



APhA Academy of Student Pharmacists
Chapter Operations Manual

Using the Chapter Operations Manual

Welcome to the **American Pharmacists Association Academy of Student Pharmacists (APhA-ASP) Chapter Operations Manual (COM)**! This manual will be your guide to effectively manage and grow your APhA-ASP Chapter. It provides the essential tools and resources you will need to succeed in your APhA-ASP leadership position.

As an APhA-ASP Chapter leader, it is critical to understand APhA's structure and opportunities and then APhA-ASP, the Academy of student pharmacist members. By gaining this understanding, you will be equipped to lead your chapter and share APhA-ASP opportunities with your peers as well as serve your communities. Each chapter is unique and will need to adapt to their members' needs. We hope that you use this guide to grow your chapter's membership and to establish structure and organization so that your team's creativity and passion will have the foundation to thrive!

Who should read the COM?

All APhA-ASP Chapter Leaders, including chairs and class liaisons, chapter advisors, and new practitioner mentors should read this manual. The manual and related materials should be read upon being elected or selected for their position.

What is covered in the COM?

This manual contains information about APhA as an organization and essential components for your chapter. Use the Table of Contents to guide your reading. Sections will also have a breakdown of the contents at the start of the section.

Helpful tips and links



"Quick Tips" icon indicates suggested practices, thought questions, and guidance statements for a deeper understanding.



"Useful Links" icon indicates more information is available online.



- Every chapter leader should read the COM prior to the start of their leadership term.
- Think about how you will incorporate what you are reading into your leadership term. How will you make sure you are prepared to train the leader coming into your role after you?
- ALWAYS ask questions! APhA staff, and APhA-ASP regional and national leaders, are here to help you.



Visit <https://www.pharmacist.com/apha-asp> for additional resources.

Acronyms and Terms

The following official acronyms and terms (listed alphabetically) will be used frequently through this COM and official APhA-ASP communications:

ACROYNMS

APhA – American Pharmacists Association

APhA-APPM – American Pharmacists Association Academy of Pharmacy Practice and Management

APhA-APRS – American Pharmacists Association Academy of Pharmaceutical Research and Science

APhA-ASP – American Pharmacists Association Academy of Student Pharmacists

APhA-ASP HOD – American Pharmacists Association Academy of Student Pharmacists House of Delegates

APhA-NPN – American Pharmacists Association New Practitioner Network

APhA HOD – American Pharmacists Association House of Delegates

APhA SIGs – American Pharmacists Association Special Interest Groups

CEU – Chapter Executive Update

COM – Chapter Operations Manual

MRRMs – Midyear Regional Meetings

NEC – National Executive Committee

NPCC – National Patient Counseling Competition

PAC – Political Action Committee

PCPs – Patient Care Projects

SLI – Summer Leadership Institute

IPSF – International Pharmaceutical Student Federation

CAR – Chapter Achievement Report

CAA – Chapter Achievement Awards

SPC – Student Pharmacist Connection

SPM – *Student Pharmacist Magazine*

TERMS

Chapter Leaders – Executive Committee, Chairs, Co-Chairs, and other chapter-specific leaders

Chapter Officer – Used interchangeably with “Executive Committee”

Chapter Executive Committee (sometimes shortened to Executive Committee) – Chapter President, President-elect, Communications Vice President, Finance Vice President, International Vice President, Membership Vice President, Patient Care Vice President, Policy Vice President, State Association Liaison, and other chapter-specific leaders

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1. Vision, Mission, & History of APhA

APhA VISION

APhA inspires, innovates, and creates opportunities for members and pharmacists worldwide to optimize medication use and health for all.

- Adopted by the APhA Board of Trustees – June 2017

APhA MISSION

As the voice of pharmacy, APhA leads the profession and equips members for their role as the medication expert in team-based, patient-centered care.

APhA achieves our Mission by:

- Advancing pharmacists' optimal roles in team-based, patient-centered care.
- Providing opportunities for professional development, recognition, differentiation, and leadership.
- Disseminating timely relevant information and state-of-the art tools and resources.
- Raising societal awareness about the role of pharmacists as essential in patient care for optimal medication use.
- Creating unique opportunities for members to connect and share with peers across practice settings.

- Adopted by the APhA Board of Trustees – June 2017

HISTORY OF APhA

Founded as the American Pharmaceutical Association on October 6, 1852. APhA today represents more than 60,000 practicing pharmacists, pharmaceutical scientists, student pharmacists, pharmacy technicians, and others interested in advancing the profession.

Since its founding in Philadelphia, APhA has been the home for all of pharmacy. Virtually every pharmacy specialty organization traces its roots to APhA, including the National Community Pharmacy Association (founded in 1898 as the National Association of Retail Druggists), the American Association of Colleges of Pharmacy (founded in 1900 as the American Conference on Pharmaceutical Faculties), and the American Society of Health-System Pharmacists (founded in 1942 as the American Society of Hospital Pharmacists).

APhA's reach goes far beyond the shores of the United States. An active participant in the International Pharmaceutical Federation (FIP) since 1925, APhA has both hosted and attended dozens of meetings of pharmacists from around the world, and its staff and officers have held key positions in FIP and other international pharmacy organizations.

A spinoff of APhA's centennial celebration was the APhA Foundation, created in 1953. The APhA Foundation, recognized as a 501(c)3 charitable/educational nonprofit organization, conducts research demonstration projects and offers programs to pharmacists such as the Advanced Practice Institute, National Clinical Issues Forum, and the Incentive Grants for Practitioner Innovation in Pharmaceutical Care. The Foundation also hosts the Pinnacle Awards each year to recognize health professionals' contributions to the health care system.

In the 1920s and 1930s, APhA secured coveted land on the National Mall in Washington, DC, for construction of its national headquarters. Designed by famed architect John Russell Pope, the American Institute of Pharmacy was built at 23rd Street and Constitution Avenue and dedicated in 1934. An annex was constructed and dedicated in 1960. The annex was later demolished to make way for a new addition to the original Pope building, completed in 2009. Inscribed in marble, above the main doors, reads:

“Dedicated to those who have contributed their knowledge and endeavor to the preservation of public health and to the advancement of science in pharmacy”

As it has done since the beginning, APhA continues today to lead the profession of pharmacy. Through the programs, publications, and services provided via APhA, pharmacists across America and around the world are at the forefront of making change happen each day, one patient at a time.

APhA STRUCTURE AT A GLANCE

APhA consists of three Academies:

Academy of Pharmacy Practice and Management (APhA-APPM)

APhA-APPM serves pharmacists involved in delivering or managing pharmaceutical services. Academy members practice in every pharmacy setting, including independent and chain community pharmacies, hospitals, long-term care facilities, clinics, health maintenance organizations, federal facilities, nuclear pharmacies, and other specialized settings.

Academy of Pharmaceutical Research and Science (APhA-APRS)

APhA-APRS serves members whose primary focus is pharmacy science and research. Academy members are a source of authoritative information on key scientific issues.

Academy of Student Pharmacists (APhA-ASP)

APhA-ASP represents more than 30,000 student pharmacists as their primary voice in their chosen profession. There are 143 schools and colleges of pharmacy in the United States and Puerto Rico, and 142 of them have an APhA-ASP Chapter.

Other member groups within the organization:

New Practitioner Network (APhA-NPN)

APhA-NPN is here to support and to guide members from student pharmacists to successful new practitioners and beyond. Together, APhA helps new graduates discover opportunities in pharmacy, develop themselves and their professional networks, and define the future of their profession and career. APhA-NPN provides programs, tools, and connections to assist members in making the transition through new practitioner life a little easier.

APhA House of Delegates (APhA HOD)

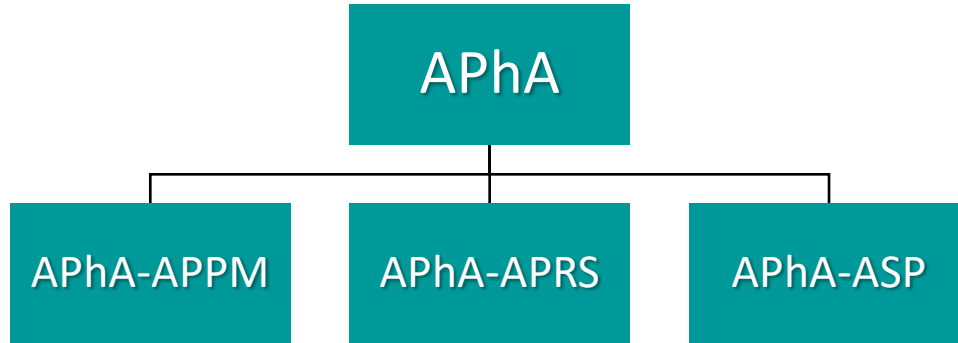
The APhA House of Delegates performs a major role in developing policy for the Association. With Delegates representing all segments of the profession, the House serves as a forum for discussion of key issues and articulation of positions reflecting input from a broad cross-section of pharmacy. APhA-ASP has its own House of Delegates that allows student pharmacists from across the nation to impact policy for the Association and for the profession.

APhA-APPM Special Interest Groups (APhA SIGs)

The APhA-APPM SIGs are member-driven groups focused on key areas of interest. Many SIGs have committees and work groups where APhA members can create resources, provide webinars, and work on other projects to help other APhA members in their pharmacy practices. Each SIG has its own community on the APhA Engage platform, where SIG members discuss hot topic issues, share resources, and provide advice and support to each other as they grow their professional networks.

2. Understanding the APhA Academy of Student Pharmacists

Having an APhA-ASP Chapter at your school or college of pharmacy not only connects student pharmacists on campus to each other and the local community, it also connects them to schools and colleges of pharmacy *across the country and internationally*. Part of your role as a chapter leader is to stay connected with APhA and promote the regional and national opportunities to members.



On pharmacist.com, you will see a “Get Involved” tab at the top of the website. This is where you can learn more about all the academies (also called member groups) and their activities.

2.1 APhA-ASP Mission, History, and Pillars

APhA-ASP MISSION

The mission of the APhA-ASP is to serve as the collective voice of student pharmacists, to provide opportunities for professional growth, to improve patient care, and to envision and advance the future of pharmacy.

PILLARS OF APhA-ASP

To carry out the mission of APhA-ASP and to uphold the history that has made APhA-ASP what it is today, we ensure that all activities support at least one of the four pillars of APhA-ASP. The four pillars of APhA-ASP are:

- Policy and Advocacy
- Patient Care and Community Service
- Connection
- Leadership

HISTORY OF APhA-ASP

APhA-ASP unofficially began in 1921, when students from the University of North Carolina petitioned the APhA Council to be recognized as an APhA student branch. Since then, the student section of APhA has gone through a steady evolutionary process. After the first student branch was recognized, many other schools and colleges of pharmacy began to form their own student branches.

In 1954, a formal student section was created due largely to the efforts of the late Dr. Linwood F. Tice of the Philadelphia College of Pharmacy, who felt that students needed a voice in the nation's professional society of pharmacists. This voice started as one delegate in the APhA House of Delegates and has evolved to 28.

In 1969, when the APhA membership approved new bylaws creating three Association subdivisions, one of them was the Student American Pharmaceutical Association (SAPhA). SAPhA evolved over the years into the Academy known today, adding a House of Delegates in 1974 and Operation Immunization in 1997.

At the 2004 Annual Meeting in Seattle, Washington, APhA-ASP celebrated 35 years as an official academy of APhA. During the meeting, the 2004 APhA-ASP House of Delegates voted in favor of a proposed resolution to change the Academy's name to the *American Pharmacists Association Academy of Student Pharmacists* in order to better define the professional role of student pharmacists and to emphasize students' commitment to the profession of pharmacy.

The expansion of National Pharmacy Week to American Pharmacists Month for the entire month of October came about in 2004. Chapters in the northeast began to represent APhA-ASP and the profession on various morning shows like ABC's *Good Morning America*. APhA-ASP also made great strides in enhancing communication to chapter leaders, chapter advisors, regional leaders, and student members. This is when the current monthly communication *Student Pharmacist Connection* was born.

From 2009 and on, APhA-ASP continued to grow with impactful polices, new patient care projects, and member engagement. In 2018, APhA-ASP was recognized in the international spotlight as the "Best Association of the Year" at the 64th IPSF World Congress in Mendoza, Argentina. Today, APhA-ASP has celebrated more than 50 years of student involvement and professional development, and will continue to be an integral part of APhA.



For more information on APhA-ASP history, please review the 50th Anniversary issue of *Student Pharmacist Magazine*. Find it linked on the APhA-ASP Chapter Officer Resources page at <https://www.pharmacist.com/apha-asp>.

2.2 APhA-ASP National, Regional, and Local Leadership

The structure of **APhA-ASP leadership is comprised of three levels: local, regional, and national**. As a chapter leader, you serve as a part of the most important level, the local leader, and APhA-ASP Chapters are the local extension of APhA. While local leaders are hard at work on campus, regional leaders dedicate their time to connecting the local leaders in their respective regions and being liaisons to APhA staff and national leaders. National leaders guide the direction of APhA-ASP and create tools and resources that will support members, projects, and programs. To provide the most opportunities to our members and advance the profession of pharmacy, leaders at each level work together.

APhA-ASP LOCAL LEADERSHIP

APhA-ASP serves local communities and connects with schools and colleges of pharmacy through each chapter. Every APhA-ASP Chapter leader and chapter advisor helps to lead the organization at a local level. More information about each leadership position can be found in section 5. You will also find recommendations for elections and selections.

Every chapter is required to have the following core **Chapter Executive Committee members**:

- **Chapter Advisor**
- **Chapter President**
- **Chapter President-elect**
- **Chapter Communications Vice President**
- **Chapter Finance Vice President**
- **Chapter International Vice President**
- **Chapter Membership Vice President**
- **Chapter Patient Care Vice President**
- **Chapter Policy Vice President**

In addition to those leaders, every chapter will have chairs, co-chairs, and a variety of other leaders based on the chapter's needs.

APhA-ASP REGIONAL LEADERSHIP

All APhA-ASP Chapters are divided into eight, geographic regions:

- Region 1: Maine, New Hampshire, Vermont, Massachusetts, Rhode Island, Connecticut, and New York
- Region 2: Pennsylvania, New Jersey, Delaware, Maryland, Washington DC, West Virginia, and Virginia
- Region 3: Tennessee, North Carolina, South Carolina, Georgia, Alabama, Mississippi, Florida, and Puerto Rico
- Region 4: Wisconsin, Michigan, Illinois, Indiana, Ohio, and Kentucky
- Region 5: North Dakota, South Dakota, Minnesota, Nebraska, Iowa, and Wyoming
- Region 6: Kansas City, Missouri, Oklahoma, Arkansas, Louisiana, and Texas
- Region 7: Alaska, Washington, Montana, Oregon, Idaho, and Utah
- Region 8: Colorado, New Mexico, Arizona, Nevada, California, and Hawaii

Each region offers a community for student pharmacists to connect and collaborate. This is facilitated through the ability to travel to each other and similar practice regulations among the states. Each **region is represented by three APhA-ASP Regional Officers who are elected every fall at the APhA-ASP MRMs:**

- **Regional Delegate (RD)** – Responsible for promoting policy and advocacy activities within their respective APhA-ASP region.
- **Regional Member-at-large (RMAL)** – Responds to the needs of the general membership within their respective APhA-ASP region and promotes communication among chapters and APhA-ASP leadership.
- **Midyear Regional Meeting Coordinator (MRMC)** – Assists APhA staff in planning, promoting, and executing the APhA-ASP MRMs.

APhA-ASP NATIONAL LEADERSHIP

Every year at APhA Annual Meeting & Exposition, the **APhA-ASP NEC** is elected. These elections are conducted during the APhA-ASP House of Delegates, where each chapter is represented by a chapter delegate.

The APhA-ASP NEC consists of:

- **National President**
- **National President-elect**
- **Speaker of the House**
- **Two National Members-at-large**

The APhA-ASP NEC directs and guides APhA-ASP throughout the year by working with APhA staff, National Standing Committees, and other appointed leaders. Through special projects and various meetings throughout the year, they represent student pharmacists across the country. The National President is a member of the APhA Board of Trustees. Another group of national leaders are the five **APhA-ASP National Standing Committees**. These leaders are appointed by the APhA-ASP NEC every January. Most of the Academy's work is completed through APhA-ASP's National Standing Committees. Members of the APhA-ASP National Standing Committees play an important role in representing student members' views to the Association. **The five APhA-ASP National Standing Committees are:**

- **National Standing Committee on Awards**
- **National Standing Committee on Communications**
- **National Standing Committee on International**
- **National Standing Committee on Member Engagement**
- **National Standing Committee on Policy**



Interested in running or applying for regional or national leadership? Learn more at <https://www.pharmacist.com/apha-asp-leadership-opportunities>.

