



Integrity | Leadership | Innovation

Community Celebrations Tool Kit

Celebrating 100 years of RN regulation

Be Part of History...



Our Goal

Our goal in 2017 is to hold **100** celebrations across the province in celebration of **100** years of RN regulation in Saskatchewan. We believe that together with you we can achieve this goal! The purpose of this toolkit is:

- to share with you many ways you can be part of history and
- to provide you with information to host a celebration in your community - including funding!

Ways to be Part of History

Key events in 2017 include:

- Gala on March 10 (the actual day the SRNA came into existence) in Regina.
- 100th Annual General Meeting and Education Conference, May 3 & 4 in Saskatoon.
- New Awards at the Annual Awards Banquet to commemorate 100 years, May 3 in Saskatoon.

While we hope many RNs take the opportunity to join us at the key events, we know there are many more who will be unable to attend but want to be involved. 100 Celebrations is meant to spread the celebration events throughout the province and engage past, present and future RNs.

Your celebration can include SRNA lead activities or can be an event that is sponsored locally. Work through the following checklist to plan your unique community celebration.

Community Celebration Event Activities

The SRNA has developed several activities for you to be involved with. You can choose any number of the options or develop your own ideas for your celebration.

- Time Capsules.** To commemorate SRNA 100th Anniversary two time capsules have been established, one for 25 years and one for 100 years. These time capsules will contain items from the past and present of the SRNA. If you wish to submit an item, please specify which time capsule you wish to have your material placed in. For more information, [click this link](#).
 - 25 years
 - 100 years
- Celebrations Grants (see form at the end of this document).** Based on the number of participants you expect; you can apply for funding to help off-set the cost of hosting a celebration. Once preliminary approval for funding has been granted a summary and picture from the event are required prior to the SRNA sending you the funds.

<input type="checkbox"/> 5 or more, \$50	<input type="checkbox"/> 50 or more, \$250
<input type="checkbox"/> 10 or more, \$100	<input type="checkbox"/> 75 or more, \$400
<input type="checkbox"/> 25 or more, \$175	<input type="checkbox"/> 100 or more, \$500



Integrity | Leadership | Innovation

- SRNA Flag Tour.** Pairs of 100th Anniversary flags will be available for touring across the province. One flag can be raised during your event and one can be signed by all who attend. The flags will be added to the time capsules as part of history. For more information, click on the following link <http://www.srna.org/2-uncategorised/394-celebrating-100-years-in-your-community>

Making Connections

Engaging people throughout your community can help bring together diverse perspectives to truly make your celebration a community event. Some groups you might consider include:

- Working and Retired RNs/ RN(NP)s
- Hospital Boards
- Health Foundations
- Local Nursing Students
- Volunteer Groups
- High School Students Interested in Nursing
- Non-Profit Organizations
- Local dignitaries such as Mayors, MLAs, etc.

Planning the Celebration

Consider these questions to inspire you and your group to bring forward innovative ideas for your celebration:

- How has your community celebrated significant events in the past?
- What are the most memorable moments from those events?
- What new celebration scenario could work to celebrate SRNA's 100th Anniversary (i.e., local award, sporting event, walk, health fair, commission art work, etc.)?

Hosting the Celebration

Once you have recruited interested people you may want to think about these ideas to help lead you to a successful event:

- We have activities that will make the event interactive and memorable for participants.
- We have community involvement.
- There is an event working group who are responsible for organizing and running the event.
- We have a plan to tell our community about the event.
- We have a budget plan for the event.
- We have a designated photographer to capture history and a reporter to send a summary and photo to the SRNA.



Integrity | Leadership | Innovation

Even more choices to add to your Celebration

The SRNA has several tools to add something special to your celebration.

- Promotional items. Contact the SRNA office to request up to 25 items for your celebration.
- 100th Anniversary Pins. Limited edition pins are available at a cost of \$5 which includes taxes and shipping. Contact the SRNA office by emailing info@srna.org to order a pin.
- Online store. 100th Anniversary items are available online at www.srnastore.com.
- Posters. Electronic posters are available for you to print and advertise your event. Email info@srna.org to make a request.

Media Information

You may wish to contact your local media (radio, newspaper) to share your event. Template letters for this purpose are available in this toolkit for your use.

Our province is vast but we can stay connected via social media. Share your pictures and stories on Facebook, and use the 100-year hashtag (#SRNA100).

Photo Consent

Participants at your event must have the choice to be in photographs. It is the responsibility of the event coordinator to inform participants that photographs will be taken. A photo consent is included on the template poster. This information should be posted at your event. If a participant declares they do not wish to be photographed, the event coordinator must ensure the participant's wishes are respected.

Capturing our part of History

Over the year, the SRNA will put together a collection of pictures and stories to be featured in a special SRNA Publication which will be published in Fall 2017. We ask that you send in photos and stories to be included in this publication even if you did not receive a celebration grant. The story that will unfold in this publication will be inspiring and shared with all SRNA members.

SRNA's 100th Anniversary is a once-in-a-lifetime opportunity for all past, present and future RNs. And it's up to all of us to make this milestone count. With your help, we can connect RNs, celebrate our achievements and chart a course for an even stronger future. Together, we can be part of history.

Contact Information

For any questions about hosting any component of the Community Celebrations, please contact Cheryl Weselak at 306-359-4224 or by email cweselak@srna.org.



100 Celebrations Application Form

The Application form is available in a [fillable pdf available here](#)

Applicant Name

RN Number

Preferred Phone Number

Email

Mailing Address

Where will the event be hosted?

When will the event be held?

What is your plan for the celebration?

Who will be involved in the event? (RNs (past, present, future); public, other health care team members)

Celebration Grants

How many participants do you expect to attend and what level of funding are you requesting?

- | | |
|--|---|
| <input type="checkbox"/> 5 or more, \$50 | <input type="checkbox"/> 50 or more, \$250 |
| <input type="checkbox"/> 10 or more, \$100 | <input type="checkbox"/> 75 or more, \$400 |
| <input type="checkbox"/> 25 or more, \$175 | <input type="checkbox"/> 100 or more, \$500 |

How will the funds be used?

How will organizers of the event highlight the 100th Anniversary in the celebration?

Please note: Once preliminary approval for funding has been granted, the summary and picture from the event are required prior to receiving the funds.

Flags Request

I would like to request flags:

Yes

No

Name of person receiving the flags:

Contact Information:

Email:

Phone Number:

Address where flags will be sent:



Integrity | Leadership | Innovation

Date the flags are needed:

Number of days the flags are required:

Date flags will be returned to SRNA:

Do you require a portable flag pole? Yes No

Time Capsule Donation

I wish to donate to the following time capsule:

- 25 years
- 100 years

Donation made by (name of individual/group):

Description of donation:

For Office Use Only:

Grant Approved – Yes or No

Authorizing Signature

Preliminary approval communicated to applicant (date)

Photo(s) received (date)

Summary received (date)

Code

Authorizing Signature

Date sent for processing



Integrity | Leadership | Innovation

Media Template

Download this template in word:

http://www.srna.org/images/stories/Communications/Annual_Meeting/media_template.docx

Use the **media advisory** template to let media know about **your event**.

MEDIA ADVISORY

[COMMUNITY] [DATE] – JOIN [COMMUNITY] REGISTERED NURSES IN CELEBRATING 100 YEARS

The Saskatchewan Registered Nurses' Association (SRNA) is celebrating 100 years of Registered Nurses delivering safe nursing care for Saskatchewan citizens. To commemorate the milestone anniversary, up to 100 community events are taking place all across the province. Members of the media, health care workers, families, and the entire community are invited to join SRNA nurses for the [Community] celebration.

When: [Date and Time]

Where: [Location + directions]

Contact: [Event coordinator], [phone number]

Be Part of History...

About SRNA

Established in 1917, SRNA is a profession-led regulatory body for the province's Registered Nurses (RNs) and Registered Nurse (Nurse Practitioners) [RN(NP)s]. The regulatory body is accountable for ensuring members are competent in providing services that society has entrusted to them. Individual members are personally accountable for their professional nursing practice through adherence to the code of ethics, practice standards and maintaining competence. The primary purpose of profession-led regulation is to act in the interest of the public. Today, 11, 471 nurses are registered with SRNA.

SRNA Mission: RNs and RN(NP)s are leaders in contributing to a healthy population.

For more information, contact the Saskatchewan Registered Nurses' Association:

Trevor Wowk, Director of Corporate Services Ph: (306) 359-4220 Cell: 306-551-8461

twowk@srna.org



Integrity | Leadership | Innovation

Template Letter to Municipal Officials re: Flag Raising

Download this template in word:

http://www.srna.org/images/stories/Communications/Annual Meeting/flag_template.docx

Use the **letter** template to request a flag raising during **your event**.

[YOUR NAME]

[TITLE]

[FACILITY]

[ADDRESS]

Name of Mayor/Reeve/Facility Administrator of [COMMUNITY]

[MUNICIPALITY]

[ADDRESS]

[CITY], SK [POSTAL CODE]

Dear [NAME];

I am writing to you as a registered nurse at the [COMMUNITY] [FACILITY] to ask you if you will give consideration to flying a Saskatchewan Registered Nurses' Association (SRNA) flag at [TOWN HALL, MUNICIPAL OFFICE, FACILITY, ETC] on [DATE] in celebration of 100 years of registered nursing in Saskatchewan.

The SRNA is celebrating 100 years of Registered Nurses delivering safe nursing care for Saskatchewan citizens. To commemorate the milestone anniversary, up to 100 community events are taking place all across the province. Members of the media, health care workers, families, and the entire community are invited to join SRNA nurses for the [COMMUNITY] celebration.

Established in 1917, SRNA is a profession-led regulatory body for the province's Registered Nurses (RNs) and Registered Nurse (Nurse Practitioners) [RN(NP)s]. The regulatory body is accountable for ensuring members are competent in providing services that society has entrusted to them. Individual members are personally accountable for their professional nursing practice through adherence to the code of ethics, practice standards and maintaining competence. The primary purpose of profession-led regulation is to act in the interest of the public. Today, 11, 471 nurses are registered with SRNA.

In our community, we have a celebration planned on [DATE AND TIME] at [LOCATION]. The



Integrity | Leadership | Innovation

celebration will include [**OVERVIEW OF EVENT**]. We would be happy to have you be a part of the festivities.

A flag raising ceremony would add to the public celebration we are planning. Photos will be sent to the SRNA to record our part of this historic year. Thank you for considering this request. I would be happy to discuss this further if there are any questions.

Sincerely,

[**NAME**]

[**TITLE**]



Integrity | Leadership | Innovation

PARTICIPANT PHOTO RELEASE

DATE: _____

LOCATION: _____

TO: SASKATCHEWAN REGISTERED NURSES ASSOCIATION
2066 RETALLACK STREET
REGINA, SK S4T 7X5

I hereby consent to and authorize the use of and reproduction by you, or anyone authorized by you, of any photographs which you have taken of me on this day for any purpose whatsoever, without further compensation to me.

Photographs shall constitute your sole property.

Signature of Model

Signature of Witness

Date