Member Resources Manual

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Dear Valued OADN Member,

I would like to personally thank you for your continued support of OADN. Without you, our efforts to advocate for associate degree nursing education would not be possible. As the ONLY national nursing organization exclusively representing the needs and interests of associate degree nursing education, your involvement with OADN is critically important as we strengthen our collective voice and impact. You play an integral role in our ongoing advocacy for associate degree nursing education and our future expansion in networks that promote leadership, professional development and collaboration within nursing education and the communities we serve.

I realize you are confronting some very challenging times in your program. I know ADN leaders across the country are working tirelessly in situations that they have never experienced. We greatly appreciate your leadership, resiliency, and dedication through these most challenging times, and we are committed to providing you with the professional support and educational resources you need now more than ever. To that end, I am excited to share that OADN has partnered with Unbound Medicine to create an entirely new resource on virtual simulation reviews (VSR). This exciting partnership between OADN and Unbound Medicine has allowed us to develop a structured database designed to help nursing school leadership identify virtual simulation products suitable for their curricular needs. I encourage you to learn more about this exclusive OADN VSR offering and find out how you can utilize it in your nursing curriculum at: Virtual Simulation Reviews: A Collaboration Between OADN and Unbound Medicine – OADN also has developed resources related to the changes with COVID. OADN is collaborating with NurseThink to provide up to information on the NextGen. I encourage you to take advantage of these excellent member resources.

Additionally, OADN launched a new and improved website Home - (oadn.org) where you will find up to date resources and information of importance to our members. Keep an eye out for news on the upcoming OADN National Convention themed, Owning Your Influence, this November 18 – 20, 2022 in vibrant New Orleans. We look forward to seeing you there.
I hope you benefit from the many OADN resources, programs and events uniquely tailored to support you and your associate degree nursing program. Please reach out if there is anything else OADN can do for you. I look forward to your continued involvement with OADN as we strengthen our collective voice for associate degree nursing.

With sincere appreciation for all you do for ADN education and the healthcare of our country.

My very best,

Donna Meyer MSN RN ANEF FAADN FAAN
Chief Executive Officer, OADN and OADN Foundation
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SUBSECTION 1.2 2022 BOARD OF DIRECTORS

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Matthew Morris, DNP, RN, NEA-BC
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MEMBERSHIP SERVICES
Harriet McClung, FAADN
harriet.mcclung@oadn.org
SUBSECTION 2.1 MEMBER BENEFITS OVERVIEW

MISSION: OADN IS THE NATIONAL VOICE AND A PIVOTAL RESOURCE FOR COMMUNITY COLLEGE NURSING EDUCATION AND THE ASSOCIATE DEGREE PATHWAY.

VISION: TO EXPAND NETWORKS THAT PROMOTE LEADERSHIP, COLLABORATION, AND ADVOCACY TO FURTHER ENRICH NURSING EDUCATION AND THE COMMUNITIES WE SERVE.

VALUES: EQUITY & INCLUSION, EXCELLENCE & INNOVATION, AUTHENTICITY, VISIONARY

STRATEGIC PRIORITIES: EDUCATION, ADVOCACY, LEADERSHIP, INCLUSIVITY, COLLABORATION

OADN IS THE ONLY NATIONAL NURSING ORGANIZATION EXCLUSIVELY ADVOCATING FOR THE PRESERVATION AND STRENGTHS OF THE ASSOCIATE DEGREE NURSING PATHWAY.

EDUCATION:

• OADN has an annual national conference to share the latest updates, participate in educational sessions on a myriad of topics, interface directly with industry partners, earn CE and network. Last year it was virtual, and in 2021 we are hoping to have a hybrid convention. Member discounts apply for convention registration.

• OADN’s official journal Teaching and Learning in Nursing published by Elsevier. It is a wonderful repository of peer-reviewed, evidence-based strategies for use in the classroom and program administration. Journal - (oadn.org)

• OADN is the co-lead, fiduciary, and for the National Education Progression in Nursing (NEPIN) Collaborative. Building upon the 2010 IOM/NAM recommendations to foster higher levels of education and training, NEPIN aims to increase self-actualization for nurses to increase patient outcomes. As the largest and most trusted profession (for 18 consecutive years), no one can impact your life, health, and well-being as much as a nurse. An investment in nursing education is truly an investment in each of us. See more at NEPIN: National Education in Nursing Collaborative – Academic Progression: fostering collaboration to ensure that nurses have access to higher levels of education and achievement. (nepincollaborative.org)

• In collaboration with NCSBN and other leading Nursing Organizations, published a policy brief supporting Practice/Academic Partnerships to help the nursing workforce during the COVID-19 pandemic.

• OADN COVID Task Force to provide resources to members - Covid-19 Initiative - (oadn.org)

• OADN Simulation Task Force in partnership with Unbound Medicine have developed and are expanding a library of virtual simulation reviews. Clinical time replacement is a necessity for many programs, the OADN VSR clearly delineates how selected virtual simulation products meet each of the eleven criteria outlined in the INACSL Standards of Best Practice: SimulationSM OADN Delivers Virtual Simulation Reviews On The Unbound Medicine Platform -
• Numerous educational webinars

ADVOCACY:
• OADN also directly advocates at the national and state levels on issues directly affecting ADN programs
• OADN is a member of and provides the ADN perspective to the Nursing Community Coalition, a DC-based lobbying group that advocates for Title VIII funding for the nursing workforce and other legislative and policy priorities. See more - Home | Nursing Community (thenursingcommunity.org)
• OADN provides direct feedback to federal administration officials on the needs and concerns of ADN programs and community college nursing education. For example, see OADN’s letter to Biden Harris Transition Team - OADN-Transition-Letter-Biden_Harris-Final.pdf
• OADN represents the associate degree program voice in special forums convened by NCSBN, Robert Wood Johnson, the American Association of Community Colleges, and other national organizations.
• Numerous national interviews to advocate for the ADN pathway and pathway’s importance in our communities and healthcare system.

LEADERSHIP:
• OADN sponsors the only national honor society for associate degree nursing students called Alpha Delta Nu. OADN member programs may elect to form a chapter at their school with guidance from OADN Honor Society - (oadn.org)
• OADN sits on the board and serves as a link to the national Nurses on Board Coalition
• Opportunities to run for national office within OADN to help influence nursing education the national level. Please refer to Appendix – Call for Nominations
• Opportunities to serve on committees and task forces that impact current trends in nursing education.
• The Academy of Associate Degree Nursing is a special recognition program for those who have made career spanning contributions to the profession and community.
• Leadership Program to begin in the fall of 2021.

INCLUSIVITY:
• OADN is an invited member of the ANA Commission to address Racism in Nursing
• Social Mission in Nursing Education Task Force that is conducting research on the inclusion of the ADN perspective in the social mission of nursing.
• A Diversity, Equity, Inclusivity Task Force to identify existing barriers and propose strategies with resources to promote diversity, equity, and inclusion in nursing education.
• Dissemination of important statistics regarding the diverse nature of ADN students and graduates.

COLLABORATION:
• Collaboration is an OADN value, and we embody it in all that we do. We work with many national organizations and industry partnerships, such as CastleBranch to provide member benefits.
• A partnership with the ACEN to support accreditation of all ADN programs. **OADN Position Statement on Accreditation** – as well as the recently developed statement on the support of nursing education’s role in vaccine administration. **OADN And ACEN Coordinate Efforts To Support Nursing Education’s Role In Vaccine Strategy** -
• Leading university partners that provide a tuition discount benefit to faculty and students for continuing their education from the BSN to DNP
• OADN Foundation provides more than $25,000 annually in scholarships and grants.

But most importantly your membership provides **a voice in OADN** to help shape and direct the future of this critical pathway on the national level.

1. **Program Members - Important Information for Deans & Directors**

*Program Membership – Faculty Communication*

As an OADN Program Member, all nursing faculty from a Program Member receive the benefits of membership. Deans and/or Directors serve a critically important role as their school’s primary contact for OADN Membership. **Please notify your school’s Information Technology (IT) Department as well to add OADN to your school's safe sender list. This is extremely important to ensure you and your faculty receive all OADN e-mail communications.**

As the PRIMARY CONTACT for your school’s ADN program, it is essential that you complete the following steps when renewing your OADN Program Membership:

**Step 1:** Please notify all your nursing faculty of their new or renewed OADN Membership. As an OADN program member, all nursing faculty within your program receive the benefits of membership and they should be made aware of the many benefits and resources available to them.

**Step 2:** Please ask all your nursing faculty to add OADN to their safe sender list to ensure timely receipt of future OADN email communications.

**Step 3:** Please update your program’s PRIMARY CONTACT (You as Deans/Directors) and FACULTY CONTACTS at the time of your membership dues renewal. You can complete this important step in two ways: 1) visit the OAND Membership Portal [OADN Membership Portal](#) and follow the step-by-step instructions to input your faculty and update your contact information, or 2) Contact Harriet McClung, OADN Member Services Representative, with a list of your nursing faculty at harriet.mcclung@oadn.org

*Program Membership – Dean and Director Succession Planning*

Succession planning is another critically important component for Deans and/or Directors to ensure a smooth transition of OADN Program Membership active status and benefits. Helpful suggestions for Deans and/or Directors as the OADN Program Member Primary Contact are as follows:

- When/if you, as an ADN Program Dean or Director, preplan your departure from your school’s ADN program and you have provided your school with time to secure your replacement, please contact OADN with your replacement contact information. This update can be sent to Harriet McClung, OADN Member Services Representative, at harriet.mcclung@oadn.org
You can also update the contact information of your replacement Dean or Director in the OADN Member Portal and remove your contact information as PRIMARY CONTACT.

Please explain the OADN Program Member benefits to your replacement and refer them to OADN for additional information and support.

2. OADN Convention – Continuing Education & Networking

Your OADN program membership includes discounts to our university partners as well as discounted registration to the OADN National Convention for you and ALL your nursing faculty. The OADN Convention gathers more than 500 nurse educators from across the country to share the latest best practice updates and evidence-based educational sessions on a myriad of ADN topics. Members earn valuable CE while networking with colleagues and over 200 industry representatives ready to support your program’s objectives and development.

**Future OADN Conventions:**

![Save the Date](image)

**2022**
**New Orleans, LA**
**November 18-20, 2022**
*Registration Launching Summer 2022*

**2023**
**San Diego, CA**
**November 15-18, 2023**
3. OADN Honor Society Alpha Delta Nu

Your OADN membership gives you access to the prestigious Alpha Delta Nu Honor Society. The ONLY honor society for Associate Degree Nursing.

The mission of the Alpha Delta Nu Nursing Honor Society is to recognize the academic excellence of students in the study of Associate Degree Nursing. The society encourages the pursuit of advance degrees in the profession of nursing as well as continuing education as a life-long professional responsibility.

