

APhA-ASP Chapter Activities Timeline

August

- APhA-ASP Chapters receive fall membership materials, National Patient Counseling Competition Booklet and materials, Patient Care Project Planning & Community Outreach Guides (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
- APhA-ASP Student Outreach visits (August-October)
- Order membership pins
- Organize and conduct fall APhA-ASP Membership Drive
- Plan for APhA-ASP Midyear Regional Meetings (MRM) and APhA Annual Meeting & Exposition
- Plan for your Patient Care and Community Outreach Projects

September

- Register for MRM
- APhA-ASP Student Outreach visits (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

- American Pharmacists Month (APhM); Tag line: Pharmacists are Easy to Reach and Ready to Help (pharmacistsmonth.com)
- APhA-ASP Student Outreach visits (August-October)
- APhA-ASP MRMs (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 pharmacy students to enroll for NAPLEX eligibility 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
- APhA-ASP MRMs (October-November)
- Promote APhA-ASP Standing Committee Positions
- NAPLEX study tools will be available to order online

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 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
- Proposed Resolutions for APhA-ASP House of Delegates sent to APhA-ASP Chapters for review
- Promote APhA-ASP National Officer positions - (elections held at APhA Annual Meeting & Exposition)
- Apply for the APhA Institute on Alcohol and Drug Dependencies 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:

- 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 for "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 Alcohol and Drug Dependencies
- 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:

- APhA-ASP National Officer candidate application

Feb. 15 Submission Deadline:

- APhA Institute on Substance Use Disorders Scholarship/Ambassador application
- APhA Institute on Substance Use Disorders Online Registration List for your school or college of pharmacy

March

- Attend APhA Annual Meeting & Exposition (March 20-23, 2020 – Gaylord National Resort & Convention Center, located in National Harbor, MD)
- Finalize preparation for APhA-ASP Spring Membership Drive
- Spring Drive boxes are mailed to Chapter Advisors
- Spring online enrollment opens for final year pharmacy students
- 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 Summer Leadership Institute (SLI)

May

- Begin preparing APhA-ASP Chapter Achievement Award Report
- Begin preparing APhA-ASP Patient Care Project Award Reports
- Meet with Outgoing/Incoming Chapter Executive Committee for final transition meeting
- Complete registration for APhA-ASP SLI - (will receive email from APhA Staff)
- Complimentary Professional Liability Insurance certificates are emailed to Chapter Advisors
- Fall Drive Questionnaire is sent out to chapter leaders for mandatory submission

Key Dates

May 1 Submission Deadline:

- Spring Drive enrollments

May 15 Submission Deadline:

- 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:

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

June 15 Submission Deadline:

- APhA-ASP Chapter Achievement Award & Outstanding IPSF Award Reports
- APhA-ASP National Patient Care Project Reports (Operation Heart, Operation Diabetes, Operation Immunization, OTC Medication Safety, Women's Health Campaign and Generation Rx)

July

- Work with APhA Headquarters to prepare for APhA-ASP Student Outreach visit in fall
- Attend APhA Summer Leadership Institute (SLI) in Washington, DC
- Set Your Chapter Membership Goals
- Online Fall Drive Enrollment Officially Begins
- Fall Drive boxes are shipped to Chapter Advisors