The completed Point Sheet and required supporting documents must be received by Caitlin Nave, CO ENA Secretary, **by June 17st at 11pm.** Delegates will be notified by June 19th. At the conclusion of the General Assembly, Delegates will receive ­­­their reimbursement once all receipts required are submitted according to the SOP on page 2. Please email this form and documentation to [**secretary@coloradoENA.org**](about:blank)

**Applicant Name:\_\_­­­­­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ENA #\_\_\_\_\_\_\_\_\_\_**

**Applicant Email:­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| --- | --- |
| https://www.ena.org/docs/default-source/state-and-chapter-leaders/brand-center/state-logos/colorado-state-council.jpg?sfvrsn=da455a89_6 Colorado Emergency Nurses Association 2020 Delegate Point Sheet and SOP |  |

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| --- | --- | --- |
| **Activity** | **Point Value** | **total** |
| **2020 Board of Directors**   * President * President Elect * Secretary * Treasurer * Immediate Past President | 20  20  20  20  20 |  |
| |  |  | | --- | --- | | M**eeting Attendance-** | **2019-2020 Meeting Attendance (on site or Zoom)**  **🞏 June 26th, 2019**  **🞏 August 23, 2019**  **🞏 October 18, 2019**  **February 28, 2020**  **April 17, 2020** | |  | **Voted in ENA election**  State National **(no points value assigned)** | | 10 points per meeting |  |
| **Certifications- MUST include copy of current card**   * CEN * CPEN * ENPC- Provider **– or-**   Points accrued for provider ***OR*** instructor, not cumulative.   * ENPC- Instructor, Course Director and/or State Faculty * TNCC- Provider **–or-** * TNCC- Instructor, Course Director and/or State Faculty * Other- please provide documentation | 10  10  5  10  5  10  Board decision |  |
| **Committee Activity-**   * Volunteer at Colorado ENA Event * Local ENA Committee Chair – points awarded if active in committee * First Quarter Report submitted as requested * Second Quarter Report submitted as requested * Local ENA Committee Member or ED Liaison * Attendance at Committee Meeting or Conference Call * National Committee member-include summary of activity | 10  10  5  5  10  2 each  Board decision |  |
| **Please attach information about or documentation of other activities you would like the Board to consider.**  Examples: Injury Prevention Activities or related courses Publications (JEN, other Professional Journals) | Board decision |  |
| **First time delegate?** | No points |  |
| **Point total**  **\*\*\*Each year slots are held open for first time delegates. First time delegates may be selected regardless of points accumulated.** |  |  |

|  |  |
| --- | --- |
| I hereby acknowledge that I have read and understand the SOP for General Assembly Delegates and I understand requirements and responsibilities required of a delegate. I am available September 8-9, 2020 includes Labor Day (typing your name in box indicates your signature) | **X­­­­­­­­­­­­­­­­­­­­** |
| I hereby acknowledge that I am **NOT** receiving reimbursement to attend the National ENA General Assembly from another source. If this changes I will notify CO ENA and follow the board recommendation (typing your name in box indicates your signature) | **X**­­­­­­­­­­ |
| Please consider me for a scholarship to the ENA National Education Conference  September 8-11, 2020 if NOT selected as a delegate. | **Yes  No** |



SOP for General Assembly Delegate Participation- note reimbursement amount is subject to change annually and is to be inserted yearly on the delegate agreement.

**Assumptions**:

* All delegates must be present and participating in all GA activities including pre-assembly meetings and ensure their vote is entered in order to receive reimbursement for their services. This is part of the Delegate responsibilities that are outlined in the Delegate Agreement. Tardiness, lack of attention, or failure to attend any portion of General Assembly may result in forfeiture of reimbursement.
  + **Delegate Meal:** The CO ENA delegates will meet after the first day of GA to conduct business associated with the GA. This is a mandatory meeting for all delegates. The meal (excluding alcohol) will be provided by CO ENA Board.
* Each delegate will be given an assignment by the team captain to report on to the delegate group. Typically, this assignment is review of a resolution, but may vary subject to need.
* CO ENA will provide reimbursement for approved expenses as outlined below.
  + Please note, the reimbursement is not meant to act as a source of income but rather to ensure everyone may participate.

**Process of Obtaining Reimbursement/Travel Arrangements:**

* Delegates should look for direction from the State Captain related to booking travel. Whenever possible, this will be coordinated through the State Council in order to ensure meets requirements for reimbursement or be paid directly by CO ENA.
  + **Airfare**: Airfare to and from the conference from airport closest to home city. Travel dates need not exactly reflect the dates of GA (ex: a delegate chooses to arrive early or depart after the education conference).
    - If traveling to a destination other than home city after GA, airfare will only be covered up to the amount of flight home on the same day of anticipated travel. This amount will be determined and communicated by board members. Delegate will be responsible for actual booking of this flight.
    - In the event a delegate cannot attend GA and doesn’t properly cancel the delegate will be accountable to reimburse Colorado ENA for all fees related to airfare. A member who does not comply within 3 months will be considered not in good standing and reported to National ENA.
* Delegates must submit detailed expense report with receipts within 30 days of conclusion of GA for the remainder of expenses. If not submitted within the 30 days, reimbursement will be forfeited. Expenses that will be allowed for reimbursement:
  + **Lodging**: Reimbursement is estimated to provide participants with 3-night hotel stays. Delegates can contact other delegates at the emails provided by the board (delegate contact list) to attempt to find someone to share a room with if desired. The maximum amount that will be reimbursed for hotel is $600.00 in total.
  + **Travel**: Roundtrip travel to and from the airport and parking will be also be accepted as reimbursement validation. Mileage at the standard rate (determined by National ENA) may be used as well.
    - In the event that hotel is required the night before a flight, this may be considered a reasonable expense (ex: delegate lives more than 100 miles from the airport).
  + **Attire**: Delegates typically have a Colorado ENA branded clothing item to wear during GA. CO ENA clothing will be determined at August membership meeting and purchased by CO ENA on behalf of the delegate. Delegates may be expected to conform to a group standard (ex: black pants and white shirt). Delegates will receive advanced notice prior to General Assembly. Delegates are to be mindful they are representing CO ENA and dress should reflect professional business or business casual attire.
  + **Per Diem**: Delegates can also utilize the reimbursement to pay per diem expenses such as meals or snack up to $75/day starting the day prior to GA start and ending day two of GA. Receipts for items under $10.00 are not required; however, explanation of expense is still required. Alcohol is not considered an appropriate per diem expense.
  + **Registration for Emergency Nursing 2020**: Delegates who choose to attend annual conference after General Assembly can submit registration costs for reimbursement up to cost of early bird registration. Hotel and other expenses for duration of conference days will be the responsibility of the delegate.
* Delegates may not substantiate reimbursement with receipts for tax purposes for any item paid for by any other entity. (Common term "double dipping") Delegates may request reimbursement of excess expense if the item is not fully reimbursed (ex: an employer pays for a portion of room expense but does not pay entirely).
* In the event the GA format changes (ex: number of days) the board may make changes to this SOP prior to delegates accepting their appointments. Additional funding may be approved by the board at any time.
* Questions about receipts/expenses required for reimbursement support/substantiation can and should be made to the Treasurer.
* If you desire help due to financial restraints in booking hotel, please reach out to State Captain or their delegate.

**Failure to comply with any of the above may result in complete revocation of delegate reimbursement.**