The OADN National Chair for Alpha Delta Nu:
Nancy Perry, DNP, RN, CNE
Allied Health Division Chair
Carroll Community College
Westminster, Maryland
nancy.perry@oadn.org

**Important note for ADN students.** OADN student membership is not a prerequisite for eligibility for your school’s Alpha Delta Nu Associate Degree Nursing Honor Society program. Please contact your nursing department program administrator to determine if your school has an Alpha Delta Nu Honor Society, and the guidelines for eligibility at your school.

For questions about OADN Alpha Delta Nu, please contact harriet.mcclung@oadn.org

To access the Alpha Delta Nu Resources Packet, please visit: [Honor Society - oadn.org](http://oadn.org)

An application fee of $100.00 will be required of each program wishing to establish an OADN Alpha Delta Nu Nursing honor society chapter. Please refer to Appendix for more information.

As a reminder, all nursing programs which house a chapter of the Alpha Delta Nu Honor Society need to complete their annual OADN Membership renewal, as outlined in the Alpha Delta Nu national bylaws.

Feature stories about your school’s chapter and service projects on the OADN website. Contact bryan.hoffman@oadn.org
4. OADN JOURNAL TEACHING AND LEARNING IN NURSING

Your membership includes a subscription to the exclusive OADN Journal published by Elsevier, *Teaching and Learning in Nursing* (TELN). TELN is an exceptional resource of peer-reviewed, evidence-based data and strategies for use in associate degree nursing curriculum and program administration. Your membership gives you access to OADN’s Official Journal:

- Original, premier research that can be found nowhere else.
- An invaluable resource for hands-on nursing education.
- Quarterly peer-reviewed articles curated by a top-notch editorial team.

For more Information about the OADN Journal and to see a welcome from the Teaching and Learning in Nursing Editor-in-Chief Anna Valdez, PhD, RN, CEN, CFRN, CNE, FAEN, FAADN please visit:

Journal - (oadn.org)

To access the TELN Journal main page, please visit:

Teaching and Learning in Nursing | Journal | ScienceDirect.com by Elsevier

For OADN member information and instructions on how to access your TELN electronic journal, please visit: TELN Journal OADN Access Instructions

*To avoid any disruption to your print and electronic subscription to Teaching and Learning in Nursing, please complete your dues renewal process on or before your renewal date.*

5. OADN LEADERSHIP DEVELOPMENT

*Academy of Associate Degree Nursing*

The OADN Academy of Associate Degree Nursing honors excellence and outstanding service in Associate Degree Nursing and inspires the next generation of leaders within the Associate Degree Nursing community.

OADN is committed to providing valuable resources and webinars that promote leadership development within Associate Degree Nursing. An exciting, new OADN Leadership Development Program will launch later this year.
For application instructions, please visit - Academy of Associate Degree Nursing - Call for Nominations - (oadn.org)

6. OADN Advocacy & Outreach

OADN is representing the interests of our members with policymakers at the state and national levels. As the ONLY voice exclusively advocating for community college programs, OADN has an influence on education and health care policy that directly impacts associate degree nursing programs, and the students, patients, and communities they serve.

What we seek to accomplish:

- Ensure that policy makers understand the important role of associate degree nursing programs in providing access to safe, quality nursing care across the country.
- Collaborate with other organizations and influential leaders to create opportunities and advancement for nurse educators and associate degree graduates.
- Promote diversity and inclusion in the nursing workforce to improve health equity for patients and communities.

Please view the latest OADN Advocacy Updates: Advocacy News Listing - (oadn.org)

7. OADN Special Member Rates & Discounts

OADN is proud to partner with a wide variety of nationally recognized, accredited nursing programs that are committed to excellence in Associate Degree Nursing education and beyond. These partnerships, including Western Governors University, University of Phoenix, Chamberlain University, and Southern New Hampshire University, offer tuition discounts exclusively for OADN members. For a current listing of OADN special member discounts, please visit Membership Discounts - (oadn.org)

Subsection 2.2 Member Types

1) Program Member - Your OADN Program membership includes all your associate degree nursing faculty too! An incredible value exclusive to OADN Program Members! Annual dues - $575.

Program Member Benefits:

- Subscription to OADN Official Journal Teaching and Learning in Nursing (TELN)*
- Special Membership Rates and Discounts
- Continuing Education Resources and Credits
- Advocacy and Outreach Support
- Leadership Development Resources and Programs
✓ **GOVERNANCE OPPORTUNITIES:** ELIGIBLE TO VOTE IN AND RUN FOR OADN OFFICES AS WELL AS SERVE ON OADN COMMITTEES AND TASK FORCES
✓ **NETWORKING AND COLLABORATION**

*One TELN Journal subscription mailed per Program Dean/Director plus unlimited online TELN access*

2) **INDIVIDUAL MEMBER - ANNUAL DUES - $115**

**INDIVIDUAL MEMBER BENEFITS:**

✓ Subscription to OADN Official Journal *Teaching and Learning in Nursing* (TELN)
✓ Special Membership Rates and Discounts
✓ Continuing Education Resources and Credits
✓ Advocacy and Outreach Support
✓ Leadership Development Resources and Programs
✓ Governance Opportunities: Eligible to vote in and run for OADN offices as well as serve on OADN Committees and Task Forces
✓ Networking and Collaboration

3) **RETIRED MEMBER - ANNUAL DUES - $90**

**RETIRED MEMBER BENEFITS:**

✓ Subscription to OADN Official Journal *Teaching and Learning in Nursing*
✓ Special Membership Rates and Discounts
✓ Continuing Education Resources and Credits
✓ Advocacy and Outreach Support
✓ Leadership Development Programs and Resources
✓ Governance Opportunities: Eligible to vote in and run for OADN offices as well as serve on OADN Committees and Task Forces
✓ Networking and Collaboration

4) **STUDENT MEMBER - ANNUAL DUES - $25**

**STUDENT MEMBER BENEFITS:**

✓ Special Membership Rates and Discounts to University Partners
✓ Continuing Education Resources and Credits
✓ Advocacy and Outreach Support
✓ Leadership Development Resources and Programs
✓ Networking and Collaboration
**Important note for ADN students**  
OADN student membership is not a prerequisite for eligibility for your school’s Alpha Delta Nu associate degree nursing Honor Society program. Please contact your nursing department program administrator to determine if your school has an Alpha Delta Nu Honor Society, and the guidelines for eligibility at your school.

