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The ENA Council Achievement Award recognizes ENA Councils for achieving best practices and organizational excellence in the core areas of association management including Administration/Governance, Communication/Public Relations, Education, Membership, and Advocacy/Government Affairs.

Councils that wish to apply for the Council Achievement Award must do so through the online application process. The online application is available on the [Council Achievement Award](#) webpage.

The application and review process takes place on an annual cycle.

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Eligibility Requirements

The period covered shall be ENA's *program year*, which is **January 1, 2025**, through **December 31, 2025**.

Councils must meet the core compliance requirements to be eligible to begin the Council Achievement Award application.

Email Governance@ena.org to verify if your council has met the compliance requirements before beginning the application. ENA staff will verify your Council's eligibility requirements.

Preliminary Steps

Before you begin the online application, complete the following preliminary work that will assist you in completing the application:

1. Completely review both this Reference Guide and the Best Practices document.
2. Gather the data needed from reports or other leaders to respond to the questions. You may utilize the application questions PDF which is available as a reference if necessary.
3. If feasible, delegate other leaders to assist in retrieving needed responses.

Narratives

The Council Achievement Award application includes questions requiring narratives that highlight your council's (including chapters) excellence, innovation, outcomes, and accomplishments. This Reference Guide encompasses clarification of evidence that must be included in your responses.

- Narratives should be written in complete sentences and kept within the maximum word limit that is identified in the application.
- It is recommended to develop each narrative in a word processing program such as Microsoft Word, using spell-check, the word count feature, and then cutting and pasting the text into the application.
- **If any question does not pertain to your council, enter "not applicable" in the text box, and it will be scored accordingly.**
- There is an option to "Add collaborator" if you would like to assign someone else to help enter information.

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De-identifying Your Narratives

To ensure a blinded review process, it is essential to omit specific names or locations ***(unless requested otherwise – ENA staff will de-identify those responses prior to review by the Awards Committee)*** that could be used to potentially identify your council.

Specifically, do not include any of the following information in your narrative responses *(unless requested)*:

- Names of all individuals – use **[name]** instead
- Name and acronym of council specific committees, councils, chapters, local hospitals, etc. – use **[committee]** **[council]** **[chapter]** or **[local hospital]** instead
- Names of cities, states – use **[city]** or **[state]** instead
- Names or acronyms of local or regional organizations and companies – use **[organization]** or **[company]** instead
 - National organizations such as the National Library of Medicine or NIH are acceptable
- All logos
- Any other information that could be used to identify your council

If application responses are not de-identified (unless requested otherwise), it may be sent back to the submitter for de-identification, there may be a delay in the review of the application, or it may not be accepted.

The contact information that is entered at the beginning of the online application is maintained by ENA staff for record-keeping purposes only and will not be shared with the Awards Committee. Instead, a unique numerical identifier is assigned to each application.

If you have questions about how to de-identify information you want to include in your application, please contact AnnualAwards@ena.org.

Submission Deadline and Review Process

- The deadline to submit your online application is **Wednesday, February 18, 2026, 1:00 pm Central**.
- The application is to be completed with approval and verification by the council president.
- Once your application is submitted, it cannot be altered.

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- The primary contact will receive an automated email receipt confirming submission.
- Applications are reviewed and scored by the ENA Awards Committee using established criteria to score each response.
- If clarification of the information you have submitted is requested from the ENA Awards Committee, an ENA staff member will contact the primary contact person.
- A council's application must receive a total overall minimum score of 80% to receive the award.
- Notification of the outcome will be emailed to the primary contact person.
- Award recipients will be recognized on ENA's website, social media, in ENA publications and during the annual Emergency Nursing Conference.

Question Guidance by Application Sections

Each question within each section is listed below. ***"The evidence"*** specifies the **information required in your responses**. Background information is also provided (if needed).

This information is provided to assist you in submitting a fully compliant Council Achievement Award application.

Note: Successful applications demonstrate a variety of diverse responses throughout the application with innovative processes, measurable outcomes, and sustained improvements.

SECTION A – ADMINISTRATION/GOVERNANCE

1. **Describe your transition, orientation or mentoring program for newly elected officers and committee chairs - other than what is offered by ENA. [500-word limit]**

The evidence

The response requires a description of your program or workshop. Programs/workshops must have taken place on or before December 31 (prior to the start of terms). Programs/workshops offered after December 31 will only receive partial credit.

Your response should include:

1. Dates of the program/workshop
2. Who is required to attend (positions, not individual names)

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3. What materials are provided (i.e., handouts, handbook)
 4. List of roles and expectations of officers or committee chairs
 5. Incorporation of state governance documents (policies, bylaws, strategic plan, budgets, etc.)
 6. Incorporation of ENA governance documents ([ENA Policies and Procedures for ENA Council Compliance and Operations](#), [ENA Bylaws](#)), and
 7. An outline of measures taken to ensure the newly elected officers and chairs are learning and carrying out administrative procedures.
-

- 2. Provide and describe one-to-two examples of your council's interaction with, and oversight of, all chapters and/or committees. [250-word limit for each response]**

The evidence

Your narratives should describe:

- the roles council leaders have with chapter and committee leadership outside of your state meetings
 - how your council ensures chapter or committee leaders are managing their chapters/ committees per their responsibilities/charges related to their role while complying with ENA's mission, and
 - how your council engages chapter or committee leaders into council programs.
-

- 3a. Describe your process of development and/or review of the council's Strategic Plan. [500-word limit]**

- 3b. Provide the development and/or revision dates of your council's Strategic Plan.**

- 3c. Provide a link to your current strategic plan.**

ENA staff will verify the information and de-identify this response prior to review by the Awards Committee.

The evidence

3a. Describe the process for developing and/or reviewing your strategic plan. Describe how ENA's Strategic Plan is incorporated into your process. Also include:

- How often it is reviewed

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- How members are involved with providing input, and
- How updates are implemented and communicated to members.

Background

Strategic plans must be well thought out and developed. Responses providing only goals and bullet points will not receive a score.

SECTION B – COMMUNICATION/PUBLIC RELATIONS

- 1. Describe and describe TWO methods your council uses to communicate with your members, TWO examples of what is included in the communications, and the frequency (i.e., quarterly, monthly, bimonthly, weekly, daily). [250-word limit for each response]**

The evidence

Each response must include the method used to communicate, an example of what is being communicated, and the frequency of the communications.

- 2. Describe how your council interacts with the local community, media and/or raises the visibility and impact of your council. [250-word limit]**

The evidence

The response must describe how the council interacts with the local community, media and/or raises the visibility and impacts of your council.

Background

The description may include various outlets within your state (e.g., high schools, churches, hospitals, newspaper articles, white papers, media news releases) that are informed about legislative advocacy, injury prevention activities, state boards of nursing practice issues presentations, community service projects and events, promoting clinical practice guidelines, etc. from your council.

SECTION C – EDUCATION

- 1a. Describe your council's educational (academic and/or conference)**

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scholarship program. [500-word limit]

- 1b. Provide a link to your council's scholarship information and recipient list.**
ENA staff will verify the information and de-identify this response prior to review by the Awards Committee.

The evidence

1a. The response must include details about your scholarship program. Include:

- How it is advertised
- Criteria/qualifications
- Award amounts
- How applications are reviewed
- How recipients are determined and notified, and
- How and when it is presented

Background

The monies provided for scholarships are specifically for enhancing one's nursing education. *This program should not include funding for General Assembly or free membership to ENA.*

- 2. Describe your council's collaboration efforts with other professional organizations or agencies to provide educational offerings. [500-word limit]**
(e.g., American Nurses Association, National Student Nurses Association, American College of Emergency Physicians, EMS for Children State Partnership grantees)

The evidence

The response requires a description of your council's collaboration with other professional organizations.

Responses must include:

1. names of the professional organizations
2. dates of educational offerings, and
3. what was offered.

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Background

Collaboration with other professional organizations may include joint or co-sponsored educational conferences or events, and/or as an invited guest speaker for state meetings.

3a. Councils must provide a minimum of 6 hours of continuing education annually, per ENA Policy and Procedures.

Describe the process used by your council to plan educational events and choose speakers and education topics. [500-word limit]

3b. Provide date(s) and location(s) of your continuing education sessions (these may be held virtually). *ENA staff will verify the information and de-identify this response prior to review by the Awards Committee.*

The evidence

3a. Response must include a detailed account of your planning process and how educational sessions and speakers are selected.
Data from your evaluation summary, needs assessment, or peer reviews should also be referenced.

4. Describe the methods your council has used to work with, acknowledge, and improve corporate partnerships. [500-word limit]

The evidence

Describe your vendor partnerships. Include how they are contacted, how they are maintained and recognized, and the follow-up process.

Background

Vendors should be healthcare related and/or support the healthcare profession (e.g., Stryker, Baxter, ZOLL, etc.)

5. Provide and describe TWO examples of how your council supports TNCC and/or ENPC courses throughout your region. [250-word limit for each response]

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The evidence

Each response should describe an example of how your council supports TNCC and/or ENPC courses.

Include details on any financial support, if the course is coordinated by the council or chapter, and how you ensure course integrity throughout the state.

6. Describe how your council supports evidence-based practice. [500-word limit]

The evidence

Be specific and include supporting data on outcomes or results from your support.

Background

Evidence-based practice efforts may include resolutions, mentoring and educational programs, position statements, white papers, research, committees/workgroups, obtaining funding to support research, or collaboration with ENA or ENA partner organizations (e.g., ACEP).

SECTION D – MEMBERSHIP

1. Describe one method your council uses to contact student nurses. Include the results/outcomes of your efforts. [250-word limit]

The evidence

One method, including the outcomes or results of your method must be provided.

Background

Methods of outreach may include:

- invitations to attend council meetings
 - sending newsletters to nursing schools
 - offering special student rates at state conferences
 - recognizing students at meetings/conferences
 - exhibiting at the annual national student conference; speaking at schools, and
 - appointing a student nurse liaison.
-

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- 2. Describe one method your council uses to contact new or prospective members. Include the results/outcomes of your efforts. [250-word limit]**

The evidence

One method must be provided, including the outcomes or results of the method.

Background

Methods of outreach may include:

- an invitation to join ENA, along with a six-month follow-up to those who have not yet joined
- an invitation to attend council meetings/conferences, with recognition to attendees
- membership discounts for those who attend state educational conferences
- an incentive program to attend the state meeting, and
- member recruitment programs.

-
- 3. Describe the strategies used to engage members and nonmembers in ENA activities. Include the results/outcomes of the strategies. [500-word limit]**

The evidence

A narrative is required that describes your strategies.
Provide the results/outcomes of your efforts.

Background

Strategies may include:

- invitations for committee involvement
- encouraging members to volunteer for small projects
- state/chapter booths at safety days
- Emergency Nurses Day/Nurses Day activities/events
- community meetings/conferences other than council-supported activities/events
- representation on community healthcare or EMS committees
- Day on the Hill
- events/activities

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- open-door invitations
 - local leaders visiting facilities in their area
 - delivering gifts of recognition during Emergency Nurses Week
 - utilizing social media, and
 - offering educational opportunities.
-

4. Describe the process and timing for contacting individuals with expired memberships.

Include the results/outcomes of that contact. [500 word count limit]

The evidence

A narrative is required describing your process and timing, including when you contact expired members (i.e., one to two months prior to expiration).

Data describing the outcomes must include how many of those with expired memberships renewed because of your efforts.

Background

Process may include letters, postcards, email, and/or phone calls.

5. Provide and describe two examples of your member recognition program. [250-word limit for each response.]

The evidence

The narratives must include:

1. an explanation of the programs
2. how it is disseminated/marketed
3. award incentives/prizes
4. how the programs have impacted your membership and council
(outcomes/achievements)

Background

There are numerous forms of member recognition:

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- award programs
- recognition for authoring articles in local, state, or national publications
- recognition for participation on local, state, or national committees
- certifications
- new member welcoming
- first meeting attendance recognition.

Incentives may include:

- acknowledgment via your council's website
- social media
- door prize giveaways
- ribbons
- award plaques, etc.

6. Describe your council's member mentorship program. [500-word limit]

The evidence

A descriptive narrative must include:

1. your council's mentoring program
2. how you match participants (mentors and mentees)
3. the roles of the mentors and mentees
4. the terms of the assignments
5. and how many members took advantage of the program in the past year.

Background

Mentor programs create an environment that nurtures new members and provides a means for them to become more engaged with ENA and its variety of benefits and resources. Mentorship programs come in many different forms based on individual councils, including new delegate mentors/mentees for the General Assembly, member liaisons as a resource, and board liaison assignments. Member mentorship programs do not include officer or committee orientation/mentoring.

