



**ST. LUKE'S ALUMNI NURSING FOUNDATION, USA
SLANF, USA**

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**ST. LUKE'S ALUMNI NURSING FOUNDATION, USA
SLANF, USA**

STANDING COMMITTEES AND STANDING RULES

Revised – 2/01/06 Effective – 8/01/06

Board of Directors and Committee Chairpersons shall have in their portfolio the SLANF, USA Bylaws and Standing Rules. Each Board member shall keep an accurate file of materials relevant to the officer or chairmanship. Within 30 days following the biennial membership meeting, all records and biennial reports shall be endorsed to his/her successor and a copy to the incoming President. All committees shall report to the Board of Directors. Standing Rules may be adopted, amended, revised or rescinded by a majority vote of the Board of Directors without previous notice.

A -I. AWARD COMMITTEE

1. Award committee shall process and select winners based on pre-defined criteria of Excellence in Leadership and Dedication Award, and Outstanding Alumna award and submit to the Board of Directors for approval. Recipients receive their award at the biennial award dinner reception. In case of a tie, an additional criterion shall be utilized
2. An Appreciation Award shall be given to a non-alumna who made numerous contributions to the growth and development of the Foundation. Recommendations will be made and decided upon by a majority vote of the Board of Directors. Awardees will be presented at the dinner dance reunion.
3. The committee shall seek official nominations from members via mail, website, and yahoo groups or through the Newsletter publication prior to the reunion.
4. Award Nomination Form and Nominees' Bio data and a half-page camera- ready profile with a 2x2 picture of the nominee must be mailed and post marked by April 15 or deadline established by the committee. **NO EXCEPTIONS!**
5. The Awards committee will coordinate with the Reunion Program Chair on the time for the presentation of the awards during reunion.
6. Committee shall secure and provide appropriate plaque for the awardees including obtaining funds from the treasurer.



**ST. LUKE'S ALUMNI NURSING FOUNDATION, USA
SLANF, USA**

A-II. Criteria for Excellence in Leadership and Dedication Award

1. The nominee shall be an alumna who has served on SLANF, USA Board or standing committees and demonstrated contributions to the organization.
2. The nominee shall have participated as coordinator or seminar speaker or carried out conference assignments.
3. The nominee shall have participated in fund raising activities including advertisement in the souvenir program and have worked in Ad Hoc committees during the reunion.
4. The nominee shall have attended Chapter activities, member of the Board and or Standing or Ad Hoc committees.
5. The nominee shall have contributed articles for the official Newsletter and/or published journals to nursing publication.
6. The nominee must have an impact to the growth and development of SLANF, USA and Chapter.
7. The nominee must have demonstrated highest ethical and professional standards and contributed to the nursing profession as a whole or community.
8. The nominee must be an SLANF, USA member in good standing who has actively belonged to the association for at least three years.



**ST. LUKE'S ALUMNI NURSING FOUNDATION, USA
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Excellence in Leadership and Dedication Award Scoring System		
Nominee: _____		Date received: _____
Nominated by: _____		Evaluated by: _____
SCORING SYSTEM: Excellence in Leadership and Dedication Award		
Criteria	Points	Nominee
1. Contributions to the Foundation:		
Board Member	6	_____
Standing committee	3	_____
2. Conference/Continuing Ed involvement		
Coordinator	4	_____
Seminar speaker	4	_____
Conference committee member	2	_____
3. Participation in fundraising activities:		
Ad Hoc Committee member	2	_____
Paid ads, reunion souvenir program	1	_____
4. Attendance to Chapter activities:		
Board member	4	_____
Standing committee	2	_____
Ad Hoc committee	2	_____
5. Newsletter activities		
News letter contributions/articles	1	_____
Publication/Editor	3	_____
Committee member	2	_____
6. Impact on growth & development of Foundation:		
Reunion attendance	1	_____
Development of policies & Procedures	1	_____
Revision of Bylaws	1	_____
7. Ethical conduct & Professional standards	1	_____
Contributed to nursing profession as a whole or community	2	_____
8. Membership to SLANF, USA at least 3 years	4	_____
	Maximum pts.	Nominee
	46	_____



**ST. LUKE'S ALUMNI NURSING FOUNDATION, USA
SLANF, USA**

A-III. Criteria for Outstanding Alumna Award

1. The award is given to the nominee who has demonstrated an exemplary accomplishment in the nursing profession.
2. The contributions of the nominee may include, but not limited to publications that contribute to nursing education; achievements in teaching, administration or clinical practice; awards in recognition of excellence from other professional organizations; civic organizations; or innovations that contribute to excellence in nursing practice.
3. The nominee must be an SLANF, USA member in good standing and has actively belonged to the Foundation for at least three years.
4. The contributions of the nominee to SLANF, USA may include, but not limited to being a Board member, Ad Hoc or Standing committee participation, coordinator or seminar speaker, fund raising activities, attendance to the reunion, and publication of article(s) in the SLANF, USA newsletter.
5. The nominee must have made an impact to the growth and development of the Foundation or Chapter.
6. The nominee must have demonstrated the highest ethical and professional standards.



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Outstanding Alumna/Alumnus Award Scoring System			
Nominee: _____		Date received: _____	
Nominated by: _____		Evaluated by: _____	
SCORING SYSTEM: Outstanding Alumna/Alumnus Award			
	Criteria	Points	Nominee
1.	Accomplishment in the nursing profession:		
	Degrees, certification earned	5	_____
	Awards: Prof org. local, national, international	4	_____
	Professional leadership position held	4	_____
2.	Contributions of nominee:		
	Publication towards nursing education	2	_____
	Achievement in teaching	2	_____
	Administration or clinical practice	2	_____
	Awards from other professional organizations	2	_____
	Awards from civic organizations	1	_____
	Innovations that contribute to excellence in nursing practice	1	_____
3.	SLANF, USA membership at least 3 years.	5	_____
4.	Contributions to SLANF, USA:		
	Board member	2	_____
	Ad Hoc/Standing committee chairman/member	1	_____
	Coordinator or seminar speaker	2	_____
	Fund raising	1	_____
	Reunion attendance	1	_____
	Newsletter publication	1	_____
5.	Impact on the growth of SLANF,USA, i.e. contributed ideas that led to the revision of Bylaws, policies & procedures, etc.	3	_____
6.	Ethical conduct and professional standards	3	_____
		Maximum pts.	Nominee
		42	_____



**ST. LUKE'S ALUMNI NURSING FOUNDATION, USA
SLANF, USA**

A-IV. Criteria for Appreciation Award to Non Alumna/Alumnus

1. The award is given by the Board to non alumna/alumnus who has made outstanding contributions to the growth and development of the Foundation.
2. The contributions of the nominee may include, but not limited to attendance of reunions, fund raising activities, seminar speaker, paid advertisements, adviser and other services needed by the Foundation.
3. A one time contribution to the Foundation is not adequate to warrant an award.



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Appreciation Award To Non Alumna/Alumnus Scoring System			
Nominee: _____	Date received: _____		
Nominated by: _____	Evaluated by: _____		
SCORING SYSTEM : Appreciation Award to Non-Alumna/Alumnus			
	Criteria	Points	Nominee
1.	Contributions of nominee To SLANF,USA:		
	Adviser	2	_____
	Board Meeting Attendance	2	_____
	Reunion Attendance	2	_____
	Seminar Speaker	2	_____
2.	Other SLANF, USA contributions / involvement /activities e.g., clerical & technical services/ published articles in the newsletter, tax preparation.	2	_____
3.	Fund –Raising Activities		
	Souvenir Program Ads	1	_____
	Prize Donations, Garage Sales and other Contributions	1	_____
4.	Contributions to SLANF Chapters:		
	Adviser	2	_____
	Souvenir Program Ads	1	_____
	Prize Donations, Garage Sales and other Contributions	1	_____
5.	Impact on the growth of SLANF,USA, i.e. contributed ideas that led to the revision of Bylaws, policies & procedures etc.	3	_____
6.	Ethical conduct and professional standards	3	_____
		Maximum Points	Nominee
		22	_____



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B. BYLAWS COMMITTEE

1. The committee shall annually review and evaluate the Bylaws.
2. Shall consider, edit and correlate proposals submitted by three or more members or the Board of Directors. Shall present to the Board of Directors proposed amendments to the bylaws provided in Article XII of these bylaws, with its recommendations for or against adoption.
3. Shall consider for approval proposed bylaws or revisions of bylaws as submitted by the by-laws committee.
4. The committee shall recommend revisions to the Bylaws by submitting the proposed amendments to the Board in writing at least 30 days prior to the Reunion Board meeting. and approved by the general membership at that reunion.
5. The committee shall submit the revised and adopted bylaws to the Executive Director to archive.



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C – I. MARKETING, WAYS AND MEANS

1. The committee chairperson may appoint two or three additional members at the reunion to assist the Ways and Means committee.
2. Shall submit a biennial budget to the SLANF, USA treasurer and seek approval of the Board.
3. The committee shall promote SLANF, USA fundraising through marketing strategies aimed to the membership, public and other professionals
4. The committee shall review the marketing policies annually and recommend revisions if necessary.
5. Shall conduct fundraising raffle, print and cause tickets to be distributed and shall be accountable for the proceeds (usually, the reunion hosts takes care of this issue and distributes them to chapters)
6. Shall explore other fundraising activities such as seeking sponsors to pay for an activity, sales of affordable and marketable products.
7. Shall develop a form to be used in reporting income/expenditures to establish uniformity.
8. Responsible accountability shall be established
9. Shall assist to seek prospective vendors and sponsors. Shall determine appropriate fees charge to vendors to produce a profit after recovering cost of display tables and other services.
10. Shall develop a written agreement that includes cost to display/sell products by the vendors. Fees are either per table or a percentage (pre approved by the Board of Directors) of total amount of sales.
11. Shall reserve the priority to choose and determine the products to sell.
12. Shall inform the general membership regarding the fundraising changes by publishing such changes in the Newsletter and as an insert to be mailed with the Registration brochure.
13. A raffle will be held at the biennial dinner dance on Saturday evening. Raffle prizes will have minor variations as determined by the committee and upon approval by the Board of Directors. Collected funds will be used to benefit Trinity College of Nursing.
14. All proceeds from the fundraising done by the Ways and Means Committee shall be submitted to the Treasurer with statement of accounts and copies shall be given to the President and Secretary to archive.
15. Shall enforce guidelines and regulations.
16. Shall write thank you notes/letter of appreciations to vendors and sponsors.
17. Shall directly report to the SLANF, USA President.

C- II. Vendors

1. Vendors, individual or group interested in selling products shall contact the Chairperson of the Marketing/Ways and Means Committee.
2. Shall submit their intent or proposal to the Board of Directors at least 3 months prior to the reunion
3. Shall sign the agreement/contract provided by the Chair to the perspective vendor. Information on the Regulations/fees will be provided by the Chairperson.
4. Shall display products for sale at the Hospitality area and the Seminar site.



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5. Shall submit a supply list needed to set up for the vendors. Shall relay these lists of supplies to the reunion host chairperson.
6. Only vendors who made reservation to participate and agreed to pay a fee will be allowed to display and sell their wares. **No exceptions!**
7. All fees must be paid after the Seminar, last day of Sales for vendors.

C- III. Sponsors

1. Sponsors either an individual or corporation must contact the Chairperson of the Ways and Means Committee. Information will be provided by the Chairperson.
2. The sponsor will be acknowledged of their donation in the Souvenir program indicating their sponsorship to the activity, i.e. General membership meeting expenses (the name of the sponsor will be cited where the activity is mentioned/written).



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D. MEMBERSHIP

1. To collect membership fees from individual alumnus/alumna and through the various chapters in coordination with the treasurer.
2. Shall plan for recruitment and retention of members.
3. Shall have application forms and information available at reunions and meetings.
4. Will develop open lines of communication with members and potential members.
5. Shall encourage and enlist fellow alumni as active members of SLANF, USA.
6. Shall ensure all paid alumni members are included in the roll of alumni to receive the newsletter in coordination with the editor.
7. Committee shall submit complete report to the Board of Directors the total number of members (old and new) as well as membership fees collected.
8. Shall submit all collected membership fees to the treasurer
9. Shall submit a proposed budget .to the Treasurer.
10. Shall report activities to the President and Board in a timely manner.



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E. NOMINATIONS AND ELECTIONS

1. Shall be conducted every two (2) years prior to the reunion.
2. Shall seek nominations for candidacy for soon to be vacated elected offices in March preceding the reunion and prior to the incumbent's end of term.
3. Candidates for the offices of the President-Elect, Treasurer, Secretary, Press Relation Officer and Internal Auditor will be sought.
4. Shall mail nomination forms to the membership together with a request for biodata of the nominee. The mailing can also be done by inserting the forms in the newsletter.
5. Only duly paid members are eligible to nominate a candidate or candidates.
6. The member nominating a candidate must obtain verbal/written consent and biodata from the candidate. Nominations and nominee's biodata must be received by the committee on **April 30**, or the deadline proposed by the committee. Only candidates with biodata submitted will be considered.
7. Shall prepare a slate of candidates with their biodata and activities with the SLANF, USA for presentation to the membership via the newsletter or mail.
8. Shall mail the official ballot to all SLANF, USA members on **May 15, with** candidates' biographical information.
9. Ballots shall be received by the Election Committee by June 10.
10. Ballots shall be counted by the committee and a written report signed by the committee chairperson shall be submitted to the President.
11. All winners shall be notified by the committee.
12. Shall report the election results at the Biennial Board of Directors meeting.
13. The Oath of Office will take place at the reunion. Their two (2) year term will start on January 1st.

****By taking the Oath of Office during the reunion, the attendees to the reunion will have a chance to meet the new leaders as well as the incoming leaders will have a chance to solicit volunteers for the committees.**



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F. PUBLICATION

F-I. PRO

1. Shall be the chairman of the Publication Committee.
2. Shall assist with preparation of informational materials.
3. Shall evaluate the effectiveness of the SLANF, USA communications.
4. Shall develop programs to promote good public relations, subject to the approval of the Board of Directors.
5. Shall handle all publicity, advertising, and release of activities
6. Shall assist the Secretary to handle correspondence and distribute meeting minutes
7. Shall assist the Editor in Chief to collect/solicit articles from members for publication in the Newsletter
8. Shall perform other duties as directed by the Board.

F-II. Webmaster.

1. Shall manage and maintain the ST. Luke's Alumni website and yahoo group.
2. Shall update and edit the website and yahoo group as deemed necessary with the Board's approval.
3. Shall monitor the usage of the website professionally.



**ST. LUKE'S ALUMNI NURSING FOUNDATION, USA
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G-I. PROFESSIONAL DEVELOPMENT AND EDUCATION

1. Shall foster and further the education in the field of nursing and related programs
2. Shall plan educational workshops for the membership and all interested professionals.
3. The committee shall provide contact hours for continuing education units
4. Educational topics shall be based on the suggestions of the members from previous evaluation at the last seminar or from recent member's suggestions.
5. Shall submit reports to the Treasurer of anticipated budget and expenses.
6. Shall report its activities to the President and the Board in a timely manner.

G-II. Honorarium

1. Honorarium for the speakers at educational seminar will be \$100.00.
2. All other expenses for speakers must be approved by the Board.



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H. FINANCE

1. Shall prepare the budget and present it to the Board of Directors for approval before presenting it at the Biennial meeting for final approval.
2. Shall approve disbursement upon consultation with the Executive Board all unbudgeted expenditures over \$200.00 for each elected officer or committee chairperson.
3. Shall determine the disposition of the reserved funds, accrued interests and any unused balance of budgeted funds with the Board of Directors.
4. Shall monitor and invest accrued funds with the approval of the Board of Directors. The President or President Designee shall be a co-signer on all investments purchased and this signature required to sell investment. The reserve funds shall be invested in short term programs which shall maximize percentage interest returns. The funds will be invested in low risk programs and shall be conservative in nature. The reserve funds will be readily accessible with little or no penalty for withdrawal. The Treasurer shall give a written report of the status of all investments on an annual basis or more often if requested by the Foundation's Executive board. The Treasurer and the President or President Designee shall be authorized to sign checks on behalf of the Foundation. The President or Designee should have a signature on file for all investments of SLANF, USA
5. Shall prepare reimbursement forms for requests for reimbursement which are related to SLANF, USA's management and affairs
6. Shall receive invoices/receipts for reimbursement for payment within thirty (30) days
7. All requests for reimbursement shall be related to SLANF, USA management and affairs and submit on the SLANF, USA form with receipts attached. There will be no reimbursement without receipts.
8. Shall reimburse expenditures of committees and board members meeting
 - a. Expendables such as postage, supplies, printing, copying and contracted services.
 - b. Essential Phone bills
 - c. Audio visual
 - d. Dinner/Reception
 - e. CEU application
 - f. CEU application fee
 - g. Hotel stay (one night) for President during reunion
 - h. \$250 to board members for annual and special meetings
 - i. Brochure and Program
 - j. Speakers' Honoraria
 - k. Door Prizes
 - l. Awards
 - m. Hotel site costs
 - n. Conference rooms
 - o. Hospitality
 - p. Gifts/Donations- All gifts must have Executive approval and are not in violation of the Not for Profit and Tax Exempt status of the Foundation. Get well gifts to the membership will not be a function of the SLANF, USA Board. Gifts will be entirely the responsibility of the donor.



**ST. LUKE'S ALUMNI NURSING FOUNDATION, USA
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- p. Complimentary Registration - Complimentary registration to the SLANF, USA educational course for Board members. Committee Chairs and education committee members are at the discretion of the President. The awardees of the complimentary registration must have actively participated in the planning sessions and the execution of the educational course.
- q. Audit of the Treasury funds
 - 1. All payments shall be approved by the treasurer. The treasurer shall have the right to inquire into all matters requiring reimbursements.
 - 2. The treasurer shall have a yearly review of financial matters performed and or examined by an accountant or any professional of the Board's choice. expenses to be borne by SLANF, USA. Copy of the report shall be submitted to the Board.



**ST. LUKE'S ALUMNI NURSING FOUNDATION, USA
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Committee/Board Meeting Reimbursement

Name: _____

Name of Committee: _____

Telephone number: _____ or Email: _____

Expenses	Amount
Postage	
Supplies	
Printing	
Copying	
Contracted Services	
Audio Visuals	
Dinner/Reception	
CEU Application	
CEU fee	
Hotel Accommodation (1 night for President During reunion)	
Essential Phone Bills	
Other	
Other	
Other	
Total	

Please include copies of all paid receipts and submit to SLANF, USA Treasurer.

Mail to: _____



**ST. LUKE'S ALUMNI NURSING FOUNDATION, USA
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Educational Course Reimbursement

Name: _____

Telephone: _____ E-mail: _____

Location of Course: _____ Date: _____

Expenses	Amount
Postage	
Supplies	
Printing	
Copying	
Contracted Services	
Brochures	
Syllabus	
CEU Application	
CEU Certificates	
Speaker Honorarium	
Door Prizes	
Awards	
Hotel Conference Room	
Food service	
Audio Visual	
Program	
Essential Phone Bills	
Other	
Other	
Total	

Please include copies of all paid receipts and submit to SLANF, USA Treasurer.

Mail to: _____



**ST. LUKE'S ALUMNI NURSING FOUNDATION, USA
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NOMINATION FORM FOR EXCELLENCE IN LEADERSHIP AND DEDICATION 20__
Page 1 of 2

Name: _____ Maiden Name: _____ Class Year: _____
Mailing Address: _____
Home Phone: _____ Cell Phone: _____
Fax No: _____ Email: _____
Present Employment: _____
Position: _____
Educational Attainment: _____

CONTRIBUTIONS TO SLANF, USA

SLANF, USA Board Positions held and dates: _____

Standing Committees and dates held: _____

SLANF, USA CONFERENCE / CONTINUING EDUCATION PARTICIPATION

Coordinator and dates: _____
Seminar Speaker dates: _____
Conference Committee member and dates: _____

PARTICIPATION IN FUND RAISING ACTIVITIES

Ad Hoc Committee Chairman and dates: _____
Souvenir Program and Other Fund-raising campaigns and dates: _____

CHAPTER ACTIVITIES

Board Membership and dates: _____

Standing / Ad Hoc Committees and dates: _____



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Page 2 of 2 (Leadership and Dedication Nomination Form)
NEWSLETTER

Published Articles: _____

Editor in-chief / dates held: _____
Publication Committee and dates: _____

MEMBERSHIP IN SLANF, USA

Member since: _____ (at least three years)

**CONTRIBUTIONS THAT MADE AN IMPACT TO THE GROWTH AND DEVELOPMENT OF
SLANF, USA AND / OR ITS CHAPTERS**

Participated in the development / revision of Constitution and By laws and dates: _____

Development / Revision of Policies and Procedures and dates: _____

Reunion Attendance: _____

Linked SLANF, USA with other professional organizations to promote health programs for the Filipino-American Communities: _____

Other accomplishments in the Foundation and dates: _____

ETHICAL CONDUCT AND PROFESSIONAL STANDARDS

Supported and practiced the philosophy and goals of SLANF, USA: _____

Practiced and maintained professional standards: _____

Nominating Member: _____

Mailing Address: _____

Home Phone: _____ Cell Phone: _____

Fax No.: _____ Email: _____

Signature: _____ Date: _____

IMPORTANT: With the nominations forms, please submit a half-page print-ready script with a picture and a concise summary of qualifications of the nominee. The awardee's resume will be included in the souvenir program.

The Nomination deadline is on: April 15, 20__ (No exceptions). Please mail nomination form to:

Awards Chairman _____

Mailing Address: _____

Home Phone: _____ Email: _____



**ST. LUKE'S ALUMNI NURSING FOUNDATION, USA
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NOMINATION FORM FOR OUTSTANDING ALUMNA / ALUMNUS AWARD 20____

Page 1 of 2

Name: _____ Maiden Name: _____ Class Year: _____

Mailing Address: _____

Home Phone: _____ Cell Phone: _____

Fax No: _____ Email: _____

Present Employment: _____

Position: _____

EXEMPLARY ACCOMPLISHMENT IN THE NURSING PROFESSION

Degrees: Doctorate _____ Post Grad _____ Bachelor _____ Diploma _____

Certifications: _____

Local, National, International, and Professional Leadership Positions held, pls. include dates held:

**CONTRIBUTIONS OF NOMINEE TO EXCELLENCE IN NURSING PRACTICE AND EDUCATION
INCLUDING PUBLICATIONS, AWARDS AND GRANTS**

Strategies Initiated that led to improvement in Nursing Practice: _____

Achievements in Clinical Practice / Administration: _____

Achievements in Education / Conference Speaker (date/s): _____

Publications: Books, articles, research and other topics related to Nursing Education and Health care:

Awards received from professional groups and civic organizations in recognition of excellence: _____



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Page 2 of 2 (Outstanding Alumna/Alumnus Nomination Form)
MEMBERSHIP IN SLANF, USA

Member since: _____ (at least three years)

SLANF, USA Board Positions held and dates: _____

Standing / Ad Hoc Committees: _____

Coordinator / Seminar Speaker: _____

Participation in fund raising Activities / Reunion and dates _____

**CONTRIBUTIONS THAT MADE AN IMPACT TO THE GROWTH AND DEVELOPMENT OF
SLANF, USA AND / OR ITS CHAPTERS**

Participated in the development/ revision of Constitution and by laws (dates): _____

Development/ Revision of Policies and Procedures (dates): _____

Linked SLANF, USA with other professional organizations to promote health programs for the Filipino-American Communities: _____

ETHICAL CONDUCT AND PROFESSIONAL STANDARDS

Supported and practiced the philosophy and goals of SLANF, USA: _____

Practiced and maintained professional standards: _____

Nominating Member: _____

Mailing Address: _____

Home Phone: _____ Cell Phone: _____

Fax No.: _____ Email: _____

Signature: _____ Date: _____

IMPORTANT: With the nominations forms, please submit a half-page print-ready script with a picture and a concise summary of qualifications of the nominee. The awardee's resume will be included in the souvenir program.

The Nomination deadline is on: April 15, 20__ (No exceptions) Please mail nomination form to:

Awards Chair _____

Address _____

Home Phone _____ Email: _____



ST. LUKE'S ALUMNI NURSING FOUNDATION, USA
SLANF, USA

NOMINATION FORM FOR NON-ALUMNA-ALUMNUS AWARD 20__

Name: _____
Mailing Address: _____
Home Phone: _____ Cell Phone: _____
Fax No: _____ Email: _____

CONTRIBUTIONS TO THE GROWTH AND DEVELOPMENT OF SLANF, USA

Adviser (Dates): _____
Board Meeting Attendance (Dates): _____
Reunion Attendance (Dates): _____
Seminar Speaker (Dates): _____
Other SLANF, USA contributions / involvement /activities e.g. clerical & technical services published articles in the newsletter, Tax preparations (Dates): _____

Fund Raising Activities

Souvenir Program Ads (Dates): _____
Other Fund Raising Contributions e.g. Prize Donations, Garage Sales: _____

CONTRIBUTIONS TO CHAPTER ACTIVITIES

Adviser (Dates): _____
Fund Raising e.g. Souvenir Program Ads, Prize Donations, Garage Sales and other Contributions: _____

Nominating Member: _____
Mailing Address: _____

Home Phone: _____ Cell Phone: _____
Fax No.: _____ Email: _____
Signature: _____ Date: _____

IMPORTANT: With the nominations forms, please submit a half-page print-ready script with a picture and a concise summary of qualifications of the nominee. The awardee's resume will be included in the souvenir program.

The Nomination deadline is on: April 15, 20__ (No exceptions). Please mail nomination form to:

The President, SLANF,USA _____
Address _____
Home Phone _____ Email: _____



ST. LUKE'S ALUMNI NURSING FOUNDATION, USA
SLANF, USA

NOMINATION FOR 20__ – 20__ SLANF, USA OFFICERS

The SLANF, USA is seeking the cooperation of all the active members whose membership dues are paid for the Election Year 20__ to nominate a new set of officers for January 20__ - December 20__.

1. Criteria to be eligible as an officer of SLANF, USA

- a. Must be an active member with membership dues paid for the Election Year 20--.
- b. Must be actively involved or willing to be actively involved with the SLANF, USA activities such as serving as a volunteer or as a committee member.
- c. Demonstrates leadership qualities.
- d. Supports the goals and by-laws of the SLANF, USA.

2. Process of election

- a. Active members may nominate themselves or other alumni.
- b. An alumna who is nominating other alumni must request the permission of the nominee for his / her name to be included in the ballot before submitting the name to the Nomination and Election committee. This is to assure willingness to serve the SLANF, USA should he / she be elected.
- c. Nomination forms (see below) must be received by the Committee by April 30, 20__
- d. The nominee must submit the biographical data to the committee by April 30, 20__
- e. Official ballots will be sent to the active members on May 15, 20__
- f. Election votes must be received by the committee by June 10, 20__ to be valid.
- g. Votes will be tabulated by the committee and results reported to the board.
- h. Newly elected officers / board members will be notified.
- i. Election results will be announced to the general membership at the next SLANF, USA meeting on June 23, 20__.

