

The STTI Chapter Development Process: How to Start a Chapter

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Objectives

- Learn the requirements to begin the STTI developing honor society and chapter development process
- Understand the timeline and process for applying for chapter charter status



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What Is a STTI Chapter?

- A chapter is an organized group of nurse students and nurse leaders who meet Sigma Theta Tau International's eligibility standards
 - one school----- 90% of chapters
 - many schools
 - school(s) and practice settings
- Prior to becoming a chapter, the group is called either:
 - developing honor society
 - at-large developing honor society



NOTE: Although STTI provides support and resources to the developing honor society, the honor society is not legally affiliated with STTI until after the chapter charter application has been approved AND the official chartering ceremony has taken place.



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Why Form an STTI Chapter

- Student engagement opportunities
- Ongoing professional learning
- Recognition of student and nurse leader excellence
- School visibility through society publications and within academic community



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Why Form an STTI Chapter

Most Cited Reason:

Networking with a global community of nurses



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Where Can a New Chapter Be Formed

- 1 school (Institute of Higher Education)



- 2 or more schools



- 1 or more schools and 1 or more practice settings



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Where Have Chapters Been Formed

- More than 530 chapters
- On more than 738 college & university campuses
- In 30 countries



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Who Can Form A STTI Chapter

A group of nursing students or professional nurses who qualify for membership in STTI

- Can be non-members while forming and operating as a developing honor society
- Need university's permission



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How To Form A New Chapter

Complete the tasks outlined within the six phases of development to learn, grow, apply and transition into a successful and sustainable chapter.



1. Inquiry
2. Formation of nursing honor society
3. Operation as nursing honor society
4. Application submission and review
5. Chapter Designate
6. New chapter



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How To Form A New Chapter

Phase I

Module I.1: Inquiry

- Create an account within STTI's new chapter development portal
- Submit a consult request form and complete preliminary information
- Consult with staff (Ask questions!)
- Understand what STTI expects of developing honor societies and chapters
- Discern whether or not a viable and sustainable chapter can be formed.
- Share chapter development information with appropriate colleagues and university officials



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How To Form A New Chapter

Phase 2: Formation of an Honor Society

- **Module 2.1: Board of Directors Orientation**
 - Learn about and adopt the STTI bylaws for developing honor societies
 - Attend webinars to learn about BOD roles & responsibilities and how to create basic policies and procedures
- **Module 2.2: Goal Setting and Planning for Programming and Member Benefits**
 - Learn about setting DHS goals and planning for programs and member benefits
 - Discuss budgeting, set membership dues, and create the first fiscal year budget
- **Module 2.3: Understanding and Implementing STTI's Membership Eligibility Requirements**
 - Understand the STTI membership eligibility requirements and how the DHS will utilize the requirements
- **Module 2.4: Preparing Communications**
 - Develop a plan for communicating with prospective members and DHS members
- **Module 2.5: Member Recruitment and Prospective Member Meeting**
 - Promote the DHS
 - Hold an information meeting for prospective members



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How to Form A New Chapter

Phase 3: Operation as an Honor Society

- **Module 3.1: Planning and Holding Inductions**
 - Plan and hold the first induction ceremony
- **Module 3.2: Conducting Programs and Member Engagement**
 - Conduct a new member orientation and new member surveys
 - Evaluate programs conducted and decide what programs the DHS will hold in the next two years
- **Module 3.3: Budgeting for Fiscal Years 2 and 3**
 - Review FY 1 budget and evaluate programs and events that were conducted
 - Work on budget and strategic plan for FY 2 and 3
- **Module 3.4: Annual Business Meeting, Officer Elections, and Officer Transitions**
 - Learn about the election process and plan for future elections. Discuss leadership transitions
 - Conduct annual business meeting
- **Module 3.5: Renewals**
 - Complete a renewal cycle



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When Can A Group Apply

Minimum milestones to be met

- One year or more from date of first induction
- Bylaws adopted
- Goals/strategic plan and budgets in place
- 50+ active members
- 12 months' worth of funds available to cover operating expenses
- Adequate funds to send required delegates to first convention
- 2 or more programs/activities that fulfill purposes of STTI each year
- At least 1 business meeting each year
- 1 or more inductions each year
- One annual renewal cycle
- Positive, welcoming member experience



➤ **Applications due
15 February &
15 June each year**



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When Can A Group Apply

Phase 4

- **Module 4:1: Application Submission & Review**

Meet with staff to discuss readiness to finalize & submit application

Respond to any clarification requests from reviewers

Continue to operate as a developing honor society

Schedule to meet with staff to review the “Anticipating Approval” presentation

Schedule to meet with staff for the notification of final vote results by the STTI Board of Directors



Applications due---

15 February

or

15 June



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How to Submit Application

Phase 4

- **Electronic Portal – NEW Sept 2017**
 - Structured process for completing required process and tasks
 - Frequent, regular direction from staff
 - Application is completed as you complete required tasks within electronic portal
 - Final application information is reviewed with staff and submitted when all required milestones are met



No more paper applications!!



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Reviewers' Top 11 List (what they are looking for)

#11 Appropriate accreditation(s)

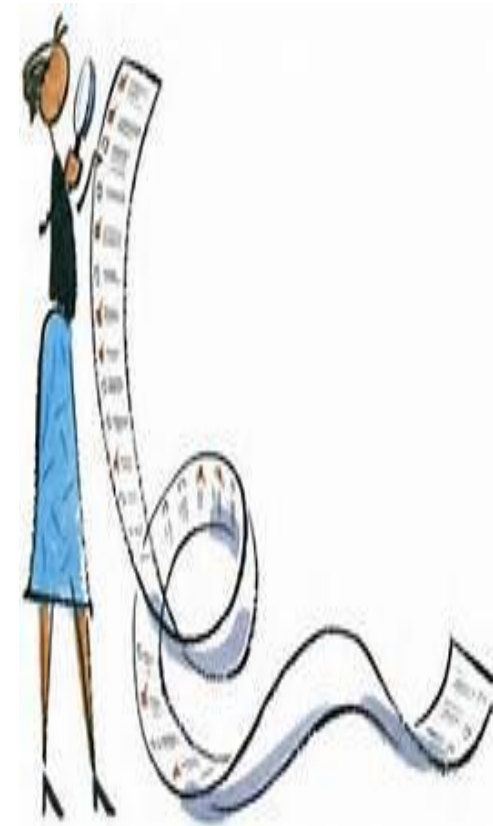
#10 Appropriate use of STTI membership eligibility requirements and appropriate recruitment practices

#9 Operation per bylaws requirements for a year or more

#8 More than 50 active, dues-paying members

#7 2 or more programs offered per year

- Meet STTI mission & values
- Provide value and perceived as worthwhile by the member
- Planned for the benefit of MEMBERS, not the School of Nursing overall
- Variety– to meet interests and professional needs of all member types



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Reviewers' Top 11 List (what they are looking for)

6 Reasonable fees, realistic revenue projections and expenditures, and adequate funds for operations and sending delegates to House of Delegates sessions at convention

5 Appropriate use of bylaws

- current honor society template
- required leadership roles in place

4 Letters of support (dated less than one year old)

- University/college administration
- School/department of nursing

3 Written history reflects honor society's development

#2 Supporting documentation

#1 Evidence that the honor society will be a viable and sustainable chapter



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Phase 5: Chapter Designate

- Application has been approved
- Official paperwork is completed
- Chapter name is assigned
- Transitional trainings are held for chapter leaders
- Plans & details are finalized for official chartering ceremony
- Chartering officer is assigned to preside over chartering ceremony
- Official chartering ceremony occurs



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How Long Will This Process Take?

Average overall timeline to become a chapter = 18 months - 3 years

- **Phases 1 & 2 (Inquiry & Formation of Honor Society)**
 - prep work before planning first induction (average = 6 - 12 months)
- **Phase 3 (Operation as Honor Society)**
 - Operating as an honor society (average = 12 - 18 months)
- **Phase 4 (Application Submission and Review)**
 - Application prep (average = 2 - 4 weeks)
 - Review (average = 4 months)
- **Phase 5 (approved Chapter Designate)**
 - chartering ceremony planning (minimum 12 weeks / average 16 – 20 weeks)
- **Phase 6 (NEW CHAPTER)**



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Phase 6: New Chapter!!

- Transition from honor society to official chapter
- New chapter support from STTI headquarters staff for 2 years

Success

isn't just about accomplishment.

It's also about how the things you do in your life **motivate & inspire others** to do something motivating & inspiring in theirs.

Zero Dean



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Questions?

- Consultation Request Form
 - STTI Website
 - <https://stti.wufoo.com/forms/developing-honor-society-consultation-request/>
- Email developings@stti.org
- 888.634.7575 (US/Canada toll-free)
- +1.317.634.8171 (International)



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