**Resolutions for the 2018 IANS convention are due no later than September 15, 2018 by midnight (2359)**

**All materials need to be sent to the LED director at lediansdirector@gmail.com prior to that time.**

**This Resolution Check List must be completed and attached with your resolution upon submission.**

Submitted by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (school name)

Authors: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: (street) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Zip \_\_\_\_\_\_\_

Primary Contact Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Author Names and NSNA membership numbers \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Check List for Complete Resolutions Mailing:**

Before emailing your resolution to IANS, please review and check:

* Prior NSNA/ IANS positions have been reviewed for duplication (within last 5 years)
* If prior position was taken, it is included in the citations and a justification for revisiting the position is provided
* Be sure that information about the author(s) is complete on the check list
* Each whereas clause must have a specific citation (in APA in-text citation format) to provide the evidence base for the statement
* Remember, all “resolved” statements need to be IANS based, not NSNA based
* Research should primarily be from nursing literature and published within the last 5 years.

Only complete resolutions will be accepted by the IANS Board of Directors for consideration by the House of Delegates at convention. To be considered complete, resolutions MUST have attached in the submission email:

* *Completed checklist* (MS Word file named: LastName\_FirstName\_Checklist.docx)
* *Resolution Main File* (MS Word file named: LastName\_FirstName\_Resolution.docx)
* *Abstract*: Limit of 75 words. Three or four well-written sentences summarizing purpose and intended outcomes of resolution. (MS Word file named: LastName\_FirstName\_Abstract.docx)
* *Estimated Cost*: Itemized estimated cost of implementing the resolution (MS Word file named: LastName\_FirstName\_Cost.docx)
* *Contacts*: In this column order on Excel spreadsheet: Contact person, name of organization, email address and website address, of all organizations, agencies and individuals cited in “Resolved” clauses (MS Word file named: LastName\_FirstName\_Contacts.docx)
* *List of References*: A list of all references (in APA format) that are cited in the “Whereas” statements (MS Word file named: LastName\_FirstName\_References.docx)
* *Reference documents*: A scanned .pdf or .doc of each reference used for the “whereas” clauses. Each whereas clause must have a specific citation in the body of the resolution. The sentences referenced must be underlined or highlighted in the documentation. (File Name: LastName\_FirstName\_Reference-the number(s) of the corresponding Whereas statement(s)). Examples:
	+ Document that supports the 1st Whereas statement: LastName\_FirstName\_Reference-1.doc
	+ Document that supports the 2nd, 3rd, 4th, and 6th Whereas statements: LastName\_FirstName\_Reference-2-3-4-6.pdf

**PLEASE NOTE:  If corrections or edits to the resolution are necessary the primary contact person will receive notice prior to convention.  It is very important that the primary contact person respond to any phone messages or e-mails from the IANS Board of Directors promptly so that all problems can be resolved prior to convention day.**

**Email the COMPLETE resolution package to** lediansdirector@gmail.com **by September 15th, 2018:**

Alyssa Stripe IANS Legislation and Education Director: lediansdirector@gmail.com