**Subsection 2.3 Member Dues Renewal**

1.) **Dues Renewal Fee Schedule — Sample Renewal Invoice**  
For member convenience, three (3) dues renewal notices are sent out to all active OADN member PRIMARY CONTACT prior to their respective anniversary renewal dates.

- The first renewal invoice notice will be sent out 60 days prior to your renewal date.
- The second renewal invoice notice will be sent out 30 days prior to your renewal date.
- The third renewal invoice notice will be sent out 15 days prior to your renewal date.

The PRIMARY CONTACT listed on your OADN membership will receive the renewal invoice reminders. Please be sure to add OADN to your school’s firewall to ensure timely receipt of all OADN member email communications.

To avoid any disruption to your print and electronic subscription to Teaching and Learning in Nursing, please complete the renewal process on or before your renewal date. As a reminder, all nursing programs which house a chapter of the Alpha Delta Nu Honor Society need to complete their annual OADN Membership renewal, as outlined in the Alpha Delta Nu national bylaws.

Refer Section 3: Appendix for a SAMPLE RENEWAL INVOICE.

2. **Dues Renewal Payment Options**

Members have two convenient options for annual dues renewal: payment by credit card or payment by check. For ONLINE credit card payment, please follow the instructions on your Dues Renewal Invoice to log into the OADN Membership Portal at [OADN Membership Portal (z2systems.com)](z2systems.com) (See below)
Once logged in to the OADN Membership Renewal Portal, you may complete your credit card dues payment as well as update PRIMARY CONTACT and FACULTY information.

If you forgot your login or password and require password reset assistance, please follow step-by-step reset instructions found on the OADN Membership Renewal Portal: [OADN Membership Portal (z2systems.com)](https://oadn.z2systems.com/clients/oadn/membershipr/enew/jp)

Credit card dues renewal payment can also be processed over the phone. Please call the toll-free OADN Member Services number at [1-800-809-6260](tel:1-800-809-6260) or email Harriet McClung, OADN Member Services Representative, for assistance with any member renewal or dues payment inquiries at [harriet.mcclung@oadn.org](mailto:harriet.mcclung@oadn.org)
Members can also pay annual dues by check. To pay annual OADN dues by mail, please remit check payment with your invoice # or OADN member ID to the address below:

OADN  
219 Second Avenue, Suite B  
Edwardsville, IL 62025

For OADN Program Members paying by check, please also inform OADN of your faculty contact information. You can reach Harriet McClung for these member updates at harriet.mcclung@oadn.org. Please remember to notify your faculty as well of their new/updated OADN member status and add OADN email communications to your school’s safe sender list.

ANNUAL DUES RENEWAL PAYMENT CONFIRMATION WILL BE SENT TO OADN MEMBER (PRIMARY CONTACT) ONCE PAYMENT BY CREDIT CARD OR CHECK IS RECEIVED. A DUES PAYMENT RECEIPT WILL BE AVAILABLE FOR OADN MEMBER RECORDS.

Please see Section 3: Appendix for a Sample Copy of Member Dues Acknowledgement Email

**3. MEMBER PROFILE UPDATES**

Please update your PRIMARY CONTACT and FACULTY CONTACT information at the time of your OADN annual dues renewal. Updating member contact information is easy! Please visit the OADN Membership Renewal Portal OADN Membership Portal (z2systems.com) and follow the step-by-step instructions to input your faculty and update your contact information. Please remember to inform your faculty of their new or updated OADN membership and be sure to add OADN email communications to your school’s safe sender list.

FOR OADN PROGRAM MEMBERS, IT IS VERY IMPORTANT TO INPUT YOUR FACULTY CONTACT INFORMATION DURING THE RENEWAL PROCESS. Please help us by notifying your faculty of their OADN membership and adding OADN to your school’s safe sender list.

To enter your faculty into the system as faculty-individuals through your membership please note the instructions below.

1. Go to www.oadn.org
2. Log in with the username and password for the school
3. In the box "What would you like to do?" click on My OADN Membership
4. Scroll down past the membership history to "Additional Sub-members and Memberships"
5. In the Contacts line click on Add -- Contacts: Add Remove
6. Be sure to click the Circle Faculty Name before entering name and info
7. Enter your first name and contact info, and click on Add another sub-member
8. Click on next, when you have entered the final one click Next
If you prefer to have them entered for you, please forward a staff roster with the following information to harriet.mcclung@oadn.org

Name
Email Address
Credentials-optional
Title/Position-optional

4. IMPORTANT INFORMATION FOR DEANS & DIRECTORS

Program Membership - Faculty Communication
As an OADN Program Members, all nursing faculty from a Program Member receive the benefits of membership. Deans and/or Directors serve a critically important role as their school’s primary contact for OADN Membership. Please notify your school’s Information Technology (IT) Department as well to add OADN to your school’s safe sender list. This is extremely important to ensure you and your faculty receive all OADN e-mail communications.
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Step 2: Please ask all your nursing faculty to add OADN to their safe sender list to ensure timely receipt of future OADN email communications.

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Program Membership – Dean and Director Succession Planning
Succession planning is another critically important component for Deans and/or Directors to ensure a smooth transition of OADN Program Membership active status and benefits. Helpful suggestions for Deans and/or Directors as the OADN Program Member Primary Contact are as follows:

- When/if you, as an ADN Program Dean or Director, preplan your departure from your school’s ADN program and you have provided your school with time to secure your replacement, please contact OADN with your replacement contact information. This update can be sent to Harriet McClung, OADN Member Services Representative, at harriet.mcclung@oadn.org
- You can also update the contact information of your replacement Dean or Director in the OADN Member Portal and remove your contact information as PRIMARY CONTACT.
- Please explain the OADN Program Member benefits to your replacement and provide instructions on how to access OADN member benefits. Please refer them to OADN for additional information and support.

5. TAX & COMPLIANCE INFORMATION
To obtain a copy of OADN W-9 Tax Form, please visit Form W-9 (Rev. October 2018) (oadn.org)

For compliance information pertaining to any OADN vendors or partners, please contact Harriet McClung at harriet.mcclung@oadn.org

SUBSECTION 2.4 INFORMATION FOR AFFILIATES
OADN has recently transitioned to an affiliate (formerly referred to as chapter) structure and changes have been made to our affiliate operating policy and procedures. It is important to note that your state OADN affiliate membership is not reciprocal with OADN national membership. In order to receive full OADN member benefits and discounts, you must be a member of OADN in addition to your state affiliate (where applicable).
Another update for affiliate leadership to be aware of is the new OADN Memorandum of Understanding (MOU) with our affiliates. The purpose of the MOU is to help clarify the important connection between OADN national and OADN state affiliates. The MOU is an essential component of our strong partnership as we jointly advocate for the best interests of associate degree nursing education and represent the interests of our members. Every year, these OADN MOUs will be sent out to affiliate leadership to be reviewed, updated, and signed in agreement. Please refer to Section 3: Appendix for MOU

Affiliate newsletters are sent three times a year. Please contact Amy Owens, AM, OADN Project Manager, with any questions regarding affiliate communications and/or the annual MOU contract process at amy.owens@oadn.org

**SUBSECTION 2.5 MEMBERSHIP FREQUENTLY ASKED QUESTIONS**

**How do I upload my faculty in the OADN Member Portal?** To enter your faculty into the system as faculty-individuals through your membership please note the instructions below.

1. Go to www.oadn.org
2. Log in with the username and password for the school
3. In the box "What would you like to do?" click on My OADN Membership
4. Scroll down past the membership history to "Additional Sub-members and Memberships"
5. In the Contacts line click on Add -- Contacts: Add Remove
6. **Be sure to click the Circle Faculty Name before entering name and info**
7. Enter your first name and contact info, and click on Add another sub-member
8. Click on next, when you have entered the final one click Next

If you prefer to have them entered for you, please forward a staff roster to Harriet McClung, OADN Member Services Representative, at harriet.mcclung@oadn.org. Please include the following information:

Name and credentials
Can I add all my faculty including adjunct faculty under my OADN Program Membership?
Yes! All nursing faculty are included under the OADN Program Membership.

How do I find my OADN membership number?
Log into www.oadn.org, your member number is next to your name in the welcome line.

How do I access the OADN Journal Teaching and Learning in Nursing (TELN)?
For OADN member information and instructions on how to access your TELN electronic journal, please visit: OADN-TLN-online-activation-Oct-2018.pdf

How do I register for the OADN Convention?
The registration portal will launch this summer with detailed instructions on how to register for the OADN Annual Convention this November 18 – 21, 2021 at the Austin Marriott Downtown in Austin, Texas. In order to receive the OADN member registration discount, you must follow OADN member log-in instructions with your member username and password. If you do not log-in with your OADN member username and password, the discount will not be applied for your registration.

If I join OADN as a Student Member, am I automatically enrolled in Alpha Delta Nu?
No, your OADN Student membership does not guarantee membership in the Honor Society Alpha Delta Nu. If you are unsure whether your school has an Alpha Delta Nu Chapter, please contact OADN. For information on how to start an Alpha Delta Nu Chapter at your school, please visit Honor Society - (oadn.org)

I am a member of my state affiliate, do I receive full OADN member benefits?
Your involvement at both the state and national level is critically important for the advancement of Associate Degree Nursing. For that reason, you must be a member of OADN to receive full member benefits and special discounts, in addition to your state affiliate (where applicable). OADN works collaboratively with state affiliates on our shared interests and helps provide timely communications, strategic planning and knowledge exchange for issues affecting Associate Degree Nursing. We value this relationship, and we are grateful for the exceptional work of our state affiliates to help promote community college nursing education and the associate degree pathway.

