for the fiscal year provided by the Treasurer at the annual audit preceding the general meeting, designated by the Executive Board as the primary business meeting of the year (Bylaws Article XI, Section 4).
4. With the KSNO President, serve as moderator of the New Nurse sessions, providing a great opportunity for new nurses to see our organization's President and Vice President, as well as another venue to recruit future members.
5. Be responsible for other duties as assigned by the President.

DUTIES OF THE KSNO SECRETARY

The responsibilities of this office include the "General Duties of Board Members" and the following:

(Bylaws Article VII, Section 4)

1. Keep an accurate and current record of the proceedings of the Executive Board and the meetings of the organization. These include, but are not limited to:
 - a. Executive Board of Directors Meeting(s) minutes.
 - b. Annual General Membership Meeting minutes.
 - c. Ensuring all officer and committee reports are uploaded on SNN
2. Assist the President with Executive Board members' contact information, including home address, phone numbers, and email addresses. This information should be kept for IRS purposes.
3. Post the proceedings of the Executive Board and the general membership meetings as noted in Item 1 on the KSNO Board of Directors community of SNN or email to members within six weeks for comments and editing.
4. Post the minutes of the Executive Board and general board meetings as noted in Item 1 in the KSNO and Board of Directors community on SNN following approval by the KSNO board at the most recent board meeting within six weeks.

DUTIES OF THE KSNO TREASURER

The responsibilities of this office include the "General Duties of Board Members" and the following:

(Bylaws Article VII, Section 5)

1. Shall receive all funds belonging to the organization.
2. Pay out all disbursements ordered by the President.
3. Keep an itemized account of the receipts and expenditures, according to current account numbers. Make a written report of the same to the membership at the general meeting, designated by the Executive Board as the primary business meeting of the year.
4. Collect all signed Conflict of Interest forms from each board member by the fall board meeting. Maintain the forms with the financial records.
5. Collaborates with the Conference Planning Committee Chair to review and pay fees associated with the Kansas School Nurse Summer Conference.
6. Have records for the fiscal year available and secure an internal audit annually, preceding the general meeting, designated by the Executive Board as the primary business meeting of the year.
7. AT KSNO Board of Directors meetings, present expenditures incurred since the previous board meeting for approval.
8. Expenditures over budget amounts should have board approval. (See page 4, financial responsibilities of all board members.)
9. Works with the finance committee to create an annual budget to be presented for approval to the Executive Board at the winter meeting corresponding with the fiscal year April 1 through March 30. After approval by the Executive Board, the annual budget will be published at the general meeting, designated as the primary business meeting of the year.
10. Deposits income and disburses funds according to the budget.
11. At the direction of the Awards Chair, the School Nurse of the Year (SNOY) award in the budgeted amount to the winner to help defray costs for the NASN conference. Attendance at the NASN conference will occur in the summer following the SNOY award and will only be paid with receipt of conference registration.
12. At the direction of the Awards Chair, pays Scholarship award in the budgeted amount to the winner to help defray costs of advancing education. This award is paid when all requirements for the award are met.
13. At the direction of the Awards Chair, pays for the Emerging Leader Award recipient's KSNO/NASN membership for one year.

14. Files income and sales tax forms with the state and federal governments.
15. The current Treasurer and another member of the Executive Board, as appointed by the President, will have the authority to access and write on all financial accounts.
16. Financial records shall be kept for seven years. Records beyond seven years will be destroyed.
17. Chair the finance committee consisting of the Treasurer, Vice President, and one other member appointed by the President.
18. Keep a record of the balance for the scholarship fund. The scholarship fund is financed through fundraising and is disbursed to the scholarship award winner.
19. Keep a record of the receivables and expenditures for the School Nurse Advisory Committee (SNAC).
20. NASN will send KSNO a monthly report of paid memberships, including a check for paid memberships.
21. Ensure all records and correspondence of KSNO, its officers, and committees are preserved in a permanent file.

DUTIES OF THE KSNO NOMINATING CHAIR

The responsibilities of this office include the "General Duties of Board Members" and the following:

(Bylaws Article XI, Section 2)

The Nominating Committee consists of three members.

1. One is elected annually, each serving for a three-year term
2. The senior-most member serves as chair of the committee and, as such, serves as a member of the Executive Board (Bylaws Article VI, Section 1b and Article XI, Section 2).

Duties

1. Contact eligible members being considered as nominees and secure acceptance or withdrawals for the office or post indicated. Every effort will be made to obtain nominees from various geographic areas. The committee is to secure at least one candidate for each office/position.
2. Prepare the official ballot for the election to be held at the general meeting designated by the Executive Board as the primary business meeting of the year. Nominations may also be made from the floor.
 - a. Even year ballot consists of a secretary, member-at-large, and nominating member candidates.
 - b. Odd year ballot consists of the President-Elect, Vice President, Treasurer, Member-At-Large, and nominating member candidates.
3. Election
 - a. If only one candidate is presented for each position or office and no other nominations are made from the floor, a member of the Nominating Committee, or the Nominating Committee Chairperson makes a motion that "the slate of candidates be accepted as presented," without completion of ballots.
 - b. If more than one candidate is presented for an office or position, the nominating committee members count the ballot and present the election results to the membership at the annual meeting. Following the presentation of the results, the Nominating Committee Chairperson makes a motion that the ballots be destroyed.

DUTIES OF THE KSNO MEMBER-AT-LARGE

The responsibilities of this office include the "General Duties of Board Members" and the following:

(Bylaws Article IV, Section 1a)

1. Represents KSNO General Membership as directed by the KSNO President and Board of Directors.
2. Attends meetings of the KSNO Board of Directors.
3. Post information relevant to school nursing and specific to KS on the SNN. Participate in discussions on SNN to promote and facilitate the exchange of information among members of KSNO.
4. Each Member-At-Large shall participate as either a member of the Legislative Committee or as a member of the Professional Standard Committee.
 - a. Member-At-Large appointed in odd-numbered years shall serve on the Legislative Committee.
 - b. Member-At-Large appointed in even-numbered years shall serve on the Professional Standards Committee.

DUTIES OF THE KSNO REPRESENTATIVE TO THE NATIONAL ASSOCIATION OF SCHOOL NURSE BOARD OF DIRECTORS

The responsibilities of this office include the "General Duties of Board Members" and the following:

1. Represents KSNO on the Board of Directors of NASN.
2. Attends NASN Annual Conference as a representative of KSNO and at the conference:
 - a. Attends the NASN Board of Directors meeting held prior to the NASN conference.
 - b. Plans a state caucus meeting with KSNO President prior to the NASN Annual Business Meeting, when needed.
 - c. Attends the NASN Annual Business Meeting.
3. Provides regular communication to the KSNO Board of Directors and is part of the KSNO Executive Committee, attending all meetings.
4. Provides direct communication to NASN on specific recommendations from KSNO.
5. Provides KSNO with a report of activities and issues prior to the fall and Annual Board meeting and as needed.
6. Represents NASN at KSNO functions and serves on designated KSNO committees as appropriate. Give a report at the opening of the Kansas School Nurse conferences instead of the general meeting.
7. Attends the winter NASN Board of Directors meeting.
8. Posts news releases and articles about NASN on SNN in the KSNO community.
9. Serves on NASN committees as a participating member as assigned.
10. The newly appointed NASN representative will be officially installed as the Kansas Board Member at the NASN winter Board of Directors meeting.
11. See National Association of School Nurses Board of Directors Role Description.

DUTIES OF THE KSNO WEB CHAIR

The responsibilities of this office include the "General Duties of Board Members" and the following:

1. Ensure that timely, accurate information is placed on the KSNO website to enhance the ability of Kansas school nurses to access information relevant to the profession.
2. Coordinate updates for website software with the website hosting service as needed to maintain the functionality of the site.
3. Discuss any questions regarding the appropriateness of content submitted for the KSNO website with the KSNO President.
4. Maintain the Library section of NASN's SNN for the KSNO member community and the KSNO Board of Director's community with timely organizational information.
 - a. Make folders on SNN for Board Reports two weeks prior to the meetings.
 - b. Organize SNN library postings into appropriate folders.
 - c. Make sure general membership has access to all board reports and meeting minutes.
5. Grant and withdraw access to the KSNO Board of Directors' community as needed.

The KSNO Web Chair is an appointed position with a 4 year term. Reappointment will occur as a new president takes office.. As an appointee they may still submit intent to run for elected KSNO positions and resign after being installed into another position.

DUTIES OF THE KSNO MEMBERSHIP CHAIR

The responsibilities of this office include the "General Duties of Board Members" and the following:

1. Provides an accurate account of all members.
2. Prepares a membership list as provided by NASN and distributes to all board members per request.
3. Communicates and coordinates membership activities with NASN.
4. Collaborates with District Representatives to ensure the growth of KSNO by developing effective recruitment, recognition, and retention procedures, and promotes KSNO activities and information to existing and potential KSNO members.
5. Works with KSNO President to provide information about KSNO to the new school nurses at the annual state conference.
6. NASN Membership Processing and Recruitment Activities:
 - a. NASN will attempt to process membership cards within 30 days of receipt of an application.
 - b. Participation and collaboration with NASN and other affiliates to increase organizational membership (emails, NASN/KSNO websites, SNN, community sites, webinars, etc.).
7. Categories of Membership as per Bylaws
8. Operates social media within KSNO's strategic plan and vision.
9. Administrates social media accounts and promotes KSNO information on social media platforms.
10. Develops guidelines/parameters for social media posts.
11. Promotes the professional role of the school nurse to other school staff members, parents, students, other health care providers, and the general public.

The KSNO Membership Chair is an appointed position with a minimum two-year term, requiring reappointment in odd-numbered years. Appointees may still submit intent to run for elected KSNO positions

DUTIES OF THE KSNO SOCIAL MEDIA CHAIR

The responsibilities of this office include the “General Duties of Board Members” and the following:

1. Operates social media within KSNO’s strategic plan and vision
2. Administrates social media accounts
3. Promotes KSNO information on social media
4. Develops social media guidelines/ fair use practices
5. Shares information about available social media accounts with district representatives and other KSNO members.
6. Collaborates with the KSNO board to decide which social media accounts to utilize.

DUTIES OF THE KSNO PROFESSIONAL STANDARDS CHAIR

The responsibilities of this office include the "General Duties of Board Members" and the following:

(Bylaws Article XI, Section 6)

1. Serve as chair of the Professional Standards Committee consisting of at least two members as appointed by the President, with one being the Member-At-Large elected in even-numbered years.
2. Maintain contact with various professional groups regarding information pertinent to school health.
3. Work closely with the Legislative Committee to ensure the improvement of professional standards for Kansas school nurses.
4. Reviews and responds to pertinent information regarding professional concerns. Issues may include nursing ethics, legislative proposals, student health and education practices, professional preparation, salary, assignment, professional conduct, tenure, and any other professional problems confronting KSNO members.
5. Provides KSNO Board of Directors with information pertaining to ethical issues from which KSNO position can be derived as needed.
6. Develops, reviews, and revises KSNO Position Statements concerning school nurse professional standards.
 - a. Positions Statements for KSNO should meet both of the following criteria:
 - i. The subject is an emergent state issue relevant to school nursing and/or student health;
 - ii. There is an absence of a NASN position statement on the issue and/or the need to speak more specifically regarding the issue as it applies to Kansas state law or practice.
 - b. KSNO Position Statements should be reviewed annually by the Professional Standards Committee, and a recommendation made to the Executive Board as to appropriate action for each position statement:
 - i. Maintain
 - ii. Maintain, but revision suggested
 - iii. Retire
 - iv. Create a new position statement
 - c. Process to revise or retire position statements: Motions to retire a position statement passed by the Executive Board are then presented to the general membership at the annual meeting for approval. Motions to revise a position statement passed by the Executive Board are acted upon, and the corresponding revised position statement is presented to the general membership for approval at the annual meeting.
 - d. New Position Statements: Upon passing a motion by the Executive Board or general membership at the annual meeting, a new position statement may be

drafted. The final approval of all new position statements must be made by the general membership at the annual meeting after the first is approved by the Executive Board.

