

Chapter 5 – Dues Collection and Membership Records

“Putting off an easy thing makes it hard, and putting off a hard one makes it impossible.” - George H. Lonmer

The APhA-ASP Membership Enrollment Process has been simplified because the process is completely online now. We have phased out paper enrollment forms in our efforts to **“Go Green”**, because of this APhA now requires all students to enroll **ONLINE**.

The new enrollment process also makes it easier for MVPs to reach students who are off campus. These students can now simply be directed to www.pharmacist.com for more detailed information. Chapter Advisors also have the option of passing along the following information to ensure that the enrollment process is as simple as possible for their prospective student members.

Below are the instructions to appropriately help students to join online. Be sure to read through all the instructions prior to starting, and, if **Chapter Advisors or Chapter Membership Vice Presidents** have any questions, please call or email LaToya Wilson, Manager, Membership and Chapter Operations at APhA, at 800-237-2742 (APhA) ext. 7509 or lwilson@aphanet.org.

Schedule of Payments Sent to Chapters and State Associations

APhA has **one system** for collecting national, state, and chapter dues. All chapters will have the opportunity to participate in Chapter Reimbursement Program which allows APhA to collect their national, state, and chapter dues online. The funds collected by APhA for chapter dues will be reimbursed (six times per year) back to the chapter’s bank account via an electronic funds transfer (EFT) or a check will be sent if APhA does not have a bank account on file. Similarly, state dues will be sent directly to the State Pharmacy Association.

Here is the payment schedule as of July 2014 for both EFTs and Checks:

Chapter and State Dues Payments – Six Payments Annually by End of Month (EOM)

- By EOM June (January – May Enrollments – Covering pre-Annual Meeting and Spring Drive Enrollments)
- By EOM October (June – September Enrollments – Covering start of Fall Membership Drive)
- By EOM November (October Enrollments – Covering mid-way point of Fall Membership Drive)
- By EOM December (November Enrollments – Covering end of Fall Membership Drive)
- By EOM January (December Enrollments – Covering any final year-end enrollments)

Chapter Administrative Allowance Payments – Enrollments received by October 15th and November 8th

- By EOM February (Covering the \$3.00 and \$1.00 rebates to help chapters with administrative efforts)