2.3 APhA-ASP National Projects and Programs

In addition to leadership opportunities at the local, state, and national level, all student pharmacist members can participate in a variety of national projects and programs. Every APhA-ASP leader works to promote and engage student pharmacists in **APhA-ASP National Projects & Programs**. The projects and programs each support at least one of the pillars of APhA-ASP and are organized that way below:

Policy and Advocacy

- APhA-ASP PharmFlix Video Contest
- APhA-ASP Policy Process
- APhA-ASP Podcasts
- APhA-ASP Back the PAC Campaign
- American Pharmacists Month

Patient Care and Community Service

- National APhA-ASP Patient Care Projects (PCPs)
 - Operation Diabetes
 - Operation Heart
 - Operation Immunization
 - Generation Rx
 - OTC Medicine Safety
 - Women's Health Campaign
- APhA-ASP National Patient Counseling Competition

Connection

- APhA-ASP represents the United States in the International Pharmaceutical Students' Federation (IPSF) and every member of APhA-ASP is a member of IPSF
- APhA-ASP Student Pharmacists Got Talent
- APhA-ASP Summer Leadership Institute
- APhA-ASP Midyear Regional Meetings
- APhA Annual Meeting
- APhA Institute on Substance Use Disorders
- *Student Pharmacist* Magazine
- New Practitioner Mentor Program
- APhA-ASP Student Outreach Visits
- Webinars
- APhA Career Pathways

Leadership

- APhA Experiential Program (APPE rotations and internships)
- APhA-ASP Chapter Achievement Awards
- APhA-ASP Individual Awards and Scholarships Opportunities
- APhA-ASP Student Pharmacist Lapel Pins
- APhA-ASP Graduation Honor Cords Program
- APhA Foundation Scholarships
- APhA Foundation 1953 Society



As an APhA-ASP leader, it is important that you are familiar with all the projects and programs. **Which programs are familiar? Which are new to you?** Discuss them with your fellow leaders and chapter advisors so you have the information you need to guide chapter members to the opportunities that are right for them.



Each of the above projects and programs is covered in detail at <https://www.pharmacist.com/apha-asp>.

2.4 APhA Staff

A team of APhA staff members are dedicated to working with student pharmacists and APhA-ASP. Please review the below information and keep it handy as you navigate the projects and programs throughout your time as a chapter leader.

Keith D. Marciniak, RPh, Senior Director, Student & New Practitioner Development

Contact for: APhA-ASP Policy Process, APhA-ASP House of Delegates, External/Supporter Relations, and APhA Institute on Substance Use Disorder

Crystal Atwell, PharmD, Director, Student & New Practitioner Development

Contact for: APhA-ASP Awards Program, APhA New Practitioner Network, New Practitioner Mentors, APhA New Practitioner Network Advisory Committee & Member Engagement/Education Standing Committees, APhA Experiential Program, American Pharmacists Month (Student & New Practitioner Activities)

Tom English, MS, Director, Student & New Practitioner Communications and Publications & Editor, Student Pharmacist Magazine

Contact for: *Student Pharmacist Magazine*, *Transitions* E-Publication, Student Outreach Program & Scheduling, APhA-ASP and APhA New Practitioner Network Communications Standing Committees, and APhA Communications

Lynette Plowden, Senior Manager, Student & New Practitioner Development

Contact for: APhA Annual Meeting & Exposition, APhA-ASP Summer Leadership Institute, APhA-ASP Midyear Regional Meetings, APhA-ASP National Patient Counseling Competition, IPSF Activities, APhA Senior Recognition Award Program

Carly Harsha, PharmD, Senior Manager, Student & New Practitioner Development

Contact for: APhA-ASP Awards Program, APhA-ASP Patient Care Projects, Chapter Advisors, Chapter Operations and Leader Development, APhA-ASP Chapter Taxes / Finances and Chapter Executive Committee

LaToya Coles, Senior Manager, Membership and Chapter Operations (Membership Department)

Contact for: Fall Membership Drive, Spring Membership Drive, Chapter Membership Development



APhA Student Development staff information can also be found at <https://www.pharmacist.com/student-development-staff>.

2.5 Connect with APhA-ASP

CONNECT WITH APhA-ASP

Leaders

- APhA-ASP National Officers <https://www.pharmacist.com/apha-asp-national-executive-committee-members>
- APhA-ASP Standing Committee Members <https://www.pharmacist.com/apha-asp-national-standing-committee-members>
- APhA-ASP Regional Officers <https://www.pharmacist.com/apha-asp-regional-officers>
- APhA Student Development Staff <https://www.pharmacist.com/student-development-staff>
- National Email Communications APhA-ASP@APhAnet.org

Network with fellow members

- APhA E-Communities <http://engage.pharmacist.com/home>
- APhA Meetings <https://www.pharmacist.com/apha-asp-meetings-networking>

Follow APhA-ASP publications and social media @aphaasp

- *Student Pharmacist* Magazine <https://www.pharmacist.com/publications/spm>
- Facebook: [APhA-ASP](#), [APhA](#), [APhA Foundation](#), [Board of Pharmacy Specialties](#)
- Instagram: [@aphaasp](#)
- YouTube: [APhA-ASP](#), [aphapharmacists](#), [APhA Foundation](#)



- Get to know your APhA-ASP national, regional, and local leaders! The best way to do this is to:
 - ✓ Follow APhA-ASP on Instagram and Facebook
 - ✓ Check out the hashtag #aphaasp and begin following chapters at other schools and colleges of pharmacy
 - ✓ Attend APhA-ASP Summer Leadership Institute, your APhA-ASP Midyear Regional Meeting, and APhA Annual Meeting
 - ✓ Get in touch with your Regional Member-at-large and ask them to help connect you to other chapters
- By doing this, you will be able to share your ideas and build connections that will move your professional experience to a new level!

3. Membership

APhA-ASP leaders serve as a critical link between student members and APhA. Every chapter leader is responsible for supporting chapter members and spreading the APhA-ASP message to future members. To assist you in your leadership role, this membership section will provide you with information and resources that will help you navigate membership duties and functions, and offer useful tips. By being knowledgeable about membership, you will maximize your ability to share opportunities with your peers.

Section 3 Includes:

- 3.1 Membership Eligibility -- Who Can Join?
- 3.2 National, Chapter, and State Association Dues
- 3.3 State Dues Direct Program
- 3.4 Student Membership Benefits
- 3.5 Fall and Spring Membership Drives
- 3.6 Additional Membership Information
- 3.7 Chapter Administrator Account Access
- 3.8 New Member Join and Renewal Process

3.1 Membership Eligibility – Who Can Join?

To be eligible for APhA membership, a student must be enrolled in either a pre-pharmacy or a first professional degree program in a college or school of pharmacy holding membership in the American Association of Colleges of Pharmacy (AACCP), or accredited by the American Council on Pharmaceutical Education (ACPE).

Pre-pharmacy students attending a school that is not affiliated with a school or college of pharmacy are ineligible for APhA membership. Although APhA appreciates their interest, these individuals should be advised that they will be eligible for membership when enrolled in a college of pharmacy as indicated above. However, pre-pharmacy students attending a school the IS affiliated with a school or college of pharmacy ARE eligible for APhA membership.

Note: Those enrolled in a post-BS PharmD programs are not eligible for student membership because they can join as pharmacist members of APhA.

Why Chapters?

Some student pharmacists may ask why it is not possible to join APhA as a student member without chapter membership or wonder what the chapter has to offer that is not included in APhA membership. APhA maintains student membership through chapters based at colleges of pharmacy for a few reasons. Participation in an APhA-ASP chapter helps student pharmacists learn the professional networking skills and professional unity that are important throughout one's career as a pharmacist.

Many APhA-ASP projects and programs are designed for group participation. Projects such as Operation Immunization, Operation Heart, Operation Diabetes, Generation Rx, OTC Medicine Safety, Women's Health Campaign, American Pharmacists Month (APhM), Chapter Achievement Awards, and the APhA-ASP House of Delegates are only possible if student pharmacists work together as a collective voice. Enhancing patient knowledge in your local community and promoting the profession of pharmacy are two of the most important objectives of APhA-ASP. These objectives are best achieved with support of each other. APhA-ASP Chapters also serves as a window into each school or college of pharmacy, which allows APhA to better understand the changing dynamics of the profession. Convincing students to join the chapter and attend meetings can be challenging, but by joining APhA-ASP Chapters in numbers, every student pharmacist can benefit.

3.2 National, Chapter, and State Association Dues

The APhA student membership year is November 1 through October 31. It is important for student pharmacists to join or renew before November 1. October 31 is the deadline for final year students to join APhA or renew their membership to be eligible to receive complimentary NAPLEX study tools.

Annual, national membership dues are \$45 for student pharmacist members except for final-year student pharmacists. The national membership dues are \$120 for student pharmacists in their final-year of pharmacy school (includes final-year student and first new practitioner year membership).

Many chapters also include chapter membership dues, which fund chapter activities, and community projects. Questions about chapter dues are not uncommon, so be prepared to answer. Chapter dues are established by the individual chapters, not by APhA. Chapter dues can be updated once a year in starting in January and ending in February, once the dues update process closes changes cannot be made until the following year.

It is important to know that all chapters can participate in the Chapter Reimbursement Program, which allows APhA to collect their chapter and state dues (see section 3.3 for more information about state dues) online, and the money collected by APhA for chapter dues will be reimbursed back to the chapter five times per year and to the state association directly.

APhA-ASP Chapter Administrative Allowances Program

APhA provides APhA-ASP Chapters an administrative allowance to help defray chapter expenses and time devoted to promoting APhA-ASP to members, and properly maintaining membership records. The administrative allowance is a payment to the chapter for each membership—new or renewal—who is enrolled before November 8.

Your chapter benefits from managing membership in a timely fashion. The chapter administrative allowance is greater for those schools that enroll student members early.

The following dates are very importance because they determine how much your chapter's administrative allowance will be. Student pharmacists should be encouraged to join by October 15; your chapter will receive \$3 for each student pharmacist enrolled. Join by October 16 through November 8, your chapter will receive \$1 for each student pharmacist enrolled.

If APhA collects dues for your chapter, reimbursements are distributed five times per year through the Chapter Reimbursement Program and will be deposited into your chapter bank account via Electronic Funds Transfer (EFT); or a check will be mailed to the work address on the Chapter Advisors pharmacist.com profile. E-mail notifications will be sent when reimbursements/allowances are remitted.

Chapter administrative allowances/reimbursements are processed by the end of the month on the following schedule.

- Dues Payments:
 - June (January-May Enrollments)
 - October (June-September Enrollments)
 - November (October Enrollments)
 - December (November Enrollments)
 - January (December Enrollments)
- Chapter Administrative Allowance Payment
 - February

3.3 State Dues Direct Program

Chapters whose states are partnered with APhA have the option to participate in the State Dues Direct Program.

The State Dues Direct Program allows state membership dues collected by APhA to be sent directly to participating State Pharmacy Associations via check or EFT. Deposits are made directly to the State Association five times per year. State Association Executives are able to pull rosters of student pharmacists who enrolled through your chapter via their State Administrator profile.

State dues amounts are confirmed with the State Associations. **The list of states who are currently not participating in the State Dues Direct Program is below.** If you have any questions regarding the state dues, please contact your local State Association.

Current State Associations that are not participating in the State Dues Direct Program are:

• Alabama	• Minnesota
• Alaska	• Mississippi
• Arizona	• New Hampshire
• California	• New Mexico
• Delaware	• Nevada
• Florida	• North Dakota
• Hawaii	• Pennsylvania
• Idaho	• South Carolina
• Iowa	• South Dakota
• Kentucky	• Texas
• Louisiana	• Washington
• Massachusetts	• Wisconsin
• Michigan	• Utah

Schools not wishing to participate in the program have the option of opting out during the dues confirmation request process prior to the Spring Membership Drive. If there are any discrepancies regarding individual payments, please contact the APhA InfoCenter.

3.4 Student Membership Benefits

APhA-ASP has opportunities for student pharmacists to become involved through patient care projects, community outreach, international organizations, career programming, professional development, and more. Some APhA programs take place within the chapter at the local level, some are regional (such as the APhA-ASP MRMs), others are national, and some are available in print or electronically. When talking with student pharmacists about APhA membership, remember to consider benefits from their point of view, which may depend on where they are in their student pharmacist careers. There is something for every student pharmacist within APhA and it is a great place to start exploring the profession.

As a chapter leader, it is important to know all the opportunities so that you can guide student members to the benefits that are right for them. You have already reviewed the APhA-ASP Projects and Programs in section 2 of this COM. **Use the information in the COM to learn the opportunities provided to members, and follow the quick tips and attend meetings and events to learn even more.** Remember to reference the “quick link” at the end of this section for more membership resources on pharmacist.com.

ADDITIONAL MEMBER BENEFITS

In addition to the opportunities discussed in other sections of this COM, APhA provides student pharmacist members access to widely used and respected professional information resources.

Student members have 24/7 electronic access to the online versions of many of APhA’s publications. **Descriptions of selected APhA online and print publications are provided below. See the [Publications section of pharmacist.com](#) for more information.**

- **Student Pharmacist** – APhA’s bi-monthly news magazine specifically for student pharmacists provides news and information that affects reader’s daily lives, including: career advice from practicing professionals, practice-setting profiles, student viewpoints on today’s hot issues, professionalism tips, political advocacy in action news, tools for improved pharmacist-patient communication, and the latest from the APhA and APhA-ASP Chapters.
- **Pharmacy Today** – The pharmacy profession’s monthly news magazine, *Pharmacy Today* provides news about developments in pharmacy practice, medication management and safety, new drugs, and legal and regulatory matters affecting pharmacy. Articles are written in an easy-to-read style, making it convenient for busy student pharmacists to stay informed. *Pharmacy Today* is available online to all student members.
- **Pharmacy Today Newsletter** – A daily edition of *Pharmacy Today* is delivered via e-mail. This member benefit is used to update members on the constant flow of information that affects the profession and patient care. Delivered each business morning, the daily edition parses a tsunami of news and provides robust, unique, custom-crafted summaries written by our newsletter partner, Information Inc. , and *Pharmacy Today* reporters.
- **Journal of the American Pharmacists Association** – *JAPhA* is a peer-reviewed journal that includes original research, reviews, experience, and opinion articles that link science with contemporary pharmacy practice to improve patient care. APhA-ASP members have access to the online edition (6 issues/year) of *JAPhA* as a benefit of membership for third- and fourth-year students.

Discount on Textbooks and Insurance

- **Discounts on Textbooks and Educational Materials** – With more than 100 resources to choose from, APhA-ASP members receive discounts on the most popular textbooks and references in pharmacy. APhA-ASP members can order online at pharmacist.com. Online orders made by APhA-ASP members are automatically tracked and go toward awards the chapter can earn. Student members can receive discounted shipping on orders made via phone, website, or mail when the chapter name is provided.
- **Professional Liability Coverage** – This policy offers coverage for all curriculum-related activities, including rotations and programs to student pharmacists. All APhA-ASP members can purchase liability insurance policies at a discounted rate.
 - **One of the most important APhA-ASP member benefits for final-year student members is COMPLIMENTARY professional liability insurance. APhA provides \$1 million/\$3 million coverage at no cost to all final-year student members who sign up during the Spring Membership Drive as a Transitioning Member, and does not hold a license to practice pharmacy.** Your chapter MUST opt-in on the Spring Drive Questionnaire to receive this benefit.

Proof of coverage (Certificate of Insurance) will be e-mailed to chapter advisors in late-May/early-June prior to entering the final student year. If you have any questions, contact Healthcare Provider Services Organization (HPSO) Blanket Division at (800)986-4627.

- **Other Insurance Programs** – Affinity Insurance Services, Inc. is the administrator for the APhA endorsed Life, Accident, and Health Insurance program. Coverage is only available to APhA members (and their eligible spouses).