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SECTION E – ADVOCACY / GOVERNMENT AFFAIRS

- 1. Describe two specific examples of how your Government Affairs chairperson communicates with members to share information and news relevant to government affairs. [250-word limit for each response.]**

The evidence

Outline two specific communication efforts with your members. Include:

- the frequency of the communications
 - an overview of what is included in the communication.
-

- 2a. Has your council hosted or sent any of your members to attend/participate in a Government Affairs-related workshop (either in-person or virtual) at the regional level? (This does not include ENA’s “Day on the Hill.”)**

Choose Yes or No

(If ‘No’ is chosen, application will automatically skip to #3a. and will be scored accordingly.)

- 2b. If yes, list the event name(s), date(s) and location(s) OR provide a link to the event information or program (if available).**

ENA staff will verify the information and de-identify this response prior to review by the Awards Committee.

- 2c. Describe the event(s) listed above. [500-word limit]**

The evidence

2a. Choose Yes or No.

- 2b. Provide the event name(s), date(s) and location(s) of the workshop OR provide a link to the event information or program (if available).

2c. The response must describe the event, including:

- how members were invited
 - how many nurses and organizations participated, and
 - any reimbursement awarded.
-

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3a. Does your council collaborate with other professional organizations and/or the community on public policy matters or issues related to emergency healthcare?

Choose Yes or No

(If 'No' is chosen, application will automatically skip to #4, and will be scored accordingly.)

3b. If yes, describe how your council collaborates with other professional organizations and/or the community on public policy matters or issues related to emergency healthcare. [500-word limit]

The evidence

The response should include a descriptive narrative on how your council has taken the lead with forming a coalition of, or partnering/collaborating with, other affected professions, and/or conducted a forum at a council meeting that included all relevant parties.

Background

Examples of professional organizations may include ACEP, EMS for Children Advisory Council, state trauma committees, or emergency preparedness and disaster organizations. Forms of collaboration may include:

- partnering with outside agencies to support policies or issues related to healthcare
- hosting a state “Day on the Hill”
- requesting a member of the local or state legislation to speak at meetings, and
- providing training or workshops for members on strategies for speaking or writing to a professional organization or your legislator.

4. How did your council contact regional, local OR federal legislators this year, outside of ENA’s “Day on the Hill?”

(If ‘did not make any contact’ is chosen, application will automatically skip to #7. and will be scored accordingly.)

The evidence

4. Choose one of the following: in person/face-to-face; virtual/phone call(s); written - letter(s), email(s), text(s) OR did not make any contact.

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5a. List the names of legislators, names of bills, dates, and locations (if applicable) contacted at the REGIONAL and/or LOCAL levels.
ENA staff will verify the information and de-identify the response prior to review by the Awards Committee.

5b. Provide a summary of discussion(s)/correspondence of specific policy issues discussed with legislators at the REGIONAL and/or LOCAL levels. [500-word limit]

The evidence

5a. List the names of legislators contacted, names of bills discussed, dates of contact, and locations (if applicable).

5b. Response must provide a summary of discussion(s)/correspondence of policy issues. Include any bills introduced to regional or local legislatures on items such as:

- workplace violence
- workplace issues (e.g., safe staffing at the state level)
- opioid crisis
- Behavioral Health
- human trafficking
- nursing scope of practice
- RN title protection.

Monthly legislative reports are provided to state leaders that include background on any relevant legislation that has been introduced or had some sort of action taken by a state legislature in the past month. Discuss how these reports have assisted you with your process.

6a. List the names of legislators, names of bills, dates, and locations (if applicable) contacted at the FEDERAL level.
ENA staff will verify the information and de-identify the response prior to review by the Awards Committee.

6b. Provide a summary of discussion(s)/correspondence of specific policy issues discussed with legislators at the FEDERAL level. [500-word limit]

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The evidence

- 6a. List the names of legislators contacted, names of bills discussed, dates of contact, and locations (if applicable).
- 6b. The response should outline specific policy issues discussed. Include any bills introduced to federal legislatures on items such as:
- workplace violence
 - workplace issues (e.g., safe staffing at the federal level)
 - opioid crisis
 - Behavioral Health
 - human trafficking
 - nursing scope of practice
 - RN title protection.

- 7. Describe any additional Government Affairs efforts in which your council has engaged in over the past year. [500-word limit]** (optional question)

The evidence

The response should provide:

- action from your state board of nursing,
- legislation introduced, progressing forward, signed into law, or stopping, or
- any other legislative/regulatory type event you have been involved with/attended.