

NURSING WEEK

EVENT ORGANIZER



 @SEIUHealthCan

 @SEIUHealthcareCanada

 @seiuhealthcare

SEIUHEALTHCARE.CA

This year from May 6 to 12 is Nursing Week, which means it's time to start planning your Nursing Week events and celebrations.

With healthcare in a time of transformation, nurses are at the forefront of this change. We have to work together now, more than ever, to make meaningful impacts for nursing and the healthcare system as a whole. Nursing Week events are a great opportunity for us to unite with our co-workers and to discuss ways to fix the challenges we face daily.

In this event organizer, there are several resources to help you and your co-workers plan a successful Nursing Week event. Some ideas include a lunch to celebrate our profession, an event to plan actions and rallies, or an educational experience that provides developmental opportunities. Whatever you plan, we look forward to seeing how you celebrate nurses and the important work that we do.

Keep us updated regarding your plans by email at:

nursingdivison@seiuhealthcare.ca.

One Goal. One Team. One Vision. We Are Nurses!



JACKIE WALKER
NURSING DIVISION PRESIDENT

HOW TO PLAN A SUCCESSFUL NURSING WEEK EVENT



Build interest around Nursing Week

- » Spread the word about Nursing Week to your co-workers and find out what they would like to see at your event.



Establish a committee

- » Find co-workers who want to help you in bringing your event to life.
- » Involve your chief steward or stewards.
- » Connect with your Servicing Representative and let them know of your plans.



Create your plan

- » Brainstorm with your committee and determine the types of ideas and initiatives that are on nurses' minds.
- » Using those ideas and initiatives, determine the activities that will take place at your event.
- » Don't forget to promote SEIU Healthcare's Leadership Academy, the Nursing Division, and Professional Liability Protection Insurance.
- » Keep in mind that SEIU Healthcare will help support your event by giving you \$5 per event attendee.
- » Create a list of tasks and responsibilities and divide them among committee members.
- » Check in with your workplace's internal professional practice or nursing week committee to see if collaboration is an option.



Complete the SEIU Healthcare Nursing Week Request Form

- » Fill out the attached form and email it to s.velasco@seiuhealthcare.ca or fax it to 855-233-8238 attn: Stefanie Velasco



Involve your community

- » Enhance your event by using the attached Community Support Letter to gather donations from local vendors.

NURSING WEEK EVENT REQUEST FORM – PAGE 2 OF 5

What is the purpose of your event and why is it important? (Please list 3 points)

1.

2.

3.

What do you want to accomplish at your event? (Please list 3 points)

1.

2.

3.

How will you accomplish your goals? (Who? What? Where? When?)

NURSING WEEK EVENT REQUEST FORM – PAGE 3 OF 5

Figure out your participation numbers by using the MTO exercise:

What is the **Minimum** amount of participation of membership? _____

What is the **Target** amount of participation of membership? _____

What tactics will you use to meet this amount of participation? _____

What is the **Outrageous** (maximum) amount of participation of membership? _____

What additional tactics will you use to accomplish this outrageous tactic? _____

Event Promotion:

How do you plan to spread the word about your event? (Check all that apply)

Email

Poster Quantity: _____

Flyer Quantity: _____

Other (please specify) _____

Will you need the SEIU Healthcare's Communications team to send out an email to your target audience?

Yes No

If yes, will you be providing the email addresses?

Yes No

Will you require communications support to create flyers or posters?

Yes (please specify) _____ No

Your event should promote both the Leadership Academy and Professional Liability Protection Insurance. Do you require promotion materials for these initiatives?

Yes No

Who will handle registration for your event?

Name:

As an event organizer, you will receive a T-shirt. Please indicate your size _____

NURSING WEEK EVENT REQUEST FORM – PAGE 4 OF 5

Your Budget:

SEIU Healthcare support is not to exceed a maximum of \$5.00 per member attending the event (refer to MTO exercise)

List the items required for the event	Expected cost	Actual Cost

ACTUAL TOTAL COSTS (For office use only: post receipt of bill of sale) : _____

Approved reimbursement will only be provided once a copy of the bill(s) of sale are received by your servicing Rep. Reimbursement takes approximately three weeks. On the back of each receipt please include: First and last name of submitter, amount, method of payment, date and name of workplace.

NURSING WEEK EVENT REQUEST FORM – PAGE 5 OF 5

Have you or do you plan on conducting any workplace fundraising to offset some of the event cost?

Yes No

If yes, how much has been raised? What is your goal for workplace fundraising? _____

Please describe your process for the accounting and spending of the money raised:

Will you solicit local vendors for support and collaboration on your event?

Please refer to attached Community Support Letter.

Yes No

Have sponsors requested any brand recognition for their support?

Yes No

Will you need help from a communications specialist in fulfilling this?

Yes No

Committee Member Name(s) & Signature(s):

1. _____ 2. _____

3. _____ 4. _____

Servicing Rep Signature: _____

Date: _____

Send the completed form to s.velasco@seiuhealthcare.ca

OR

Fax to 1-855-233-8238 attn: Stefanie Velasco.

Please follow up with Stefanie to ensure receipt of completed event organizer.

If you have any questions, please contact the MRC at 1-877-672-7348.

SEIU LOCAL 1 CANADA

Main Office

125 Mural Street, Richmond Hill,
Ontario L4B 1M4
Phone: 905-695-1767
Toll Free: 1-800-267-7348
Fax: 855-233-8238
www.seiuhealthcare.ca
info@seiuhealthcare.ca

Sharleen Stewart
President

Tyler Downey
Secretary Treasurer

REGIONAL OFFICES

Barrie

121 Commerce Park Drive
Unit G
Barrie, Ontario
L4N 8X1

London

41 Adelaide Street North
Unit 83
London, Ontario
N6B 3P4

North Bay

126 Lakeshore Drive
North Bay, Ontario
P1A 2A8

Ottawa

251 Bank Street, 5th floor
Ottawa, Ontario
K2P 1X3

St. Catharines

404 St. Paul Street
Unit 2
St. Catharines, Ontario
L2R 3N2

Thunder Bay

1200 West Walsh Street
Thunder Bay, Ontario
P7E 4X4

Toll Free: 1-800-267-7348 (SEIU)
Toll Free Fax: 1-855-233-8238

Dear community member,

SEIU Healthcare is a union that represents more than 60,000 frontline healthcare workers in Ontario. Nearly 8,000 of those workers are nurses. This year, from May 6-12, Ontario will be celebrating Nurses Week. This is an opportunity for employers, the public, unions, and other members of the multi-disciplinary healthcare team and community to show their gratitude, support, and appreciation for the compassionate care nurses provide their clients, residents, and patients.

SEIU Healthcare nurses will be hosting a variety of events that celebrate the profession of nursing and nurses' contributions to healthcare. We hope that your organization will contribute to making this year's Nursing Week events successful and memorable for the nurses in our community.

Additionally, all community members and businesses who support our Nursing Week events will be recognized in an email that will be sent to all of the nurses who our union represents. We look forward to hearing from you and collaborating with your organization to bring love and appreciation to nurses.

Sincerely,

Nursing Week Planning Committee 2019

Contact Name:

Home:

Cell:

Email: