



**APIC**<sup>TM</sup>

1275 K Street, NW, Suite 1000  
Washington, DC 20005-4006  
Phone: 202/789-1890  
Fax: 202/789-1899  
[apicinfo@apic.org](mailto:apicinfo@apic.org)  
[www.apic.org](http://www.apic.org)

## **2012 International Infection Prevention Week *Chapter Grant Program Agreement***

### **Background: International Infection Prevention Week (IIPW)**

Held annually during the third week of October, IIPW shines the spotlight on educating healthcare workers, administrators, legislators, and consumers about the importance of reducing the risk of infections.

IIPW was first recognized in 1986, when President Ronald Reagan called on all “federal, state, and local government agencies, health organizations, communications, media, and people” to take part in educational activities and programs during this designated week. Since its creation, APIC has driven the annual effort to recognize IIPW. **This year we celebrate the 26<sup>th</sup> anniversary of IIPW October 14-20 2012.**

IIPW is held to:

1. Bring worldwide attention to the impact and importance of infection prevention through legislative proclamations, activities, and media coverage
2. Honor the professionals who protect patients from the risk of infection and save lives
3. Educate healthcare professionals, patients, and the community about infection prevention

### **APIC IIPW Chapter Grant Program Events**

First piloted in 2009, the Host Chapter events were an opportunity to build infection prevention awareness at the grassroots level. Past events brought together infection preventionists and other key stakeholders in local communities for information sharing and relationship building.

For IIPW 2012, APIC is continuing the **IIPW Chapter Grant Program** to better engage APIC chapters in this important event and to foster new and creative ideas for raising awareness about infection prevention in local communities across the globe.

To apply, chapters must fill out the IIPW Chapter Grant Program application and return it to APIC headquarters along with this signed agreement.

Applications will be judged based on the following criteria:

- Potential to educate and raise awareness about infection prevention
- Creativity and uniqueness of ideas
- Organization of ideas and approach to successfully execute the event
- Feasibility of project and budget

Spreading knowledge. Preventing infection.<sup>TM</sup>



### **IIPW Chapter Grant Program Benefits**

Each of the chapters selected to receive the IIPW grants will be provided with the following benefits for its event. While much of the organization and logistics of these events is the responsibility of the host chapters, APIC headquarters staff will be available to provide support and feedback as needed.

- APIC Headquarters will provide a financial grant of \$2,500 to each selected IIPW Chapter Grant Recipient to offset the costs associated with putting together these events. All financial grant monies will be dispersed once the final chapters have been selected after the close of the application period.
- APIC Headquarters will waive the cost of liability insurance for the grant recipient's IIPW event.
  - Note: Chapters still must complete the event insurance form.
- APIC Headquarters will conduct status meetings with all grant recipient chapters as needed in an effort to lend support in organizing and facilitating IIPW programs.
- APIC Headquarters will provide collateral materials to each chapter receiving an IIPW grant to assist in marketing efforts:
  - Template for e-mail blast to market IIPW to your target audience
  - Customizable IIPW flyer for promotion of event and IIPW
  - Template for website post announcing IIPW and individual chapter's participation
  - A media outreach kit, including template news release
- APIC Headquarters will provide give-aways (educational resources from our product library, membership and merchandise vouchers) as well as entering all participants (compiled from all host cities) into a Grand Prize Drawing for a complimentary 2013 APIC Annual Conference Registration.
- APIC Headquarters may dispatch a representative to each IIPW chapter grant program location to lend support during the event as needed. A representative from an IIPW supporting partner may also attend.

### **IIPW Chapter Grant Program Agreement**

The outline below illustrates the specific responsibilities of each chapter receiving an IIPW grant ("IIPW Chapter Grant Recipient") during the planning and execution of their IIPW event:

- IIPW Chapter Grant Recipient understands and agrees that IIPW has specific sponsors for the 2012 IIPW.
  - IIPW Chapter Grant Recipient agrees that no vendor tables will be permitted during the IIPW event with the exception of 2011 IIPW sponsor vendor tables.
- IIPW Chapter Grant Recipient must hold its event during the month of October, preferably before or during the week of IIPW – October 14-20, 2012. The date and duration of the event is at the discretion of the chapter.
- IIPW Chapter Grant Recipient is responsible for securing venue for IIPW event (if needed).
- IIPW Chapter Grant Recipient is responsible for coordinating food and beverage and any audio/visual needs associated with the event (if needed).



- IIPW Chapter Grant Recipient is responsible for tracking attendance onsite at its event and will provide a final list of attendees to APIC Headquarters within two weeks of the event.
- IIPW Chapters Grant Recipient will provide a post-event debrief document (to be supplied by APIC) to APIC Headquarters within two weeks of the event.
- IIPW Chapter Grant Recipient agrees that its IIPW event will be free of charge to all attendees.
- IIPW Chapter Grant Recipient agrees to actively market and promote the IIPW event to all members of its specific chapter, surrounding chapters (if applicable), local members of IIPW Partner Associations, and other target audiences as appropriate to their event.
- IIPW Chapter Grant Recipient agrees to send high-resolution photographs of the event to APIC Headquarters for promotional use of IIPW within one week of the IIPW event. Chapters can either hire an event photographer or have someone from the chapter take the photographs, at their discretion. If chapters choose the latter, please be sure cameras are set to the highest resolution setting possible.
- IIPW Chapter Grant Recipient will designate a representative to write a 250 to 350-word article about its local event experience and lessons learned for inclusion in editorial coverage of IIPW in *Prevention Strategist* magazine.

### **Acknowledgement & Recognition**

As participants in this special program, each IIPW Chapter Grant Recipient will enjoy national and international exposure, including:

- Formal recognition during the 2012 APIC Annual Conference.
- Formal recognition at the Chapter Officers Luncheon held in conjunction with the 2012 APIC Annual Conference.
- Recognition and editorial coverage in winter edition of *Prevention Strategist*.
- Hyperlink and mention on APIC website promoting selection as an IIPW Chapter Grant Recipient, as well as the chapter event.

### **Sponsorship Disclosure**

The 2012 IIPW program will be supported by several sponsors (TBD ). The terms and financial details of this sponsorship are confidential; however, APIC can provide an overview of the rights and benefits being provided to all IIPW Sponsors to ensure each IIPW Chapter Grant Recipient's comfort in being implicitly linked to an IIPW sponsors through the IIPW Chapter Grant Program.

### **IIPW Chapter Grant Program Formal Agreement**

Please contact Crystal Moohn, APIC's Associate Director, Membership and Component Relations, with any questions regarding this document.

To complete your application to become an IIPW Chapter Grant Recipient, please sign below and fax this entire document, along with your application to 202-789-1899.

Spreading knowledge. Preventing infection.™



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[apicinfo@apic.org](mailto:apicinfo@apic.org)  
[www.apic.org](http://www.apic.org)

Signed,

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Crystal Mohn  
Associate Director, Membership and Component Relations  
Office: 202-454-2603  
[cmohn@apic.org](mailto:cmohn@apic.org)

### **Chapter Commitment**

I agree to the spirit of this collaboration as well as the terms of this arrangement, and am authorized to commit my chapter to the responsibilities outlined in this document.

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Chapter Name

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Signature & Date, to be completed by an Authorized APIC Chapter Representative