

POSSIBILITY+OPPORTUNITY =YOUR APhA-ASP

CHAPTER LEADER QUICK VIEW REFERENCE GUIDE

FALL 2020 MEMBERSHIP DRIVE

SUBMISSION FINAL DEADLINE

NOVEMBER 8, 2020

(All Submissions)



All forms, materials and information related
to the Fall Drive can be found at

<http://www.pharmacist.com/apha-asp-membership-resources>




ALL STUDENT PHARMACISTS SHOULD ENROLL ONLINE!


Online Student Membership Enrollment

Below are instructions you can use to assist students with the online enrollment process. If Chapter Advisors or Membership Vice Presidents have any questions about the online join process, contact LaToya Coles at lwilson-coles@aphanet.org. Student pharmacists who have specific questions pertaining to their membership should email infocenter@aphanet.org or call InfoCenter at 800-237-2742 x2.

❖ **Joining** for the first time?

- Go to www.pharmacist.com
- Click 'Membership'
- Click 

❖ **Renewing** Member?

- Go to www.pharmacist.com
- Click  on the top right corner of the page
- After login, go to 'Your Account'
- The option to "Pay Now" will be listed on the right side of your profile
- If you need to make changes to your membership information select "Renew" instead of the "Pay Now" option.

It's that easy!

If individual students require assistance joining or renewing their membership with APhA, please have them contact the APhA InfoCenter at 800-237-2742 via email at infocenter@aphanet.org before they checkout. **No refunds will be given for student memberships.**

If there is a chapter-wide membership issue, please contact LaToya Coles at lwilson-coles@aphanet.org.

****Please visit the member resources page for detailed step-by-step instructions on how to join and renew****

<http://www.pharmacist.com/apha-asp-membership-resources>

New Member Online Join Process

As you promote APhA-ASP membership and the many benefits, you will also want to provide the fees and how they are then disseminated:

- **APhA National Dues:** \$45 for single year, and \$120.00 for FINAL YEAR students during the Fall Drive.
 - **Chapter Dues:** If APhA is collecting your Chapter Dues, they will be included in the total amount due in addition to National Dues.
 - **State Dues:** If your school and state have agreed to have APhA collect your State Association Dues, they will also be included in the total amount due in addition to National and Chapter Dues.

Important Notes:

1. **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.
2. **Membership Upload Files** can be provided by chapters that submit **ONE PAYMENT** (either check or credit card) along with a file using a specific template that includes student member contact information. **APhA cannot process your payment unless every renewing student has an email address, member ID, and a graduation date listed; New students are required to have an email address, and graduation date listed.**
3. **Chapter Administrator Accounts** were created for each chapter and include online access to all chapter **rosters and reports**. Chapter Advisors should designate a chapter leader to generate reports and files and/or update chapter officers...in essence, share the load!

Note: NO REFUNDS are given for student memberships

***Final Year students only have option to enroll under the exclusive Transitioning member type, if you have any questions contact LaToya Coles directly at 202-429-7509, or lwilson-coles@aphanet.org.**

Submitting Student Membership Enrollment Forms

Please do not offer paper enrollment forms unless a student encounters a problem with Online Enrollment.

Completed paper 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 MVP and the delay may negatively impact your chapter enrollment process.** (Note: **NO REFUNDS are given for student memberships**)

► Copy this section and share it with everyone on your Fall Drive team.

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 Email 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. **Emails are encouraged due to the number of students and chapter advisors that will need assistance during this very busy time.**

**American Pharmacists Association
PO Box 931411
Atlanta, GA 31193-1411**

Chapter Administrator Access—

Sharing the Load

Your APhA-ASP Chapter Advisor *is* the key link between APhA, chapter leaders, and members. As the “constant” from year to year, your Chapter Advisor oversees the Chapter’s online portal and can designate one- or two-chapter leaders each year to assist with necessary administrative tasks—**talk with your Advisor about sharing the load!**

Chapter Administrator Functionality—the online portal allows you to:

- ▶ View and Update Chapter Officers
- ▶ View and Download Transaction Reports
- ▶ View and Download Membership Roster
- ▶ View and Download Contact Lists
- ▶ Download and Upload Files/Forms

****Contact your Chapter Advisor for more information!****

Transitioning Membership Benefits for 2021 Graduates

2021 Graduates Only: When 2021 grads sign up during the **APhA 2020 Fall Membership Drive** for the Transitioning Membership, they will receive a special 24 months of APhA membership benefits designed to bridge their transition from student pharmacist to new practitioner, and:

- ❖ Saves them money—**24 months of APhA membership for just \$120 (An APhA New Practitioner Members is \$129 for 1-year)**
- ❖ Provides exclusive bonuses for Transitioning members:
 - A choice of the following complimentary benefits options:
 - ▶ ***The APhA Complete Review for Pharmacy, 12th edition***, the one volume compilation of pharmacy knowledge that will help you prepare for the NAPLEX exam.
 - ▶ The Brand New APhA NAPLEX Review Study Guide, a comprehensive 150-page NAPLEX study guide, created around the NABP competencies that outline the critical, must-know information needed to pass the NAPLEX exam. It includes the most important treatment algorithms, side effects and contradictions, counseling points, equations, and more and serves as a go-to resource in the most critical time leading up to the exam. *This option also includes a 50% discount coupon for **The APhA Complete Review for Pharmacy Math** book that covers key pharmacy math topics and calculations need to pass the NAPLEX.*
 - Access to the **NAPLEX Review Questions Section of PharmacyLibrary**, APhA's digital platform, plus 200 bonus test prep questions exclusively for student pharmacists joining as a Transitioning member during the APhA 2020 Fall Membership Drive.
 - Access to a special financial bootcamp webinar series!
 - ▶ APhA has partnered with **Your Financial Pharmacist (YFP)** to offer this webinar series covering hot topics for students approaching graduation. (Available Spring 2021)
- ❖ Helps 2021 grads **smoothly transition** from student pharmacist to new practitioner with:
 - **Networking opportunities:** through the New Practitioner Network ENGAGE online community, and in person at Day of NP L.I.F.E., as well as at special NP events and education offerings at the Annual Meeting & Exposition to name just a few.
 - **Volunteer Opportunities:** volunteer on the New Practitioner Advisory Committee, Standing Committees, New Practitioner Mentor Program and more!
 - **Career Development Resources:** such as member-exclusive *Hot Topics in Pharmacy Webinars*, a CPE opportunity and the latest information from top pharmacy experts and thought leaders, and The APhA Career Pathway Evaluation Program for Pharmacy Professionals, which will assist in making sound career decisions.
 - **Practice-related information** and lifestyle articles with *Transitions*, the bi-monthly e-newsletter and news through *Pharmacy Today*.
 - **Financial Planning Resources:** a new suite of resources developed exclusively for members by financial educator and pharmacist, Tim Ulbrich, PharmD.

The NAPLEX Review Resources will be available to order Winter 2020. Students will be required to **go online** to request these benefits when prompted. Instructions will be sent to active students via email when the book, study guide, and *PharmacyLibrary* access become available.

To ensure that students are notified of any possible changes or updates to this process, please be sure to have them log in to their accounts on www.pharmacist.com and confirm that their email addresses and contact information is listed correctly.

***Final Year students do not have the option to sign-up for a single year membership. If you have any questions contact LaToya Coles directly at 202-429-7509, or lwilson-coles@aphanet.org.**

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
- 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