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## **National Representative Reporting Forms**

### **National Representative Biannual Activity Report**

Every ITNS National Representative will 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 news and activities to the ITNS Newsletter Editor and Website Director, as well as address any questions or problems that National Representatives may experience. This is your time to shine! Tell us about your country activities so that we can inform our membership. Information on your country 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.

National Representatives should notify the Chapter Development Director any time there are changes of phone numbers, e-mail addresses, or mailing addresses. This information will be requested on a biannual basis, as part of the Activity Report and Chapter Update.

### **ITNS On The Move**

Biannually, National Representatives will be requested to report if any of their area 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 request or it can be found on the ITNS website.



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## ITNS Biannual National Representative Update and Activity Report

<b>Date:</b>
<b>Country:</b>
<b>National Representative:</b> (include credentials):
<b>Report submitted by:</b> (if different, include credentials):
<b>Update:</b> Tell us about educational events of past 6 months Educational programs (Title, date, speaker, location, attendance)
<b>Activities and projects:</b> (donor awareness, community projects, transplant nurses meetings):
<b>Planned educational programs and activities for the next 6 months:</b>
<b>National Representative Goals for next 6 months:</b> (i.e. recruit 2 new members)
<b>How have you been able to increase ITNS membership in your country?</b>

<b>Concerns or comments related to your area operations, projects, members and/or activities:</b>
<b>How can the Board of Directors help meet your needs?</b>
<b>Number of ITNS members in your country as of last report:</b>
<b>Number of ITNS members in your country as of current report:</b>

**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:**

- **National Representative Update / News report**
- **List of current active members in your country**
- **ITNS On The Move reporting form**

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

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

