



Member Resources Manual

Revised May 2023

TABLE OF CONTENTS

<u>SECTION 1. ABOUT US</u>	
SUBSECTION 1.1 CEO WELCOME	2
SUBSECTION 1.2 2023 BOARD OF DIRECTORS	3
SUBSECTION 1.3 STAFF & CONTACT INFORMATION	4
<u>SECTION 2. OUR MEMBERS</u>	
SUBSECTION 2.1 MEMBER TYPES	5
1. PROGRAM	5
2. INDIVIDUAL	5
3. RETIRED	5
SUBSECTION 2.2 MEMBER DUES RENEWAL PROCESS	6
1. DUES RENEWAL SCHEDULE	6
2. DUES RENEWAL PAYMENT OPTIONS	6
3. MEMBER PROFILE UPDATES	8
4. IMPORTANT INFORMATION FOR DEANS & DIRECTORS	9
5. TAX & COMPLIANCE INFORMATION	10
SUBSECTION 2.3 INFORMATION FOR AFFILIATES	10
SUBSECTION 2.4 MEMBERSHIP FREQUENTLY ASKED QUESTIONS	11
<u>SECTION 3 APPENDIX - RESOURCES</u>	13



Dear Valued OADN Member,

Allow me to personally thank you for your unwavering support of OADN. Your decision to join and renew your membership in OADN allows us to continue our advocacy efforts for the associate degree pathway and for the important work that you as an ADN educator do each day. As the ONLY national nursing organization exclusively representing the needs and interests of the associate degree nursing education pathway, 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 the associate degree nursing education pathway and our future expansion in networks that promote leadership, professional development, and collaboration within nursing education in the communities we serve.

The past three years have challenged us in unexpected ways, and as ADN leaders across the country you offered direction and exercised resilience to repackage those challenges as opportunities. Your determination and dedication are appreciated and OADN is committed to supporting you and providing you with the needed professional and educational resources that you need as you advance your professional journey.

I want to share with you a few highlights of the important work OADN is engaged in to serve our members. The OADN Leadership Institute will welcome cohorts five, six, and seven in 2023. The OADN Leadership Institute is geared towards emerging nurse leaders from the ranks of faculty and directors. The Institute guides participants through an introspective view of their leadership qualities as well as an environmental and outward scan of challenges and reframes such challenges as opportunities. The Institute helps enhance competencies and skills that direct advances in Associate Degree Nursing education.

Mark your calendars for the 2023 OADN Annual Convention themed, *Turning the Tide of Nursing Education*, November 15th – 18th at the Manchester Grand Hyatt in San Diego, California. The OADN Annual Convention is the *only* national conference exclusively dedicated to addressing the needs of pre-licensure registered nursing education programs. Stay tuned for more information on this year's schedule of featured speakers and innovative sessions.

With much appreciation for all you do for ADN education and the health of our country.

Respectfully,

Rick García

*Rick García, PhD RN CCM FAAOHN FAADN
Chief Executive Officer
OADN and OADN Foundation
rick.garcia@oadn.org*



SUBSECTION 1.2 2023 BOARD OF DIRECTORS

PRESIDENT

Karen LaMartina, PhD, MSN, RN
Director of Nursing
Johnson County Community College
Overland Park, KS
lamartin@jccc.edu

PRESIDENT-ELECT

Vacant

TREASURER

Cynthia Maskey, PhD, RN, CNE
Dean of Health Professions
Lincoln Land Community College
Springfield, IL
Cynthia.Maskey@llcc.edu

SECRETARY

Lisa Hawthorne, PhD, RN, PHN, CNE
Regional Dean
Galen College of Nursing
lhawthorne@galencollege.edu

EX-OFFICIO DIRECTOR

PRESIDENT, OADN FOUNDATION
Christy Dryer DNP, RN, CNE
Vice President of Academic Programs
Cecil College
North East, MD
cdryer@cecil.edu

DIRECTOR, AT-LARGE

Jennifer Eccles, PhD MSN MEd RN
Senior System Director of Nursing Excellence
The Minnesota State Health Force Center of
Excellence, Minnesota State Colleges, and
Universities
jennifer.eccles@winona.edu

DIRECTOR, MIDWEST REGION

Patricia Nabal, DNP, FNP, RN-BC
Associate Dean of Nursing
City Colleges of Chicago – Malcolm X College
Chicago, IL
pnabal@gmail.com

DIRECTOR, NORTHEAST REGION

Elizabeth Mizerek, PhD, MSN, RN, FN-CSA, CEN, CPEN, CNE,
FAEN
Director of Nursing Education
Mercer County Community College
West Windsor, NJ
mizereke@mccc.edu

DIRECTOR, SOUTHEAST REGION

Audria Denker, DNP, RN
Executive Vice President of Nursing
Galen College of Nursing
Louisville, KY
adenker@galencollege.edu

DIRECTOR, SOUTHWEST REGION

Jayson Valerio, DNP, RN
Dean for Nursing and Allied Health
South Texas College
McAllen, TX
jaysonva@southtexascollege.edu

DIRECTOR, WESTERN REGION

Lynette Apen, DNP, RN, CNS, CNE
Senior Nursing Consultant
Stanford Health Care, Office of Research and Patient Care
Services
Lynetteapen@gmail.com

PUBLIC DIRECTOR

Matthew Morris, DNP, RN, NEA-BC
Vice President of Patient Care Services
Chief Nursing Officer
Wellstar North Fulton Hospital
3000 Hospital Boulevard
Alpharetta, Georgia 30076
matthew.morris@wellstar.org

SUBSECTION 1.3 STAFF & CONTACT INFORMATION

CHIEF EXECUTIVE OFFICER

Rick García, PhD, RN, CCM, FAAOHN, FAADN
rick.garcia@oadn.org

CHIEF OPERATING OFFICER

Bryan Hoffman, MA
bryan.hoffman@oadn.org

DIRECTOR OF LEADERSHIP DEVELOPMENT

Mary Dickow, MPA, FAAN
mary.dickow@oadn.org

DIRECTOR OF ADVOCACY & ENGAGEMENT

Amy Owens, AM
amy.owens@oadn.org

MEMBERSHIP SERVICES

Harriet McClung, FAADN
harriet.mcclung@oadn.org

SUBSECTION 2.1 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 - **\$595**

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 - **\$125**

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

SUBSECTION 2.2 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.**

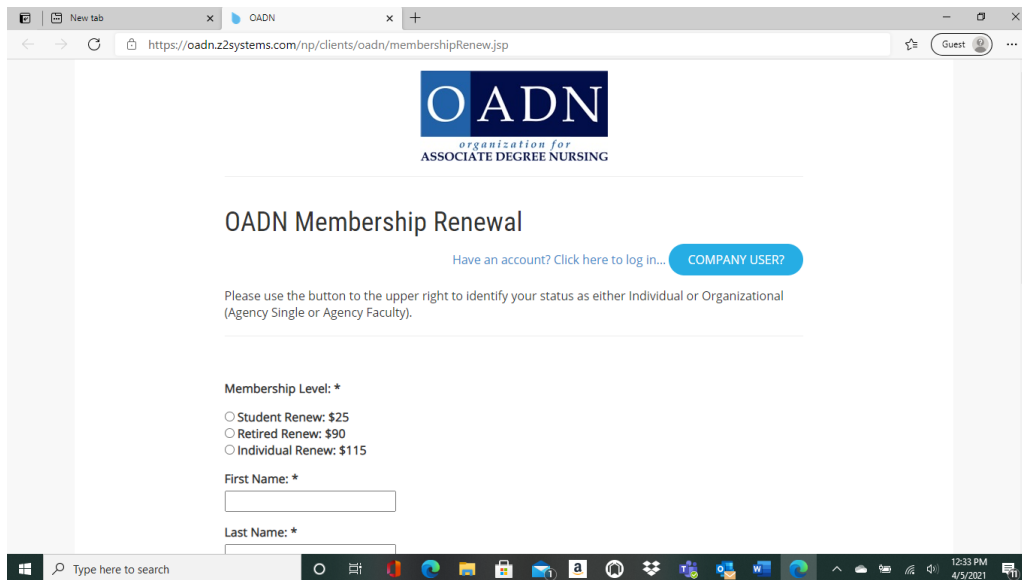
The PRIMARY CONTACT listed on your OADN membership will receive the renewal invoice reminders. **Please be sure to add OADN to your school's firewall to ensure timely receipt of all OADN member email communications.**

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.

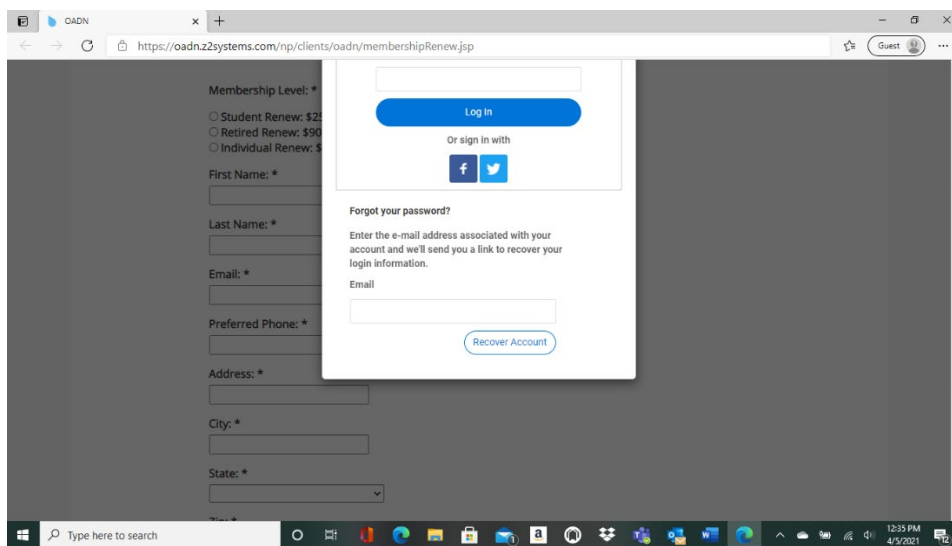
2. DUES RENEWAL PAYMENT OPTIONS

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 \(z2systems.com\)](https://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)



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** or email Harriet McClung, OADN Member Services Representative, for assistance with any member renewal or dues payment inquiries at 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

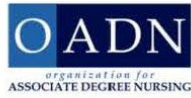
3. MEMBER PROFILE UPDATES

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 \(z2systems.com\)](http://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"



Welcome McClung University (Account# 10648)

Your membership is currently active. [Details](#)

Membership History

Current Membership

Your Membership is currently active.

Membership	Start Date	End Date	Amount	Auto	
Program	01/15/2021	01/14/2022	\$0.00	Off	

Membership	Start Date	End Date	Amount	Status	
Program	01/15/2021	01/14/2022	\$0.00	SUCCEEDED	Details
Program	05/15/2019	01/14/2021	\$0.00	SUCCEEDED	Details

- What would you like to do? ▾
- What would you like to do?
- Update My Profile
- Setup My Login
- My OADN Membership
- My OADN Convention
- OADN Events
- OADN Website
- Login Home
- Logout

Additional Sub Members & Memberships

Contacts: [Add](#) [Remove](#) [Sub-Membership: Join](#) [Renew](#)

Action	Member	Membership	Fee	Start Date	End Date	Enrollment Date
<input type="checkbox"/>	Harriet McClung	Individual	\$0.00	06/19/2020	06/18/2023	06/04/2020
<input type="checkbox"/> Set as Non-Current Employee	Max Dylan	Faculty Individual (Sub-Membership)	\$0.00	01/15/2021	01/14/2022	05/05/2020
<input type="checkbox"/> Set as Non-Current Employee	Molly Johnson	Faculty Individual (Sub-Membership)	\$0.00	01/15/2021	01/14/2022	05/05/2020
<input type="checkbox"/> Set as Non-Current Employee	Rick McClung	Faculty Individual (Sub-Membership)	\$0.00	01/15/2020	01/14/2022	05/05/2020
<input type="checkbox"/> Set as Non-Current Employee	Blanche Rohrenbach	Faculty Individual (Sub-Membership)	\$0.00	01/15/2021	01/14/2022	05/05/2020
<input type="checkbox"/> Set as Non-Current Employee	Lilly Belle Rose	Faculty Individual (Sub-Membership)	\$0.00	01/15/2021	01/14/2022	05/05/2020

Your membership is currently active. [Details](#)

Membership Join

Fill in information below to add an employee membership

Membership:

Be sure to click the Circle Faculty Name

First Name: *

Caroline

1. Enter your first name and contact info, and click on Add another sub-member

Last Name: *

Porter

Email: *

carporter@mcclunguniversity.edu

Preferred Phone: *

850-484-8762

Address: *

46762 Prince Edward Pkwy

City: *

Pace

State: *

Florida

Zip: *

32571

If you would like to manage your OADN membership (i.e., view donation history, renew membership, etc.), please create a login name and password below. Your password must be at least eight characters long, and contain at least one number.

Start Date:

01/15/2021 (MM/dd/yyyy)

End Date:

01/14/2022 (MM/dd/yyyy)

2. Click on continue, when you have entered the final one click Continue

1. ADD ANOTHER SUB-MEMBER PREVIOUS CONTINUE

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.**

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 OADN Membership Portal [OADN Membership Portal \(z2systems.com\)](https://z2systems.com) 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 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 \(Rev. October 2018\) \(oadn.org\)](https://oadn.org)

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


SUBSECTION 2.3 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 Director of Advocacy & Engagement, with any questions regarding affiliate communications and /or the annual MOU contract process at amy.owens@oadn.org

SUBSECTION 2.4 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



Your membership is currently active. [Details](#)

Membership Join

Fill in information below to add an employee membership

Membership: Be sure to click the Circle Faculty Name

First Name: 1. Enter your first name and contact info, and click on Add another sub-member

Last Name:

Email:

Preferred Phone:

Address:

City:

State:

Zip:

If you would like to manage your OADN membership (i.e., view donation history, renew memberships, etc.), please create a login name and password below. Your password must be at least eight characters long, and contain at least one number.

Start Date: (MM/dd/yyyy)

End Date: (MM/dd/yyyy)

1 2

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

School Title/Position
Email
Phone #

- ✚ **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 for the OADN 2023 Convention at the Manchester Grand Hyatt will be available online in the summer and more information can be found at: [Convention - \(oadn.org\)](#) 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.

- ✚ **How do I enroll in Alpha Delta Nu?** If you are a student and 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. <i>SAMPLE MEMBER DUES RENEWAL INVOICE</i>	14
2. <i>SAMPLE COPY OF MEMBER DUES ACKNOWLEDGEMENT EMAIL</i>	16
3. <i>ALPHA DELTA NU HONOR SOCIETY APPLICATION</i>	18



SAMPLE Renewal INVOICE - Organization for Associate Degree Nursing

Mailing Address:

**OADN
219 Second Avenue, Suite B
Edwardsville, IL 62025**

INVOICE

DATE 2022

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: \$595.00

Due Date: DATE 2022

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.

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 takes seriously our responsibility 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

**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.

College President or Academic Vice President	
Name & Credentials:	Signature:
<input type="checkbox"/> Dean <input type="checkbox"/> 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:

Administrative Associate/Secretary for Nursing			
Name:		Email:	
Mailing address for school:			
City:		State:	Zip:

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: