



Council Achievement Award

Best Practices

1. Refer to the *Reference Guide for the Council Achievement Award Application* as it is a valuable, step-by-step guide for preparing your responses to the application questions. This document will ensure your responses include what is required for each question.
2. Utilize as much of the allotted word counts available to provide information that reflects what the council has accomplished. If possible, provide examples, data or outcomes of your accomplishments.
3. Collect data throughout the year to include in your responses. Using the Council Achievement Award application questions PDF document, verify what areas of focus your council needs to work on.
4. When completing the application, utilize all council leaders to create a well-rounded application to showcase all experiences and accomplishments of the council and chapters.
5. Do not leave out valuable information that your council or chapters have accomplished, especially if the information reflects ENA's mission statement or strategic initiatives.
6. Before submitting, have more than one individual review the application responses for accuracy and de-identification.
7. Share the Reference Guide and application questions with your state's executive board and committee chairs as part of the president's initial goals and objectives. This gives each member an idea of what needs to be accomplished throughout the year.
8. Also, share the Reference Guide and application questions with members at one of the initial council meetings to demonstrate their vision of what they would like to see accomplished in the upcoming year. The application can be a standing agenda item, and the documents can be referenced in all council meetings.
9. Assign a committee member the responsibility of addressing the progress of the application during quarterly calls/meetings.
10. The President must have transparency with their Executive Board to assure deadlines are met.