Being an active member of the SLANF, USA, I nominate the following members for the position of:

President-elect: _____
 Secretary: _____
 Treasurer: _____
 Internal Auditor: _____
 PRO: _____

Nominated by: _____ Date: _____
 Name Signature

Submit by April 15, 20__ to:
 Nominations Chairman _____
 Address _____
 Home Phone _____ Email: _____



ST. LUKE'S ALUMNI NURSING FOUNDATION, USA
SLANF, USA

NOMINATION AND ELECTION COMMITTEE

I am a candidate for the Office of: _____

Candidate Biographical Data
(To be submitted with Nomination Form)

Name: _____ Maiden Name: _____ Class Year: _____
Mailing Address: _____
Home Phone: _____ Cell Phone: _____
Fax No: _____ Email: _____
Present Employment: _____ Position: _____

SLANF, USA Office(s) held (National): _____

List SLANF, USA Committees (National): _____

List SLANF, USA Reunion Involvement: _____

List Chapter Office(s) held: _____

List Chapter Committees: _____

Other Volunteer Activities: _____

Professional Activities: _____

Mail By April 30, 20__ to: Nominations Chairman _____
Address _____
Home Phone _____ Email: _____



ST. LUKE'S ALUMNI NURSING FOUNDATION, USA
SLANF, USA

MEMBERSHIP APPLICATION / PROFILE UPDATE FORM*

Regular Members: Graduates of St Luke's Hospital School of Nursing and TCQC College of Nursing
Associate Members: Family and Friends of Alumni

[] New Member [] Renewal [] Associate Member

Class Year: _____
Name: _____ Maiden Name: _____
Home Address: _____
Home Phone: _____ Cell Phone: _____ Fax No.: _____
Email: _____ Website: _____
Spouse: _____ Children: _____

Work Address: _____
Work Phone: _____
Department: _____ Position: _____

[] Diploma [] BSN [] MA [] MSN [] PhD [] Nurse Practitioner
[] Clinician Specialty: _____ Other Degrees: _____
Certification(s): _____

[] Yes [] No I authorize release of personal information, publication of name/photos in the SLANF-USA
website or newsletters and or publication/s.

[] Yes [] No I authorize the SLANF_USA to include my data information above in the organization's
directory

CHAPTER AFFILIATION:

[] East Coast [] Midwest [] Southern CA [] Northern CA [] Canada [] Not affiliated with any
I am interested in joining the committee on: [] Membership [] Publications [] Constitution & Bylaws
[] Marketing Ways & Means [] Awards [] Nominations & Elections [] Professional Development

Membership** dues: [] \$30.00 (1 yr) [] \$50.00 (2 yrs) [] \$250.00 (Lifetime)

[] I am a lifetime member [] Enclosed is a \$ _____ donation to the foundation

Please mail this form with your membership dues or donation to Check payable to: SLANF, USA:
Membership Chairman

Signature: _____ Date: _____

*The information collected here is solely for SLANF, USA's communication and record-keeping use and will not be shared with or sold to third-party organizations. ** Membership is from January to December. Any payment received during the year is retroactive to January of that year.



ST. LUKE'S ALUMNI NURSING FOUNDATION, USA
SLANF, USA

__th Grand Reunion & Scientific Convention
June ____, 2006 -(City & State)_____

Registration Form

Class Year: _____
Name: _____ Maiden Name: _____
Home Address: _____
Home Phone: _____ Cell Phone: _____ Fax No: _____
E-Mail _____

CEU Conference: FREE I will attend: [] Yes [] No

Dinner Ticket: (Choose one)
EARLY REGISTRATION
Postmarked on or before April 1, 20__
\$65.00 per person X total # of persons \$ _____
REGULAR REGISTRATION
Postmarked after April 1, 20__ and
no later than May 24, 20__
\$75.00 per person X total # of persons \$ _____
Raffle Tickets: \$10.00 per booklet X total # of booklets \$ _____
Total Amount Enclosed: \$ _____

If you belong to the following classes, you will be honored as a jubilarian for the Reunion 20__.
Please check if applicable:

- [] Gold (50th) 19__, 19__ [] Coral (35th) 19__, 19__
[] Sapphire (45th) 19__, 19__ [] Pearl (30th) 19__, 19__
[] Ruby (40th) 19__, 19__ [] Silver (25th) 19__, 19__

Early registration is strongly encouraged. The discount is applicable to registration forms postmarked April 1, 20__. Admission to the dinner-dance is not guaranteed if you register after May 24, 20__ or if you register on-site. Mail registration form and check payable to SLANF, USA to:

Reunion Chairman



**ST. LUKE'S ALUMNI NURSING FOUNDATION, USA
SLANF, USA**

January 16, 2006

Dear Friends and Fellow Alumni:

This is the 15th year for the St. Luke's Alumni Nursing Foundation-USA reunion, years marked by determined efforts to help keep alive the outstanding contributions of our Alma Mater to the health of so many people worldwide. For the year 2006, our Grand Reunion and Scientific Convention will be held in Orlando, Florida at the Radisson Barceló Hotel on June 23-25, 2006.

A vital part of this gathering will be our efforts to raise funds that will benefit the Building Campaign of the St. Luke's College of Nursing Trinity College of Quezon City. We are soliciting your support in the form of ads for the souvenir program to be distributed at the Dinner Dance on Saturday June 24, 2006.

We hope you will come forward with your individual ad or as a group with your classmates to support this activity. Please indicate your ad choice from the list below and make your check payable to SLANF, USA.

Thank you for your generous support of St. Luke's.

Sincerely,

_____, Class __
Souvenir Program Committee Chairperson

CONTRACT/AGREEMENT TO ADVERTISE

I/We (print name(s)) _____ agree to advertise in the SLANF, USA 2006 Souvenir Program. Attached is the layout of the ad which I/we authorize to print in a (size) _____ page in the journal. I/we understand the rates are as follows:

1/4 Page	\$35.00
1/2 Page	\$60.00
Full Page	\$100.00
Inside Front Cover	\$300.00
Inside Back Cover	\$200.00
Colored Back Cover	\$300.00

Signature _____ Date _____

Send ad copy and payment before May 1, 20__ to:

Souvenir Program Chairman _____

Address _____

Home Phone _____ Email: _____



**ST. LUKE'S ALUMNI NURSING FOUNDATION, USA
SLANF, USA**

SAMPLE LETTER REQUESTING MESSAGE FOR THE SOUVENIR PROGRAM

Her Excellency Gloria Macapagal-Arroyo
President of the Republic of the Philippines
Malacanang, Philippines

Dear President Macapagal,

We respectfully request a message and a photo to grace the souvenir program and to show support for the St. Luke's Alumni Nursing Foundation, USA as we celebrate our 15th year Reunion on June 23-25, 2006 in Orlando, Florida.

Our organization consists of graduates of St. Luke's College of Nursing –Trinity College of Quezon City in E. Rodriguez Blvd, Quezon City. We serve the many graduates of our school not only in the USA, but also worldwide. Through the years, we continue to support our school through scholarships to the needy and deserving students, furnishing of the college building, faculty development and other projects as the need arises. We lend a hand to the Filipino- American Communities outside of the Native Land; assisted in government projects such as the victims of Mt. Pinatubo and the DOLLAR TO CARE, an organization dedicated to national disaster relief in the Philippines through The Los Angeles Philippine Consulate. Worldwide, we extend our help to victims of calamities such as the Tsunami in Asia and the 911.

We send you our respect and admiration and a prayer that our beloved Philippines will continue to prosper.

Sincerely yours,

President



**ST. LUKE'S ALUMNI NURSING FOUNDATION, USA
SLANF, USA**

SAMPLE THANK YOU LETTER

Carol Sarenas, M.D. and German Vergara, M.D.
Maimonides Medical Center
2850 Lake Washington Rd., Unit 4
Melbourne, FL.32940

November 11, 2005

Dear Dr. Sarenas and Dr. Vergara,

Nora Granados told me about your generous contribution to the St. Luke's Alumni Nursing Foundation, USA. on the occasion of our 15th Grand Reunion in Orlando, Florida. I would like to personally thank you for your gift on behalf of all our alumni.

Your donation will go a long way.

Our organization is dedicated to supporting the College of Nursing to improve the quality of nursing education in the Philippines. We have sent donations to help students complete their nursing course, help in the faculty development as well as furnish the classrooms and audio-visual room with the much needed equipment and furniture. We persevere to support them consistently and as the need arise.

We have also extended our assistance nationally and worldwide to the victims of the Philippine typhoon, 911 and the recent Tsunami in Southeast Asia. We continue to look out for the Philippine Nationals and Filipino-Americans who may need our espousal in the USA.

Again, our sincerest thanks and with this goes an invitation to join us at our reunion on June 23 and 24, 2006.

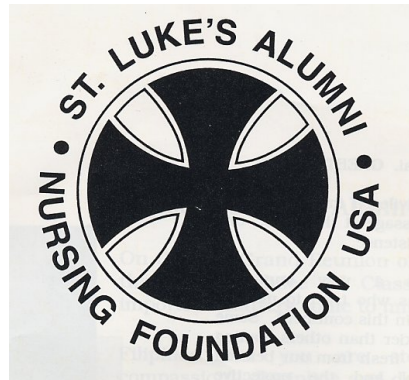
Sincerely Yours,

President, SLANF-USA



**ST. LUKE'S ALUMNI NURSING FOUNDATION, USA
SLANF, USA**

TEXT FOR THE SLANF, USA PRESIDENT'S TOKEN OF APPRECIATION



**IN RECOGNITION OF
OUTSTANDING LEADERSHIP
AND DEDICATED SERVICE**

**EMILIA N. NIEVERAS
PRESIDENT
1992 - 1995**

**Given at San Pedro, California
this 10th day of July, 2004**



**ST. LUKE'S ALUMNI NURSING FOUNDATION, USA
SLANF, USA**

2005 – 2006 Officers

Elisa Calvelo-Pamintuan
President

Aurora Rebotira
President – Elect

Aireen Vigilia-Aguilar
Secretary

Fe Almocera-Pangan
Treasurer

Fe del Rosario-Mendoza
Internal Auditor

Linda Cava-Alcasid
Executive Director

Nora Gonzales-Granados
Press Relations Officer

Elisa Averilla-Reyes
Editor-in-Chief

Chapter Directors

Fely Lazaro-Santiago
Northern California

Evelyn Mangaser-Wu
Southern California

Leticia Vallar-Lalas
Midwest

Christina Batorre-Hing
East Coast

Adelisa Caballes-McPherson
Canada

Committee Chairpersons

Araceli Timbreza-Mateo
Professional Development

Aurora Rebotira
Membership

Aireen Vigilia-Aguilar
Marketing Ways & Means

Emilia Nuesca-Nieveras
Awards

Christina Batorre-Hing
Constitution & By Laws

Fely Lazaro-Santiago
Nominations & Elections

Elisa Averilla-Reyes
Publications

Advisers

Mrs. Ester A. Santos

Dr. Cesar Reyes

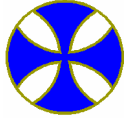
Mr. Rene Pangan

Atty. Claro Mamaril

Mrs. Emilia N. Nieveras



ST. LUKE'S ALUMNI NURSING FOUNDATION, USA
SLANF, USA



St. Luke's Alumni Nursing Foundation
USA

OATH OF OFFICE

I, _____ after having been elected as _____ of
St. Luke's Alumni Nursing Foundation, USA for the year 20__ to 20__ do
hereby solemnly swear:

*That I will abide by the rules, by-laws and regulations and promulgate the
provisions of the organization;*

*That I swear to perform and faithfully execute the duties of my office to the
best of my knowledge and ability;*

*That I impose this obligation upon myself without mental reservation or
purpose of evasion;*

And on my word of honor, I hereby affirm this oath. So help me God.

*Signed and sworn this
Tenth Day of July 2004*

*Name
Position*

Inducting Officer



**ST. LUKE'S ALUMNI NURSING FOUNDATION, USA
SLANF, USA**

**TWO YEAR TIMETABLE
SLANF, USA ACTIVITIES**

Page 1 of 5

December 20__ – SLANF, USA Newsletter publication due.

FIRST YEAR

January 31, 20__

- Endorsement to be completed to the incoming officers, January 31st.
- Obtain financial status of Foundation from treasurer.
- Obtain minutes of the last Foundation's meeting from outgoing secretary.
- President to present the Chairpersons of the different standing committees, and the Chairs of the Ad Hoc committee. Each Ad Hoc committee chair of the membership, ways and means, and professional development will pick their own members, set their goals and accomplish their goals. Each chair can start making their own proposal and be ready for the Board meeting.
- Direct membership chair to start mailing membership application/renewals. And to categorize members from non-members. Lifetime list needed some additions of names left out. Categorizing will make it easier for the committee chair to identify who needs to renew.
- Asked the help of Yahoo Group to update/delete unnecessary information. Archive info from previous administration.
- President will confer with the Over-all Chairman of the 20__ grand reunion and set out a plan. Keep in touch as necessary.
- Records of past administration to be submitted to the executive director.
- Plan on a Board meeting either spring or summer. .
- Prepare yearly budget.
- Prepare allowed reimbursements to board members traveling in and obtain.
- Send message to each Chairperson to prepare their goals for the upcoming 2 year term.

February 20__

- Complete the [reference book](#) and [SLANF, USA JOURNAL](#) ready for approval to the Board and for use.
Reference book: [Policy and Procedure Manual](#);
[Copy of Bylaws](#);
[Copy of Grand Reunion's Hands on Checklist](#)/ pending Board's approval to include it in the reference book.
SLANF, USA JOURNAL: SLANF, USA's history, list of officers since the Foundation's inception, lifetime members, award recipients, donors to the Foundation and donations made by the Foundation to the College, newsletter and souvenir journal (these later are stored separately and kept by the executive director).
- Set a date for a possible 20__ Board meeting that would be feasible for everybody
- Send in Board members invitation to the organizational meeting. Notify the different chairpersons to present their goals and what they will accomplish for the 2 years term.
- Get the **silver and golden jubilarians names** for the reunion committee.



**ST. LUKE'S ALUMNI NURSING FOUNDATION, USA
SLANF, USA**

Page 2 of 5 (Two-Year Timetable, SLANF Activities)

- Get the ad **solicitation form**
- Make sure all members of the board and the different committees have paid their dues.
- **Hotel for the reunion** should be in place at this time. Initial deposit paid. Get all necessary info for the 3 days festivities. Determine cost for dinner/dance and seminar with continental breakfast by July.
- Secure host **hotel for the 1st board meeting**....conference room, catering and dinner services, and lodging.

March 20__

Follow up Yearly Registration from the State of Illinois to be filed and paid before May.
Finalize host hotel contract for board meeting in Chicago.
Order for SLANF, USA banner.
Prepare president's message for June 1st Newsletter.

April 20__

Follow up Yearly Registration from the State of Illinois to be filed and paid before May.
Reunion committee meeting April 16
Start getting suggestions about the next Reunion. This is going to be announced at the upcoming reunion, two years in advance
Board meeting – April 23, 20__
Progress report from reunion over-all chair
Newsletter articles to be submitted to Editor...
All chairpersons of the Ad Hoc and Standing committees to submit their goals and their current activities/accomplishment.
Make a brief summary of the meeting to be published.
Follow up with Dean of College of Nursing for state of the College.

May 20__

- Submit articles to Editor-in-chief in time for Newsletter publication on June 1st.
- Mail minutes to other Board members unable to attend.
- Foundation's filing to IRS.

June 20__

Newsletter and membership forms to be mailed together.
Reunion update.
Call the attention of all jubilarians to get in touch with their classmates to have a 100% attendance.
They have to submit current address to the chairman of the membership committee.

July 20__

Discuss with Hotel banquet manager regarding dinner menus and reception food service. Get copies of menus.



**ST. LUKE'S ALUMNI NURSING FOUNDATION, USA
SLANF, USA**

Page 3of 5 (Two-Year Timetable, SLANF Activities)

September 20__

- Professional Development chair should have seminar topics and speakers in place, and ready for publication in the newsletter in December

November 20__

Publish minutes of meeting in the newsletter. Mail nomination forms with the newsletter.

- Articles to be submitted to the Editor-in-chief on time.
- Publish progress report about reunion in the newsletter.
- Announce the upcoming mailings of Dinner Dance invitations first week in Feb. 20__. Insert souvenir ad campaign and membership application.
- President's message for December issue.

“Merry Christmas and Happy New Year”

SECOND YEAR

January 20__

- Start Souvenir Ad campaign.
- Take invitations for printing on the 1st week of January.
- Print raffle tickets to be mailed to Chapter Presidents.
- Get members list from Membership Chair, both current and for renewal.
- Professional Dev't committee – seminar program should be in place ready for publication in the invitations for the reunion
- Start putting together Reunion invitations for mailing beginning of February.
- Remind Awards Committee to order plaques and President's token

February 20__

Mail completed Reunion invitations.

Mail raffle tickets to Chapter Presidents.

March 20__

- Follow up Yearly Registration from the State of Illinois to be filed and paid before May.
- Overall reunion chair to report monthly on returns or as necessary.
- Mail ballots last week of March to be due June 1, 2006

April 20__

- Follow up Yearly Registration from the State of Illinois to be filed and paid before May.
- Seminar speakers should all be in place.

May 20__

- File IRS papers.
- Articles for Newsletter publication to be submitted.
- **Discuss about a July publication if the reunion is in June.**
- Souvenir program should be edited and ready for printing.



**ST. LUKE'S ALUMNI NURSING FOUNDATION, USA
SLANF, USA**

Page 4 of 5 (Two-Year Timetable, SLANF Activities)

June 20__

Souvenir program submission deadline is June 9, 20__ & for printing June 15, 20__.

- Tabulate ballots – by June 10, 20__ and winners notified.
- Ad Hoc committees ready with their roles.
- Invitations committee to order corsages in bulk for cheaper price on June 16, 20__ and for delivery at the hotel at 4PM – 5PM
- Reunion - June 23 -25, 20__
- Board meeting, June 23 – 12-2:30 PM
- General membership meeting, June 23 – 6PM
- Hospitality, June 23 – 7PM
- Continental breakfast/Seminar for registered attendees, June 24 – 7AM – 12Noon
- Breakfast for assigned persons to help at the registration table and chairperson, to be paid by the Foundation.
- Registration/Dinner Dance, June 24 – 5:30PM – 12MN
- During awards presentation, a surprise plaque to Editor-in-chief and Rene P. as our long time accountant who gave his services for free
- Board breakfast meeting, post celebration, June 25 – 8AM – report from the different committees, evaluation & recommendations. Anything positive and/or negative. Discuss areas that need improvement. Monies and summary report to be handed over to the Treasurer.
- After the presidential speech, passing of the torch will be presented to incoming President, followed by the school hymns. Candle will be tied with a blue and gold ribbon.

July 20__

- Prepare folder to be submitted to Executive Director January of following year.
- Newsletter publication.



**ST. LUKE'S ALUMNI NURSING FOUNDATION, USA
SLANF, USA**

Page 5 of 5 (Two-Year Timetable, SLANF Activities)

REUNION:
Income /expense

<p><u>Dinner Dance</u> Attendees: _____ X \$ _____ = _____ Donation(s) received: _____ Band: _____ Corsages: _____ Board meeting breakfast: _____ Award plaques: _____ President's Token: _____ Other: _____</p>	<p><u>Souvenir Ad</u> Income _____ Receivables _____ Printing: _____ Postage: _____ Miscellaneous: _____</p>
<p><u>Invitations</u> Postage: _____ Stationeries: _____ Printing: _____ Corsages: _____</p>	<p><u>Membership:</u> <u>Registered / renewed membership:</u> Annual: _____ Biennial: _____ Lifetime: _____ Donations: _____ Printing: _____ Stationeries: _____ Postage: _____</p>
<p><u>Ways & Means</u> Regular raffle tickets to be sent to Chapter Presidents: _____ Total sold : _____ Winnings: _____ \$ _____ 50/50 raffle tickets: _____ Total sold: _____ Winnings: _____ \$ _____ <u>Merchandise:</u> Sold: _____ Unsold: _____</p>	<p><u>Seminar</u> Attendees: _____ X _____ = _____ Donations: _____ Seminar fee: <u>Free</u> <u>Expenses:</u> Breakfast: Attendees: _____ X \$ _____ = _____ Audiovisuals: _____ Honorarium: _____ X \$ _____ = _____ Printing: _____ Net = _____</p>



**Biennial Reunion & Convention Guidelines
Page 1 of 3**

Guidelines & Rules

1. The overall chairperson shall be the President of the SLANF. He/she shall appoint its members upon consultation with the Board of Directors. Among its composition shall be the local host convention chairperson (If a host chapter exists, otherwise the overall chairman shall act as local chairman) and five or seven members who shall also be subcommittee chairpersons in:

- Registration
- CE
- Exhibit
- Souvenir Program
- Entertainment
- Jubilarians Activities

Functions:

- To conduct a biennial reunion homecoming and convention, to include securing the venue; creating a convention program; providing means of registration; facilitating and coordinating a CE program with the CE chairman; soliciting of exhibits; creating a souvenir program; providing entertainment; providing local transportation if necessary; coordinating and facilitating the Jubilarians' program.
- To recommend to the Board of Directors venue for the biennial reunion and convention two years in advance.
- To recommend and obtain from the Board of Directors the local chapter to host the event including the local host chairman.
- To obtain and review contracts to be presented to the Board of Directors for study and approval which shall include contracts with hotels for room accommodation, for lodging, for CE, for exhibits, for the Board of Directors (BOD) meeting and hospitality reception, for dinner functions, contracts for ancillary services such as audio visual, public address system, etc. The committee shall include for consideration the following:
 - Location of Hotel
 - City, proximity to shopping centers, and tourist attractions.
 - Size of hotel, particularly size of rooms, ballrooms, parking lot, catering services.
 - Negotiate for minimum number of guest with option to increase without paying penalties or paying for unused rooms.
 - For catering functions, negotiate for a realistic minimum with an option to increase until 4-6 hours prior to the function, if applicable
 - Audiovisual and public address system must be available and usually obtained without charge.
- To ensure that each function or activity is profitable or at least self-subsistent. No function or activity shall be allowed bankrupt.
- The overall chairperson is the primary responsible person to oversee and coordinate the event. The local chairperson shall consult and report to the Board of Directors through the President, particularly but not exclusively contracts for signing and disputes among



Biennial Reunion & Convention Guidelines

Page 2 of 3

its members. He/she is the primary person to approve bills, give permission for auxiliary or incidental services.

The local chapter host through its President who shall also be the local host chairperson shall coordinate and report to the overall chairperson.

Functions shall include:

Host the hospitality reception

Coordinate and facilitate the function required to conduct the Reunion seminar.

Solicit and obtain exhibitors from drug companies, service companies, etc. and to provide a room or space for exhibitors with the following considerations:

Fee per exhibitor (subject to negotiations)

Coordinate and prepare a souvenir program including solicitations for advertisers for negotiated fees.

Proceeds of fees from exhibitors for advertisements in the souvenir program shall belong to SLANF, USA.

Registration for the event shall be announced and facilitated by the executive director and the SLANF NEWS editor. Pre-registration shall be strongly encouraged. A registration area shall be provided for as long as deemed necessary during the convention.

The CE program shall be formulated by the Professional committee. Fees for the CE shall be predetermined by the Board of Directors and proceeds shall belong to the SLANF, USA.

At the termination of the event, a financial statement shall be submitted to the overall chairman and the Board of Directors, certified by the reunion chairperson and treasurer.

A Board of Directors meeting shall be held on a Friday presided by the President.

Refreshments shall be provided. Audio visual facilities may be required.

A biennial membership meeting and hospitality reception shall be held on a Friday presided by the President of the Alumni Foundation. The state of the Foundation shall be discussed. The dean, if present, and/or President of SLANF, USA shall give the state of the College of Nursing. Entertainment may also be presented.

A biennial dinner dance shall be held on a Saturday. The Silver and Golden Jubilarians shall be traditionally honored. The jubilarians may do a presentation limited to 5 minutes each. Presentation of awards follows. The program shall start at 6:30 PM and end at 12:00 midnight. Other classes will likewise be briefly presented. A fee shall be charged per person to cover the cost of the function.

An executive breakfast meeting shall be held on Sunday morning following the dinner dance to review and pay bills, to discuss problems, and to give an overview of the success of the event.

An annual report shall be submitted to the Board of Directors within 90 days after the event to include number of registrants, etc. and a complete statement of accounts certified by the overall chairperson, treasurer, and internal auditor.

An annual proposed budget shall likewise be submitted to the Board of Directors for study and approval.



**ST. LUKE'S ALUMNI NURSING FOUNDATION, USA
SLANF, USA**

**Biennial Reunion & Convention Guidelines
Page 3 of 3**

Note: These policy and procedure guidelines may be revised with the approval of the Board of Directors at any time deemed possible.

Submitted for approval by the Board July 9, 2004.

Biennial Reunion and Convention Guidelines were developed by Franora A. Escarez (President, SLANF) and Elisa Reyes (Editor-in-Chief) in collaboration with advisers Dr. Cesar Reyes and Emilia Nieveras,

Revisions Submitted for Approval by the Board June 23, 2006

Biennial Reunion and Convention Guidelines revised and developed by Elisa Calvelo Pamintuan (President, SLANF,USA), Aurora Rebotira (Pres. Elect), Aireen Vigilia Aguilar (Secretary) and Emil Nieveras (Adviser)



**ST. LUKE'S ALUMNI NURSING FOUNDATION, USA
SLANF, USA**

**ST. LUKE'S ALUMNI NURSING FOUNDATION REUNION WORKSHEET 2006
GENERAL MEMBERSHIP EVENTS
EXECUTIVE CHAIRMAN: LISA P
OVERALL CHAIRPERSONS: NORA G & CURIE C**

EVENT	COMMITTEE FUNCTIONS	COMMITTEES			SUPPLIES	EQUIPMENT
		Subcommittees/Specific duties				
GENERAL MEETING/ HOSPITALITY/ TALENT NIGHT Friday June 23, 2006 1800-2300 Isle/Chase Rm. Chairman: Liw V Emcee:	-Check room readiness -Put up & collect flags -Turn in equip't to hotel -Get members from diff. chapters	Talent Show	Room Set-up/Music/Equipment	Reception /Food	Pens/ Markers Sign-in Sheets/ Name Tags Membership Forms & Roster(Rorie) Flags:SLANF & Phils (Lisa) Meeting Packets (Aireen) including the ff: Copies of revised by-laws and P&P(Christina) Copies of Newsletter (Elisa R)	Electrical outlet Extension cords 3Tables-Registration, Ways & Means, membership 1 inside table for prizes 6 Chairs Karaoke (Liw) Sound System (Liw) CD Player (Liw) Microphone Flag Stands Podium
		Cynthia A Lisa P	Liw V Carol B	Marlene K All Chapter Presidents Ways & Means Membership		
		-Prepare program format	-Check audio-visual aids	-Check food for 75 people -Class Roll Call		
SEMINAR Saturday June 24, 2006 0730-1200 Isle/Chase Rm. Chairman: Celi M	-Check room readiness -Put up & collect flags -Turn in equip't to hotel -Get members from diff. chapters	Food	Room Set-up/Equipm ent	Reception	Pens/Markers Sign-in Sheets- pre-registered/walk-ins Name Tags CEU Certificates, Post tests, if needed Evaluation Forms , & Handouts (Celi M) Honorarium (Fe P.) Membership Forms Flags:SLANF & Phils	Electrical outlet Extension cords 3 Tables – Registration, Ways & Means, Membership 10 Chairs Microphone Podium Flag Stands Overhead screen Overhead Projector (Carol) Carousel(Carol B) Laser Pointer(Carol B) Transparencies Projector(Carol B)
			Carol B.	All Chapter Presidents		
		-Check food for 75 people	-Check A-V aids readiness	-Sign in registrants -Distribute and collect packets including CEU'S		



**ST. LUKE'S ALUMNI NURSING FOUNDATION, USA
SLANF, USA**

**ST. LUKE'S ALUMNI NURSING FOUNDATION REUNION WORKSHEET 2006
GENERAL MEMBERSHIP EVENTS
EXECUTIVE CHAIRMAN: LISA P
OVERALL CHAIRPERSONS: NORA G & CURIE C**

EVENT	COMMITTEE FUNCTIONS	COMMITTEES			SUPPLIES	EQUIPMENT
		Subcommittees/Specific duties				
DINNER DANCE Saturday June 24, 2006 1800-2400 Butler Ballroom Chairman: Nora/Curie Emcee:	- Plan and organize registration procedure and inform board -Check room readiness -Check AV readiness -Put up & collect flags -Turn in hotel equip't -Get members from diff. chapters	Souvenir Program	Registration/ Reception	Program/Raffle	Pens/Markers Highlighters Name tags Registration sheets (4 copies, alpha order) Corsages (30) Membership forms List of Jubilarians Membership Roster Change for Ways & Means/ Registration 50/50 raffle tickets /container for drawing \$10 raffle tix/container Souvenir Program St. Luke's Hymns CD Flags : SLANF,Phils Awards (Emil) Prez' token (Terry) Prizes-\$500/300/150 (Fe) Gifts for Jubilarians (Aireen) Oath of office (Fely)	5 tables 1-Ways & Means(first table) 2 - Pre-registered 1-Walk-ins 1- Membership 1 inside table for awards Podium Microphone Flag stands
		Eleanor D	Marlene K All Chapter Presidents Ways/Mean Membership			
		-Plan Souvenir Program layout with approximate cost & inform the board- Distribute Souvenir Program -List 'IOU's" & f/u payment	-Prepare table arrangement & seating -Present corsages to officers & founders -List 'IOU's" & f/u payment -Sell raffle tickets	-Check band/DJ -Set program timetable - Round the tables to get list of 25 th & 50 th jubilarians present -Acknowledge 30 th ,35 th ,40 th ,45 th Classes -Call Emil for awards presentation -Call Fely for presentation of officers/induction -Raffle tix drawing -50/50 raffle tix drawing		



**ST. LUKE'S ALUMNI NURSING FOUNDATION, USA
SLANF, USA**

**ST. LUKE'S ALUMNI NURSING FOUNDATION REUNION WORKSHEET 2006
BOARD OF DIRECTORS EVENTS
EXECUTIVE CHAIRMAN: LISA P
OVERALL CHAIRPERSONS: NORA G & CURIE C**

EVENT	COMMITTEE FUNCTIONS	COMMITTEES			SUPPLIES	EQUIPMENT
		Subcommittees/Specific duties				
BOARD MEETING Friday June 23, 2006 1200-1430 Lake Ivanhoe Chairman: Nora Granados	-Check room readiness		Room Set-up/Equipment	Food	Pens/ Markers Name tags Meeting Packets (Aireen) including the ff: Copies of revised by-laws and P&P(Christina) Reunion Guidelines Minutes/CD for Officers (Lisa)	Conference Table 20 Chairs
			Carol B.			
				-Check food for 20-25 people		
BOARD BREAKFAST MEETING Sunday June 25, 2006 0800-1000 Lake Crescent Chairman: Curie C.	-Check room readiness for 25-30 people -Get a headcount -Invite 2007/2008 Reunion Reps		Room Set-up/Equipment	Food	Pens Evaluation and Reports of different committees Reunion 2007/2008 update	Accommodation for 30-35 people
			Carol B.			
				-Check food for 30-35 people		



**ST. LUKE'S ALUMNI NURSING FOUNDATION, USA
SLANF, USA**

**ST. LUKE'S ALUMNI NURSING FOUNDATION REUNION WORKSHEET 2006
GENERAL MEMBERSHIP EVENTS
EXECUTIVE CHAIRMAN: LISA P
OVERALL CHAIRPERSONS: NORA G & CURIE C**

STANDING COMMITTEES	CHAIR	MEMBERS	COMMITTEE FUNCTIONS	SUPPLIES
MEMBERSHIP	Rorie R		<ul style="list-style-type: none"> - Prepare membership roster and forms - Shall be present at all reunion events or designee - Submit collected fees & reports 	Pens Membership Forms List of Jubilarians
WAYS AND MEANS	Aireen A		<ul style="list-style-type: none"> - Shall be present at all reunion events or designee - Raise funds - Prepare gifts & prizes - Submit money and reports 	Pens Jubilarians' gifts Talent night/door prizes Goods for sale
AWARDS	Emil N		<ul style="list-style-type: none"> - Determine recipients - Announce awardees (3) and present awards. - Request for reimbursement 	Pens Awards President's Token
NOMINATIONS & ELECTION	Fely L		<ul style="list-style-type: none"> - Present newly elected officers at the Hospitality NOC & Dinner dance - Prepare oath of office - Induct or choose an inducting officer - Submit report and reimbursement forms 	Pens Oath of Office List of Officers
CONSTITUTION & BY-LAWS	Christina		<ul style="list-style-type: none"> - Prepare copies of Revised By-laws and P & P - Present By laws /P&P at Board meeting - Present amendments to the body on Hospitality night. - Conduct ratification Process on Hospitality Night. 	Pens Copies of Bylaws / P & P
PUBLICATION	Elisa R		<ul style="list-style-type: none"> - Advertise reunion activities. - Prepare copies of newsletter at the reunion 	Pens Copies of Newsletter
PROFESSIONAL DEVELOPMENT	Celi M		<ul style="list-style-type: none"> - Set up speakers' needs for the seminar room - Prepare handouts, CEU ,tests & eval forms - Submit summary of seminar, evaluation and recommendation to the President & Board. - Submit reimbursement form 	Pens Seminar Packets



**ST. LUKE'S ALUMNI NURSING FOUNDATION, USA
SLANF, USA**

PROGRAM

WELCOME REMARKS

NATIONAL ANTHEM USA/PHILIPPINES

INVOCATION

DINNER SERVICE

(Continue program at dessert time)

PRESENTATION OF JUBILARIANS

INTRODUCTION OF GUEST SPEAKER

*****GUEST SPEAKER*****

PRESENTATION & INDUCTION OF NEW OFFICERS

Chairman, Election committee & Inductor

CLOSING REMARKS

President

SCHOOL HYMMNS

DANCE * DANCE * DANCE * DANCE



**ST. LUKE'S ALUMNI NURSING FOUNDATION, USA
SLANF, USA**

GRAND REUNION SCHEDULE OF EVENTS

FIRST DAY (Friday)

TIME

- | | |
|-----------------------------|---------------------|
| *BOARD MEETING | 1200 Noon – 2:30 PM |
| *GENERAL MEMBERSHIP MEETING | 6 PM – 7PM |
| *HOSPITALITY NIGHT | 7 PM |

SECOND DAY (Saturday)

- | | |
|-----------------------------------|-------------|
| *CONTINENTAL BREAKFAST | 7 AM – 8 AM |
| *REGISTRATION | 7 AM – 8 AM |
| *SEMINAR
Distribution of CEU's | 8 AM – 12 N |

FREE TIME

- | | |
|----------------------|----------------|
| *CASH BAR | 5:30 PM - 7 PM |
| *Dinner registration | 5:30 PM -7 PM |
| *DINNER DANCE | 7 PM - 12MN |

THIRD DAY (Sunday)

- | | |
|-------------------------------------------------------|-----------------|
| *BOARD MEETING, post celebration
Breakfast meeting | 8:30 AM – 10 AM |
| *PICNIC (if feasible) or individual class picnic | |



**ST. LUKE'S ALUMNI NURSING FOUNDATION, USA
SLANF, USA**

**SLANF, USA CHAPTERS AND THEIR DIFFERENT STATES
AND THE PROVINCES OF CANADA**

East Coast	Midwest & Central	Canada	Southern California & Southwestern States	Northern California & Northwestern States
1. ALABAMA	1. ARKANSAS	1. ALBERTA	1. CALIFORNIA - SOUTHERN	1. CALIFORNIA - NORTHERN
2. CONNECTICUT	2. ILLINOIS	2. BRITISH COLUMBIA	2. ARIZONA	2. ALASKA
3. DELAWARE	3. INDIANA	3. MANITOBA	3. COLORADO	3. IDAHO
4. DISTRICT OF COLUMBIA	4. IOWA	4. NEW BRUNSWICK	4. HAWAII	4. MONTANA
5. FLORIDA	5. KANSAS	5. NEWFOUNDLAND & LABRADOR	5. NEVADA	5. OREGON
6. GEORGIA	6. KENTUCKY	6. NORTHWEST TERRITORIES	6. NEW MEXICO	6. WASHINGTON
7. MAINE	7. LOUISIANA	7. NOVA SCOTIA	7. UTAH	7. WYOMING
8. MARYLAND	8. MICHIGAN	8. NUNAVUT		
9. MASSACHUSETTS	9. MINNESOTA	9. ONTARIO		
10. NEW HAMPSHIRE	10. MISSISSIPPI	10. PRINCE EDWARD ISLAND		
11. NEW JERSEY	11. MISSOURI	11. QUEBEC		
12. NEW YORK	12. NEBRASKA	12. SASKATCHEWAN		
13. NORTH CAROLINA	13. NORTH DAKOTA	13. YUKON		
14. PENNSYLVANIA	14. OHIO			
15. RHODE ISLAND	15. OKLAHOMA			
16. SOUTH CAROLINA	16. SOUTH DAKOTA			
17. TENNESSEE	17. TEXAS			
18. VERMONT	18. WISCONSIN			
19. VIRGINIA				
20. WEST VIRGINIA				
21.				



NORTHERN CALIFORNIA CITIES

1. ALAMEDA	34. FAIRFIELD	67. MORGAN HILL	100. SAN LEANDRO
2. ALBANY	35. FAIR OAKS	68. MOUNTAIN VIEW	101. SAN LORENZO
3. ALTURAS	36. FLORIN	69. NAPA	102. SAN MATEO
4. ANTIOCH	37. FOLSOM	70. NEWMAN	103. SAN RAMON
5. ARDEN-ARCADE	38. FOSTER CITY	71. NOVATO	104. SAN RAFAEL
6. ASHLAND	39. FREMONT	72. OAKLEY	105. SAN PABLO
7. ATHERTON	40. FRESNO	73. ORANGEVILLE	106. SANTA CLARA
8. ATWATER	41. GILROY	74. OROVILLE	107. SANTA CRUZ
9. AUBURN	42. GRASS VALLEY	75. PACIFICA	108. SANTA ROSA
10. BELMONT	43. HANFORD	76. PALO ALTO	109. SARATOGA
11. BENICIA	44. HAYWARD	77. PARKWAY - S. SACRAMENTO	110. SAUSALITO
12. BERKELEY	45. HERCULES	78. PARADISE	111. SEASIDE
13. BRENTWOOD	46. LAFAYETTE	79. PATTERSON	112. SELMA
14. BURLINGAME	47. LAGUNA	80. PETALUMA	113. SOUTH LAKE TAHOE
15. CASTRO VALLEY	48. LA RIVIERA	81. PINOLE	114. SOUTH SAN FRANCISCO
16. CERES	49. LINCOLN	82. PITTSBURG	115. STOCKTON
17. CHICO	50. LINDSAY	83. PLACERVILLE	116. SUISUN
18. CHOWCHILLA	51. LIVERMORE	84. PLEASANT HILL	117. SUNNYVALE
19. CITRUS HGHTS	52. LODI	85. PLEASANTON	118. TRACY
20. CLAYTON	53. LOS ALTOS	86. PORTERVILLE	119. TRUCKEE
21. CLEARLAKE	54. LOS BANOS	87. RANCHO CORDOVA	120. TULARE
22. CLOVIS	55. LOS GATOS	88. REDWOOD CITY	121. TURLOCK
23. COTATI	56. MADERA	89. REEDLEY	122. UNION CITY
24. DALY CITY	57. MANTECA	90. RICHMOND	123. VACAVILLE
25. DANVILLE	58. MARYSVILLE	91. RIO VISTA	124. VALLEJO
26. DAVIS	59. MARINA	92. RIPON	125. VISALIA
27. DOS PALOS	60. MARTINEZ	93. RODEO	126. WALNUT CREEK
28. DUBLIN CITY	61. MENLO PARK	94. SACRAMENTO	127. WATSONVILLE
29. EAST PALO ALTO	62. MERCED	95. SALINAS	128. WESTMINSTER
30. EL CERRITO	63. MILLBRAE	96. SAN ANSELMO	129. WEST SACRAMENTO
31. ELK GROVE	64. MODESTO	97. SAN BRUNO	130. WINDSOR
32. EMERYVILLE	65. MONTEREY	98. SAN CARLOS	131. WOODLAND
33. EUREKA	66. MORAGA	99. SAN FRANCISCO	132. YUBA CITY



**ST. LUKE'S ALUMNI NURSING FOUNDATION, USA
SLANF, USA**

SOUTHERN CALIFORNIA CITIES

1. AGOURA HILLS	39. COSTA MESA	77. IMPERIAL BCH	115. ONTARIO	153. SANTA MARIA
2. ALHAMBRA	40. COVINA	78. IRVINE	116. ORANGE	154. SANTA MONICA
3. ALTADENA	41. CUDAHY	79. LA CAÑADA FLINTRIDGE	117. OXNARD	155. SANTA PAULA
4. ALISO VIEJO	42. CULVER CITY	80. LAGUNA BEACH	118. PALMDALE	156. SANTEE
5. ANAHEIM	43. CYPRESS	81. LAGUNA HILLS	119. PALM SPRINGS	157. SEAL BEACH
6. APPLE VALLEY	44. DANA POINT	82. LA HABRA	120. PARAMOUNT	158. SIMI VALLEY
7. ARCADIA	45. DELANO	83. LAKE FOREST	121. PASADENA	159. SOUTH EL MONTE
8. ATASCADERO	46. DIAMOND BAR	84. LAKEWOOD	122. PERRIS	160. SOUTHGATE
9. AZUSA	47. DOWNEY	85. LA MESA	123. PICO RIVIERA	161. SOUTH PASADENA
10. BAKERSFIELD	48. DUARTE	86. LA MIRADA	124. POMONA	162. SOUTH SAN JOSE HILLS
11. BALDWIN PARK	49. EAST LOS ANGELES	87. LANCASTER	125. PORT HUENEME	163. SOUTH WHITTIER
12. BANNING	50. EL CAJON	88. LA QUINTA	126. POWAY	164. SPRING VALLEY
13. BARSTOW	51. EL CENTRO	89. LA PRESA	127. RANCHO CUCAMONGA	165. STANTON
14. BEAUMONT	52. EL MONTE	90. LA PUENTE	128. RANCHO PALOS VERDES	166. SUN VALLEY
15. BELL	53. EL PASO DE ROBLES	91. LA VERNE	129. RANCHO SAN DIEGO	167. TEMECULA
16. BELLFLOWER	54. ENCINITAS	92. LAWNSDALE	130. RANCHO STA MARGARITA	168. TEMPLE CITY
17. BELL GARDENS	55. ESCONDIDO	93. LEMON GROVE	131. REDONDO BEACH	169. THOUSAND OAKS
18. BEVERLY HILLS	56. FALLBROOK	94. LENNOX	132. RIALTO	170. TORRANCE
19. BRAWLEY	57. FLORENCE- GRAHAM	95. LOMITA	133. RIVERSIDE	171. TUSTIN
20. BREA	58. FONTANA	96. LOMPOC	134. RIDGECREST	172. TUSTIN FOOTHILLS
21. BUENA PARK	59. FOUNTAIN VALLEY	97. LONG BEACH	135. RIVERSIDE	173. TWENTY-NINE PALMS
22. BURBANK	60. FULLERTON	98. LYNWOOD	136. ROSEMEAD	174. UPLAND
23. CALIFORNIA CITY	61. GARDENA	99. MANHATTAN BEACH	137. ROWLAND HEIGHTS	175. VALINDA
24. CALEXICO	62. GARDEN GROVE	100. MARYWOOD	138. RUBIDOUX	176. VERNON
25. CALABASES	63. GLENDALE	101. MISSION VIEJO	139. SAN BERNARDINO	177. VICTORVILLE
26. CAMARILLO	64. GLENDORA	102. MONROVIA	140. SAN BUENAVENTURA	178. VISTA
27. CANYON LAKE	65. GOLETA	103. MONTEBELLO	141. SAN CLEMENTE	179. VALINDA
28. CARLSBAD	66. HACIENDA HEIGHTS	104. MONTCLAIR	142. SAN DIEGO	180. WALNUT
29. CATHEDRAL	67. HAWAIIAN GARDENS	105. MONTEREY PARK	143. SAN DIMAS	181. WASCO
30. CERRITOS	68. HAWTHORNE	106. MOORPARK	144. SAN FERNANDO	182. WEST CARSON
31. CHINO	69. HEMET	107. MORENO VALLEY	145. SAN GABRIEL	183. WEST COVINA
32. CHULA VISTA	70. HESPERIA	108. MURRIETA	146. SAN JUAN CAPISTRANO	184. WEST HOLLYWOOD
33. CLAREMONT	71. HIGHLAND	109. NATIONAL CITY	147. SAN LUIS OBISPO	185. WESTMONT
34. COACHELLA	72. HUNTINGTON BEACH	110. NEWHALL	148. SAN MARCOS	186. WEST PUENTE VALLEY
35. COLTON	73. HUNTINGTON PK	111. NORCO	149. SANTA ANA	187. WEST WHITTIER
36. COMMERCE	74. INDUSTRY	112. ORCUTT	150. SANTA BARBARA	188. WHITTIER
37. COMPTON	75. INDIO	113. OCEANSIDE	151. SANTA CLARITA	189. WILLOBROOK
38. CORONA	76. INGLEWOOD	114. OILDALE	152. SANTA FE SPRINGS	190. YORBA LINDA
				191. YUCAIPA