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## Chapter Development Chapter Reporting Forms

### **Chapter Officer List and Biannual Activity Report/Chapter Update**

Each Chapter President should receive these forms by email biannually, (April and October) from the Director of Chapter Development. Information on these forms will assist the Director in reporting Chapter news and activities to the ITNS Newsletter Editor and Website Director, as well as address any questions or problems that Chapters may experience. This is your time to shine! Tell us about all of your Chapter activities so that we can inform our membership. Information on your chapter will be updated on the Chapter page of the ITNS Website and may be included in the ITNS newsletter. Please return information within the deadline set by the Chapter Development Director.

Chapter Presidents should notify the Chapter Development Director any time an election is held, Officers or Chairmen are inducted, or there are any changes to phone numbers, e-mail addresses, or mailing addresses of their Board of Directors. This information will be requested on a biannual basis, as part of the Activity Report and Chapter Update

### **ITNS On The Move**

Biannually, Chapter Presidents will be requested to report if any of their members have received a promotion, new degree, have been published, presented at a conference, moved, etc. so that we may share this exciting news with our membership. The form used to complete this report will be e-mailed on a Biannual basis with the biannual report requests or it can be found on the ITNS website.



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## Chapter Officer List

Chapter:

Submitted on:

<b>President</b>	
Name(with credentials):	
Address:	
Phone:	
Email:	
Employer:	Position

<b>President-Elect</b>	
Name(with credentials):	
Address:	
Phone:	
Email:	
Employer:	Position

<b>President Emeritus</b>	
Name(with credentials):	
Address:	
Phone:	
Email:	
Employer:	Position

<b>Secretary</b>	
Name(with credentials):	
Address:	
Phone:	
Email:	
Employer:	Position

<b>Treasurer</b>	
Name(with credentials):	
Address:	
Phone:	
Email:	
Employer:	Position

<b>Chairperson</b>	<b>Committee</b>
Name(with credentials):	
Address:	
Phone:	
Email:	
Employer:	Position

<b>Chairperson</b>	<b>Committee</b>
Name(with credentials):	
Address:	
Phone:	
Email:	
Employer:	Position

**Please return form to:**  
ITNS Director of Chapter Development



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## ITNS Biannual Chapter Update and Chapter News

<b>Date:</b>
<b>Chapter:</b>
<b>Report Submitted by</b> (include credentials):
<b>Chapter President</b> (if different, include credentials):
<b>Chapter Update:</b> Tell us about events of past 6 months Educational programs (Title, date, speaker, location, attendance)
<b>Chapter activities and projects</b> (journal clubs, donor awareness, community projects):
<b>Chapter goals, educational programs, and activities planned for the next 6 months:</b>
<b>Fundraising and Financial status:</b>

**Concerns or comments related to your chapter operations, projects, members and/or activities:**

**How can the Board of Directors help meet your chapter's needs?**

**Number of members as of Last report:**

**Number of members as of current report:**

**Biannual Updates are requested by the Chapter Development Director in April and October of each calendar year.**

**Please forward the following items with each report:**

- **Chapter Officer List**
- **Chapter Update / Chapter News report**
- **List of current active chapter members**
- **Incorporation status update documentation (usually required annually, but check your state's requirements)**
- **Reviewed/Revised Chapter Bylaws (review recommended every 2 years)**

**Feel free to contact Mimi Funovits, Chapter Development Director, for any questions regarding this process.**

**Please submit items listed above to:  
ITNS Director of Chapter Development**



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**ITNS ON THE MOVE**  
Reporting Form

**Is there something you want to share with other ITNS members about a member in your chapter?**

**Have they received an award, been published, received a promotion, completed a degree, added credentials, or moved?**

Let us know about the accomplishments of your chapter and chapter members so we can share the great news with other ITNS members. Information can be published in the newsletter or on the ITNS website.

Just Email or Fax us. Please include all degrees and credentials of the names submitted for accurate reporting. Please submit a separate form for each announcement.

Name:	Phone:
Email:	Fax:
Details of Accomplishment(s) Please include Dates.	

**Please return form to:  
ITNS Director of Chapter Development**