3.5 Fall and Spring Membership Drives

APhA-ASP Chapters are required to hold at least two membership drives each year. The Fall Drive is held at the beginning of the academic year to enroll new student pharmacists, renew existing members, and help chapters financially through the APhA-ASP Chapter Administrative Allowance Program. The Spring Drive is held before the end of the school year and is designed to target student pharmacists who will be entering their final year of pharmacy school in the fall and may not be on campus during the renewal period.

For each of these drives, the chapter advisor will be mailed a kit that includes all the materials needed to conduct a successful membership drive.

MEMBERSHIP DRIVE MATERIALS

Some of the core items included your drive packages are:

- membership Recruitment Brochures
- recruitment Posters
- sample *Student Pharmacist* Magazine
- transitioning Membership Flyers
- chapter Leader Quick View Reference Guide (Drive Instructions)
- giveaways
- and more!

E-mail notifications are sent to chapter leaders as confirmation at the time of mailing. If you do not receive your drive kit in the spring or fall, contact APhA staff member LaToya Coles.

REMOTE APhA-ASP MEMBERSHIP DRIVES

As APhA-ASP Chapter Leaders, it is important that you are prepared to market APhA membership to student pharmacists at your school or college of pharmacy, even if they are not on campus. Student pharmacists will receive join and renewal notices from APhA directly via e-mail, direct mail, and through other marketing efforts. The focus of renewal and recruitment for APhA-ASP Chapter Leaders should be member engagement.

Remote Membership Engagement Tips

- Use your chapter's administrator account to pull membership rosters and reports that include contact information for student pharmacists in your chapter. Reach out to these student pharmacists via e-mail with information and updates on chapter membership. This includes membership drive enrollment and benefits deadlines.
- Reach out to new student pharmacists or student pharmacists who were not chapter members before via the communication platforms in place at your school or college of pharmacy. This could be through your Student Services Office, class website, learning portal, or social media. You could also make announcements before the start of class with your professor's permission or send an e-mail via class listservs.
- Post on your chapter's social media pages. It is important that student pharmacists at your chapter have information on updates regarding their membership, but also remember that fun posts will keep student pharmacists at your chapter and prospective members engaged. Some examples of how to use your social media are:
 - **Make posts showing your chapters culture.** What better way to showcase your APhA-ASP Chapter than by sharing a culture post? A culture post is an image or video that highlights what your chapter is all about. It could be a behind-the-scenes image of your chapter members doing something fun or quirky, or information about your chapter operations and what sets you apart.
 - **Create question posts.** Question posts are great for engagement. This would be a good way to receive input on the planning of chapter activities for current members, and it would also engage prospective members. Also asking fun questions that could be chapter-related and setting up a Twitter poll is another way to get your audience's insight.
 - **Member testimonial posts.** Share some positive quotes from student pharmacists at your chapter or retweet/repost their kind words. You could create a graphic with their testimonial directly on it (do not forget to include their name).
 - **Giveaway posts.** Make plans for at least one or two chapter giveaways per drive. These giveaways could be as simple as \$10 Starbucks or Amazon gift cards, or you could raffle an APhA membership covered by your APhA-ASP Chapter. Encouraging people to participate in a social media giveaway that is related to your chapter will boost engagement with those who are already followers, and can help you increase subscribers by requiring those that don't follow or like your page yet to do so in order to participate. Be clear about your objectives and exactly how you want your audience to participate for the best outcome. Define easy, simple rules before you launch your contest.
 - **Live video posts.** Most social media platforms have options for going live. Find the right platform that works best for you and where you will get the most views from your audience. Try to make a weekly video during the membership drives. For instance, you could have "Tip Tuesdays" or "Fun Fact Fridays." This way your audience will be sure to tune in on those days. Try to use one of these days to highlight a benefit of being an APhA-ASP member through your chapter.

- Use applications like Zoom for chapter meetups and live virtual interaction with students at your chapter. If some of these meetings are informational, you could record them and re-post the links on your social media pages or send them to student pharmacists at your chapter via e-mail. Make sure you open the end of each meetup with a quick Q&A, answering at least five questions, and make attendee's aware of who they should contact if they have additional questions or need more information (i.e. chapter leaders or someone at APhA National Headquarters). Be sure to add some fun to your online chapter meetings. Some examples of fun virtual games/social events are:
 - **Online bingo** - You can start with a virtual bingo board that has a few student pharmacist-relevant or fun items on it. For example, when you hear someone say, "Sorry I was on mute!," you can mark that spot off on your board, and similar for "wearing pajama pants to a virtual class." Bingo is a classic game most people are familiar with, and the remote version is a quick and easy way to stay engaged with student pharmacists at your chapter.
 - **Chapter Feud** - Like the classic television show "Family Feud," the digital version is fun and great for engagement. One person, typically the host, does research on a variety of prompts. For example, you can aggregate numbers related to animals, human behavior, food preferences, and the solar system. An alternative is that you can send a survey out to your chapter members and then use the answers from these surveys as your data source. Then, during a virtual chapter meeting, you play the game following the same rules as the show. For example, a lead member of each team is the speaker and buzzer, and can consult with their team on answers. The teams take turns guessing at the most common answers. At the end, the team with the most points win.
 - **Virtual coffee break** - This virtual social event is dedicated time for your chapter to do something fun and casual together.
 - **Virtual pizza party** - This is just like a real-world pizza party, but online. To execute this event, either collect preferences for all your people and place the order, or have them order themselves. The key is to get the timing right so that everyone receives the pizza at about the same time. Then, you can enjoy a slice or two while doing pizza-themed trivia or watching a movie. Not into pizza? No problem! Have a virtual dinner party where everyone prepares their own meal and has it ready for the online event or movie viewing.

TRANSITIONING MEMBERS CATEGORY

The Transitioning Membership is the **only** membership option given to students who are transitioning to their final year of pharmacy school. Members can sign up for this membership option during the spring of their third year through October 31 of their final year. APhA helps final-year students smoothly transition from student pharmacist to new practitioner by offering 2 years of membership at reduced pricing. **For just \$120 during the membership drive, Transitioning Members are ensured continued access to a wealth of APhA member benefits in addition to the following exclusive bonuses.** These prices may increase once the state or chapter dues are included with the APhA national dues. Make sure students at your chapter are aware of the total dues amount. It is important to emphasize that October 31 is the deadline for final-year students to join APhA or renew their membership to be eligible to receive complimentary NAPLEX study tools.

- Complimentary NAPLEX Review study guide
- Access to the NAPLEX Review Questions section of *PharmacyLibrary*, APhA's digital platform plus bonus test prep questions exclusively for APhA student pharmacist members
- Complimentary Professional Liability Insurance (only for students who enroll during the Spring Drive)
- APhA APPE Pocket Guide (only for students who enroll during the Spring Drive)

Early Access to the New Practitioner Network (NPN)

- **Networking Opportunities:** In-person at the APhA Day of NP LIFE, as well as at special NPN events and education offerings at the Annual Meeting & Exposition.
- **Career Development Resources:** Such as member-exclusive Hot Topics in Pharmacy Webinars, the latest information from top pharmacy experts and thought leaders; and The APhA Career Pathway Evaluation Program for Pharmacy Professionals, to help in making sound career decisions.
- **Financial Planning Resources:** A suite of resources developed exclusively for members by Your Financial Pharmacist staff.
- **Volunteer Opportunities:** Volunteer on the New Practitioner Advisory Committee, Standing Committees, New Practitioner Mentor Program, and more!

3.6 Additional Membership Information

AFTER GRADUATION: NEW PRACTITIONER NETWORK MEMBERSHIP

Pharmacy practitioners in their first 5 years have different needs than their more seasoned colleagues. Although their pharmacy education has prepared them to be clinically competent, some find that they have little experience with the realities of the working world. Managing personal finances, finding the right employment opportunity, hiring and supervising technical staff, and avoiding burnout are issues common to many new practitioners.

APhA recognizes that new practitioners need information to help ease through the transition from student pharmacist to working professional. The APhA NPN provides products, services, and programs to help the Association's new practitioner members make this transition.

APhA membership dues for new practitioner active members are \$129. New practitioners pay reduced member dues until 4 years after graduation. New practitioner members of APhA can also choose Academy affiliation in both the APhA-APPM and APhA-APRS at no additional charge.

INCENTIVES AND AWARDS FOR YOUR CHAPTER

There are several opportunities for chapters to receive recognition and financial awards, particularly regarding membership. As a chapter leader, you play a critical role in leading your chapter to achieve its membership objectives and earn awards for your chapter's performance. A brief description of membership awards currently available are presented below.

APhA-ASP MEMBERSHIP BONUS GOAL AWARD

This APhA-ASP Membership Bonus Goal Award provides recognition and monetary rewards to APhA-ASP Chapters that have had successful membership recruitment drives and have obtained a specified percentage of their school's total eligible student enrollment as APhA-ASP Chapter members.

Bonuses are given to APhA-ASP Chapters that achieve the following level of membership enrollment:

- If 90% of eligible students are enrolled in the pharmacy school/college are APhA-ASP members, the monetary award is \$150.
- If 89% of eligible students enrolled in the pharmacy school/college are APhA-ASP members, the monetary award is \$125.
- If 79% of eligible students enrolled in the pharmacy school/college are APhA-ASP members, the monetary award is \$100.

Chapters receiving this recognition and cash bonus will be recognized at the APhA-ASP Awards Ceremony during the APhA Annual Meeting & Exposition.

APhA ANNUAL MEETING & EXPOSITION COMPLIMENTARY REGISTRATION FOR CHAPTER ADVISORS

Any chapter that enrolls 80% or more of their school/college's student pharmacists as APhA-ASP members will receive one complimentary registration to the APhA Annual Meeting for their chapter advisors. Banquet tickets are not included with complimentary advisor registrations unless requested by the advisor.

Eligibility for this award is based on your chapter's active membership as of November 8. So even if the deadline for student enrollment forms has passed, get those "last minute" stragglers into APhA. You should have all enrollments submitted by the November 8 deadline to make certain that all your chapter members are included in the count.

APhA-ASP CHAPTER BOOK SALES PROGRAM

APhA-ASP Chapter members can place their individual book orders through pharmacist.com or by calling our toll-free number 800-878-0729. Student pharmacists will receive a 20% discount off the list price of APhA titles and a 10% discount off other publishers' list prices when they identify themselves as members.

All student pharmacist book sales through APhA will be tracked throughout the calendar year (January – December). This chapter will receive one student registration to the APhA Annual Meeting & Exposition for every \$8,000 its student pharmacists spend buying books and electronic products through APhA.

When ordering a book online, student pharmacists must enter their school affiliation for the chapter to receive credit. The more student pharmacists that buy through APhA, the more opportunities your chapter will have to receive complimentary registrations! Sales will be totals in January and reported to chapter advisors in February.

3.7 Chapter Administrator Account Access

As APhA-ASP Chapter Leaders, you have the ability to oversee your chapter's administrator account, and the responsibility of necessary administrative tasks such as dues updates (see section 3.2), Chapter Executive Committee Roster updates (see section 4.9), and more.

Your Chapter Administrator account is separate from your personal account on pharmacist.com, and requires a separate chapter username and password for access. This account information can be provided to chapter leaders at the discretion of the chapter advisor. If you do not have the username and password for your Chapter Administrator account, check with your chapter advisor. You can send an e-mail to the APhA InfoCenter to put in a user credentials request.

Chapter Administrator Functionality – the online portal allows you to:

- View and Update Executive Committee Roster
- View and Download Transaction Reports
- View and Download Membership Roster
- Download and Upload Files/Forms
 - Membership Upload File to Enroll Your Chapter Members (By request only)
 - Goal Setting Forms
 - Chapter Trend Report
- Update Dues

The reports available to you through your Chapter Administrator account provide you with member information needed to assist in your chapter operations. You have access to a **Chapter Roster** that includes active members in your chapter for the current year, a **New Members Report** that shows a list of your chapters new members for the current year, and a **Non Renewed/Expired Members** report; these reports can be used to reach out to student pharmacists at your chapter to inform them of upcoming events, join/renewal deadlines, or need-to-know chapter information. If your chapter requires APhA to collect dues from student pharmacists during enrollment, there are also **Dues Reimbursement** reports that coincide with payments received.

The list below includes the report codes and descriptions of the 12 reports available to you on your chapter administrator account:

- **MBR9005** Chapter Roster
 - Generates a report that shows details of active members in your chapter
- **MBR9001-MAY** Dues Reimbursement (Payments from January – May)
 - Generates a report that shows all chapter dues collected from January to May*
- **MBR9001-SEP** Dues Reimbursement (Payments from June – September)
 - Generates a report that shows all chapter dues collected from June to September*
- **MBR9001-OCT** Dues Reimbursement (Payments for October)
 - Generates a report that shows all chapter dues collected in October*
- **MBR9001-NOV** (Payments for November)
 - Generates a report that shows all chapter dues collected in November*
- **MBR9001-DEC** (Payments for December)
 - Generates a report that shows all chapter dues collected in December*
- **MBR9011** New Members (April to present)
 - Report shows new members who joined during Spring Drive until date report is being generated

- **MBR9012** Non Renewed/Expired Members (Current Expiration Year)
 - Shows all members who are expiring during the current year
- **MBR9013** Monthly Transaction Totals
 - Shows the amount of dues collected for your chapter each month*
- **MBR9014** Monthly Dues Revenue Totals (Total National and Chapter Dues Collected)
 - Shows the total amount of dues collected for your chapter (Includes Chapter and National dues)
- **MBR9015** Annual Dues Revenue Totals (Total National and Chapter Dues Collected)
 - Shows the yearly total amount of dues collected for your chapter (Includes Chapter and National dues)
- **MBR9001-A** Chapter Transaction Report (Specific Date Range)
 - Generates a report that shows the total amount of dues collected for your in specified date range

*Only applicable if APhA collects dues for your chapter. Dues reimbursement reports are only available after payments are released to your chapter.

The instructions for generating the reports found on your chapter administrator account are below:

1. Login to your Chapter Administrator Account on pharmacist.com, and select “My Account”
2. When redirected to your Chapter Administrator profile, select “My Groups”
3. On the “Committee Management” page, select the “ Report” option to access the list of reports and descriptions
4. Select the desired report from the dropdown menu and then select “ View/Download Report in Excel”
5. The selected report should open in a new window in your browser (**Be sure that your pop-up blocker is turned off**)

3.8 New Member Join and Renewal Process

Teamwork is an essential factor when it comes to running a successful membership drive campaign. Chapter leaders should encourage students to join or renew online.

MEMBER ONLINE JOIN PROCESS

The online enrollment process is available at www.pharmacist.com and starts with creating a registration form (for those that don't have an APhA account) and then completing the join or renewal form. Final-year student pharmacists only have the option of the two-year, Transitioning Membership.

Below are instructions to help student pharmacists with the online enrollment process. If you have any questions about the online join process, please contact LaToya Coles.

1. Visit the APhA website pharmacist.com, select **“Membership,”** and **“Join APhA-ASP.”**
2. On the student pharmacist page select **“Join Now.”**
3. Enter your **“E-mail Address”** and **“Continue.”**
4. Complete the required information on the **“Tell us about yourself page”** and select **“Next.”**
5. A summary of membership will be given to ensure your information was entered correctly.
6. Choose your **“Academy.”** Students are automatically enrolled in APhA-ASP (Academy of Student Pharmacists).
7. The option to donate to the **“APhA Foundation”** will be given. Make your selection and click **“Next”** to continue.
8. **“Review and Finalize your information”** to ensure all of your information is correct and select **“Pay Now”** to check.
9. Enter your **“Payment Information”** and **“Submit.”** Students experiencing any issues with the online processes should call the APhA InfoCenter.

MEMBER ONLINE RENEWAL PROCESS

There is a “Pay Now” option on the renewal page so that students have an easier, more streamlined process when renewing their APhA-ASP membership.

With “Pay Now,” students will have the option to pay their current order if they have No Changes to the order or member information. If a student needs to make any updates, they will need to go through the entire join/renewal process.

The instructions for online renewal process are below:

1. Login to your **“Pharmacist.com”** account.
2. Select **“Pay Now.”**
3. Review the detailed order summary to ensure no changes need to be made and enter your **“Payment Information.”**
4. Confirmation page will show after payment is applied.

PAPER FORMS USED FOR THE JOIN PROCESS

Paper enrollment forms should only be used if a student pharmacist encounters a problem with the online enrollment process. Please do not offer paper enrollment forms unless a student pharmacist encounters a problem with the online enrollment process. Completed paper membership forms should be mailed back to APhA (at the address below). It is important to **ensure that all of the requested information on the form is filled out. If the forms are not properly completed, they will be returned to the membership vice president and the delay may negatively impact your chapter enrollment process.** (Note: NO REFUNDS are given for student memberships)

1. Completely fill out the Student Membership Enrollment Form and **be sure that all information is legible. All the information listed below is required!**
 - **First and Last Name**
 - **Member ID** (required for existing APhA members and can be found on the Chapter Roster)
 - **Preferred Mailing Address**
 - **Current E-mail Address** (necessary for updates regarding membership)
 - **Phone Number**
 - **Graduation year** (important to determine benefits)
2. Count and confirm that the amount on the check/credit card balances with the amount of total Student Membership Enrollment Forms. For example: Receiving 50 enrollment forms with a check amount for 51 students can result in a delay of processing for all student members.
3. **PAC (Political Action Committee) donations** are accepted when submitting membership renewals only. **NEW MEMBERS WILL NOT BE GIVEN THE OPTION TO MAKE THIS DONATION;** this option will only be available to renewing members
4. Send the completed Membership Enrollment Forms along with payment to Member Services and retain a copy for your records.
5. Fill out your **Transmittal Report**, which **MUST** be used to submit all checks and credit card payments. This allows APhA to quickly identify any discrepancies and gives us a contact person should there be any problems concerning your submission. Please make a copy of all Transmittal Forms for your records.
6. After you have double-checked all the above information, send the completed Student Membership Enrollment Form, the completed Transmittal Report, and the payment to the APhA address listed below. DO NOT submit your forms to any other address or department other than the one listed below. If you have any questions or would like to alert us about your submission, feel free to contact LaToya Coles at lwilson@aphanet.org. **E-mails are encouraged due to the number of students and chapter advisors that will need assistance during this very busy time.**

Enrollment Form Submission Address:

American Pharmacists Association
ATTN: Kelly Bryant
2215 Constitution Avenue, NW
Washington, DC 20037



Don't forget that you have additional resources available to you through the APhA-ASP Chapter Officer Resources page at <https://www.pharmacist.com/apha-asp-membership-resources>. Here you will find PDFs of membership marketing materials, membership drive instructions and tips, timelines, detailed benefits information, and much more!

Contact the APhA InfoCenter at infocenter@aphanet.org or 1-800-237-APhA (2742).

Contact APhA staff member LaToya Coles at lwilson@aphanet.org.

4. Chapter Structure and Organization

There are 143 schools and colleges of pharmacy in the United States and Puerto Rico. Just like every school and college of pharmacy is different, every chapter is different. You will have your own set of chapter leaders, chapter bylaws, and likely your chapter programming and timelines will have unique components. For example, earlier the APhA-ASP National Projects and Programs were discussed in section 2.3. Your chapter may participate in those programs and also have a chapter-specific patient care project in response to the needs in your community. It is important that your chapter is structurally sound and prepared for success so that you can create the best experience for your members!

As a chapter leader, you are responsible for your chapter's structure and organization. By learning about APhA, studying the COM, and communicating with your fellow APhA-ASP leaders, you will be able to make this happen. This section of the COM will provide you with a set of APhA-ASP Chapter "best practices." You will find information on the required components of a chapter as well as instructions on how to keep your chapter information up-to-date with APhA. Please use this as a guide as you work with your chapter advisor to organize your chapter operations each year.

Section 4 includes:

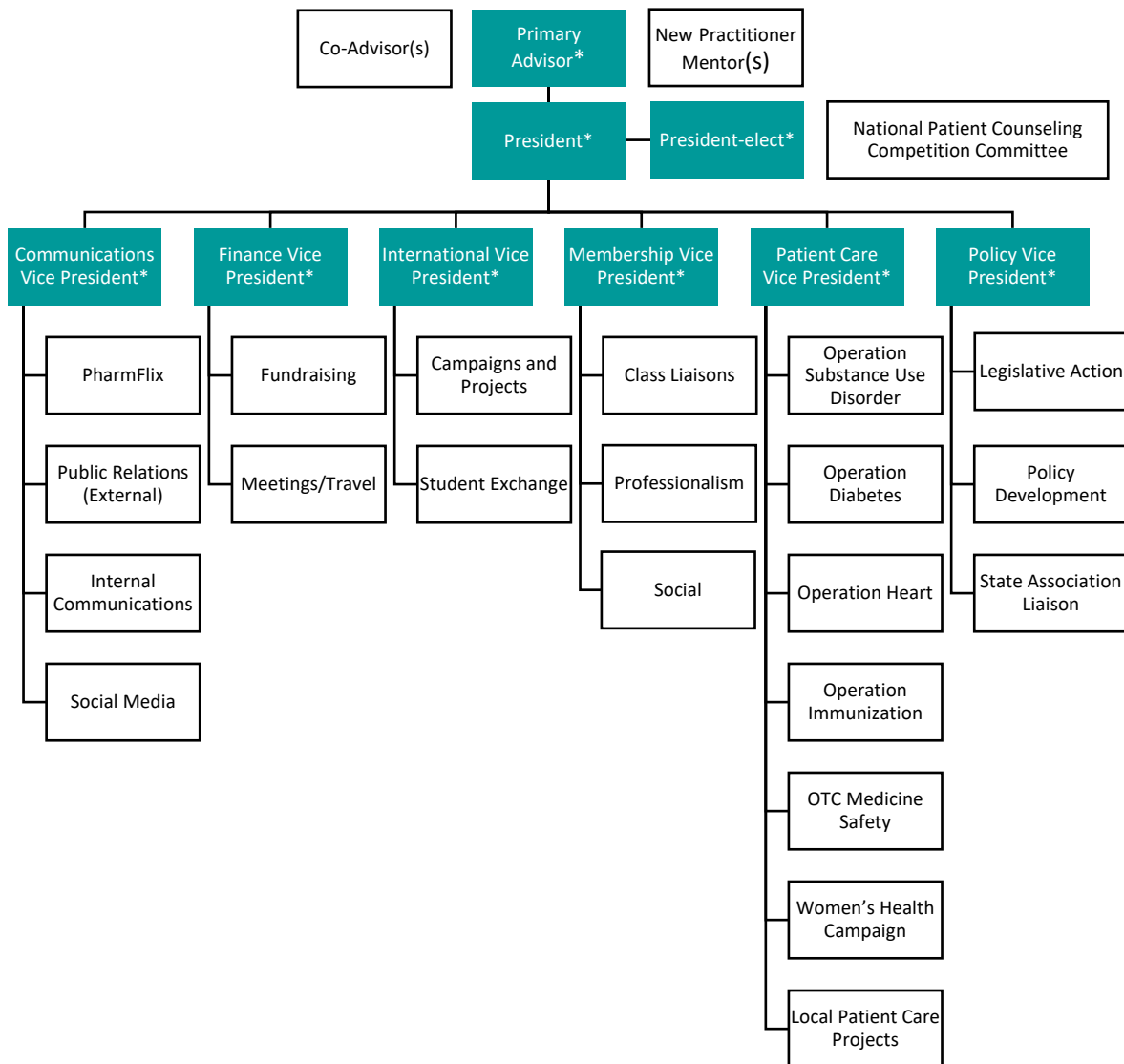
- 4.1 Maintaining Your Charter
- 4.2 Essential Chapter Activities
- 4.3 Finances and Taxes
- 4.4 Involvement in APhA-ASP Policy and Advocacy
- 4.5 Involvement in APhA-ASP Patient Care Projects
- 4.6 Participation in APhA-ASP Meetings
- 4.7 Reporting
- 4.8 Awards and Recognition Opportunities
- 4.9 Communicating with APhA

4.1 Maintaining Your Charter

It is the responsibility of every chapter advisor and leader to ensure that the chapter maintains good standing with APhA. Below you will find a check list of required items to complete each year to maintain your APhA-ASP Chapter Charter. If one of these items is not complete, the chapter’s status will be evaluated by APhA staff. The chapter advisor will be notified, and an action plan will be created for the chapter to fulfill the missing requirements.

APhA-ASP Chapters must have the following chapter executive committee positions (at a minimum, green blocks in diagram below):

- | | |
|--|---|
| <input type="checkbox"/> Chapter Advisor | <input type="checkbox"/> Chapter International Vice President |
| <input type="checkbox"/> Chapter President | <input type="checkbox"/> Chapter Membership Vice President |
| <input type="checkbox"/> Chapter President-elect | <input type="checkbox"/> Chapter Patient Care Vice President |
| <input type="checkbox"/> Chapter Communications Vice President | <input type="checkbox"/> Chapter Policy Vice President |
| <input type="checkbox"/> Chapter Finance Vice President | |



APhA-ASP Chapters are required to:

- Maintain a Constitution and/or Bylaws, and submit updates to APhA
- Have a structure that incorporates chapter committees
- Update the Executive Committee Roster through pharmacist.com
- Conduct eight chapter executive committee meetings per school year
- Have a representative at the APhA-ASP House of Delegates during the APhA Annual Meeting & Exposition
- Have a representative at the APhA-ASP Summer Leadership Institute
- Have a representative at the APhA-ASP Midyear Regional Meeting
- Conduct a fall and spring membership drive
- Monitor chapter membership trends and establish annual membership goals
- Host eight general membership meetings per academic year
- Develop and implement a continuity of leadership (transitions) plan
- Develop and implement annual chapter goals and objectives
- Have a bank account and process for maintaining finances
- Develop an annual budget
- File taxes directly with the IRS or with the school or college of pharmacy
- Conduct at least two projects, programs, or events in each of the following areas:
 - Patient care and/or community service
 - Policy, advocacy, and/or legislative
 - Leadership development
 - Professionalism
 - Social
 - International
- Maintain detailed and accurate records of chapters activities, events, projects, and programs
- Submit a Chapter Achievement Report

APhA-ASP Chapters are strongly encouraged to:

- Have multiple Chapter Co-Advisors (faculty members)
- Have at least one APhA New Practitioner Mentor
- Have a minimum of one chapter advisor attend the Chapter Advisor Workshop at APhA's Annual Meeting
- Participate in the APhA-ASP National Patient Counseling Competition on the local and national levels
- Participate in APhA-ASP's national patient care projects
- Conduct three Chapter Executive Committee leadership retreats and transitions (Spring, Fall, and Winter)
- Promote chapter member attendance at all meetings, including APhA-ASP Midyear Regional Meetings and APhA Annual Meeting & Exposition
- Participate in all chapter leader development and training provided by APhA
- Expand leadership opportunities for student members
- Host an APhA-ASP Student Outreach Visit at least once every three years

4.2 Essential Chapter Activities

To operate successfully, your chapter must bring its members together and have systems in place for communication and record keeping. This section outlines essential chapter activities to help you become familiarized with the components that will be a part of your day to day life as a chapter leader.

CHAPTER LEADERSHIP AND ELECTIONS

As noted in the previous section, APhA-ASP Chapters are required to have the following core executive committee members: Chapter President, Chapter President-elect, Chapter Communications Vice President, Chapter Finance Vice President, Chapter International Vice President, Chapter Membership Vice President, Chapter Patient Care Vice President, and Chapter Policy Vice President. In addition to those leaders, your chapter may have additional members of the executive committee. This is determined by your chapter's needs and it should be outlined in your chapter's constitution and bylaws. A couple of examples are if your school or college of pharmacy has an "umbrella organization" and there is an executive committee member designated to be a liaison, or if your chapter has satellite campuses with a shared executive committee, you may have a liaison for each campus.

Chapter elections should be held in February of each academic year unless your academic calendar requires a different timeline. Position descriptions must be shared with your membership body and the election process should be described early so that members are familiar with the steps. The chapter president and chapter president-elect should meet with the chapter advisor every year to finalize these details.

It is also very important as a leader to mentor future leaders and encourage others to "go for it" if they are nervous about running for a position; there is nothing to lose! Running for a position provides practice presenting a speech in front of a large audience and networking with your peers. These are experiences that will help you feel comfortable during future interviews.

CHAPTER COMMITTEES

APhA offers a variety of activities and benefits for members. To effectively deliver these, you must utilize the skills and talents of a team of leaders. By creating chapter committees, you will divide the workload, create more opportunities for members, and help your chapter achieve its goals. Committee members may be appointed by the executive committee or they may volunteer their service through the application process. Decide what works best for your members. The more people that are involved and invested in your APhA-ASP Chapter, the more successful you will be. You will find examples of committees in our recommended chapter structure as well as potential descriptions in section 5 of this guide.

MEMBERSHIP BODY

In addition to elected and selected chapter leaders, your chapter must have an active membership body to participate in the activities and benefits provided. Members should vote on all official business and help guide the direction and goals of the chapter. Members are leaders for their peers and community members while they get involved in the events that they are passionate about.

CHAPTER RECORDS

It is important to have a historical record of your chapter's operations because it will provide perspective as you plan each year. That perspective will allow you understand what has been done in the past and give you the information necessary to create processes, so you do not "recreate the wheel." One of the easiest ways to do this is to file and review your Chapter Achievement Reports each year and require the incoming chapter executive committee to review the reports before the team begins planning. The chapter advisor, president, and president-elect should facilitate this process and share the information with the chapter leaders as appropriate so that everyone can contribute. Some chapters create a historian position to manage the process from year to year.

There are many ways to store your chapter activity files from year to year. Ultimately you should work with your chapter advisor to determine the best system to save records and important chapter documents such as the Chapter Achievement Report mentioned above. The school or college of pharmacy may have a system in place for student organization content. For example, if the university uses Blackboard or Canvas, you may be able to create a "course" or "group" for your chapter. Dropbox and Google Drive are two other great examples for file storing and sharing. We recommend that you keep your chapter constitution and bylaws, meeting minutes, leadership rosters, and Chapter Achievement Report from each year at a minimum. Update your records on a continuous basis and do not wait until the end of the year. This is a process that will help with transitions and it is important to make sure you stay consistent from year to year.



Every chapter is required to submit a Chronological List accounting for every event conducted each year as part of the Chapter Achievement Report. This Chronological List is a great way to stay on top of record keeping throughout the year. It will allow your leaders to stay on the same page and reduce work at the end of the year during the Chapter Achievement Report process. Learn more and find a template online in section 4.7.

CHAPTER MEETINGS

Chapter meetings are a way to engage members and leaders in the planning and operation of chapter activities. There are two types of meetings that chapters should conduct on a regular basis. The first type is a chapter executive committee meeting and the second type is a general body meeting.

Chapter executive committee meetings are routinely scheduled meetings to bring your leadership team together to share updates, plan chapter projects and programs, and develop leadership skills. It is recommended for a chapter advisor to attend every chapter executive committee meeting. The frequency of these meetings may be determined by your chapter advisor and fellow leaders.

Chapter general body meetings are an important opportunity to connect with members and enhance their APhA experience. Chapters should host a general body meeting at least once a month to discuss current and future activities, membership recruitment, and other necessary business. The meetings may also feature guest speakers or discuss issues important to the student pharmacists. APhA is the organization where you can have it all, so these meetings are meant to serve all student members interested in all aspects of the profession. It is important to make meetings fun and engaging.

With the demands of your school or college of pharmacy curriculum and other responsibilities, it can be challenging to find a time that accommodates all members. To determine the best time for members to meet, consider the following:

- Survey members to learn what topics interest them.
- Conduct chapter executive committee meetings separately from general body meetings. You can also task each vice president to meet with their chairs and committees, and report back to the chapter executive committee.
- Rotate day and time of the meeting each month if there is not one day and time that is best for everyone.
- Develop a calendar of meetings early to allow members to accommodate them in their schedules.
- Schedule meetings that use audience participation or provide a tangible benefit.
- Advertise meetings to faculty and encourage their attendance.
- Ask if it would be okay to have an APhA representative make an announcement at the beginning of class.
- Give away prizes at the end of chapter meetings stating that you must be present to win.
- Organize joint programming with other organizations.
- Work with your Student Services Office on campus to ensure that school or college of pharmacy student organization meeting policy procedures are met.
- Invite APhA New Practitioner Mentors and promote their attendance to members. Ask them to arrive early and stay after to answer member questions.
- Create flyers, e-mail invitations, and social media promotions for the student body.
- Offer food!
- Include a networking activity that your members enjoy doing to create community.

CHAPTER PROJECT MANAGEMENT

One of the most challenging tasks as chapter leaders is implementing your goals and objectives for the year. Learning about project management will help your team create actionable plans. Use these guidelines and tips as a starting point when thinking about the various programs you will want to run during your year.

Different projects and people call for different approaches, and with good leadership and planning, almost any program can be a success. Thorough planning ahead of time may make the difference between success or failure. In general, a successful program requires setting the goal and objectives, designing the program, estimating costs, establishing a timetable, and discussing promotional and legal considerations. APhA-ASP recommends that each chapter determine the types of patient care projects and programs your chapter would like to participate in and then determine any other programs you would like to create at your chapter level.

Here are some guidelines for chapter projects:

1. State your goal early. We recommend that after electing a new chapter executive committee in February, you then conduct a transitions meeting with both outgoing and incoming leaders. You should also conduct a meeting where goals are discussed for the upcoming leadership year. It is important to conduct these meetings as quickly as possible when you designate new leaders. You may also want to consider when your university allocates funds for each semester if your chapter finances come from the university.
 - a. For example, you may want to send 10 students to the APhA Annual Meeting with \$500 to help cover registration and travel costs. At \$500 a person, you need to raise \$5,000 (Goal). You decide to organize a fundraising project to raise the money (Objective 1). The committee thinks the project should involve all members of the chapter, either as participants in the final program or as program planners (Objective 2). Finally, you want to include practitioners in the program (Objective 3). If your

chapter undertakes an extensive project, you may want to subdivide it with different members in charge of the various aspects. This is an opportunity to provide more leadership opportunities, too!

2. Consider the cost and how it fits in with the chapter budget. Consider all costs and assess what funding opportunities are possible. Work with your chapter advisor if creating a proposal to request support.
3. Work with your chapter advisor to consider the legal implications. This could have to do with a permit or license from the city to use space or a regulation, or university policy on point-of-care testing.
4. Set deadlines. Without them, members may put off their share of the work and end up doing a rush job at last minute. Unless necessary, projects should not be stretched out; people may lose interest and quit before the job is complete. Make sure to allow time for proper planning and execution: your schedules are busy and your schoolwork is a priority!
 - a. Consider other events and holidays while planning these deadlines. Some projects may also be more effective at certain times of the year.
5. Promote your project! No matter how much effort went into planning, a program will not be successful if no one knows about it.
6. Evaluate the project and file a report when it is finished. This report should be written by the member(s) in charge. The report will help organizers of future projects, and it will also come in handy when it is time for your chapter achievement awards report to be put together. Keep *Student Pharmacist* magazine, the Chapter Cookbook, and the APhA-ASP Facebook and Instagram page in mind as well.
7. Thank your helpers. Recognition and rewards are important, especially on a large project that requires much work. At your next meeting, recognize the students, faculty, new practitioner mentors, and administration members who participated in the program, and send a letter of thanks from the chapter president or committee chair. You should also recognize the persons or organizations outside the chapter who helped. The leaders of the project should also get special recognition.

4.3 Finances and Taxes

Every university will have its own financial requirements for student organizations. It is the responsibility of the chapter leaders to work with the chapter advisor to ensure these requirements are met. The following information should be used as a starting point for all chapter leaders.

CHAPTER FINANCES

How to manage the day-to-day finances of your chapter should be discussed with the chapter advisor. This includes knowing the finance requirements of the university, running a successful budget and fundraising plan, as well as maintaining a chapter bank account. Every university has its own policy and procedures for student organization funds. It is the responsibility of chapter leaders to check these policies annually and ensure that the APhA-ASP Chapter is following them. Typically, the chapter president, chapter president-elect, chapter finance vice president, and chapter advisor manages this process, but it is good for every chapter leader to understand the policies and procedures since they are planning and executing operations.

To receive payments as direct deposits into your chapter bank account via EFT,)—such as those outlined in section 3 of the COM related to chapter dues and awards—you must provide the appropriate information by filling out the chapter banking information form, which can be found online in the APhA-ASP Chapter Officer Resources. If you do not fill this out, checks will be mailed to the work address on the chapter advisor’s pharmacist.com profile. E-mail notifications will be sent when reimbursements/allowances are remitted.

CHAPTER TAXES

APhA is a 501(c)(6), not-for-profit organization, and is exempt from federal income tax on its exempt activities, but not exempt from state sales tax. The 501(c)(6) designation is specifically reserved to trade boards, professional associations, and other types of business leagues that are characterized by a common business interest, which the organization typically promotes. Donations to a 501(c)(6) are not tax deductible, as is the case with charitable contributions to 501(c)(3) organizations such as the APhA Foundation.

Within APhA’s organizational structure, APhA-ASP has an affiliation with chapters at the schools and colleges of pharmacy in the United States and Puerto Rico. Included within APhA’s chapter affiliation agreement, the Association authorizes each chapter to conduct business according to Association, school or college of pharmacy, and specific chapter bylaws and procedures. For tax purposes, the Internal Revenue Service (IRS) views each APhA-ASP Chapter as a subordinate unit under APhA’s Group Exemption Number (1335). This means that chapters are granted federal tax exemption on tax exempt activities as part of this relationship. However, as with APhA, chapters are not exempt from state sales tax.

Just as APhA has its own tax identification number (53-0026265), each subordinate unit under the APhA group exemption has its own tax identification number and each chapter has its own tax-exempt status on file with the IRS.

A very important responsibility of your chapter is to maintain a healthy(?) tax status with the IRS. **All APhA-ASP Chapters must meet the tax filing requirements of the IRS by filing their tax returns on their own, filing their returns under their school or college of pharmacy, or filing their returns with their university.** Chapter advisors and chapter finance vice presidents should check with the university, school or college of pharmacy, or business office to inquire how taxes need to be filed annually. However, the method by which your chapter files taxes may be different. There are two different options based upon the rules and regulations of your university, school, or college of pharmacy:

Option 1: Chapter files taxes with their university, school, or college of pharmacy

Some APhA-ASP Chapters are required by their university, school, or college of pharmacy to file annual tax information directly with the university, school, or college of pharmacy's annual tax return. These chapters do not have their own tax identification number and work directly with the business office at their school to file taxes.

Option 2: Chapter files taxes directly with the IRS under APhA's Group Exemption

For some APhA-ASP Chapters, the university, school, or college of pharmacy requires that the chapter obtains their own tax identification number and file annual tax returns under APhA's Group Exemption. These chapters have their own tax identification number and work directly with the IRS to file annual taxes.

The type of tax form that must be filed with the IRS is dependent on revenue. APhA-ASP Chapters are recognized by the IRS as a subordinate unit under APhA's group exemption number 1335. As the parent organization, part of APhA's responsibility is to notify chapters of their obligation to file tax return information with the IRS.

To file taxes, please complete and submit the appropriate 990 Form to the IRS:

- 990-N e-Postcard (for chapters with revenue less than or equal to \$50,000.00); or
- 990 or 990-EZ Form (for chapters with revenue more than \$50,000.00)
-

The process for completing a 990N e-Postcard requires a user to log into the IRS website to complete the electronic filing process. If you do not have a log-in, or forgot your password, you can set up an online account using the link at the bottom of this page.

Completing the e-Postcard requires the eight items listed below:

- Your chapter's Employer identification number (EIN), also known as a Taxpayer Identification Number (TIN)
- Tax year
- Legal name and mailing address
- Any other names the organization uses
- Name and address of a principal officer (this will be your information or a co-advisor, if you have one)
- Web site address, if the organization has one
- Confirmation that the organization's annual gross receipts are \$50,000 or less
- If applicable, a statement that the organization has terminated or is terminating (going out of business)

Per the IRS, the 990-N E-Postcard, the 990-EZ Form and the 990 Form are all due every year by the 15th day of the 5th month after the close of your tax year. For example, if your tax year ended on December 31, your tax return is due on May 15 of the following year. You cannot file your tax return until after your tax year ends. If your chapter files with your university, school, or college of pharmacy, please check to see when your tax year ends. **APhA's tax year ends on December 31 each year, therefore the Association's and your chapter's filing date is May 15.**



Please refer to these resources provided by the IRS for more information about the [990 series forms](#), your [online account](#), [Taxpayer Identification Number](#), and [tax year](#).

Contact APhA staff member Carly Harsha at charsha@aphanet.org.

4.4 Involvement in APhA-ASP Policy and Advocacy

As a chapter leader, you are a resource to your peers about APhA-ASP Policy and Advocacy. There are so many opportunities to impact the profession and help our patients. It can be overwhelming if you are new to the process. The information below will provide you with foundational knowledge about two key programs for chapters to participate in.

CHAPTER PARTICIPATION IN THE APhA-ASP POLICY PROCESS

It is essential for chapters to participate in the APhA-ASP Policy Process because the purpose of the process is to amplify student pharmacist voices. From guides to planning and implementing policy and advocacy events at your chapter, to detailed information on APhA's Provider Status initiative and the APhA-ASP Policy Process, APhA-ASP has the ideas, resources, and information to make advocating for your profession easy. The more chapter members you can involve in the APhA-ASP Policy Process the better. It is a way to begin discussing hot topics in the profession and it will prepare student pharmacists to advocate for the profession to better take care of patients. It is your responsibility as a chapter leader to be a liaison between the APhA-ASP Policy Process and your chapter members. There are many components and steps to this process—which can be intimidating—but by lending a hand and helping your peers understand, you will help them speak out about their passions and prepare for the career that is only a couple years away.

The APhA-ASP Policy Process begins with the APhA-ASP member. Members bring their ideas to the chapter for discussion. Those discussions lead to proposed resolutions that are presented to the region. At MRM, during the Policy Proposal Forum, all those proposed resolutions are brought to the floor and discussed among the region. Chapters vote at MRM and then passed resolutions go to the APhA-ASP Resolutions Committee. All proposed resolutions from every region are then sent back to all chapters so that they may be discussed during the APhA-ASP Open Hearing on Resolutions at the APhA Annual Meeting. From that point on, the APhA-ASP Reference Committee will then make recommendations to the APhA-ASP HOD.

The APhA-ASP HOD is chaired by the APhA-ASP Speaker of the House and there are voting members representing every chapter and the APhA-ASP NEC members. All business, including the resolutions, are voted upon. The APhA-ASP Policy Standing Committee creates an implementation plan for passed resolutions from the House. The passed resolutions and new business items are presented to the APhA Board of Trustees in the Report of the APhA-ASP HOD Session and the Report of the APhA-ASP Policy Standing Committee. Ultimately, the APhA-ASP Policy Standing Committee will utilize the created implementation plan to turn the passed resolutions into actions for chapters to work on in the future.

APhA-ASP BACK THE PAC CAMPAIGN

The American Pharmacists Association Political Action Committee (APhA-PAC) was formed to support candidates for federal office who have supported pharmacy issues and recognize the value of pharmacists in the health care system. The APhA-ASP Back the PAC Campaign began in 2011 through the efforts of the APhA-PAC Board of Governors and the APhA-ASP NEC. The success of APhA's legislative priorities is dependent on the strength of the APhA-PAC, and that is why it is crucial for all APhA-ASP members to become involved as a contributor.

The APhA-ASP Back the PAC Campaign is a competition between APhA-ASP Chapters to see who can raise the most funds for the APhA-PAC. The competition takes place in January to March every year and motivates APhA-ASP members to support the profession and to raise political awareness. The chapter that raises the most for the APhA-PAC receives a prize. Updated materials about rules, federal fundraising laws, and timelines are provided each year by following the program page on pharmacist.com.



Learn more about these programs at <https://www.pharmacist.com/apha-asp-policy-advocacy>.

4.5 Involvement in APhA-ASP Patient Care Projects

There are six national APhA-ASP PCPs. The PCPs provide an opportunity for student pharmacists to get involved in community service and to practice their patient care skills. Members can develop leadership, organization, and project management skills while planning and implementing events. They are also able to practice their communication and clinical skills while educating their communities. PCPs are one of the critical elements in your chapters ability to promote the pillars of APhA-ASP.

The six national APhA-ASP Patient Care Projects are:

- Operation Diabetes
- Operation Heart
- Operation Immunization
- Generation Rx
- OTC Medicine Safety
- Women's Health Campaign

In addition to the national PCPs, there is the opportunity for your chapter to create local PCPs based on the needs of your community. For example, local projects such as Cancer Prevention, Men's Health, Mental Health and Wellness, and Lung Health have been developed to fill a need in the community.

Let your creativity flow and follow your passions while participating in local and national PCPs. It is important to note that the Chapter Achievement Report form provides room to report and describe local PCPs. This is a great way to showcase how your chapter is unique and filling a need in the community.



Learn more at <https://www.pharmacist.com/apha-asp-projects-programs>.

4.6 Participation in APhA-ASP Meetings

APhA conducts meetings on the national and regional level for student pharmacists throughout the year. Each provides unique opportunities for student pharmacists to network, develop leadership skills, learn about advances in the profession, and discover career opportunities. As a chapter leader, it is recommended that you attend as many meetings as possible. By attending meetings, you will:

- Make new friends from all over the country
- Grow professionally and practice public speaking skills
- Learn about various career opportunities for pharmacists
- Gain information to bring back to your chapter
- Have fun and explore a new city or state

Below find a brief overview of each meeting and a time window to mark on your calendar. If you have questions about the meetings, first reach out to your chapter president or chapter advisor. You can also visit the APhA-ASP Meetings website by following the “quick link” at the end of this section.

APhA Annual Meeting & Exposition – March

The APhA Annual Meeting & Exposition is the most comprehensive meeting for pharmacy professionals and future leaders in pharmacy. As a student pharmacist, you will have the opportunity to learn about leadership, career opportunities, and current hot topics in the profession, and participate in events that will set you apart from the crowd! There are poster presentation opportunities, chapter leader development workshops, the National Patient Counseling Competition, and a career expo, as well as receptions and networking events galore.

APhA Institute on Substance Use Disorders – End of May/beginning of June

Held annually in Salt Lake City UT, the APhA Institute strives to educate student pharmacists and practitioners about the pharmacology and pathophysiology of addiction. Through interactive educational sessions, networking, and team-building activities, participants are provided with a unique opportunity to learn about addiction, pain management, and how to provide assistance and support to individuals affected by substance use disorder.

APhA-ASP Summer Leadership Institute – July

SLI is designed to help APhA-ASP Chapter Officers develop leadership skills to guide their chapter to continued success. During a series of interactive and educational sessions, attendees are challenged to identify their leadership style, discuss team building strategies, develop communication skills, and receive updates on APhA-ASP activities.

APhA-ASP Midyear Regional Meetings (MRMs) – October/November

MRMs are the only meetings in the United States held specifically for student pharmacists. Each meeting provides an opportunity for student pharmacists to participate in leadership development, network with fellow students, explore career opportunities with potential employers, and celebrate the achievements of APhA-ASP Chapters.



Learn more at <https://www.pharmacist.com/apha-asp-meetings-networking>.

4.7 Reporting

The APhA-ASP Chapter Achievement Report (CAR) Form serves three purposes for your chapter. First, it allows the APhA staff and the APhA-ASP National Executive Committee to stay up to date on chapter activities. Second, the CAR provides the information used to recognize outstanding chapter accomplishments through the APhA-ASP Chapter Achievement Awards (CAA) Program. Third, the CAR provides a historical record for your chapter. All APhA-ASP Chapters are required to submit a CAR to maintain their charter. Full participation in the CAR and CAA Program offers tremendous learning opportunities for members and the chance for chapters and individuals to be showcased during the APhA-ASP Awards Ceremony at the APhA Annual Meeting & Exposition.

To provide a baseline for chapter reporting and evaluating chapter activities, certain minimum requirements have been established. As noted in the previous paragraph, every APhA-ASP chapter is required to submit a Chapter Achievement Report (CAR) Form.

All APhA-ASP Chapters must submit the following required sections of the CAR:

1. Chapter Achievement Report Form
 - Section 1: Chapter Submission Information
 - Section 2: Chapter Operations, Logistics, & Membership
 - Chronological List
 - Chapter's Constitution/Bylaws
 - Chapter Goals and Objectives
 - Section 3: Chapter Advocacy & APhA-ASP Policy Activities
 - Section 4: Chapter Patient Care Activities (Chapter and National Projects)
 - Section 4: Chapter Patient Care Activity - Generation Rx
 - Section 4: Chapter Patient Care Activity - Operation Diabetes
 - Section 4: Chapter Patient Care Activity - Operation Heart
 - Section 4: Chapter Patient Care Activity - Operation Immunization
 - Section 4: Chapter Patient Care Activity - OTC Medicine Safety
 - Section 4: Chapter Patient Care Activity - Women's Health Campaign
 - Section 5: Chapter Professionalism Activities
 - Section 6: Chapter APhA-ASP/IPSF Activities
 - Section 7: Optional APhA-ASP Reports
 - Section 7: Most Improved Report
 - Section 7: Innovative Programming Report
 - Section 8: Chapter Advisor Review & Submission
2. Photographs and Supplemental Materials (if applicable)

Photos and supplemental items should be uploaded to through APhA-ASP Dropbox. Chapter advisors and officer are sent an invitation.

It is critical to work with your team while complete the CAR and it is considered best practice to work on chronological lists and collect photos throughout the year.



Please visit <https://www.pharmacist.com/apha-asp-chapter-achievement-awards-program> to learn more as well as to reach out to the APhA-ASP Awards Standing Committee. You can set up a time to meet and receive guidance.

4.8 Awards and Recognition Opportunities

The APhA–ASP Chapter Achievement Awards (CAA) Program was established in 1974 to recognize outstanding activities of APhA–ASP Chapters at the schools and colleges of pharmacy in the United States and Puerto Rico. The program is an extension of APhA–ASP’s mission to provide opportunities for professional growth and improve patient care while advancing the future of pharmacy. The awards structure is designed to recognize superior programming among chapters that envision the future of pharmacy by creating opportunities for student participation. The awards program also embraces the core ideas of APhA–ASP’s mission to create new standards of leadership, professionalism, membership, patient care, and legislative advocacy among student pharmacists nationwide.

Chapter Awards:

- APhA-ASP Chapter of the Year
- APhA-ASP Division A – Winner, 1st Runner-up, & 2nd Runner-up
- APhA-ASP Division AA – Winner, 1st Runner-up, & 2nd Runner-up
- APhA-ASP Division AAA – Winner, 1st Runner-up, & 2nd Runner-up
- APhA-ASP Specialty Chapter Achievement Awards:
 - APhA-ASP Chapter Patient Care Award
 - APhA-ASP Chapter Policy and Advocacy Award
 - APhA-ASP Chapter Professionalism Award
 - APhA-ASP Chapter Operational Leadership Award
 - APhA-ASP Outstanding IPSF Activity Award
 - APhA-ASP Up-and-Coming Chapter Award (only new chapters are eligible)
 - APhA-ASP Most Improved Chapter (optional report section within Chapter Activity Report Form)
 - APhA-ASP Chapter Innovative Programming Award (optional report section within Chapter Activity Report Form)

Chapter members, chapter advisors, new practitioner mentors, and other individuals are also recognized through a set of **APhA-ASP Individual Awards**:

- APhA Linwood F. Tice Friend of APhA-ASP Award
- APhA-ASP Outstanding Dean Award
- APhA-ASP Outstanding Chapter Advisor Award
- APhA Distinguished New Practitioner Award
- APhA Student Leadership Awards
- APhA Good Government Student Pharmacist of the Year Award
- APhA-ASP Senior Recognition Certificate

The **APhA Foundation Student Scholarship Program** recognizes students who choose to invest time into their school’s APhA-ASP Chapter to help shape the future of the profession while managing the demands of a full-time pharmacy curriculum. Applicants will be evaluated on their potential to become leaders for the profession of pharmacy, as demonstrated by their involvement in school and community activities, and academic performance.



Please visit <https://www.pharmacist.com/apha-asp-awards-scholarships> to learn more.

4.9 Communicating with APhA

In section 2 of the COM, we talked about APhA staff, regional and national leaders, as well as the various social media channels for you to follow. By knowing those individuals and liking the Facebook and Instagram accounts, you can reach out to APhA when necessary. This purpose of this section is to provide information on how to keep your contact information up-to-date so that APhA can contact you when there are important APhA-ASP updates and announcements.

Updating Your Executive Committee Roster

It is the responsibility of the outgoing chapter officers or the chapter advisor to update the names and contact information for ALL incoming chapter officers no later than **June 15** each year. The information may be updated on the chapter profile on pharmacist.com using the **Chapter Administrator account log in**. Details on accessing the Chapter Administrator account can be found in section 3.7. **Instructions on how to update this information can be found below:**

1. Login to your Chapter Administrator Account and Select “My Account.”
2. Select “My Groups” next to chapter name.
3. On the “Committee Management” page, select “Add Committee Member.”
4. Enter committee member’s name in the “Last Name” and “First Name” fields and select “Search;” select bubble beside committee members name in “Search Results” and click “Continue.”
5. Select “Position,” “Participation Status” as “Active,” enter start date, and “Save.” Note that all other fields will automatically populate if the start date is the day you are entering the positions. If the start date is a past or future date, you must select “Voting Status” as “Non-Voting Member” and manually enter the end date of 1-year from the start date entered and “Save.” Example: Start Date: 5/27/2020; End Date: 5/26/2021.

Position options for APhA-ASP Chapters:

President
President-elect
Communications Vice President
Finance Vice President
International Vice President
Membership Vice President
Patient Care Vice President
Policy Vice President

For Chairs and Co-Chairs:
Operation Diabetes (for chairs/co-chairs)
Operation Heart
Operation Immunization
Operation Substance Use Disorder
OTC Medicine Safety
Women’s Health Campaign
State Association Liaison
Executive Committee Member (for all other leaders)

Updating Your Chapter Advisor



Please visit <http://fs8.formsite.com/APhA-ASP/Advisors/index.html> to update your chapter advisor’s contact information or to notify APhA that your chapter will have a new chapter advisor.

Communications from APhA

APhA provides a variety of resources to support your chapter throughout the year. These e-newsletters and training opportunities are shared with chapter leaders and advisors via the e-mail addresses listed in your Chapter Administrator account. You must keep the above information up-to-date to ensure that you will receive information from APhA.

Communication and support from APhA:

- *Student Pharmacist Connection (SPC)* – A monthly e-mail communication sent to student pharmacist members from APhA staff with important updates and information.
- *Chapter Executive Update (CEU)* – A monthly e-mail communication sent to chapter leaders and advisors from APhA staff with important updates and information.
- *APhA-ASP Webinar Series* – Created to assist chapter leaders and members with a variety of topics throughout the school year.
- *The Chapter Operations Manual (COM)* – Your guide and foundation to running a successful APhA-ASP chapter.
- *Chapter Leader Training Modules.*
- *Student Outreach Visits* – Chapter visits conducted by APhA staff and the NEC.
- *Membership Updates* – Throughout the student membership drives, you will receive e-mail updates from APhA staff, including important deadlines and procedures.

5. Chapter Officers

Chapter officers are essential to the mission and vision of APhA and APhA-ASP. Officers create opportunities for engagement, education, service, leadership, and professional development for student pharmacists. Each member of the team supports a different component of APhA-ASP, and all share the responsibility to carry out the business of the chapter to improve patient care and envision and advance the profession of pharmacy.

Section 5 includes:

- 5.1 Requirements for all Chapter Officers
- 5.2 Position Descriptions
- 5.3 Committee Descriptions
- 5.4 Oath of Office and Incoming Officer Installment
- 5.5 Chapter Officer Transitions and Leadership Retreats
- 5.6 Additional Considerations

5.1 Requirements For All Chapter Officers

Each chapter officer should use these requirements along with the additional requirements found in section 5.2. It is important to note that APhA-ASP Chapters and schools or colleges of pharmacy may have additional requirements for student leaders. It is the responsibility of every chapter officer and advisor to review and update the position descriptions and requirements each year.

TERM REQUIREMENTS OF ALL CHAPTER OFFICERS

A chapter officer will serve approximately a 15-month term:

- 3 months shadowing, learning, and training with outgoing chapter officers (elections occur in February, incoming and outgoing chapter leaders attend APhA Annual Meeting & Exposition in March, and transitions occur in April and May).
- 12 months as an official chapter officer (last 3 months training the incoming officer while fulfilling the position responsibilities).
- Remain in satisfactory academic standing with college or school of pharmacy.

Leadership in APhA-ASP is meant to complement, not compete with the leader's education. All APhA-ASP leaders are expected to maintain satisfactory academic performance, and a leader's education will always come first. In fact, many leaders find that leadership enhances educational experiences and educational experiences enhance leadership.

RESPONSIBILITIES OF ALL CHAPTER OFFICERS

- Conduct self in a professional and ethical manner at all times.
- Inspire student pharmacists to become members of APhA and leaders within the profession.
- Utilize creativity to challenge student pharmacists to be innovative.
- Mentor and assist the chairs of the committees associated with your elected position (if applicable).
- Encourage chapter representation at APhA and APhA-ASP regional and national meetings and promote the importance of regular meeting attendance to chapter members.
- Build a strong relationship with chapter advisor(s), faculty and administration, community practitioners, and new practitioner mentors.
- Complete required training by APhA-ASP and the school or college of pharmacy and university.
- Be familiar with all operations and programs of APhA and APhA-ASP on the national and regional levels.
- Be familiar with pharmacist.com/apha-asp, *Student Pharmacist Connection* and *Chapter Executive Update*, and incorporate this information into your local operations.
- Review previous year's Chapter Achievement Report.
- Maintain accurate records of chapter activities and programs for reporting to APhA, college, school, university, or other stakeholders.
- Help the President-elect gather information and write the Chapter Achievement Report, including maintaining chronological lists throughout the year.
- Review and update all chapter officer position descriptions and responsibilities each year.
- Perform the duties of other offices in the interim during which there is no such officer.
- Follow all APhA social media channels.
- Serve the term requirements for position.

REQUIRED MEETING ATTENDANCE FOR ALL CHAPTER OFFICERS

- All chapter general body meetings and executive committee meetings
- All APhA and school or college of pharmacy leader training events
- APhA-ASP MRM
- APhA Annual Meeting & Exposition
- State Association Meetings

5.2 Position Descriptions

Use this information to supplement the requirements for all chapter officers provided in section 5.1.

CHAPTER PRESIDENT

Purpose of position

The chapter president sets the direction and pace of the chapter's activities based on the mission of APhA-ASP. The chapter president serves as a leader, planner, mentor, mediator, and facilitator to stimulate professional growth and active participation among student members.

Additional responsibilities

General

- Promote and enforce the Constitution and Bylaws of APhA-ASP and the chapter.
- Act as a general representative of the chapter, except in cases where authority is given to another officer or member.

Team Leadership and Development

- Work with chapter members, leaders, and advisors to develop a mission statement, strategic plan, and goals for the chapter.
- Serve as the chairperson of the Executive Committee and ex-officio member of all committees.
- Mentor chapter leaders and help identify their strengths.
- Maintain close contact and communication with the other members of the Executive Committee and the chapter advisor on a regular basis (monthly or more frequently).
- Mentor the President-elect and perform the duties of the President-elect in the interim during which there is no such officer.
- Serve as a liaison to the new practitioner mentors.
- Appoint and remove the chairpersons and members of all committees of the chapter, upon approval of the Executive Committee.

External Relations

- Work with the Executive Committee to build and maintain relations with community stakeholders.
- Promote APhA and APhA-ASP brand and identity at school and in local community.

Chapter Programming and Operations

- Utilize chapter resources for maximum benefit to the membership while ensuring the growth of the chapter.
- Plan and facilitate retreats for the Executive Committee.
- Schedule, preside over, and maintain order at all executive committee and chapter meetings.
- Coordinate the activities of the Executive Committee, as well as various other committees.
- Work with chapter advisor and finance vice president to manage chapter finances.

Engagement with APhA and APhA-ASP Regionally and Nationally

- Serve as a member of the APhA-ASP MRM nominating committee.

CHAPTER PRESIDENT-ELECT

Purpose of position

The chapter president-elect will spend the elect year working in partnership with the chapter president to understand the chapter infrastructure, projects, programs, funds, and future opportunities. It also gives the leader time to build essential relationship with the chapter advisor(s), new practitioner mentor(s), dean, and faculty and administration. This training is vital to the success of the chapter as the chapter president-elect will assume the role of the chapter president the following year and must also be ready to assume the duties of the office in absence of the chapter president for any reason during the elect year.

Additional responsibilities

General

- Serve a 1-year term of office as president-elect and a 1-year term as president.
- Serve as an advisor to the chapter president while learning all aspects of the office of the president.
- Attend all functions and meetings at which the chapter president's attendance is required.
- Have a working knowledge of the chapter's constitution and bylaws to ensure that all policies and procedures are followed during chapter operations and meetings.

Team Leadership and Development

- Participate as an ex-officio member on all committees.
- Coordinate the election and transition processes for the incoming Executive Committee and other chapter committee chairs.
- Serve as a liaison to the new practitioner mentors.
- Serve as liaison to local and state pharmacists association in collaboration with the policy vice president or another designated chapter leader.

External Relations

- Promote APhA and APhA-ASP brand and identity at school and in local community.

Chapter Programming and Operations

- Assist the chapter president in coordinating the activities of the Executive Committee, as well as various other committees.
- Record minutes for all Executive Committee meetings.
- Coordinate chapter reporting throughout the year, compile required documents, and submit Chapter Achievement Award report by June 15.

Engagement with APhA and APhA-ASP Regionally and Nationally

- Ensure the Executive Committee Roster is updated in the Chapter Administrator account by June 15.
- Oversee the appointed delegate in the planning of accommodations and travel to Regional and/or National APhA-ASP functions.
- Coordinate the National Patient Counseling Competition.
- Attend APhA-ASP SLI.

COMMUNICATIONS VICE PRESIDENT

Purpose of position

The chapter communications vice president is responsible for the coordination of communication and public relation efforts for the chapter. This includes promoting APhA-ASP activities and initiatives to a broad community of stakeholders—including chapter members—using a variety of media and public relation platforms. This position is also responsible for the overall development and execution of an internal communications plan for chapter activities and initiatives.

Additional responsibilities

General

- Maintain a working knowledge of and follow the communication policies of APhA-ASP and your college/school/university.

Internal Communications

- Promote chapter meetings and events to chapter members and college/school/university officials.
- Maintain communication channels utilized by the Executive Committee and chairs/co-chairs.

External Relations

- Connect with campus public relations and media relations teams and initiate collaboration.
- Coordinate public relations efforts of the APhA-ASP Chapter to the broader community.
- Grow or develop a network of contacts with local media outlets to support the chapter's outreach efforts.

Social Media and Other Platforms

- Develop and maintain communications through social media outlets, websites, newsletters, etc.

Chapter Programming Collaboration

- Coordinate American Pharmacists Month activities and media presence, and work with policy vice president.
- Promote the PharmFlix Competition and organize, coordinate, and submit the chapter submission.
- Collect chapter pictures, video, and multimedia for use with APhA-ASP chapter, regional, and national activities, awards, communications, competitions, and programs.
- Assist with the completion of the Chapter Achievement Report by providing photographs and videos documenting chapter achievements during the year.

Engagement with APhA and APhA-ASP Regionally and Nationally

- Promote APhA and APhA-ASP national, regional, and local events, especially APhA-ASP MRM and the APhA Annual Meeting & Exposition.
- Promote APhA-ASP print and online publications:
 - *Student Pharmacist Magazine* - current issue and opportunities for publication.
 - *Student Pharmacist Connection* - useful links and updates.

FINANCE VICE PRESIDENT

Purpose of position

The chapter finance vice president is essential for ensuring chapter success and stability by maintaining the fiscal health of chapter operations. By managing the chapter's finances, monitoring spending, and maintaining accurate and up-to-date records for financial reporting, this position supports all chapter activities and initiatives. The finance vice president also plays a large role in revenue generation by coordinating fundraising efforts for the chapter.

Additional responsibilities

General

- Work with chapter advisor and outgoing and incoming finance vice presidents to ensure all items are transitioned properly.
- Understand and adhere to all college or university banking and fundraising requirements.
- Create a budget for chapter operations and update it periodically throughout the year.
- Provide a detailed annual report of expenses and income to the Executive Committee and chapter advisor by April 15 of presiding year.

Chapter Banking, Taxes, and Record Keeping

- Manage chapter bank account or banking process.
- Maintain positive balance for accounts.
- Verify proper signatures are on all banking documents.
- Verify the necessary paperwork has been filed/updated with the IRS and APhA regarding chapter's tax filing status by May 15, with assistance from the chapter advisor.
- Process all invoices, checks, and reimbursements for the chapter.
- Record all receipts and disbursement from chapter accounts.
- Advise chapter officers and committee chairs routinely on chapter spending.

Fundraising

- Research potential fundraising and grants for chapter projects and meeting attendance.
- Oversee all chapter fundraising activities.
- Assist policy vice president with the Back the PAC Campaign.

Meetings and Travel Management

- Work with parties at the college or school or pharmacy, such as the Student Services Office, Student Activities Office, or Student Governing Board to determine eligibility for funding and travel reimbursement.
- Manage chapter travel expenses, including transportation, hotel, and registration costs.
- Stay informed about the process for chapter travel to meetings, and educate chapter members and leaders about the process before every meeting that requires travel.

INTERNATIONAL VICE PRESIDENT

Purpose of position

The chapter international vice president serves as the liaison between the Executive Committee and the APhA-ASP International Standing Committee. This position is responsible for the promotion of IPSF campaigns within the chapter, creating ways for chapter members to work together to address global concerns in their local communities.

Additional responsibilities

General

- Maintain a working knowledge of IPSF and the importance of global health.
- Promote IPSF member benefits as a part of APhA-ASP membership to chapter members.
- Be familiar with the information and resources available on ipsf.org and provide updates to chapter.
- Inform the Executive Committee of other IPSF activities that may be relevant to chapter programming.

IPSF Student Exchange Program (SEP)

- Encourage chapter member participation in SEP.
- Oversee the activities of, or act as, the Local Exchange Officer of your chapter:
 - Establish a host site for SEP at your chapter in collaboration with National APhA-ASP/IPSF Student Exchange Officers.
 - Arrange host site preceptors, housing, and transportation for exchange students from other countries.

IPSF Public Health Campaigns

- Create opportunities for chapter members to participate in IPSF public health campaigns.
- Collaborate with the Patient Care Vice President to incorporate these campaigns into patient care projects.

IPSF Humanitarian Campaigns

- Encourage participation in the Humanitarian Campaigns of IPSF, including the Vampire Cup.

MEMBERSHIP VICE PRESIDENT

Purpose of position

All the activities carried out by APhA-ASP Chapters are driven by the needs of the membership and the community. The chapter membership vice president addresses these needs by actively engaging members in chapter events throughout the year. The membership vice president develops strategies to increase member participation in APhA-ASP national, regional, and chapter projects and programs, and works with chapter members, officers, and advisors to develop a strategic plan for membership recruitment and retention.

Additional responsibilities

General Chapter Member Support

- Serve as a resource to members regarding all APhA-ASP membership benefits.
- Create a chapter membership team/committee to evaluate previous membership development efforts, plan activities, and establish measurable goals for future membership campaigns.
- Incorporate membership development priorities into your chapter's annual goals and objectives.
- Manage the Chapter Administrator account with the chapter advisor and chapter president-elect.
- Run necessary membership reports via the Chapter Administrator account.

Fall and Spring Membership Drives

- Organize the fall (August-September) and spring (March - April) membership drive.
- Manage the online registration and renewal process for members and assist with any issues.
- Offer a comprehensive orientation program for members, including:
 - Fall and Spring Membership Drives – Provide overview of APhA-ASP programs and member benefits.
 - Fall Campaign - Outreach visit conducted by APhA Student Development staff and/or NEC members, or membership presentation given by chapter leaders.
 - Spring Campaign - Life on Rotation Program presented by new practitioner mentors aimed at third-year students who want to learn about rotation experiences, what to expect, and tips on how to prepare.
- Ensure that membership campaigns and related activities are included in the annual operating budget.
- Maintain close communication with chapter advisor and Executive Committee during membership drives.

Engagement with APhA and APhA-ASP Regionally and Nationally

- Serve as chapter liaison to the APhA-ASP Regional Member-at-large and to APhA Headquarters regarding new and renewing members.
- Inform APhA of any changes to the EFT information currently on file, or if you would like to opt in.

PATIENT CARE VICE PRESIDENT

Purpose of position

The patient care vice president is responsible for implementing the national patient care projects and community outreach programs, including the PCPs listed in section 4.5, as well as mentoring the patient care project chairs. This position requires a high level of collaboration and communication with members of the Executive Committee and the health care community.

Additional responsibilities

General

- Ensure, in collaboration with chapter advisor, that patient care activities carried out by the chapter conform to all university/college/school regulations, as well as state and federal law governing health care professions trainees and pharmacy interns.
- Attend a majority of the patient care project events.
- Collaborate with members of the Executive Committee to advertise patient care projects.

Team Leadership and Development

- Mentor patient care project chairs in their efforts to implement each project.
- Help coordinate volunteer recruitment for community outreach events.
- Oversee the patient care chair position transition to ensure information about committee operations is passed to the incoming leader.

External Relations

- Work with chapter president, chapter president-elect, and communications vice president to coordinate external relationship efforts.
- Build connections in the community with local health groups, Department of Health Services, city council, schools, etc., to facilitate patient care project implementation.

Chapter Programming and Operations

- Ensure that all details are properly documented at every patient care or community outreach event to ensure complete and accurate chronological lists for the Chapter Achievement Report.
- Work with the finance vice president to managing funding for patient care projects.
- Maintain a comprehensive calendar of chapter's patient care project events.

POLICY VICE PRESIDENT

Purpose of position

The role of the chapter policy vice president is vital to the success of APhA-ASP, the development of student pharmacists, and the future of the profession of pharmacy. Most enter pharmacy school with little knowledge of pharmacy policy or experience in grassroots advocacy, yet participating in these activities is a fundamental professional responsibility of pharmacists. The policy vice president helps expose chapter members to opportunities APhA-ASP provides to learn about policy and advocate for the profession. Policy vice presidents engage chapter members in policy and advocacy programs, and keep them up to date on important policy initiatives.

Additional responsibilities

General

- Stay up to date with current issues within pharmacy.
- Communicate important information about policy and advocacy to the chapter.
- Organize and engage chapter members in policy and advocacy programs and calls to action that may arise.
- Hold policy events to educate chapter members regarding important policy topics.
- Organize letter writing campaigns.
- Organize Capitol Hill visits to local, state, and national policymakers and legislators.
- Advocate by building rapport between your chapter with state or federal legislators.
- Discuss policy issues relevant to the profession in the state with legislators.
- Spearhead advocacy activities for the profession by increasing public awareness of the services a pharmacist can provide to their community.

Provider Status and the Pharmacists Provide Care Campaign

- Sign up for the Pharmacists Provide Care Campaign to receive updates.
- Encourage chapter participation in the Pharmacists Provide Care Campaign.
- Organize events to raise awareness of the provider status campaign among student pharmacists, other health professions, and faculty members.

Policy Development Process

- Guide chapter through the policy development process.
- Serve as chapter delegate for the Closing Business Session at MRM and the APhA-ASP House of Delegates at the APhA Annual Meeting & Exposition.

Back the PAC Campaign

- Attend the “Back the PAC” Webinar hosted by APhA.
- Educate chapter members on the role of the APhA PAC.
- Know what legislative bills APhA is currently supporting and educate chapter members.
- Plan fun and informative fundraisers to support the APhA PAC.
- Encourage chapter members to donate to the APhA PAC.

American Pharmacists Month

- Work with the communications vice president to reach out to the public.
- Show the public what pharmacists can do.

Work with your State Association

- Coordinate with state pharmacy association to support state level advocacy initiatives.
- Communicate the importance of state level advocacy to the chapter.
- Participate in State Legislative Days/Weeks.

5.3 Chapter Committees

Active APhA-ASP Chapter Committees drive successful chapters. The number of committees varies greatly by school. For your chapter, create the committees necessary to accomplish the goals and objectives your chapter has set. APhA-ASP chapters usually have the following committees:

COMMITTEES OF THE PRESIDENT-ELECT

- **National Patient Counseling Competition Committee**
Develops, promotes, and conducts the APhA-ASP National Patient Counseling Competition (NPCC) on the chapter level under the direction of the President-elect and NPCC Chair.

COMMITTEES OF THE COMMUNICATIONS VICE PRESIDENT

- **Internal Communications Committee**
Works to facilitate communications among and between chapter leaders and chapter members. Helps the communications vice president with the chapter calendar, e-mail, and other communication platforms utilized at the school or college of pharmacy.
- **Social Media and Public Relations Committee**
Works to maintain message-based communications to chapter members through chapter newsletters, websites, Facebook, Twitter, bulletin boards, etc., and helps promote chapter activities and the profession to the public through television, radio, print, and social media.
- **PharmFlix Committee**
With the communications vice president and PharmFlix chair, develops the concept/script, coordinates the direction, shooting, production, and editing of the PharmFlix submission.

COMMITTEES OF THE FINANCE VICE PRESIDENT

- **Fundraising Committee**
Develops and executes fundraising activities to create revenue for the chapter. Assists the finance vice president with chapter financial reporting and tax requirements when needed.
- **Meetings/Travel Committee**
Develops and executes fundraising activities to create revenue specifically to meetings and travel. Assists the finance vice president with gathering required documents for student travel and related bookings.

COMMITTEES OF THE INTERNATIONAL VICE PRESIDENT

- **IPSF Student Exchange Committee**
Works with the international vice president to set up IPSF student exchange sites at their chapter and assists students who wish to participate in student exchanges globally.
- **IPSF Campaigns and Projects Committee**
Develops and implements IPSF projects and programs that tackle worldwide problems in local communities. In addition, the committee assists the international vice president in submitting the annual IPSF report.

COMMITTEES OF THE MEMBERSHIP VICE PRESIDENT

- **Membership Committee**
Plans and executes the fall and spring membership drives under the direction of the membership vice president. Promotes the benefits and importance of APhA-ASP involvement while a student pharmacist and retaining membership in APhA as a practitioner.
- **Professionalism Committee**
Works with the chapter and the school or college of pharmacy to plan professionalism events and projects. These projects may include White Coat Ceremonies, graduation, New Student Orientation, etiquette dinners, leadership symposiums, chapter awards program, and career-related programming.
- **Social Planning Committee**
Plans social activities and functions to maximize engagement, establish chapter pride and identity, and retain member involvement throughout the year.

COMMITTEES OF THE PATIENT CARE VICE PRESIDENT

- **Operation Diabetes Committee**
Plans and organizes the chapter's Operation Diabetes campaign under the direction of the patient care vice president and Operation Diabetes Chair.
- **Operation Heart Committee**
Plans and organizes the chapter's Operation Heart activities and programming under the direction of the patient care vice president and Operation Heart Chair.
- **Operation Immunization Committee**
Plans and organizes the chapter's Operation Immunization campaign under the direction of the patient care vice president and Operation Immunization Chair.
- **Generation Rx Committee**
Plans and organizes the chapter's programming on prescription medication safety, substance use disorder, and recovery under the direction of the patient care vice president and Operation Substance Use Disorder Chair.
- **OTC Medicine Safety Committee**
Plans and organizes the chapter's targeted OTC education programming under the direction of the patient care vice President and the OTC Literacy chair.
- **Women's Health Campaign Committee**
Plans and organizes the chapter's Women's Health Campaign under the direction of the patient care vice president and the Women's Health Campaign Chair.
- **Local Project Committee**
Plans and organizes the chapter's local patient care projects activities and programming under the direction of the patient care vice president and Local Project chair.

COMMITTEES OF THE POLICY VICE PRESIDENT

- **Legislative Action Committee**
Assists the policy vice president in providing information for members regarding the legislative process and its effect on the pharmacy profession. Organizes, when necessary, the chapter's activities regarding specific APhA Call to Action items provided in the APhA Legislative and Regulatory Updates.
- **Policy Development Committee**
Provide student members with the opportunity to voice ideas and concerns and to develop proposals for future consideration for APhA and APhA-ASP policy.

5.4 Chapter Officer Oath of Office and Incoming Officer Installment

The following Oath of Office is to be administered immediately following the election of all APhA-ASP Chapter, Regional, and National Offices. Students should stand (if they are able) at the front of the room, raise their right hand, and repeat the Oath that is administered from the immediate past officer, regional, or national officer present.

Oath of Office

“I, _____, solemnly swear that I will carry out the duties of my office with dignity and integrity. I will uphold the Constitution of the United States and the Constitution and Bylaws of the American Pharmacists Association. I will devote my tenure in office to furthering the basic purpose of the Association and to implementing its policies and programs. To these responsibilities I pledge myself.”

Oath of Office Script

“I, _____ (please state your name) //

solemnly swear that I will carry out the duties of my office with dignity and integrity. //

I will uphold the Constitution of the United States //

and the Constitution and Bylaws of the American Pharmacists Association. //

I will devote my tenure in office //

to furthering the basic purpose of the Association //

and to implementing its policies and programs. //

To these responsibilities I pledge myself.” //

Congratulations! (Lead Applause) //

5.5 Chapter Officer Transitions and Leadership Retreats

Handing a chapter off to incoming leadership once a year can be daunting. It takes a lot of time to become familiar with all the components of an APhA-ASP Chapter. Project and program development and implementation may even take multiple years. There are two ways to make this process more seamless. Chapter officers should have detailed plans in place for transitions as well as leadership retreats for team building.

OFFICER TRANSITIONS

A successful transition will provide the transfer of valuable knowledge and experience of outgoing officers to incoming officers. One of the most important aspects of this process is shadowing. Incoming officers should have approximately 3 months to shadow and learn from outgoing officers to understand what is expected of them to prepare for the following academic year. This includes the time from elections in February and APhA Annual Meeting & Exposition attendance in March, to transition meetings held in April and May. Follow the recommendations below to ensure your team is ready for success.

Benefits of a Successful Transition

- Capitalize on the knowledge and experience of outgoing officers.
- Minimize confusion of leadership changeover.
- Provide outgoing officers with closure.
- Formal process for transfer of knowledge.
- Allows for a period of learning/partnership between new officers and old officers, thereby building the confidence of new officers.
- Minimize loss of momentum of the chapter.
- Ensure strategic and effective fiscal planning.

Responsibilities of Outgoing Officers

- Compile and organize all printed and electronic files and resources. Create transition binder or online repository, such as a Google Drive.
- Develop an action plan and timeline for new officer transition.
- Schedule transition meetings to share information with incoming officers.
- Allow incoming officers a period of time to shadow outgoing officers.
- Make sure the Executive Committee Roster in the Chapter Administrator account is updated with incoming officer information.

Responsibilities of Incoming Officers

- Be proactive in seeking advice from outgoing officers.
- Be actively engaged in the transition process.
- Ask questions.
- Expect change to be accepted gradually.
- Be available.

Responsibilities of the Chapter President and Advisor(s) in the Transition Process

- Make sure your committee has a common purpose.
- Let committee members have a say in what happens.
- Encourage brainstorming and creativity.
- Manage conflict and promote group cohesiveness.

Transition Documents

Each officer should have electronic and/or printed compilation of information for the incoming officers. The most effective way is to compile information as things happen rather than all at once at the end.

Examples include:

- Chapter mission and goals
- Chapter constitution and by-laws
- Position descriptions
 - Necessary meetings attended/conducted
 - Important tasks
 - Collaborative duties
- Position goals
- Positional year-end report
- APhA-ASP and chapter calendars
- Budget and financial information
- Important contacts/resources
- Relevant correspondence or notes from past year
- Meeting agendas, minutes, reports, and program evaluations.
- Promotional materials, templates, photos, etc.
- Leadership resources and handouts
- Unfinished project information
- Do's and Don'ts, lessons learned
- Contact info for outgoing officers

LEADERSHIP RETREATS

Conducting a retreat specifically for your Executive Committee or chapter members can also be very beneficial. Having dedicated time to focus on the needs of the chapter and plan goals and objectives together allows chapter leaders to operate more effectively as a team. There are several things to consider when planning a retreat.

1. Determine the goals

- Team-building
- Problem solving
- Socializing
- Training
- Planning
- Communication
- Learning
- Goal-setting
- Developing a sense of community

2. Determine the cost/funding
 - Prepare a budget that covers costs such as facility rental, meals, refreshments, supplies, lodging, and transportation.
 - Funding sources
 - Fundraisers
 - Ask members to pay a fee to help cover costs
 - Sponsorship
3. Site selection
 - How long is the retreat going to last?
 - Do you need to arrange overnight lodging?
 - Do you want it on campus (where it is potentially less expensive and more convenient) or off-campus (where it is more isolated and easier to get everybody's full attention)?
4. Involve members in the planning process
 - People are naturally inclined to support what they help create.
 - Establish committees to work on various aspects of the retreat (transportation, food, recreation, site logistics, agenda, speaker, clean-up, etc.).
5. Plan the agenda
 - Plan agenda in advance.
 - Include workshops and/or activities.
 - Determine order and length of time for all events.
 - Distribute to participants before the retreat so people know what to expect.
6. Considerations for choosing facilitators
 - Who could best facilitate at your retreat?
 - Who has the qualifications to share the information you want covered?
 - Facilitators can be APhA-ASP Chapter Advisors, APhA-ASP Chapter Officers, APhA New Practitioner Mentors, or outside people.
 - In addition to specific expertise, a facilitator should have the ability to assess a situation, be able to listen carefully, be respected by the group, and be concerned about the group.
7. Evaluation
 - You should always conduct an evaluation at the conclusion of a retreat.
 - Ask members what they thought of the experience.
 - What would they change?
 - What would they keep the same?
 - Include closure activities as part of your wrap-up and to help participants review what they have learned or accomplished.

Helpful Hints

- Build in free time for participants so they can have opportunities to have fun and relax.
- Build in times for small group discussions.
- Create teams to take care of room set-ups, meal preparations, and clean-up.
- Be prepared to be flexible. The agenda won't always go as planned—you may need to add a break or an energizer to refresh participants. Also, some activities may take more or less time than planned.
- Provide participants with information on what they should bring to the retreat (notebooks, sleeping bags, toiletries, etc.) and what to wear.



Planning Resources: The Community Tool Box, a public service developed and managed by the University of Kansas Center for Community Health and Development: <http://ctb.ku.edu/en/table-of-contents/structure/training-and-technical-assistance/retreats/main>.

5.6 Additional Considerations

It is strongly encouraged that every APhA-ASP Chapter have the chapter officers and leaders outlined in section 5. This will ensure that your chapter has the team in place to support all the available projects and programs. As discussed throughout the COM, your executive committee will continuously assess your chapter's constitution and bylaws, chapter organization and the leadership election and selection process.

There will be situations when additional chapter officers are needed. When this happens, it is important to create position descriptions for those leaders. What is the purpose of their role and what specific responsibilities fall under their leadership?

Review the position descriptions in section 5.2 and use that structure as a template for your chapter specific chapter officer positions. Make sure to also update your chapter's leadership flowsheet (see section 4.1 for an example) to include those positions.

6. Chapter Programming

Chapter programming is where you can allow your creativity to flow to meet the needs of your chapter members. Once you understand APhA, the components of your chapter and the specific roles and responsibilities of your position, you are ready to plan and deliver chapter programming.

APhA-ASP offers a variety of APhA-ASP National Projects and Programs. You have already seen the list of programs in section 2 and learned more detail about key programs in section 4. Remember to discuss those available opportunities with your chapter and review each program web page. We recommend that you implement as many of the APhA-ASP National Projects and Programs as possible at your school or college of pharmacy. In fact, prior to becoming a chapter leader, you have likely participated in a lot of these projects and programs as a member. The resources and tools are developed, and it allows you to grow professionally and connect with student pharmacists and pharmacists across the country.

Section 6 includes:

6.1 Chapter Timeline

6.1 Chapter Timeline

One of the largest differences among APhA-ASP Chapters across the country is their school or college of pharmacy calendar. While many chapters are at traditional 4-year programs with summer breaks, there are many chapters at 3-year accelerated programs or year-round programs. These dynamics are going to impact your chapter programming, and it is important to make sure that your entire chapter is on the same page. By being on the same page, your chapter will be able to create structure and tradition year after year. It will also help your chapter be familiar to your peers on campus. It will help streamline the communications that are coming from APhA and your chapter leaders. A lot of your efforts as chapter leaders go towards promoting all the wonderful things that you do, so the more standard you can make your chapter schedule, the better!

According to the CAR guidelines (see section 4.7 for more information), each reporting cycle is from June 1 to May 31 of the following year. For example, the reports submitted on June 15, 2020, will include chapter activities that were conducted from June 1, 2019, to May 31, 2020. Therefore, we encourage chapter elections to occur in February and transitions to occur during March and April. By doing that, you will ensure that your chapter is ready to begin planning and kick off the year strong!

The purpose of the below timeline is to help you see how a chapter year should come together. It is a great starting point for your chapter specific timeline and calendar.

CHAPTER TIMELINE

August

- Receive fall membership materials, National Patient Counseling Competition Booklet and materials (late August) via primary Chapter Advisor's mailing address
- Meet with Chapter Executive Committee to finalize goals, budget, and preparation of fall Chapter activities
- Participate in APhA-ASP Webinar Week for Chapter Officers
- Conduct APhA-ASP Student Outreach visit (August-October)
- Order membership pins
- Organize and conduct fall APhA-ASP Membership Drive
- Plan for APhA-ASP MRM and APhA Annual Meeting & Exposition
- Plan for your Patient Care and Community Outreach Projects

September

- Register for MRM
- Conduct APhA-ASP Student Outreach visit (August-October)
- Contact APhA-ASP Chapter New Practitioner Mentor(s)
- Begin developing policy proposal ideas for MRM
- Promote APhA-ASP Regional Officer positions - (elections held at MRM)
- Plan for APhA-ASP PharmFlix Video Contest

October

- Conduct American Pharmacists Month (APhM) activities (pharmacistsmonth.com)
- Conduct APhA-ASP Student Outreach visit (August-October)
- Attend APhA-ASP MRM (October-November)
- Begin planning for local Patient Counseling Competition

Key Dates

Oct. 15 Deadline to return APhA-ASP Membership Enrollment forms for Chapter \$3 cash incentive (*amount and date subject to change*)

Oct. 31 Deadline for final-year student pharmacists to enroll for NAPLEX materials and access to additional members-only questions on *PharmacyLibrary.com*

November

- Participate in chapter leader development calls
- Plan and fundraise for APhA Annual Meeting & Exposition
- Record video for APhA-ASP PharmFlix Video Contest
- Attend APhA-ASP MRM (October-November)
- Promote APhA-ASP Standing Committee Positions

Key Dates

Nov. 1 Submission Deadline:

- APhA-ASP Student Leadership Awards application
- APhA Distinguished New Practitioner Award application
- Linwood F. Tice Friend of APhA-ASP Award application
- Outstanding Chapter Advisor Award application
- Outstanding Dean Award application
- Good Government Student Pharmacist-of-the-Year Award application
- APhA-ASP/IPSF Student Exchange Program application

Nov. 8 Submission Deadline:

- Deadline to return APhA-ASP Membership Enrollment forms for Chapter \$1 cash incentive (*amount and date subject to change*)

December

- Meet with Chapter Executive Committee to finalize goals, budget, and preparation of spring Chapter activities

Key Dates

Dec. 1 Submission Deadline:

- APhA-ASP PharmFlix Video Contest
- APhA-ASP Standing Committee applications (Awards, Communication, Member Engagement, International, and Policy)
- APhA Foundation Student Scholarship application
- APhA Experiential Program application (for APPE students)

January

- Participate in chapter leader development calls
- Register for APhA Annual Meeting & Exposition
- Review Proposed Resolutions for APhA-ASP House of Delegates (sent to APhA-ASP Chapters)
- Promote APhA-ASP National Officer positions - (elections held at APhA Annual Meeting & Exposition)
- Apply for the APhA Institute on Substance Use Disorders scholarships and Ambassador positions
- Transitioning Members are given access to PharmacyLibrary NAPLEX Review study questions
- Online chapter dues updates open
- Spring Drive questionnaire is sent out to chapter leaders for mandatory submission

Key Dates

Jan. 15 Submission Deadline:

- o APhA Summer Internship in Association Management application

February

- Deadline for early-bird registration for APhA Annual Meeting & Exposition
- Hold chapter officer elections and plan for chapter officer transitions
- Designate chapter members for APhA-ASP Workshops held during APhA Annual Meeting & Exposition
- Schedule new practitioner mentor "On Rotation" presentation for Spring Membership Drive
- Submit names for APhA-ASP Senior Recognition Award to APhA Headquarters
- Submit names of chapter representatives to attend the APhA Institute on Substance Use Disorders
- Submit name of chapter representative for APhA-ASP National Patient Counseling Competition to APhA
- Order APhA-ASP Graduation Honor Cords
- Chapter dues update process closes
- Chapter Administrative Allowances are remitted

Key Dates

Feb. 1 Submission Deadline:

- o APhA-ASP National Officer candidate application

Feb. 15 Submission Deadline:

- o APhA Institute on Substance Use Disorders Scholarship/Ambassador application
- o APhA Institute on Substance Use Disorders online registration list for your school or college of pharmacy

March

- Attend APhA Annual Meeting & Exposition
- Finalize preparation for APhA-ASP Spring Membership Drive
- Spring Drive boxes are mailed to chapter advisors
- Spring online enrollment opens for final year student pharmacists
- Prepare appropriate chapter tax information to IRS

April

- APhA sends to primary chapter advisor Certificates of Recognition of Participation for those who have completed the APhA-ASP Leadership Training Series
- Begin to notify APhA Headquarters of any changes in chapter officers or advisors for new academic year at pharmacist.com through your chapter admin account
- Organize and conduct APhA-ASP Spring Membership Drive
- Pre-registration for president/president-elect for APhA-ASP SLI

May

- Begin preparing APhA-ASP Chapter Achievement Award Report
- Meet with Outgoing/Incoming Chapter Executive Committee for final transition meeting
- Complete registration for APhA-ASP SLI - (will receive e-mail from APhA staff)
- Complimentary Professional Liability Insurance certificates are emailed to chapter advisors
- Fall Drive questionnaire sent out to chapter leaders for mandatory submission

Key Dates

May 1 Submission Deadline:

- o Spring Drive enrollments

May 15 Submission Deadline:

- o Chapter tax filing to IRS

June

- Finalize Chapter Achievement Award Reports and patient care project reports
- Attend APhA Institute on Substance Use Disorders, Salt Lake City, UT

Key Dates

June 1 Submission Deadline:

- o Update Chapter Officers on pharmacist.com through chapter admin account

June 15 Submission Deadline:

- o APhA-ASP Chapter Achievement Reports due

July

- Work with APhA Headquarters to prepare for APhA-ASP Student Outreach visit in fall
- Attend APhA SLI in Washington, DC
- Set chapter membership goals
- Online Fall Drive enrollment officially begins
- Fall Drive boxes are shipped to chapter advisors

7. Communications and Publication Policies

APhA represents more than 60,000 practicing pharmacists, scientists, student pharmacists, and other interested members who share the common vision of advancing the profession of pharmacy. To ensure consistent messaging and representation of APhA, all communication from the Association should represent a unified image and purpose. This includes all communications from APhA-ASP Chapters. By staying consistent, you help reduce potential confusion among prospective audiences and you help strengthen APhA's identity.

A communication style guide was created specifically for APhA-ASP to guide chapter leaders to create clear and consistent communications on behalf of the organization. Every member of APhA is responsible for its image and is charged with upholding its mission of improving medication use and advancing patient care.

The communication style guide focuses on style issues specifically related to the Association. The *AMA Manual of Style*, 10th edition, is the primary source for style questions relating to technical or scientific elements and formatting. The *Chicago Manual of Style*, 16th edition, is the primary source for most grammatical or literary style questions.

Follow the link below to the communication style guide. This guide is subject to change as contemporary usage and style dictates.



Find the style guide here, https://www.pharmacist.com/sites/default/files/audience/APhA-ASP_Communications_Style_Guide_2018.pdf, and please use this as your source for APhA-ASP logos <https://pharmacist.com/apha-asp-logos-downloading>.

8. Working with your Chapter Advisor and New Practitioner Mentors

There are a few more essential leaders involved with APhA-ASP Chapters. They are chapter advisors, chapter co-advisors, and new practitioner mentors. It is important to understand their roles and build relationships early on with all these individuals. They are dedicated to the APhA-ASP Chapter and likely have similar passions as you!

CHAPTER ADVISORS AND CO-ADVISORS

Chapter advisors and co-advisors are dedicated individuals who volunteer their time to APhA-ASP members above and beyond their general responsibilities as members of college faculty or staff. APhA-ASP Chapters could not accomplish so much without the dedicated support of the chapter advisors. They recognize the important role membership in APhA-ASP plays in the development of the student pharmacist and the positive impact members have on the profession of pharmacy while in school and as practitioners. They likely have had experience with APhA-ASP during their professional journey and will be able to provide perspective and counsel to chapter leaders.

The responsibilities of the chapter advisor vary at each school or college of pharmacy, however the following lists general responsibilities:

- Act as a consultant to members and officers of the chapter on matters pertaining to APhA-ASP.
- Provide continuity to the chapter's operations from one year to the next.
- Provide advice and ideas as needed on subjects such as fundraising activities, patient care projects, etc., making sure that these activities fall within any relevant regulations set by the university/school/college.
- Attend all chapter, regional and national APhA-ASP meetings that the students are attending when possible.
- Assist in reviewing any needed changes in the Chapter Bylaws necessary to ensure that they are current and responsive to the needs of the chapter.
- Notify APhA as to whether or not APhA should collect your chapter and state dues, which would be reimbursed directly to your chapter and state association 6 times per year.
- Participate as a member of the Chapters Executive Committee if needed.
- Ensure that chapter taxes are filed with the IRS by the appropriate deadline each year.

Work with your fellow executive committee members to meet with your chapter advisor(s) at the beginning of the leadership year. Think about the following items when determining how to work together:

- Set expectations for method and frequency of communication. For example, what is your chapter advisor's preferred contact information?
- Consider using communications calendar to make sure the team is on the same page.
- If your chapter has multiple chapter advisors, determine which projects and programs each chapter advisor is the primary contact for.
- What days and times are best for planning meetings and events?
- Get to know your chapter advisor by learning about their involvement in APhA and their path to being a chapter advisor.
- Ensure that the entire team agrees upon chapter goals and objectives for the year.
- Review the previous year's Chapter Achievement Report to gain historical perspective on chapter functions and discuss as a group.
- Seek opportunities to brainstorm and plan together. If a chapter advisor is unable to attend a chapter executive committee meeting, always share meeting minutes for discussion the next time the chapter president has a check-in with the chapter advisor.

APhA NEW PRACTITIONER MENTORS

The purpose of the APhA New Practitioner Mentor Program is to provide student pharmacists the opportunity to interact with a recent graduate who can provide insight into the transition from student to pharmacist. New practitioner members are pharmacists in their first 5 years of their career. They are passionate about and dedicated to APhA-ASP and were likely highly involved with APhA-ASP during their time as student pharmacists. New practitioner members are essential to the professional development of chapter leaders and members. They can serve from preceptors for patient care projects to speakers at APhA-ASP Chapter meetings.

The responsibilities of the new practitioner mentor vary at each school or college of pharmacy, however the following lists general responsibilities:

Responsibilities of the APhA New Practitioner Mentor

- Serve as a mentor for student pharmacists, including providing guidance during the school year (especially final-year students), and insight into life as a new practitioner and career opportunities after graduation. New practitioners provide their e-mail address and answer questions online.
- Provide the "Rotation Life" presentation during the APhA-ASP Spring Membership Drive.
- Assist with special chapter activities, such as patient care projects, health fairs, and legislative days.
- Serve as a judge or patient during the chapter's local patient counseling competition.
- Attend periodic APhA-ASP Chapter and officer meetings (as scheduled by the chapter).



If you know a recent graduate interested in serving in this role, or are a student pharmacist seeking a APhA New Practitioner Mentor for your chapter, please contact APhA staff at apha-asp@aphanet.org and your chapter advisor. Learn more about the New Practitioner Network at <https://www.pharmacist.com/new-practitioner-network>.