Who do I contact at OADN with questions about my membership? Please contact Harriet McClung, OADN Member Services Representative, at 1-800-809-6260 or email harriet.mcclung@oadn.org
### SECTION 3 APPENDIX- RESOURCES

1. *SAMPLE MEMBER DUES RENEWAL INVOICE*  
   22-23
2. *SAMPLE COPY OF MEMBER DUES ACKNOWLEDGEMENT EMAIL*  
   24-25
3. *2021 CALL FOR NOMINATIONS*  
   26-28
4. *OADN AFFILIATE MOU*  
   29-31
5. *ALPHA DELTA NU HONOR SOCIETY APPLICATION*  
   32-33
SAMPLE Renewal INVOICE - Organization for Associate Degree Nursing

OADN
219 Second Avenue, Suite B
Edwardsville, IL 62025

INVOICE

DATE 2021

Invoice #: OADN2021-MEMBER#

Item: Annual OADN Membership Renewal

Organization: NAME
(If Org is blank, please fill in as needed)

Primary Contact for Membership: First + Last Name

AMOUNT DUE: $575.00

Due Date: DATE 2021

Payment address: Send checks to - 219 Second Avenue, Suite B Edwardsville, IL 62025; for credit card payments, see member portal instructions below or call 800.809.6260

Dear OADN MEMBER NAME (PRIMARY CONTACT),

This note serves as your invoice of membership fees due to OADN; please see details above. You may pay by mailing a check or by logging into the membership portal. We'll notify you as soon as we receive your payment.

- Password help: If you forgot your login or password, you may reset it here: OADN (z2systems.com)
• W9 Requests: You may access OADN’s current W9 here.
• Inputting your faculty: For program members, you may enter your faculty into the membership portal, or email your current faculty list to harriet.mcclung@oadn.org. This is an important step that ensures that your faculty are also all considered members of OADN individually with full benefits.

Thank you for your continued commitment to OADN and the important work we do together to prepare the next generation of the nursing workforce. Renewing your membership reaffirms your place in the organization and allows OADN to continue to be your voice as we advocate on behalf on the associate degree pathway across the country. Your renewal will continue to give associate degree nursing a vital voice in the policy making realm where decisions on health care and higher education are made.

Renewing your membership ensures that you continue to receive other OADN benefits, such as:

• A subscription to OADN’s official journal, Teaching and Learning in Nursing
• Member schools invited to participate in the Alpha Delta Nu Nursing Student Honor Society
• Eligibility for Foundation scholarships, awards, and grants
• Tailored educational offerings
• Numerous discounts from OADN partners in education and other industries
• Special member rates for the OADN Annual Convention
• Leadership opportunities
• Assistance from other experts in nursing education
• Networking, and more!

OADN is excited to continue providing these valuable benefits to members. One benefit of OADN, however, is truly invaluable. The advocacy that OADN does on your behalf is essential to building influence and steering the national conversation towards the priorities OADN members identify. OADN advocates daily on behalf of the associate degree nursing pathways. We work to ensure that policy makers, the public, and others understand that associate degree nursing programs offer high quality education with the interest of patient safety and quality care as the priority. OADN’s responsibility is to clearly assert the basic truth that without this pathway healthcare access in our country would be compromised. At the same time, OADN must be responsible for explaining and continually emphasizing the vital importance of academic progression in the workforce.

By renewing with OADN, you are not only demonstrating your commitment to associate degree nursing education, you are also helping to safeguard the health and well-being of your community.

Should you have any questions with your membership and your benefits, please contact us by replying to this email or calling us at: (800) 809-6260

We appreciate your continuing support!

Sincerely,

The OADN Team

www.oadn.org
Sample Copy of Member Dues Acknowledgement Email

Dear <<Constituent Name>>,

Your OADN Membership is now active or has been renewed for another year.

If you are a faculty member of an OADN member school, this membership was created for you at the request of your dean or director of nursing.

The following are your membership details:

<<Company Name>>

Your Membership: <<Membership Description>>

Membership Fee: $<<Membership Fee Paid>>

Your Membership Term: <<Membership Term Duration>> <<Membership Term Unit>>

Your Membership will expire on: <<Next Membership Due Date>>

Please visit our member login portal to renew your membership, update your contact information, and access your historical transactions. If you would like to create a login & password to access your account, please click the link below: <<Reset Password Link>>

Thank you for your continued commitment to OADN and the important work we do together to prepare the next generation of the nursing workforce. Your membership affirms your place in the organization and allows OADN to continue to be your voice as we advocate on behalf on the associate degree pathway across the country. Your renewal will continue to give associate degree nursing a vital voice in the policy making realm where decisions on health care and higher education are made.

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makers, the public, and others understand that associate degree nursing programs offer high quality education with the interest of patient safety and quality care as the priority. OADN’s responsibility is to clearly assert the basic truth that without this pathway healthcare access in our country would be compromised. At the same time, OADN takes seriously our responsible for explaining and continually emphasizing the vital importance of academic progression in the workforce.

Should you have any questions about your membership or your benefits, please contact us by replying to this email or calling us at: (800) 809-6260

We appreciate your continuing support!

Sincerely,

The OADN Team

www.oadn.org
OADN SEeks NominationS For OFFicers, board of directors & NomiNaTing comITee

PreSident eleCT:
Presides in the absence of the President. Serves one year as President-elect and two years as President.

secretry:
Ensures an accurate record of all business proceedings of the Organization and the Board of Directors. Serves two years.

regional directoRs:
Southeast Regional Director from: Alabama, Georgia, Florida, Kentucky, Mississippi, North Carolina, South Carolina, Tennessee, Virginia, West Virginia, Puerto Rico, Virgin Islands, International Members from Central America, the Caribbean and Africa.

Midwest Regional Director from: Minnesota, Michigan, Wisconsin, Indiana, Ohio, Iowa, Missouri, Illinois, Kansas, North Dakota, South Dakota, Nebraska, and International Members from Canada.