- e. The format of all KSNO Position Statements will follow the model adopted by NASN.

The KSNO Professional Standards Chair is an appointed position with a two-year term, requiring reappointment in odd numbered years. Appointees may still submit intent to run for elected KSNO positions.

DUTIES OF THE KSNO DISTRICT REPRESENTATIVES

The responsibilities of this office include the "General Duties of Board Members" and the following:

Kansas has 4 Districts (see map in the appendix)

1. Represents their district on the KSNO Board of Directors. (Bylaws Article XI, Section 8)
2. Receives a list of all school nurses in their district from the membership chair and seeks to identify other school nurses at schools within the district to provide updates and share pertinent information.
3. Responsibilities may include:
 - a. Encourage KSNO membership
 - b. Provide information about opportunities for CNEs pertaining to school nursing.
 - c. Communication of KSNO information.
 - d. Assist the data team by providing contact information for school nurses within the district.
 - e. Attend the KSNO Board Meetings and provide a report of activities which is added to SNN on both the Board of Directors and KSNO general library.
4. Post information relevant to school nursing and specific to Kansas on SNN. Participate in discussions on SNN to promote and facilitate the exchange of information among members of KSNO.
5. Encourage a nominee from each KSNO district for SNOY.
6. Bylaws/Parliamentary committee shall consist of the Bylaws Chair and two other members:
 - a. District 2 & 4 representatives serve on even-numbered years.
 - b. District 1 & 3 representatives serve on odd-numbered years.

The KSNO District Representative is an appointed position with a minimum two-year term, requiring reappointment even years for District 2 & 4 and odd years for District 1 & 3. Appointees may still submit intent to run for elected KSNO positions.

DUTIES OF THE KSNO LEGISLATIVE CHAIR

The responsibilities of this office include the "General Duties of Board Members" and the following:

(Bylaws Article XI, Section 7)

1. Serve as chair of the Legislative Committee consisting of at least two members as appointed by the President, with one member being the member at large elected in odd-numbered years.
2. Maintains ongoing and effective communication with KSNO Legislative Advocates.
3. Keep the membership informed in a timely manner regarding current legislative issues affecting school health services and school nursing through District Representatives and the KSNO website with the approval of the state President.
4. Receives and processes committee recommendations for KSNO positions on legislation and determines consensus position.
5. Evaluates the legislative bill proposals and presents priorities for consideration by the KSNO Board of Directors.
6. Suggests legislative platform to KSNO Board of Directors at the fall meeting in preparation for the legislative session when appropriate.
7. Networks with appropriate health-related and educational groups relative to legislative issues.
8. Maintains liaison with other agencies and organizations regarding legislative issues dealing with school health services, child welfare, and education.
9. Confers with legislators and legislative staff as appropriate.
10. Coordinates legislative committee, recruits members, and provides training and information to them.
11. Work toward securing the enactment of legislation favorable to nursing and education and nursing and education professionals, as directed by the KSNO Board of Directors.
12. Make a formal report to the membership each year at the annual meeting.

The KSNO Legislative Chair is an appointed position with a four-year term. Reappointment will occur as a new president takes office. As an appointee they may still submit intent to run for elected KSNO positions and resign after being installed. **When possible the reappointment should coincide with elections.

DUTIES OF THE KSNO BYLAWS CHAIR

The responsibilities of this office include the "General Duties of Board Members" and the following:

1. The Bylaws/Parliamentary Committee shall review **annually by February 1** and submit suggested revisions of this organization's bylaws to the Board of Directors for discussion at the winter meeting.
2. Bylaws/Parliamentary committee shall consist of the Bylaws Chair and two other members:
 - a. District 2 & 4 representatives serve on even-numbered years.
 - b. District 1 & 3 representatives serve on odd-numbered years.
3. Prepares recommendations for amendments to the Bylaws and submits them to the KSNO Board of Directors at least 30 days prior to the Annual General Membership Meeting, where they will be voted on by the membership (Bylaws Article XI, Section 3).
4. Ensures that Robert's Rules of Order are followed in all meetings, including those of the Executive Board.
5. Clarifies bylaws rules when needed.
6. Review the bylaws as needed.

The KSNO By-Laws Chair is an appointed position with a two-year term, requiring reappointment in even numbered years. Appointees may still submit intent to run for elected KSNO positions.

DUTIES OF THE KSNO AWARDS and SCHOLARSHIP CHAIR

The responsibilities of this office include the "General Duties of Board Members" and the following:

1. Coordinates annual recognition for SNOY, School Nurse Administer of the Year, Administrator of the Year, and Recognition awards.
 - a. Seeks to obtain nominations for all award categories.
 - b. Works with the awards committee to determine awards recipients.
 - c. The Awards Committee includes the Past Awards Chair, Public Relations Chair, past two SNOY recipients, and KSDE representative.
 - d. All nominees will be notified of the committee's decision by May 15. The nominating person of the winner will be notified by this date, also.
 - e. Verified membership status with KSNO Membership Chair for all SNOY, School Nurse Administrator, and Scholarship recipients to ensure eligibility.
 - f. Reports recipients of the recognitions to the KSNO President.
 - g. Presents awards to recipients at the Kansas School Nurse Conference and assists them with guest arrangements. Assist NASN Director with information for national recognition. Provides names of award recipients, a written summary of awardee's accomplishments, and a digital photograph of each awardee to the Representative to the NASN Board of Directors by January 31 for submission to NASN for recognition at the NASN Conference.
 - h. Notify winners that they may bring two guests to the awards presentation luncheon. Ensure that any guest meals are purchased by the award winner prior to the day of the presentation.
 - i. Notifies the Treasurer of the SNOY recipient's name, address, and amount to be paid. Attendance at the NASN conference will occur the summer following the SNOY award and will be paid with the receipt of the conference registration.
2. Promotes KSNO scholarship through District Representatives, board members, general membership, website, and partnering agencies.
 - a. Monitors submission of scholarship applicant requirements.
 - b. Works with the Awards Committee to review applications through a "blind" review process.
 - c. Notifies applicants of the monetary award amount, which is determined by money in the scholarship account, but not less than \$750.00.
 - d. Notifies the Treasurer of scholarship award recipient amount budgeted and ensures receipt to the applicant after all requirements are met.
 - e. Reports recipients of scholarships to the KSNO President, Executive Board, and general membership.
 - f. Coordinates programs to support scholarship funds.

(See appendix for specific information about awards and scholarships.)

The KSNO Awards Chair is an appointed position with a two-year term, requiring reappointment in even numbered years. Appointees may still submit intent to run for elected KSNO positions.

DUTIES OF THE KSNO SUMMER CONFERENCE CHAIR

The responsibilities of this office include the "General Duties of Board Members" and the following:

1. Represents KSNO on the Summer Conference Planning Committee
2. Agrees to remain an active member with a four-year commitment.
3. Participates in five (virtual or in-person) meetings per year.
4. Oversees the finances of the KSNO Summer Conference planning committee.
5. Collaborates with the Treasure to ensure that conference income and expenses are accounted for and accurate.

DUTIES OF THE KANSAS SCHOOL NURSE CONSULTANT

(EX-OFFICIO MEMBER OF THE BOARD)

1. The Kansas School Nurse Consultant, by virtue of his/her position, shall be a non-voting member, [Ex-Officio].
2. Serves as a point of contact between KSNO and KDHE.
3. Communicate information that is pertinent to the missions of both organizations – KDHE & KSNO.
4. Attends board meetings and participates in discussions pertinent to both organizations.
5. Prepares a written report of how information was shared between these organizations to date and posted no less than seven days prior to every board meeting. The report can be sent to the Web Chair to post on SNN (KSNO and Board of Director Communities).
6. Serves as a member of the Summer Conference Planning Committee and attends all meetings either in person or virtually.

**DUTIES OF THE KANSAS STATE DEPARTMENT OF EDUCATION (KSDE) AND
THE KANSAS DEPARTMENT OF HEALTH AND ENVIRONMENT (KDHE)
REPRESENTATIVES**

(EX-OFFICIO MEMBER OF THE BOARD)

1. The KDHE and KSDE Representatives, by virtue of his/her positions, shall be non-voting members, [Ex-Officio].
2. Serve as a point of contact between KSNO and the respective agencies, KSDE and KDHE.
3. Communicate information that is pertinent to the missions of the three organizations – KSDE, KDHE and KSNO.
4. Attends board meetings and participates in discussions pertinent to the three organizations.
5. Serves as a member of the Summer Conference Planning Committee. Attends five meetings per year, either in-person or virtually.
6. Prepares a written report of how information was shared between these organizations to date and posted no less than seven days prior to every board meeting. The report can be sent to the Web Chair to post on SNN (KSNO and Board of Director Communities).
7. Serves as a member of the Summer Conference Planning Committee and attends all meetings either in person or virtually.

DUTIES OF THE SCHOOL HEALTH DATA CHAIR

The responsibilities of this office include the "General Duties of Board Members" and the following:

1. Establish and serve as chair of the data committee. Committee members might include KSNO members and non-members.
 - a. School nurse committee members to assist in promoting the data initiative among school nurses.
 - b. Identify potential state agency partners to assist with data collection, data analysis, and sharing.
 - c. Identify potential university and health partners to assist with data analysis.
 - d. Participate in NASN Data Coordinator meetings and trainings.
 - e. Promote NASN's *Every Student Counts: National School Health Data Set* across the state.
2. Develop and maintain an infrastructure for data collection, identifying school nurses assigned to both public and private school nurses in Kansas, and maintaining a database in the NASN provided platform.
3. Increase school nurse knowledge and understanding of data collection and data use, including the Uniform Data Set, by forwarding information such as webinars and continuing education opportunities available through NASN.
4. Keep abreast of state regulations and/or policies on data sharing and forward this information to school nurses as needed.
5. Annually and/or in years a survey is conducted, aggregate state data and prepare for publication on the KSNO website and/or at the Annual General Membership Meeting, etc.
6. Submit state aggregate data to NASN on years a survey is conducted throughout the state.
7. Serve as a resource for data to be used in advocacy efforts across the state.

APPENDIX

(Pages 33-51) are not official documents. They are included for reference only. The official documents are in possession of the President. The official documents may be viewed by request to the President)

**KSNO BOARD OF DIRECTORS
SAMPLE AGENDA**

1. WELCOME
2. INTRODUCTIONS
 1. Call to Order
 2. Roll Call – Determination of a Quorum
3. APPROVAL OF AGENDA
4. REVIEW OF MINUTES FROM LAST BOD MEETING
5. OFFICERS' REPORTS
 1. President –
 2. Past-President –
 3. President-Elect –
 4. Vice President –
 5. Secretary –
 6. Treasurer –
6. REPRESENTATIVES
 1. NASN –
 2. Summer Conference –
 3. Member-At-Large –
 4. Member-At-Large –
 5. Kansas School Nurse Consultant –
7. COMMITTEE REPORTS
 1. Awards Chair –
 2. Bylaws Chair –
 3. Legislative Chair –
 4. Membership/Public Relations Chair –
 5. Professional Standards Chair –
 6. Web Chair –
 7. Nominating Chair –
 8. Data Chair-
8. DISTRICT REPORTS
9. UNFINISHED BUSINESS
 1. Financial Expenditures
10. NEW BUSINESS
11. ANNOUNCEMENTS/ADJOURNMENT

Kansas School Nurses Organization

REIMBURSEMENT EXPENSE PROCEDURE

The Kansas School Nurse Organization (KSNO) intends to pay reasonable travel expenses for authorized KSNO representatives. Representatives are naturally expected to use discretion and good judgment in all matters involving KSNO funds. Travel related to KSNO representation and business shall be approved by the President, or in the absence of the President, the President-Elect and/or Vice President.

AUTHORIZED KSNO REPRESENTATIVES

1. KSNO Officers and Board Members shall be reimbursed mileage at the rate of \$0.50/mile with 30 mile minimum incurred while attending a meeting of the Executive Board. If the board member is traveling by school district transportation and travel expenses are already being provided, it is not prudent for the board member to submit for reimbursement from KSNO. Board members attending Summer Conference will not receive mileage or hotel reimbursement for the July Board Meeting.
 2. Designated representatives attending other meetings/functions related to their office or upon request of the organization shall be reimbursed for transportation, lodging, and meals after a report is filed.
 3. Reimbursement will **ONLY** occur with the submission of the Expense Voucher and **attached receipt (copies are acceptable)**. No receipts are required for mileage reimbursement. All reimbursements **must be completed and submitted to the Treasurer within 30 days** of completed expenses. See the reimbursement form on the next page.
- A. Transportation** – Transportation expenses include all regularly scheduled forms of travel (airplane, train, bus, etc.) and the use of a personal automobile. Only round-trip coach airfare, using the most economical flight available at the time, will be reimbursed. Ground transportation to and from the hotel or meeting site will be reimbursed. A written original receipt must substantiate all modes of transportation except a personal car. Travel by personal car is reimbursed at the rate of \$0.50/mile, providing the total does not exceed coach airfare. In addition, necessary parking fees or highway tolls will be reimbursed with the necessary receipts.
- B. Double occupancy** is encouraged for lodging. If no one is available, then the full rate will be paid.
1. **Lodging for National Travel** -Reimbursements for room rates reasonable for the area will be allowed per the IRS per diem rates
 2. **Lodging for In-State Travel**- Reimbursement up to \$70 for one night's lodging to attend KSNO Executive Board Meetings or other in-state meetings necessary to fulfill the function of their office, or as requested by the President, will be allowed when transportation greater than 150 miles is required one-way to attend the meeting or timing of the meeting requires an overnight stay to meet the obligation. Original receipts are required.
- C. Meals**- Meals will be reimbursed to the IRS per diem rate with tips allowed. A copy of receipt or photo of the receipt is acceptable. When meals are included in the conference registration fee or otherwise covered by the conference/organization, the specific meal amounts listed above will be deducted from the per diem allowance. Banquets/luncheons with a keynote speaker will be paid by KSNO in lieu of the per diem amount. However, social or recreational events, i.e., golf mixers, tours, etc., will not be paid for by KSNO.
- D. Reimbursement** not budgeted or over budgeted amount requires majority Executive Board approval prior to reimbursement.



KSNO Expense Reimbursement Voucher

Voucher must be submitted within 30 days of expenditure. Mail completed voucher to KSNO Treasurer.

Name: _____ Miles (if driving by car): _____

KSNO Office/Appointment: _____ Departure Date/Time: _____

Departure City: _____ Destination: _____

Reason for Reimbursement: _____ Return Date/Time: _____

(Excluding mileage) and must pertain to the initial budget category.

Expense Acct. Number	Travel*	Lodging **	Meals (B, L, D) **	Miscellaneous***	Total

Explanation of any items above:

Signature: _____ Date: _____ Total Amount Requested: \$ _____

Address: _____ Phone: _____

City, State, Zip Code: _____

Signature of KSNO Treasurer: _____ Date: _____

KSNO Check #: _____

*Travel includes airfare or other means of transportation, parking, tolls, taxi, shuttle, etc. Vehicle miles will be reimbursed at \$0.50/mile. **Meals and Lodging will be reimbursed based on the IRS current year per diem rate for locality of travel. ***Miscellaneous includes telephone, postage, printing, and any other expenses that do not fit into other categories. Please indicate on the attached receipts and note in space provided above what they are for.

KSNO Awards Criteria and Nominations Information

- School Nurse of the Year
- School Nurse Administrator of the Year
- ** School Nurse Emerging Leader of the Year
- Administrator of the Year
- KSNO Recognition Award
- Scholarship Award

Deadline for all nominations is typically March 31st

Award winners are allowed two guests at the awards presentation luncheon. The number of guests will need to be coordinated with the Awards Chair. Meals for guests will need to be ordered and purchased by the award winner prior to the day of the award presentation. The KSNO Recognition Award winner will receive a paid meal for themselves plus 2 guests.

The scholarship winner does not get any paid guest meals.

** For 2024 Summer Conference only, a School Nurse Emerging Leader award will be presented in addition to the above awards. See accompanying 1) Nomination Criteria and Procedure and 2) Selection and Grading Rubric for this award. After the 2024 season of accepting nominations and selecting a recipient, the KSNO Board will evaluate and determine if this award will be offered yearly in the future.

SELECTION PROCEDURE

For School Nurse and School Nurse Administrator of the Year

1. The awards chairperson confirms membership and experience.
2. If a nominee does not meet eligibility, the nurse will not be eligible for the School Nurse of the Year Award but will be recognized on the KSNO website and at the Kansas School Nurse Conference.
3. Judges will not score candidates from their own school districts.
4. Judges will use the adopted tally sheet. Scores will be added.
5. The award will be presented to the nurse with the highest score.
6. The award will be presented at the KSNO summer conference.
7. The decision of the committee is final and not open to appeal.

School Nurse of the Year
and
School Nurse Administrator of the Year
Grading Rubric

School Nurse of the Year		
Name:		
Criteria	Yes	No
A Registered Professional Nurse		
A member of KSNO/NASN for the preceding 2 years		
5 years of school nurse experience		
50% of time in direct care		

School Nurse Administrator of the Year		
Name:		
Criteria	Yes	No
A Registered Professional Nurse		
A member of KSNO/NASN for the preceding 5 years		
50% of time in supervisory duties		

Does the applicant support the following?

Provider of Client Care 10% _____

Program Management 20% _____

Health Education 20% _____

Professional Development 10% _____

Political/Legislative Involvement 20% _____

Community Involvement 10% _____

Involved in Research 10% _____



School Nurse of the Year Application

Purpose:

To emphasize the contribution of Kansas school nurses by recognizing one school nurse each year who demonstrates excellence and professionalism in school nursing practice.

Eligibility:

- ▶ Registered professional nurse who is a member of **KSNO/NASN** for the current and preceding **two** years.
- ▶ Minimum of five years' experience as a school nurse.
- ▶ Spends 50% or more of contract time in direct care to students.
- ▶ Nominee must not be on the NASN Board of Directors or an officer of NASN at the time of nomination.
- ▶ Evidence of excellence in school nursing practice must be based on the current edition of *School Nursing: Scope and Standards of Practice* (American Nurses Association & National Association of School Nurses).

Nomination Procedure:

1. State nominee's name, current position (including career history as a school nurse), home address, and home and business phone numbers.
2. State your name, title, home address, and home and business phone numbers.
3. Provide a narrative describing the nominee's contribution, including examples from the following areas where applicable: provider of client care, program management, health education, professional development, political/legislative activity, community involvement, and research.
4. Include supporting letters, minimum of two and maximum of six. Letters may be from school nurse peers, administrators, supervisors, teachers, parents, students, or others.
5. Please include the nominee in the process so they can help provide information on the contributions they have made to school nursing.

Application deadline is

Please use this [Google Form](#) or mail/ email the application to:



School Nurse Administrator of the Year Application

Purpose:

To emphasize the contribution of Kansas school nurses by recognizing one school nurse each year who demonstrates excellence and professionalism in school nursing practice.

Eligibility:

- ▶ Registered professional nurse who is a member of KSNO and NASN for the current and preceding 5 years.
- ▶ Must be employed full-time as a school nurse, with at least 50% of her/his time in supervisory duties.
- ▶ Nomination Procedure: The above eligibility criterion complies with NASN school nurse candidate of the year qualifications.
- ▶ Nominees must not be on the NASN Board of Directors or an officer of NASN at the time of nomination.
- ▶ Evidence of excellence in school nursing practice must be based on the current edition of *School Nursing: Scope and Standards of Practice* (American Nurses Association & National Association of School Nurses).

Nomination Procedure:

1. State nominee's name, current position (including career history as a school nurse/administrator), home address, and home and business phone numbers.
2. State your name, title, home address, and home and business phone numbers.
3. Provide a narrative describing the nominee's contribution, including examples from the following areas where applicable: provider of client care, program management, health education, professional development, political/legislative activity, community involvement, and research.
4. Include supporting letters, minimum of two and maximum of six. Letters may be from school nurse peers, administrators, supervisors, teachers, parents, students, or others.
5. Please include the nominee in the process so they can help provide information on the contributions they have made to school nursing.

Application deadline is

Please use this [Google Form](#) or Mail/email the application to:



School Nurse Emerging Leader Award Application

Purpose:

The purpose of the School Nurse Emerging Leader Award is to emphasize the contribution of Kansas school nurses with one (1) to five (5) years' experience practicing in Kansas. This award recognizes one school nurse each year who demonstrates leadership in their professional role within the school building, the school district, and/or the state of Kansas. Through this award emerging school nurse leaders will be recognized and membership in KSNO will grow.

Eligibility:

- Registered professional nurse who has a minimum of one (1) but not greater than five (5) full school years of experience practicing as a school nurse.
- Evidence is given in a nomination narrative that the nominee has demonstrated leadership in their professional role within the school building, the school district, and/or the state of Kansas.
- Membership in KSNO/NASN is not a requirement to be eligible to be nominated or to receive the School Nurse Emerging Leader award.

Nomination Procedure:

1. State nominee's name, current position (including career history as a school nurse), home address, and home and business phone numbers.
2. State your name, title, home address, and home and business phone numbers.
3. Provide a narrative describing the nominee's leadership. Scoring of nominations will award points for examples from the following areas where applicable to leadership: standards of practice, care coordination, leadership, quality improvement, and community/public health. (Source: NASN's Framework for 21st Century School Nursing Practice)
4. Including supporting letters is optional to a maximum of six supporting letters.
5. Nominees may be included in the process so they can help provide information on their career history and leadership contributions they have made to school nursing.

Nomination deadline is March 31st each year..

Submit application to:

Selection Criteria:

1. Awards chairperson confirms the experience history of the nominee to meet the one to five full school years' practice requirement to be eligible to receive the award.
2. Awards Committee members will not score candidates from their own school districts.
3. Awards Committee members will use the adopted tally sheet. Scores will be added.
4. The award will be presented to the nurse with the highest score at the KSNO summer conference.
5. The decision of the committee is final and is not open to appeal.
6. The award recipient will receive the conference fee for the next summer KSNO school nurse conference paid by KSNO.

Scoring Rubric:

Nominee Name _____

Registered professional nurse yes no

Number of full school years practicing as a school nurse _____

Does the nomination support demonstration of leadership in the following areas of standards of care, care coordination, quality improvement, community/public health:

Leadership in student care 33%

Leadership within the school district 33%

Leadership among other Kansas school nurses 33%



School Nurse Emerging Leader Award Application

Purpose:

The purpose of the School Nurse Emerging Leader Award is to emphasize the contribution of Kansas school nurses with one (1) to five (5) years' experience practicing in Kansas. This award recognizes one school nurse each year who demonstrates leadership in their professional role within the school building, the school district, and/or the state of Kansas. Through this award emerging school nurse leaders will be recognized and membership in KSNO will grow.

Eligibility:

- Registered professional nurse who has a minimum of one (1) but not greater than five (5) full school years of experience practicing as a school nurse.
- Evidence is given in a nomination narrative that the nominee has demonstrated leadership in their professional role within the school building, the school district, and/or the state of Kansas.
- Membership in KSNO/NASN is not a requirement to be eligible to be nominated or to receive the School Nurse Emerging Leader award.

Nomination Procedure:

1. State nominee's name, current position (including career history as a school nurse), home address, and home and business phone numbers.
2. State your name, title, home address, and home and business phone numbers.
3. Provide a narrative describing the nominee's leadership. Scoring of nominations will award points for examples from the following areas where applicable to leadership: standards of practice, care coordination, leadership, quality improvement, and community/public health. (Source: NASN's Framework for 21st Century School Nursing Practice)
4. Including supporting letters is optional to a maximum of six supporting letters.
5. Nominees may be included in the process so they can help provide information on their career history and leadership contributions they have made to school nursing.

Nomination deadline is:

Submit application to:

Please use the Google Form or Mail/email application to:



Administrator of the Year Award

Purpose:

KSNO wishes to publicly recognize one or more administrators (Superintendent or Principal) during the School Nurse Conference in July in Wichita.

Criteria:

1. An effective advocate for child/student wellbeing.
2. An effective advocate for the delivery of school health services to students.
3. The nominating person should be a current employee of the administrator whom they are nominating.

Nomination Procedure:

1. State nominee's name, current position, home/business address, and home/business phone numbers.
2. State your name, title, home address, and home/business phone numbers.
3. Provide a one to two-page narrative describing the nominee's role in advocating for child/student wellbeing and/or delivery of school health services to students.

Application deadline is

Please mail or email the application to



KSNO Recognition Award

One or more individuals or organizations can receive a Recognition Award

- An organization, agency, group, or individual (not a school nurse) who continuously supported or uniquely contributed in the promotion of KSNO.

Nomination Procedure:

1. State nominee's (organization, agency, group, or individual) name, current position, home/business address, and home/business phone numbers.
2. State your name, title, home address, and home/business phone numbers.
3. Provide a one to two-page narrative describing the nominee's contribution, including examples of how they supported, promoted, and/or advocated for school nursing or school health services in Kansas.

*The Administrator and KSNO Recognition Award nominations are reviewed by the awards committee, and winners are selected by a majority vote from members of this committee.

Application deadline is

Please mail or email the application to



Scholarship Application

In alliance with NASN philosophy of BSN as entry into practice, KSNO intends to improve school nursing by assisting registered nurses employed in schools to advance their education. Applications are subject to a "blind" review by the Awards Committee. The following information is required to assist with the distribution of scholarship funds. Funds will be sent to the applicant upon receipt of the scholarship application and documentation of course completion.

Name: _____

Address: _____

1. NASN/KSNO Membership #: _____ Years as a Member: _____
 - a. Current member and for at least the preceding 2 Years
2. Employer Name: _____
3. Total number of years employed as a school nurse: _____
4. Written proof of current Kansas RN license.
5. Letter of verification of enrollment at an accredited institution for LPN to RN, BSN, BSN to MSN, or other Master's/Doctoral program, with an emphasis in School Nursing: (please attach)
6. Proposed plan of study and timeline for nursing degree/program completion:
 - a. Start date: _____ Completion date: _____
7. Copy of transcript verifying course completion
8. A one-page paper citing intent to advance school nursing practice by describing how your students and school system will benefit from receipt of this scholarship funding.

The following information must be included:

1. ___ Application
2. ___ Written proof of a current RN License
3. ___ Verification letter of enrollment and transcript for course completion at an accredited nursing program
4. ___ Proposed plan of study with targeted start and completion dates
5. ___ One-page paper ("How this advanced degree will benefit your school nursing practice") must accompany the application.

Application deadline is

Please mail or email the application to

Rubric Criteria for Scholarship Award

Name: _____

Member of KSNO/NASN for the last 2 years: _____

Number of years as a school nurse: _____

Written proof of Kansas Nursing license: _____

Letter verifying enrollment in an accredited institution: _____

Copy of transcript: _____

One-page paper on how the advanced degree will benefit you and your students: _____
Scholarship will be rated on the

following Benefit to school nursing practice 60% ____

Impact on the community 25% _____

Educational goals 15% _____

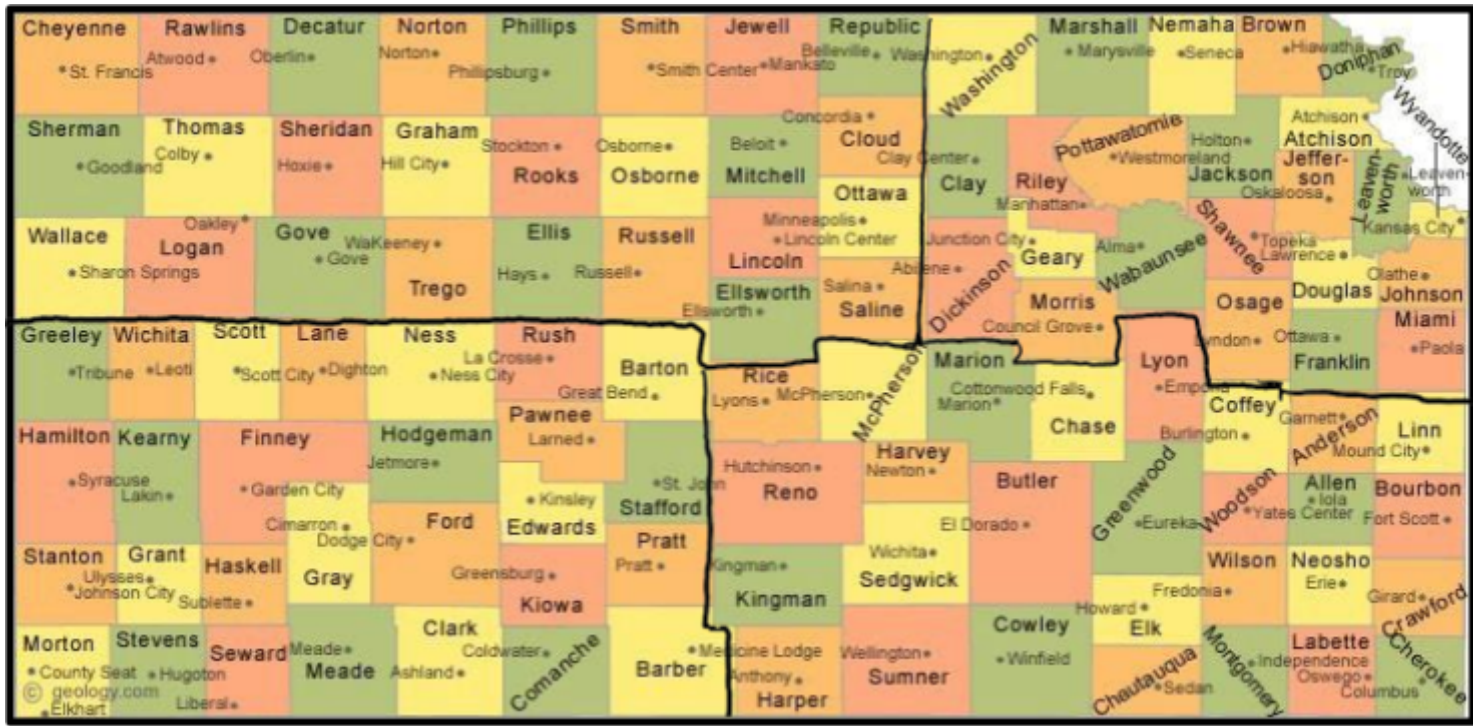
KSNO Districts Map

4

1

2

3



**ARTICLES OF INCORPORATION OF
KANSAS SCHOOL NURSES ORGANIZATION, INC.**

We, the undersigned incorporators, hereby form
and establish a corporation NOT FOR PROFIT under the laws of the
State of Kansas.

ARTICLE FIRST

The name of this corporation is KANSAS SCHOOL NURSES
ORGANIZATION, INC.

ARTICLE SECOND

The location of its registered office in this state is
408 Redbird Court, P.O. Box 188 in the City of Belle
Plaine, County of Sumner, Kansas, 67013. The resident
agent at this address is Sharon Anderson.

ARTICLE THIRD

This corporation is organized NOT FOR PROFIT and the
objects and purposes to be transacted and carried on are:

1. To promote the health of school children by
improving school nursing practice, to improve the quality
of health
education provided by the school nurse as a resource person, to
provide a forum for the consideration and discussion of subjects
of mutual interest to school nurses, and to elevate the standards
of school nursing and health education for children and youth
and to carry on all business as allowed by the Kansas
Corporation Code.
2. To further such objects and purposes, the
corporation shall have and may exercise all the powers
conferred by the
laws of the State of Kansas upon corporations formed under
the laws pursuant to and under which this corporation is
formed, as such laws are now in effect or may at any time
hereafter be amended. Specifically, this corporation shall have
power to acquire, purchase, hold, lease, convey, mortgage and
pledge such real and personal property in Kansas, other states
of the United States and elsewhere, as shall be necessary or
convenient to the transaction of its business and the
realization of its objects and purposes.

PROVIDED, HOWEVER, that in all events and under all
circumstances, and notwithstanding merger, consolidation,
reorganization, termination, dissolution, or winding up of
this corporation, voluntary or involuntary or by operation of

law, the following provisions shall apply: This corporation shall not have or exercise any power or authority either expressly, by interpretation, or by operation of law, nor shall it directly or indirectly engage in any activity that would prevent this corporation from qualifying (and continuing to qualify) as an organization described in Subsection 501 (c)(3) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue law).

(a) This corporation shall never be operated for the primary purpose of carrying on a trade or business for profit.

(b) No compensation or payment shall ever be paid or made to any member, officer, director, trustee, creator, or organizer of this corporation, or substantial contributor to it, except as an allowance for actual expenditures or services actually made or rendered to or for this corporation; and neither the whole nor any portion of the assets or net earnings, current or accumulated, of this corporation shall ever be distributed to or divided among any such persons; provided, further that neither the whole nor any part or portion of such assets or net earnings shall ever be used for, accrue to, or inure to the benefit of any member or private individual within the meaning of Subsection 501 (c)(3) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue law).

(c) Upon the dissolution of this corporation, the governing body shall, after paying or making provision for the payment of all of the liabilities of the corporation, dispose of all of the assets of the corporation exclusively for the purposes of the corporation in such manner, or to such organization or organizations organized and operated exclusively for charitable, educational, religious, or scientific purposes as shall at the time qualify as an exempt organization or organizations under Subsection 501(c) (3) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue law), as the county in which the principal office of the corporation is then located, exclusively for such purposes or to such organization or organizations, as said court shall determine which are organized and operated exclusively for such purposes.

ARTICLE FOURTH

The corporation will NOT have authority to issue capital stock, and the conditions of membership shall be fixed by the ByLaws.

ARTICLE TENTH

The number of directors may be increased or decreased from time to time by amendment of the ByLaws.

ARTICLE ELEVENTH

The names and residences of the persons who are to serve as directors until their successors are elected and qualified are as follows:

Donna Eigsti
405 Souty College
Hesston, KS 67062

Sharon Anderson
P.O. Box 188
Belle Plaine, KS 67103

Diane Thompson
10416 S. Hoover Rd.
Sedgwick, KS 67135

Mary Ann Budke 412 West 7th
Hays, KS 67601

ARTICLE TWELFTH

The power to adopt, amend and repeal the ByLaws of this corporation shall reside in the Board of Directors of this corporation.

ARTICLE THIRTEENTH

The corporation shall maintain general liability insurance in such amount as shall be determined by the directors, so as to enable volunteers of the corporation to come within the provisions of K.S.A. 60-3601.

IN TESTIMONY WHEREOF, I have hereunto set my name this 19 day of January, 1998.

Donna Eigsti

STATE OF KANSAS

COUNTY OF HARVEY)
) ss:
)

Personally appeared before me, a Notary Public, in and
for said County and said State, the above named, who is
personally known to me to be the same person who executed the
foregoing instrument in writing, and duly acknowledged the
execution of the same.

IN WITNESS WHEREOF, I have hereunto set my hand and seal
this 19 day of January, 1998.

MARILYN R. KEMME
NOTARY PUBLIC

STATE OF **Kansas**
My Appt Exp. 10/09/01