**ALPHA ETA CHAPTER, INCORPORATED**

 **CHI ETA PHI SORORITY, INCORPORATED®**

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| **PROGRAMS and PROJECTS** |

**PURPOSE:**

This policy describes the roles and responsibilities of the programs and projects committee.

**POLICY STATEMENT:**

The programs and projects committee are chaired by the Anti-Basileus and is responsible for:

1. Implementing community health and wellness screenings and education projects.
2. Scheduling volunteers to assigned community service projects
3. Collecting and submitting data from the community service event to National.
4. Reporting results at chapter meeting.
5. Providing CNE programs (via the CNE subcommittee).
6. Collaborating with the executive board on the development and implementation of the annual strategic planning meeting for the chapter.

**PROCEDURE:**

**Community Health and Wellness Screening and Education programs:**

1. The programs and projects committee will develop an annual staffing plan:
	1. Non-officers / chairpersons will be assigned to six teams.
	2. Officers and chairpersons can volunteer their time anytime during the high-volume period.
	3. These teams will choose 2 months out of the high-volume period in which a team would be responsible for staffing the request for their particular months. The High-volume period will be designated as: April, through September.
	4. If a team member is unable to complete their assignment, they must ask another member to cover for them.
	5. If there are not enough volunteers to meet the demand, or volunteers are needed during the low volume period, a request for additional volunteers will be sent out to all chapter members.
2. Request for community service will be submitted using F024 Community Service Request form. The requesting organization will be instructed to do the following:
	1. Provide the requesting organization a community Service initial letter outlining the process for requesting a community service project.
	2. Submit a **Community Service Request** form. This can be done in person, via phone, email or mail. Community Service Requests will be submitted to the Anti-Basileus for processing.
	3. The requesting organization needs to allow 8-10 weeks in advance of their event. The Programs and Projects committee will consider all requests based on lead-time, staff availability and prior requests.
	4. The request will be processed and responded to within 2 weeks of receipt.
	5. The requesting organization must provide tables and chairs for the screening staff.
3. Official correspondence to the community from the Programs and Projects Committee must be submitted to the Public Relations Committee for review prior to distribution.
4. Completed service projects will be submitted to National within 10 days of the event.
5. Completed service projects outcomes will be included in the Anti-Basileus monthly and year end programs and projects report to the chapter.

**Continuing Nursing Education (CNE) Programs/Offerings:**

1. The CNE subcommittee will be knowledgeable about ANCC and Chi Eta Phi requirements for CNE application submission.
2. The Lead Nurse Planner:
	1. must have a minimum of a graduate degree, with either the baccalaureate or graduate degree in nursing.
	2. should have education and / or experience in adult education.
	3. for Alpha Eta is the Regional Representative.
3. The Chapter Activity Coordinator:
	1. must have a minimum of a graduate degree, with either the baccalaureate or graduate degree in nursing.
4. The CNE subcommittee will develop an annual calendar of CNE programs/offerings for the chapter and submit to the Executive Board for review.
5. The CNE committee will submit CNE application packets by stated deadlines to the Provider Unit Committee.
6. The CNE committee will request support of the Hospitality Committee for hosting CNE programs / offerings.
7. The CNE committee will submit proposed announcements to the public relations committee to market the event(s).
8. The CNE committee will submit the event summary sheet and other required information to the Provider Unit Committee by stated deadline.

**Strategic Planning:**

1. The Executive Board will develop a short term and long-term strategic plan for the chapter.
2. The strategic plan will be presented to the chapter at the annual strategic planning meeting.
3. The strategic planning meeting should be held within the first 3 months of the fiscal year.
4. The Programs and Projects Committee will facilitate implementation of the strategic planning meeting.
5. The Programs and Projects committee will request support from the Hospitality Committee to host the event.