

APhA–ASP 101

Chapter Operations Manual

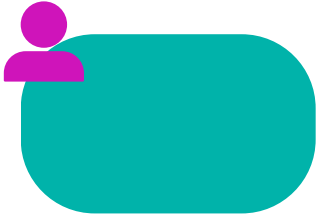


APhA

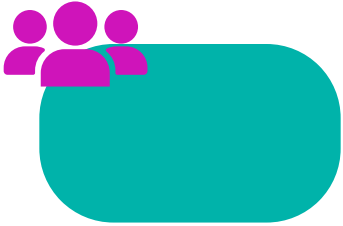
American Pharmacists Association

How to Use APhA-ASP 101

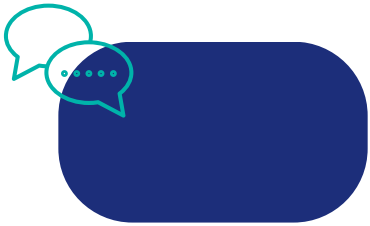
Icons to Look For:



How You Can Get Involved



How Your Chapter Can Get Involved



Best Contact Person/People

APhA-SP Focus Areas



APhA Structure

COMMUNITIES

- Academia
- Ambulatory Care Practice
- Care of Underserved Patients
- Community Pharmacy Practice
- Diabetes Management
- Health System
- Industry/Medical Affairs
- International
- Pain, Palliative Care, and Substance Use Disorder
- Preceptors
- Quality-Based Care
- Radiopharmaceuticals
- Student Pharmacists (APhA-ASP) **
- Transitions of Care

Join communities that interest you professionally and personally!

Serve as a Community Student Liaison

Applications Due January 5

Steps to Join:

- pharmacist.com
- My Account
- APhA Engagement
- Communities
- Join as many as interest you! **

** You are automatically added to the Student Pharmacist Community when you become a member



Practitioner

New Practitioner

- NPAC & NP Workgroups
- NP Chapter Mentor
- Day of NP LIFE

Student Pharmacist

- All Things APhA-ASP

YOU ARE HERE!

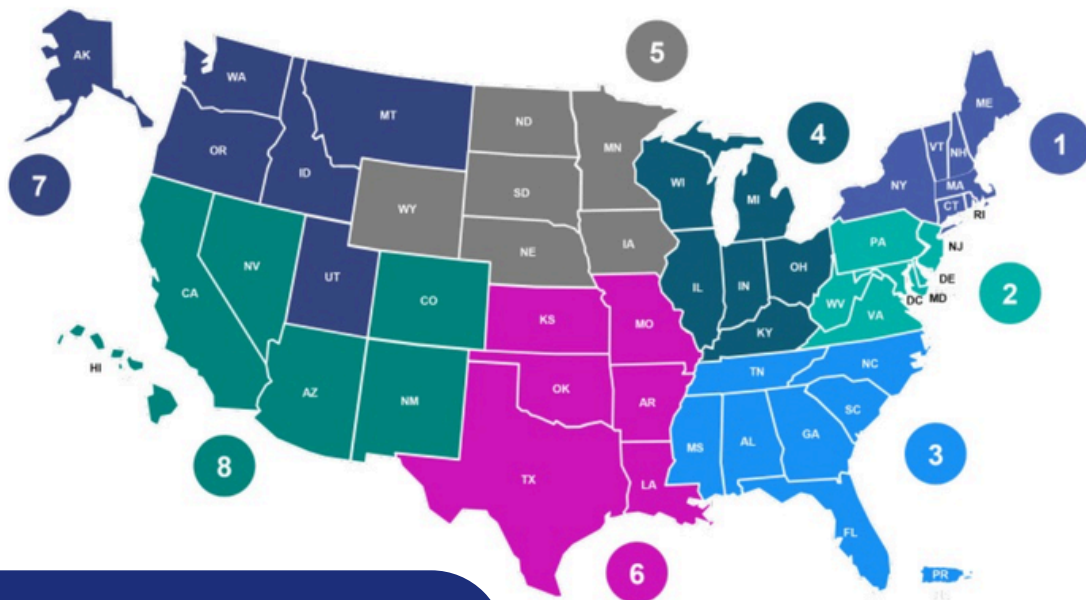
Your Journey
With APhA ³

APhA-ASP Structure

15,000+ Student Pharmacists

8 Regions

138 Chapters



Leadership Structure Breakdown can be found on page 9.



A Complete History of APhA-ASP

APhA-ASP's Name History

- 1969: APhA created student section (SAPhA)
- 1987: Name change to American Pharmaceutical Association Academy of Students of Pharmacy
- 2003: APhA became American Pharmacists Association
- 2004: APhA-ASP name change to American Pharmacists Association Academy of Student Pharmacists

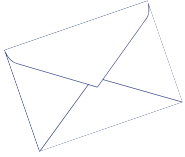
Be an integral part of APhA-ASP's history!

Town Halls for APhA-ASP 2026 Name Change

Participate in the discussions surrounding our future name during the Regional Policy Discussions at Midyear Regional Meeting 2025

Your Resources

All Members



Student Pharmacist Connection

Monthly e-newsletter with the latest APhA-ASP updates



Social Media

Instagram | @APhAASP
Facebook | @APhA-ASP
YouTube | @APhA-ASP



Pharmacist.com

Check event deadlines, register for conferences, and manage your APhA-ASP student membership



Regional and National Leaders

Reach out to your regional and national liaisons for advice on programming, advocacy, and leadership support

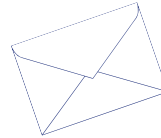


Monthly Video Updates

Your APhA-ASP National Executive Committee will keep you updated with the essential information for the month.



Chapter Leaders



Chapter Executive Update

Monthly e-newsletter to provide leaders with upcoming deadlines, information, and opportunities.



Leadership Lab

Meet other chapter leaders and learn how to excel in your role



Summer Leadership Institute

Develop your leadership and discover new ideas to bring back to your chapter

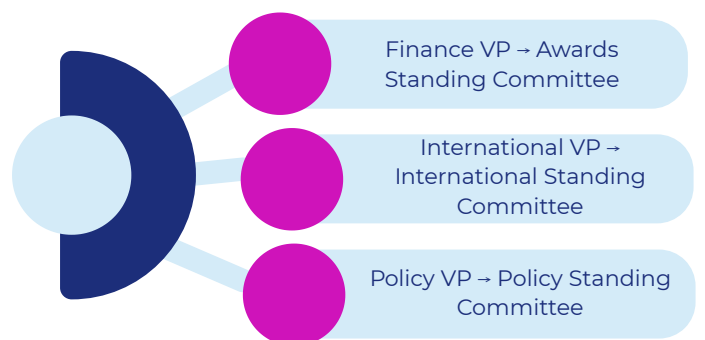
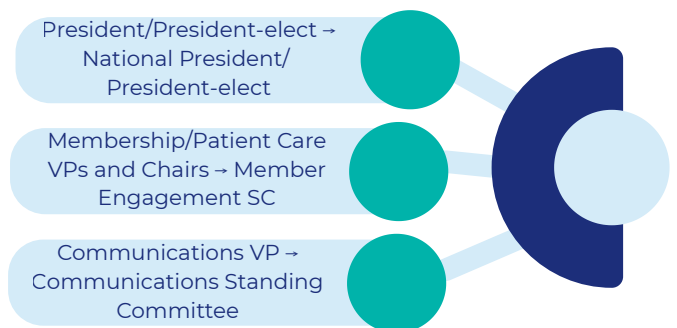


Chapter Leader Resources Hub

Find toolkits and timelines to help your chapter thrive



National Contacts



Advocacy

There are many opportunities to impact the profession and help our patients through advocacy!

Policy Process

- Participating in the policy process helps to amplify student pharmacist voices
- Allows APhA–ASP to create common goals that advance our profession and ultimately better serve our patients
- Refer to the *Policy Process Handout (pg. 27)* for an overview of the APhA–ASP policy process

The **HOD and Policy webpage** contains important links and information about the APhA–ASP HOD and Policy process



- **APhA–ASP Speaker of the House**
- **Policy Standing Committee**



- **Brainstorm innovative ideas to bring to your chapter to change or improve the profession of pharmacy**
- **Research important topics and issues to educate yourself on the current landscape**



- **Hold a policy workshop for your chapter to generate a representative proposal that your chapter wants to see implemented**
- **Present the proposed resolution at Midyear Regional Meeting in November**

Advocacy

Back the PAC Campaign

- A friendly competition among APhA–ASP Chapters to raise money for the APhA Political Action Committee (PAC)
 - A pool of voluntary donations from APhA members can be used to support federal legislators who support the profession and recognize the value of pharmacists in the health care system.
- Runs from February through mid-March each year



More Information



- **Coordinate with your chapter's Policy VP**
- **Hold creative chapter fundraisers during Back the PAC**
- **Winners receive national recognition and a prize at APhA Annual Meeting & Exposition**

PharmFlix

- An opportunity to harness the creativity of your chapter members for a 90-second public service announcement surrounding the designated theme
- Video submissions are due **December 1** each year
- Award categories: Most Humorous, Most Inspirational, Best Overall
- Submission guidelines and previous entries can be found online



- **Brainstorm storylines and ideas to bring to your chapter**
- **Review past PharmFlix videos and winners to gain inspiration**

- **Communication VP leads their chapter and is encouraged to work with their school or college of pharmacy, members, and public to create the video**
- **Some genres include documentaries, parodies of pop culture, commercials, music videos, movie trailers, and more!**



More Information

Advocacy

American Pharmacists Month (APhM)

- Inform the public about the contributions of pharmacists to their communities and to health care
- **Important dates:**
 - September 25 – World Pharmacists Day
 - October 1 – The Start of APhM!
 - October 11 – National Student Pharmacists Day
 - October 12 – Women Pharmacist Day
 - October 15 – National Pharmacy Technician Day

APhM Website



- Post on your social media
- Work with your chapter to amplify your voice and showcase all that pharmacists do
- Find unique ways to appreciate the pharmacists in your life
- Review the APhM Toolkit for resources and ideas



- Utilize the APhM Toolkit for post ideas, assets, resources, and more
- Get a proclamation or resolution from your mayor or governor for American Pharmacists Month
- Hold events on your campus to educate others the value of pharmacists

Leadership Structure

The structure of APhA–ASP leadership is comprised of three levels: local, regional, and national

Local (Chapter) Leadership

- President
- President-elect
- Communications VP
- Finance VP
- International VP
- Membership VP
- Patient Care VP
- Policy VP
- Patient Care Chairs
- Advisor
- New Practitioner Mentor

Regional Officers (RO)

- Regional Delegate (8)
 - Midyear Regional Meeting Coordinator (8)
- **one per region****

National Leadership

- National Executive Committee (NEC)
 - President
 - President-elect
 - Member-at-large (2)
 - Speaker of the House
- National Standing Committees (NSC)
 - Awards (4)
 - Communications (6)
 - International (4)
 - Policy (4)
 - Member Engagement (6)

For More Information

Talk with your chapter leadership about opportunities your chapter offers. Position descriptions can be found on page ____.



RO



NEC



NSC



Application Deadlines

Chapter elections usually take place during the spring semester, but check with your chapter leadership for specific timelines.

October 30

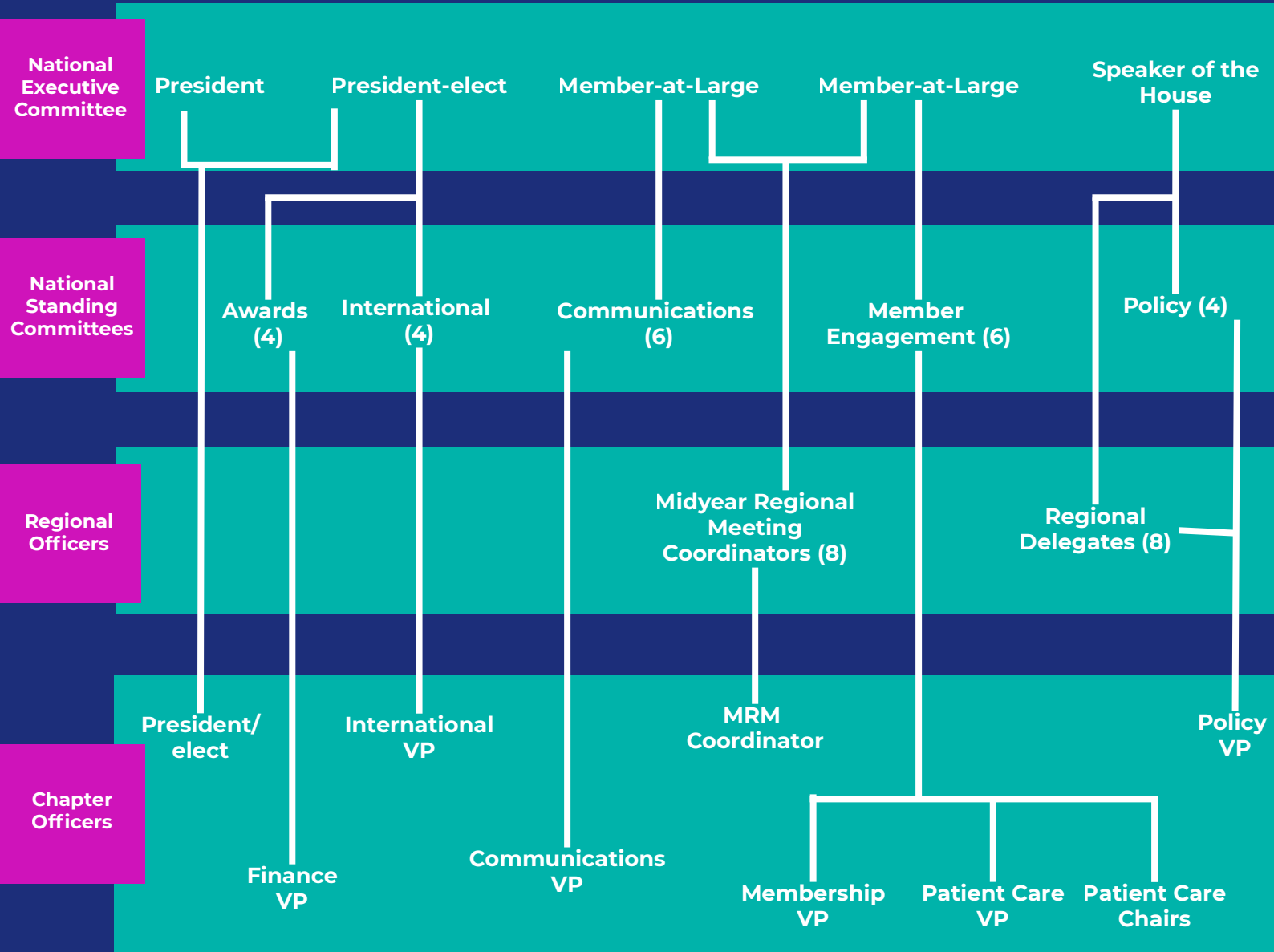
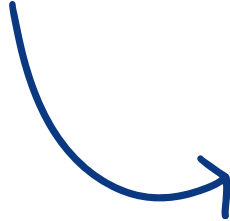
December 1

February 1

Leadership Structure

Current Regional & National Officers

The flow chart below outlines the key points of contact associated with each position.



Leadership

Leadership Lab

Individualized webinars for every chapter position

How to Maximize Your Leadership Lab Experience:

Watch the pre-recorded video for your chapter position

Attend your position's live webinar

Come prepared to ask questions and generate ideas with other students serving in similar positions

Cameras on during the webinar maximizes engagement

Why Attend?

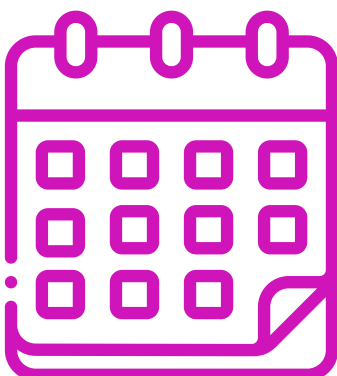
Meet other students serving in similar roles

Generate ideas for your position & chapter

Discover helpful resources & meet your designated national contacts for the year

Learn about events, dates, and deadlines that are important to your position

Recordings are posted under the Chapter Officer Resources Hub!



Sessions are typically scheduled late July to early August.

Patient Care

National Patient Care Projects

- These initiatives allow student pharmacists across the nation to maximize their impact
- By working locally with organizations and patients in your community, you are also contributing to common goals with student pharmacists from all over the country


6 Nationally Recognized Projects

Operation Immunization, Operation Diabetes, Operation Heart, Operation Substance Use Disorders, Operation Reproductive Health, and OTC Medicine Safety

 Our impact is the strongest when we all work together!


Learn more about each project here!




 APhA-ASP National Member Engagement Standing Committee

Local Patient Care Projects

- Meet the specific needs of your chapter and community through tailored outreach initiatives
- These are a great way to collaborate with local organizations such as other student pharmacy associations at your school as well as external partners with community-specific missions

 Find a project that speaks to you and work with your chapter leaders and local organizations to create a new event

- 
- Create incentives for volunteering at events
 - Register qualifying events for co-curricular credit

Patient Care



National Patient Counseling Competition (NPCC)

- Opportunity for student pharmacists to demonstrate their ability to connect with a patient during a counseling session simulation
- The competition begins with the **local** round at each chapter
- Each individual that wins their local competition competes on the national level, divided into the preliminary and final rounds
- The 10 highest scoring participants in the **preliminary** round are invited to the final round where they will compete at APhA Annual Meeting & Exposition and be recognized on the national stage.
- The **final** round involves a more complex counseling situation where students select a prescription at random and are asked to counsel the patient on safe and effective drug use
 - The patient in the final round will display personality characteristics such as anxiousness, belligerence, or apathy to challenge the participants about conveying information in a realistic situation

NPCC web page



Each finalist who participates in the final round receives a cash prize

Connection

Midyear Regional Meeting

The APhA–ASP Midyear Regional Meeting (MRM) is an annual event exclusively for student pharmacists. The meeting celebrates the achievements of student pharmacists and chapters, provides networking opportunities, and allows you to explore pharmacy career paths. You will also decide the future direction of APhA through Regional Officer elections and the APhA–ASP Policy Process. Whether you attend Onsite, On-campus, or Online, MRM2025 is an exciting opportunity you can't miss!

EVERY MOMENT MATTERS, NO MATTER WHERE YOU ARE - NOVEMBER 7-9!



Onsite



On-campus



Online

APhA Academy of Student Pharmacists

MRM2025

APhA–ASP Midyear Regional Meeting Coordinators (MRMCs)

To contact your MRMC and learn more about MRM

[Visit Here](#)

Chapter Officer Resource Hub - MRM Planning Guide

APhA Annual Meeting & Exposition



When?

March 27th-30th, 2026



Where?

Los Angeles, California

Scan Here to Learn More:



- **Connect with peers and experienced pharmacists** from across the nation
- Partake in **tailored career and leadership development**
- **Celebrate the hard work** of chapters through the Awards Celebration
- Advance the future of pharmacy through the House of Delegates and the APhA–ASP Policy Process
- Elect your new national officers
- **Learn about new products and programs** while snagging free merchandise during the Expo Hall

Look ahead to page # for “Networking Tips and Tricks” for your next meeting!

Connection

APhA Institute on Substance Use Disorders



When?

End of
May/Early
June



Where?

Salt Lake City,
Utah

Scan Here to
Learn More:



- **Go beyond the science and statistics of SUD** by engaging with the personal and emotional effects of the disease
- Poster presentations from the award-winning chapters sharing their **innovative programming and execution strategies** for Operation Substance Use Disorders
- **Attend open 12-Step meetings**
- Observe the beauty of the "Utah Experience"



Don't let traveling alone keep you from attending! Lots of students in attendance are the only one from their chapter.



Don't let traveling alone keep you from attending! Lots of students in attendance are the only one from their chapter.

APhA-ASP Summer Leadership Institute

Network with rising leaders, advocate for the profession, and take your professional development to the next level.

- Connect with APhA-ASP Chapter leaders from across the nation
- Engage in leadership development training to apply to your personal and professional development
- Use your voice to advocate for current pharmacy legislation on during the Hill Visits
- Explore the incredible history and vibrance of Washington, DC



When?

Mid July



Where?

Washington,
DC

Scan Here to
Learn More:



Connection

International Opportunities

Explore the world of international pharmacy with the **International Pharmaceutical Students Federation (IPSF)**

What is IPSF?

- International Pharmaceutical Students Federation
- You receive **complimentary** IPSF membership with your APhA–ASP membership

Opportunities and Programming

- Student Exchange Program - **Onsite & Virtual**
- Global Health Initiatives - **Patient Care Projects on a Global Scale**



Stay Up to Date:
IPSF Group Chat



Check out the IPSF
website!




APhA–ASP
International Standing
Committee


- 
- Participate in the Student Exchange Program
 - Apply for the APhA–ASP International Standing Committee

APhA Communities

- Connect with pharmacy professionals from across the country that share the same passions as you
- Network with future employers and colleagues and make lifelong connections

Look back to page 2 for instructions on how to join!

- 
- Visit your account page on pharmacist.com to join a new community!
 - Get outside your comfort zone and engage with community-specific opportunities as they arise.



Promote communities as a member benefit while recruiting new members

Connection

Chapter Outreach Visit Program



Parth Patel
PPatel@aphanet.org



Schedule your
visit here!

- Each fall, the APhA–ASP National Executive Committee and APhA Student & New Practitioner Development Staff conduct APhA Chapter Outreach visits at schools and colleges of pharmacy across the country
- These visits are **personalized to the needs of each individual chapter** to optimize growth and equip chapters for success
- In addition to assisting each chapter’s executive committee and advisor, this program is also used as a **membership recruitment tool** for chapters

New Practitioner Mentor Program

The purpose of the APhA New Practitioner Mentor (NPM) Program is to provide student pharmacists the opportunity to interact with a new practitioner who can provide insight into the transition from student pharmacist to pharmacist.



- Use your chapter’s NPM as a resource for chapter operations, personal/professional development, NPCC judging, and more!
- Consider serving as a New Practitioner Mentor after graduation!



Check out the
website!

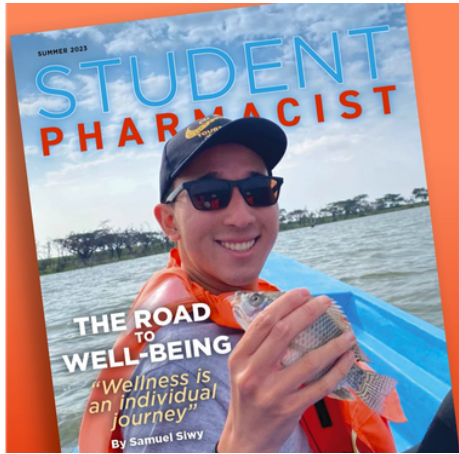


Crystal Atwell
CATwell@aphanet.org

Look ahead to the New Practitioner
Opportunities page!

Professional Development

Student Pharmacist Magazine



Your open forum to write, share, and connect—from clinical pearls and advocacy insights to personal reflections on life as a pharmacy student. Every issue is shaped by your submissions, giving you a platform to explore topics that matter and build your voice! Visit our website to read, write, and join the conversation.



Advocacy

Career

Leadership

Tom English
Editor-in-Chief
TEnglish@aphanet.org

Well-being

Service

In Clinic

APhA Career Pathways

APhA Career Pathways is a free, self-guided program that helps you pinpoint which pharmacy roles best match your passions and strengths. Through quick online assessments and a concise workshop, you'll explore concise profiles of 28 career options— from community and hospital practice to industry, research, policy and more— so you can chart your next steps with confidence.



Self-Assessment

- Six quick exercises (written and online)
- Clarify your values, skills, and work-style



Career Profiles

- 28 in-depth pathways
- Role overviews, settings, and required competencies



Workshop

- 2-hour live session
- Guided review of your results
- Action plan to explore your top fits

Professional Development

Carl F. Emswiler Summer Internship

- 8-10 week opportunity for one student pharmacist annually who wants to gain experience in association management at APhA Headquarters in Washington, D.C.
- The internship starts mid-to-late May and ends late-July/early-August
- Applications are due **January 15th** every year
- Contact past intern Sami Gangji (sami_gangji@uri.edu) with any questions
- Visit the [Experiential webpage](#) for more details and application information

Association Management & Leadership APPE

- 4-6 week elective rotation at APhA Headquarters in Washington, D.C., for final year student pharmacists
- Members of APhA staff will serve as preceptors
- Students are assigned to one department but will have opportunities to interact and learn from staff across APhA

Board of Pharmacy
Specialties

Pharmacy Practice &
Government Affairs

APhA Foundation

Executive Office &
Governance

Student & New
Practitioner Development

Education

- Applications are due **December 1st** every year
- Visit the [Experiential webpage](#) for more details and application information

Executive Postgraduate Training Program

- 12 month paid opportunity at APhA Headquarters in Washington, D.C., that provides pharmacists with training in association management
- Each fellow will be in an APhA department: APhA Foundation, Board of Pharmacy Specialties, Education, Professional Affairs and Government Affairs
- Applications are due **December 1st** every year
- Visit the [Postgraduate Training webpage](#) for more details, testimonials, and application information

Experiential
Webpage



Postgraduate Training
Webpage



Professional Development

APhA Foundation Scholarships

Foundation Overview

Nonprofit, philanthropic organization affiliated with APhA.
Researches the societal significance of pharmacy-based care.
Financially supports promising student pharmacists.

Scholarship Availability - Over 25 student scholarships.

Eligibility - APhA-ASP members who have completed one academic year.

Application - Open from September 1 to December 1

**APhA Foundation
Website & Application**



Nicole Sandoval

2025–2026

APhA Foundation Executive
Fellow

Further Questions?

Contact:

NSandoval@aphanet.org

Professional Development

APhA Individual Awards

Student Leadership Awards

“Established in 1983, the APhA Student Leadership Award recognizes outstanding academic achievement and leadership ability of students entering their last year of pharmacy school.”

Eligibility – Nomination based; chapters allowed one nomination of a final-year APhA–ASP member per year. National Executive Committee leaders are not eligible.

Award – \$500 scholarship; laminated plaque



Good Government Student Pharmacist of the Year Award

“This award, established in 2004, recognizes a student pharmacist who actively promotes the value of advocating for the profession and organizes student pharmacist grassroots activity within his or her chapter.”

Eligibility – APhA–ASP and State Pharmacy Association members; ought to have demonstrated effective advocacy on behalf of the field of pharmacy.

Award – \$1,000 cash award; award plaque; U.S. flag previously flown over the flag of the U.S. Capitol; complimentary meeting registration; five Political Leadership Reception tickets.



Looking Ahead

New Practitioners

An APhA New Practitioner is an APhA pharmacist who has graduated within the past 7 years. APhA's New Practitioner Community supports pharmacists offering programs, products, leadership opportunities, and services to accelerate their career development and professional networking.

LEADERSHIP

New Practitioner Advisory Committee

Community Workgroups
1. Communications
2. Education
3. Member Engagement

Road to NP LIFE Editorial Advisory Board

Interest Community: Residents and Fellows

CONNECTIONS

Day of NP LIFE 📍 Washington, D.C.

*Annual event with 1 day of programming for early career success

APhA NP Substance Use Disorders Research Awards

*Awardees receive funding to present at the annual Institute on SUD

APhA New Practitioner Mentor Program

*Mentors support APhA-ASP Chapters to foster smooth transitions from student pharmacist to pharmacist

Responsibilities of an APhA New Practitioner Mentor

- Mentor students (share CV/contact, answer questions)
- Present at spring Transitioning Membership Drive
- Help with chapter events (projects, fairs, legislative days)
- Judge or role-play in NPCC local competition
- Attend chapter/officer meetings

🌟🌟
New Practitioners are eligible for APhA's Distinguished New Practitioner Award—honoring exceptional mentorship, service, and dedication in early-career pharmacy.

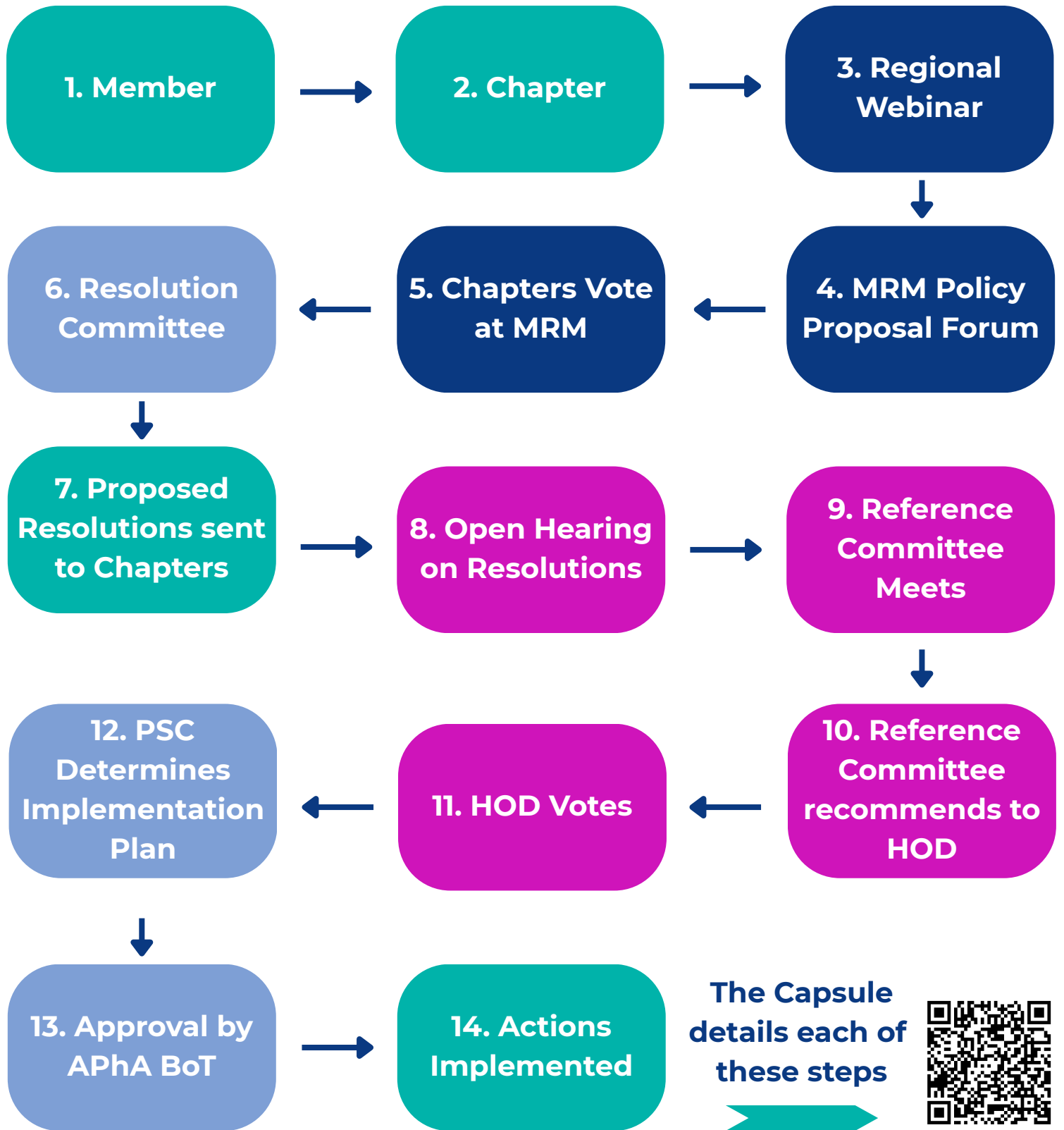
Nominations are due December 1!



Sandra Clark
SClark@aphanet.org

Handouts





APhA-ASP Policy Process



The Capsule details each of these steps



MRM = Midyear Regional Meeting
HOD = APhA-ASP House of Delegates
BoT = Board of Trustees

-  = Chapter
-  = MRM
-  = Annual Meeting
-  = National level

Chapter Account Access

As APhA–ASP Chapter Leaders, you each have access to your own account with administrative tools, giving you the ability to manage your chapters and carry out the necessary administrative tasks.

Chapter Administrator Functionality

- View and Update Executive Committee Roster
- View and Download Membership Roster
- Download and Upload Files/Forms
- Membership Upload File to Enroll Your Chapter Members (by request only)
- Check your goal progress



All chapter administrative tasks are managed through your personal APhA account. If you do not know your login information, you can email the APhA InfoCenter to request your account credentials.

Chapter Account Access

The reports available to you through your personal APhA account provide the member information you need to support your chapter's operations.

Instructions for Generating Reports

1. Log in to your personal APhA account on pharmacist.com and select "My Account."
2. From your profile page, select "My Groups."
3. On the Committee Management page, choose the "Report" option to view the list of available report and their descriptions.
4. Use the dropdown menu to select the report you need, then click "View/Download Report in Excel."
5. The report will open in a new window in your browser (make sure your pop-up blocker is turned off).

The list on the next page includes the report codes and descriptions of the six reports available to you on your chapter administrator account.

.....

Chapter Account Access Report Codes

MBR9005-2MSR	Roster of Members Enrolled Through 2027+ (Replaces Chapter Roster)	Shows members enrolled through 2027 or later
MBR9005-2MSP	Roster of Members Enrolled Thru 2026 (Up for Renewal)	Shows members who are active but need to renew for the next year
MBR9001-MAY	Dues Reimbursement (Payments from November - May)	Tracks chapter payments received between November and May
MBR9001-NOV	Dues Reimbursement (Payments from June - October)	Tracks chapter payments received between June and October
MBR9012	Non-Renewed/Expired Members (Current Expiration Year)	Lists members who didn't renew or whose membership expired this year



Got questions?

Henry Lagrimini
Sr. Manager, Membership and
Chapter Operations
HLagrimini@aphanet.org

Chapter Finances

Effective budgeting of finances is essential for chapter success.

Fundraising

Sales of Goods and Services

Merchandise, pins, food, professional resources...

Charity and Donation

Alumni, corporations, local businesses...

Event Income

Participation fees, raffles...

Expenditures

Maximize Awareness and Student Value

Speakers, public advertisement, branded giveaways...

Membership/conference discounts...

Food and refreshments for social/networking events...

Taxes

All APhA–ASP Chapters must file an **annual tax return**.
Filed either **with your school** or **directly with the IRS**.

Financial policies may differ per institution.

Maintain compliance with your institution's particular regulations.

Finance Vice President
Resources



Contacts

Awards Standing Committee (Finance Liaison)

GRACECT@mailbox.sc.edu

Chapter Advisor

Tax information, financial regulations

Chapter Timeline

August

- National Immunization Awareness Month
- Leadership Lab
- Chapter Outreach Visits
- Fall Membership Drive
- IPSF World Congress

September

- Sexual Health Awareness Month
- Fall Membership Drive
- APhA Foundation Scholarships Open
- National Voter Registration Day
- Regional Officer Interest Session
- Chapter Outreach Visits
- Register for a Chapter Outreach Visit
- Student Exchange Program Pre-Application Opens
- **September 1:** APhA Foundation Incentive Grant Application Due

October

- American Pharmacist Month (APhM)
- National Substance Abuse Prevention Awareness Month
- Chapter Outreach Visits
- Midyear Regional Meeting Deliverables
 - Submit maximum two policy proposal statements to your regional delegate
 - MRM Chapter Delegate Registration
 - Regional Policy Webinars
 - Submit one final policy proposal statement to regional delegate for MRM
 - Regional Officer Applications Due

Chapter Timeline

November

- National Diabetes Awareness Month
- Midyear Regional Meeting
- **November 1:** Student Exchange Program Pre-Application Due

December

- NPCC Local Competition
- **December 1** Deadlines
 - PharmFlix Submission
 - Individual Award Nominations (Student Leadership, Outstanding Dean, Outstanding Advisor, Good Government Student Pharmacist of the Year, Linwood F. Tice Friend of APhA–ASP Awards)
 - Scholarship Applications
 - APPE Applications
 - National Standing Committee Applications
 - APhA Postgraduate Fellowship Applications

January

- Cervical Health Awareness Month
- Chapter EC Winter Retreat
- **January 1:** Student Exchange Program Host Site Applications Due
- **January 5:** Student Rep to Community Liaisons Application Due
- **January 15:** Carl F. Emswiler Summer Intern Applications due
- Leadership Lab Booster Session

Chapter Timeline

February

- Spring Membership Drive
- American Heart Month
- National Cancer Prevention Month
- Back the PAC Campaign
- Chapter officer elections
- **February 1:** National Executive Committee Applications Due

March

- APhA Annual Meeting & Exposition
- Chapter Achievement Report (CAR) Feedback Sign Up

April

- OTC Awareness Month
- Stress Awareness Month
- National Minority Health Month
- **April 10:** Registration Deadline for Spring Membership Drive

May

- **May 30:** Deadline to update chapter officer information

June

- APhA Institute on Substance Use Disorders
- **June 15:** CAR Submission Deadline
- **June 30:** Vampire Cup Tracker Forms Due

July

- Summer Leadership Institute
- IPSF Pan-American Regional Symposium (PARS)
- Submit Membership Box requests

Effective Chapter Transitions

APhA Annual Meeting & Exposition

WHO: E-Board and new officers

WHY: Promotes professional development and APhA involvement

MAY

Chapter Retreat

WHO: Incoming and outgoing E-Board and new officers

WHY: Fosters a space to transition effectively

JULY

Leadership Lab

WHO: E-Board and new officers

WHY: Connect with national leaders to gain fresh ideas and guidance for your upcoming executive role

MARCH

Executive Committee Roster Update

WHO: President, President-elect, VP Membership, and VP Finance

WHY: Facilitates a smooth transition to receive proper information from APhA

JUNE

Summer Leadership Institute

WHO: President, President-elect, VP Membership

WHY: Provides professional development and tools to excel in your role and chapter

JULY/AUGUST

Resources to Maintain Throughout Your Term for Effective Transition

- Leadership Playbook
 - Role guides + checklists + goal sheets in one living document.
- Transition Toolkit
 - Retreat slides + updated officer roster for a fast hand-off.
- Onboarding Shadow Program
 - “Shadow week” + overlap meetings for real-time training.
- Professional Development Briefs
 - One-page takeaways from key leadership events and contacts.
- Communications Hub
 - Shared folder with agendas, minutes, and a review calendar.

How to Work with Chapter Advisors & NPMs

Effective Chapter Advisor Relationships

Communication

Establish proactive communication between the incoming executive team and the chapter advisor.

Schedule advisor meetings early according to mutual availability.

Inform advisor of pertinent updates, obstacles, or leadership candidacies (regional or national).



Mentorship

Seek perspective on effective leadership practices within your APhA-ASP executive role..

Recognize and reflect upon initiatives and events led by past chapter leaders.

Advocacy

Encourage chapter advisors to advertise the value of APhA-ASP's services to fellow students and school administrators.

Invite chapter advisors to attend APhA-ASP conferences for personal education and student recognition.



New Practitioner Mentor Program (NPM)

Recently graduated new practitioners who serve as mentors for local APhA-ASP chapters.

NPMs can provide insight into the graduate experience, guide patient care project implementation, and judge local patient counseling competitions.



More Info!



Chapter Meetings 101

Make Meetings Fun!

- Keep announcements and updates concise
- Incentivize attendance through food or giveaways
 - Examples: Pizza Party, Cookie Decorating, Gift Cards, Mystery Basket
- Invite engaging presenters to speak with your chapter
- Carve out time for a fun activity
 - Examples: Card Decorating, Holiday Parties, Pharmacy Olympics

Ask yourself: Would I have fun at this meeting?

Distance Education

As more programs begin to offer online and hybrid learning options, it is important to include these students in your programming.

Tips for Engaging

- Offer virtual access to all meetings
- Incorporate online networking or icebreakers
- Include reasonable alternatives for in-person opportunities



Networking 101

Have go-to icebreakers ready to avoid awkward small talk

Prepare a quick 30-second elevator pitch introduction

Master the art of listening

Utilize LinkedIn to stay connected between conversations

- What's your go-to study snack?
- What do you like to do when you're not studying?
- Where would you like to live after graduation?

Listen for common connections and interests



Networking is a muscle. It takes time to build up and isn't always fun to work out. But when you choose to keep showing up to the gym even when it's hard, the reward will be well worth it.



APhA meetings are an ideal place to practice networking and make lasting connections with fellow student pharmacists and practitioners alike



Host workshops for LinkedIn best practices or elevator pitches. Offer a speed networking night for your chapter.