Board Directors, including all officers, regional directors, public directors and the at-large director, shall participate in the development and implementation of the strategic plan, serve as Board Liaisons to committees and workgroups, and shall carry out other responsibilities as delegated by the Board of Directors. Regional Directors shall be residents of the designated regions, respectively. All regional directors, public directors and the at-large director serve a two-year term. Commitment includes attendance on monthly conference calls and 3 face-to-face meetings per year.

nominationS commITee: 3 Positions

See additional information regarding positions on page 3. Nominations must be received by the National Office no later than June 15 in order to be considered by the Nominating Committee in preparing the slate. All current members of OADN who joined as an individual member are eligible to be nominated. Self-nominations are encouraged. Nomination does not guarantee that a person’s name will appear on the final slate.

nomination and consenT form

Full Name___________________ Credentials____________________________
Current Position_________________ Work Phone________________________
Affiliation________________________ City/State________________________
Mailing Address________________________________ Home___ Work___
City________________________________________ State________ Zip__________
E-mail______________________________ Cell Phone____________________

I am willing to serve in the office of ____________________________ if selected for nomination and elected by the membership.

Signed ____________________________ Date____________________________

A complete candidate packet includes this completed form along with the following:

1. A statement for inclusion with the ballot that describes your previous experience with OADN at the state and/or national level, or other related experience, what you hope to achieve through the office you seek, and what you hope OADN would achieve through your service. Statements must be 250 words or less.
2. Board position candidates, including Officers: a letter of support from your college President or Dean acknowledging time commitment for monthly conference calls and 3 face-to-face meetings per year. (Not needed for Nominating Committee candidates.)
3. A letter of support from a colleague supporting the candidate’s nomination.
4. Signed acknowledgement of Board Meeting Expectations (page 2).
5. Your curriculum vitae or resume.
6. An electronic photo to be included with the ballot.
OADN BOARD MEMBER EXPECTATIONS

Board Meetings
The Board will meet for monthly conference calls at a date and time mutually agreed to by the Board. The schedule will be set at the November Board meeting. Changes to the meeting dates will be approved by the Board on an as needed basis.

The Board will meet for three (3) face-to-face meetings each year (as allowed). The January Board meeting will be determined at the November Board meeting. The remaining dates will be determined at the January Board meeting.

Board Meeting Attendance
The purpose of this policy is to ensure Board member attendance that will guarantee a quorum to support the organization’s ability to conduct business during meetings with full representation.

Board members are required to attend all Board meetings during the year. If attendance is not possible, the Board member is responsible to provide written notice a minimum of 24 hours before the meeting to the President, CEO and staff of their inability to attend.

The President should receive documentation for the assignments completed by the absent board member prior to the meeting. This will prevent interruption of the association’s business.

Allowable Absences
Annually, there are two (2) excused absences for any purpose that shall be reason-neutral and undisclosed, i.e. work, personal sickness, family responsibilities. A Board member who misses more than 30 minutes of a Board meeting shall be considered to have missed the meeting. Any further absences must be approved by the Board Officers.

Committee Liaison Responsibilities
Members of the Board of Directors will be responsible to serve as a liaison to one, or more, of OADN’s Committees or established workgroups. The Board liaison attends committee/workgroup meetings and works with the chair to provide feedback from the Board to the committee/workgroup, and from the committee/workgroup to the Board. The Board liaison does not serve as committee chair.

Organizational Representation at Targeted Meetings
The OADN President or designated Board members will represent OADN at the agreed upon meetings and conferences throughout the year. Travel, lodging and per diem will be paid. The President and or assigned Board designee will need the support of their employer to attend meetings as they are made known.

*OADN pays all expenses for face to face Board meetings and any required representation.

I have read the OADN Board Expectations, and I agree, if elected, to abide by these expectations.

Signed: __________________________________________________________

Date: ____________________________

Return Complete Nomination Packet by June 15, 2021 to:

Mail: OADN National Office, PO Box 928380, San Diego, CA 92192-8380
E-mail: mary.dickow@oadn.org
ROLE DESCRIPTIONS

DIRECTOR

OADN Directors serve on the Board of Directors. Within the limits of the bylaws, Directors perform the following functions:

- Assume responsibilities delegated by the President and/or Board.
- Serve as liaisons between assigned committees and the Board.
- Participate in the development and implementation of the strategic plan.
- Complete other duties as assigned.

President-Elect of the Board: The President-elect shall serve a one-year term as President-elect and two years as President. The President Elect or a designated Board member shall preside in the absence of the President. The Officer shall serve in such other capacity as the Board may direct. The Officer shall perform such other duties as ordinarily pertain to this office and as listed in the OADN Policies and Procedures.

Secretary: The Secretary shall ensure an accurate record of all business proceedings of the Organization and the Board of Directors. The Secretary shall perform such other duties as ordinarily pertain to this office and as listed in the OADN Policies and Procedures.

NOMINATING COMMITTEE

Nominating Committee members review and recommend candidates for offices to the Board of Directors in accordance with an established timeline. The Nominating Committee meets via conference calls, serving a 2-year term.
Memorandum of Understanding

This Agreement (“Agreement”) is entered into by and between the Organization for Associate Degree Nursing (OADN) and ___________________________This Memorandum describes the relationship between OADN and the Affiliate in its entirety.

ARTICLE I: Scope of Work/Purpose

A. Affiliate and OADN wish to collaborate to advocate for the interests of associate degree nursing education, to build, influence and steer the national conversation towards the priorities OADN members identify. As an OADN affiliate you agree to advocate on behalf of the associate degree nursing pathways. Additionally, you agree to work to ensure policy makers, the public, and others understand that associate degree nursing programs offer high quality education with the priority interest in-patient safety and quality care. As an OADN affiliate, your responsibility is to assist in clearly asserting the basic truth that without this pathway quality healthcare access in our country would be compromised.

B. Affiliate Responsibilities:

(1) The affiliate agrees to assist in disseminating OADN communications at local meetings or other such venues.
(2) Affiliate agrees to identify two individuals for communication purposes with the national office. Affiliate agrees to notify the national office if the designated individual changes.
(3) Affiliate agrees to keep OADN aware of upcoming state events, such as conferences, Deans and Directors meetings, and applicable state meetings.
(4) The affiliate agrees to have OADN as a standing agenda item at state Deans and Directors meetings
(5) Affiliate agrees to encourage membership in OADN

C. OADN Responsibilities:

(1) OADN will provide those resources that are publicly available or available to paid members.
(2) OADN will keep records of the affiliated contact and communicate with them as needed.
(3) OADN will recognize the Affiliate on the OADN website.

ARTICLE II: Fees

A. There are no direct fees to become an Affiliate of OADN, and no fees are collected by OADN to benefit the Affiliate. However, Affiliates will maintain membership through the appropriate membership category.
A. The OADN Affiliate is entitled to collect dues from their members but is totally responsible for funds collected.

ARTICLE III: Term and termination

A. Either party may terminate this agreement with or without cause upon written notice. The Affiliate of OADN must notify the OADN national office 60 days in advance of the termination.

ARTICLE IV: No Agency Relationship/Hold Harmless

A. Each of the parties to this Agreement will at all times retain its own autonomy as a separate entity. Neither party will be considered an employee, agent, partner, or joint venture of the other party.

B. Affiliate is responsible for and will indemnify and hold OADN harmless for any Affiliate issues arising out of this Agreement.

ARTICLE V: Dispute Resolution

A. Affiliate agreements are established only with the explicit approval of the OADN Board of Directors. Any dispute or controversy arising in relation to this Agreement will be resolved in good faith through amicable negotiations. If the dispute remains unresolved, it will be taken before the Board of Directors for resolution. Decisions of the Board of Directors are final.

ARTICLE VI: Miscellaneous Provisions

A. Non-Discrimination. Either party to this Agreement shall not discriminate against any participant on the basis of race, creed, color, religion, sex, age, disability, national origin, or ancestry.

B. Survival. Each tangible obligation such as confidentiality noted in this Agreement is a continuing obligation and survives termination of this Agreement for any reason.

C. Confidentiality. The Affiliate agrees to regard and treat as confidential all plans, performance data, financial information, member information, and other proprietary or confidential data that may be disclosed by OADN during the course of this Agreement. Any information intended as confidential shall be clearly marked “confidential” on each page prior to disclosure.

D. Intellectual Property. The affiliate has permission to use the OADN logo provided it is received from the national office.

E. Entire Agreement; Severability. This Agreement sets forth the entire understanding between OADN and the Affiliate and cannot be amended or changed except as specified in Article V (A). If any part of any provision of this Agreement or any other agreement, document or writing given pursuant to or in connection with this Agreement shall be invalid or enforceable.
under applicable law, such part shall be ineffective to the extent of such invalidity or unenforceability only, without in any way affecting the remaining parts of such provisions or the remaining provisions of said agreement.

A. Notices. Except as otherwise specified in Article V(A), all notices, requests, demands, or other communications with respect to this Agreement shall be in writing and shall be deemed to have been duly given if mailed first class, postage prepaid, and certified or registered, or by overnight or postal express mail, to the following:

(a) For OADN:

Donna Meyer MSN ANEF FAADN
FAAN Chief Executive Officer
donna.meyer@oadn.org

(b) For Affiliate: (please type two representatives names and contact information)

*Insert contact info here.

By their signatures below, the parties have executed this Agreement.

OADN

Affiliate Representative

Date

Date

Affiliate Representative

Date

OADN Member Resources Manual Page 31
APPLICATION TO ESTABLISH A CHAPTER
OF
ALPHA DELTA NU HONOR SOCIETY

Name of School: 
City & State: 

OADN Membership Number **(Required)**: 
Year of first graduating class: 

Do you agree to conduct the activities as delineated by OADN Alpha Delta Nu by-laws of the society? Yes ☐ No ☐ 

Have you received endorsement from the appropriate college official to establish this society? Yes ☐ No ☐ (Endorsement Signatures required – see below) 

A Faculty Advisor is required for approval. 

<table>
<thead>
<tr>
<th>College President or Academic Vice President</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Name &amp; Credentials:</td>
<td>Signature:</td>
</tr>
</tbody>
</table>

☐ Dean ☐ Director of Nursing (Please check appropriate title) 

| Name & Credentials:                         | Signature: |
| Phone:                                      | Email: |
| Honor Society Faculty Advisor 1 (required)  | |
| Name & Credentials:                         | Signature: |
| Phone:                                      | Email: |
| Honor Society Faculty Advisor 2 (optional)  | |
| Name & Credentials:                         | Signature: |
| Phone:                                      | Email: |
An application fee of $100.00 will be required of each program wishing to establish an OADN Alpha Delta Nu Nursing honor society chapter. An invoice for the application fee will be sent to you on receipt of the application.

There is an annual Alpha Delta Nu Chapter report, which is the responsibility of the faculty advisor(s). Failure to do so within six months after the report is due will place the society on provisional status. No further inductions will be allowed to take place until the report has been filed with OADN.

Submit Application to:
OADN National
harriet.mcclung@oadn.org

FOR ADMINISTRATIVE USE ONLY:

Date Received:

Action Taken: