



APhA Academy of Student Pharmacists

Webinar Week

Connect.
Share.
Learn.



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Webinar Week

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FINANCE VP

Webinar Week

Monday	Tuesday	Wednesday	Thursday	Friday
August 7 th	August 8 th	August 9 th	August 10 th	August 11 th
Webinar Week Kick-off (9-10 pm ET)	Advisors Meet-up (1-2 pm ET) Presidents/ Presidents-elect (9-10:30 pm ET)	Membership VPs (9-10 pm ET)	Communications VPs (8:30-9:30 pm ET) Patient Care VPs (9:30-10:30 pm ET)	
August 14 th	August 15 ^h	August 16 th	August 17 th	August 18 th
	Policy VPs (8:30-9:30 pm ET) Finance VPs (9:30-10:30 pm ET)	International VPs (8-9 pm ET) Patient Care Chairs (9-10:30 pm ET)		




We are so excited you're here!

A few housekeeping items for the night:

- Add your Chapter to your name so we know where you're joining from
- Utilize chat or the raise hand feature to submit your questions
- We'd love to see your face!
- Discussion Opportunities – please mute your mic when not speaking
- All slides, recordings and notes from webinar week will be made available on the Webinar Week home page

Agenda



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- Housekeeping Announcements
 - Roles & Responsibilities
 - Timeline & Events
 - Budgeting
 - Resources
 - Announcements & Reminders
 - Q&A
 - Closing Announcements

Awards Standing Committee



Alleah Al-Amery
Chair



Heather Howell



Jennifer Knutson



Nick Sebree



National Executive Committee



Victoria Lyle
National President
APhA Board of Trustees



Miranda Montoya
National President-Elect
Awards and International Liaison



Alexander Spanenberg
Speaker of the House
Policy/GAC/PAC Liaison



Grant Smith
National Member-at-large
Communications Liaison



Alexandra Cochran
National Member-at-large
Member Engagement Liaison



APhA-ASP Staff



Crystal Atwell, PharmD

Senior Director, Student & New Practitioner Development



Lynette Plowden

Senior Manager, Student & New Practitioner Meetings and Operations



Elise Damman, PharmD, CHWC

Associate Director, Student Development



Tom English, MS

*Senior Director, Member Relations & Communications
Editor-in-Chief, Student Pharmacist Magazine*



Nne-Nne Abanobi

Senior Manager, Student Membership

**What inspired you to become
the Finance VP of your
Chapter?**

**What event or responsibility
are you most excited for in
your new role?**

**What are you most anxious
about or have the most
questions about in your
new role?**

Roles and Responsibilities



• • • Serving as a Finance VP

Congratulations! This role is vital to ensure your chapter is successful and operates smoothly.

- Manage chapter finances
- Maintain an accurate operating budget for your chapter
- Coordinate fundraising ideas
- Expand and improve the position for leaders that will follow you

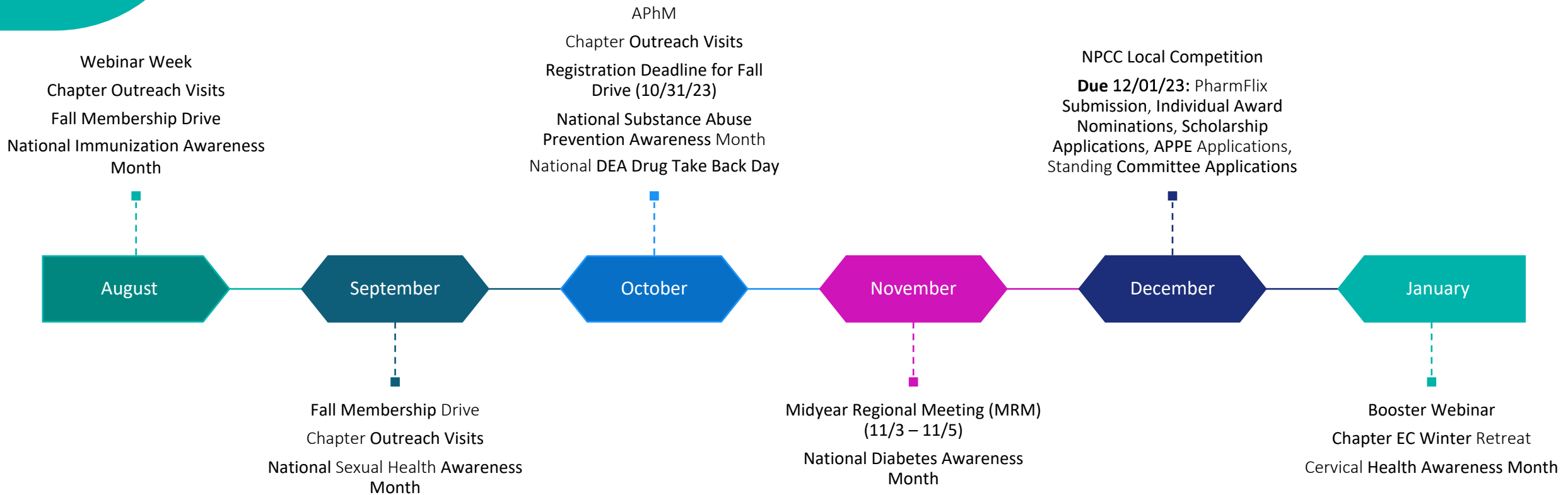


Responsibilities

- Ensure financial health for your chapter
 - Create, update, and maintain budget/bank account
 - Advise chapter officers on spending and project financial management
 - Process checks, invoices, and reimbursements for the chapter
 - Understand and adhere to your institution's banking requirements
 - Any additional chapter specific roles
- 
- 

Timeline and Events

Timeline



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Fall Membership Drive

August 1st - October 31st

- Poll: did you attend the Fall Membership Drive Webinar on July 19th?
- Target Audience: incoming P1s, members up for renewal
- All current members registration ends 10/31
- Must register by 10/31 to qualify for APhA-ASP incentives
- Checks from chapter dues will be distributed December 2023

● ● ● Goals and Incentives Review

Chapter Goals

- Tier 1: 40% of total enrollment for on-campus student pharmacists
 - Includes any professional student pharmacist not in their final-year of the program
- Tier 2: 60% of total enrollment for on-campus student pharmacists
 - Includes any professional student pharmacist not in their final-year of the program

Registration Deadline:

- October 31st

How are Fall Membership goals determined?

- Based on enrollment of professional students for Fall 2023 Semester
 - If chapter does not submit enrollment data, then 2022 data from AACCP will be used
 - For schools with satellite campuses, membership goals will be based off total enrollment across all locations

Goals and Incentives Review

- Chapters who, at minimum, reach their **40% enrollment goals** by October 31st will:
 - Receive a discount on the 2024 APhA Annual Meeting and Exposition registration for all active chapter members (\$39 per person value)
 - Be entered for a drawing to win \$750
 - Cash prize to be used at the chapter's discretion
 - Have all chapter members entered into a nationwide cash drawing
 - 1 individual will win \$500
 - 3 individuals will win \$250
 - 10 individuals will win \$100

**individuals must have an active membership at the time of drawing to be eligible for individual prizes*

Goals and Incentives Review

- Chapters who, at minimum, reach their **60% enrollment goals** by October 31st will:
 - Receive a discount on the 2024 APhA Annual Meeting and Exposition registration for all active chapter members
 - \$39 per person value
 - Receive half-off registration to the 2024 APhA Annual Meeting and Exposition for up to 10 chapter Executive Committee Members
 - \$150 per person value
 - Be entered for a drawing to win \$1500
 - Cash prize to be used at the chapter's discretion
 - Have all chapter members entered into a nationwide cash drawing
 - 1 individual will win \$500
 - 3 individuals will win \$250
 - 10 individuals will win \$100

**individuals must have an active membership at the time of drawing to be eligible for individual prizes*

Fall Membership Drive

Encouraging Sign-ups

- Fall Membership Boxes
 - Tablecloth, brochures, magnets, pens, resource card
- Formulate your elevator speech!
- Discuss regional and national opportunities within APhA-ASP
- Raffle off a free membership
- Host several in-person membership drives
- Offer free goodies
- Pitch elevator speech before class begins in all cohorts

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Chapter Dues

- Chapter receives \$10.00 for each member that signs*
 - Chapter may collect additional Chapter Dues directly, if desired
- Strongly encourage state level membership
- To qualify for incentives, must register **prior to 10/31**

\$39.00 National Dues

\$10.00 Chapter Dues (sent back to the chapters in December)

\$49.00 Total Paid by a Student Pharmacist Member

Event Planning

- Brainstorm with ALL executive board members and committee chairs several times throughout year
- Reflect on previous years' events and what was successful or not successful
- Create a timeline of execution and ensure you gain proper approval from school/advisor/etc.
- Plan events with engaging themes that go along with what's happening in world
 - i.e. V-day Grams for Valentines Day

APhA-ASP Event Planning Checklist & Timeline

Proposed Event Title:	
Proposed Event Date:	
Proposed Event Description:	

8 weeks before the event: Determine the goals

Event Type	<ul style="list-style-type: none"> • Patient-care project • Educational • Fundraiser • Professional/leadership training • Social gathering (networking)
Main goals	
Target Audience	<ul style="list-style-type: none"> • Student pharmacists on-campus • Student pharmacists outside of campus • Faculty members on-campus • Community members
Event Date	<ul style="list-style-type: none"> • Check University calendar for potential conflicts • If the event is targeted for student pharmacists, check their class and exam schedules for potential conflicts
Is there a duplication of another campus event?	<ul style="list-style-type: none"> • Yes • No • Potential



Event Checklist & Timeline

- Create a plan
- Develop a timeline
- Identify who will be involved
- Outline a communications plan
- Record the impact and outcomes

Fundraising Ideas

Clothing:
polos, zip-ups,
T-shirts, etc.

Insulated
Tumblers

Thank You
Cards

Badge Reels

Gift Basket
Raffle

Scrub Sets



Event Ideas

Virtual Silent
Auction or
Live Auction

Game
Tournaments

Pie the
Professor

Chapter Social
Outings/Cook
Outs

Bake Sale

Trivia Night

**What are some
successful
fundraising ideas at
your chapter?**

Managing a Budget

Budgeting For Success

- Be thorough!
- Update throughout the year
 - Ensure funds are being used efficiently
- Adjust as needed
- Organize and maintain all receipts
- Reconcile bank account frequently
 - Aim for at least monthly with advisor insight

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Events to Budget for

- **Midyear Regional Meeting (MRM)**
 - November 3-5, 2023
 - Multiple viewing options; host a On-Campus watch party as a
 - Supporting travel/registration for officers
- **Annual Meeting – Orlando, Florida**
 - March 22-25, 2024
 - Supporting travel/registration for incoming/outgoing officers
 - Supporting NPCC participant
- **Student Leadership Institute (SLI) - Washington, D.C.**
 - July
 - Supporting travel/registration for 1-2 officers

November 3-5
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ONSITE

Washington, DC - \$149.00



ON-CAMPUS

With your APhA-ASP Chapter - \$300.00



ONLINE

Where you are – \$39.00



APhA

American Pharmacists
Association

MRM2023
IT'S ON!

REGISTER NOW:
MRM2023 Kick-off!
More details on
what to expect.



Large Chapter Expenses

Promotional
Materials

Rental Fees

Supplies

Food for
Meetings



Example Chapter Budget

- Follow as closely as you can
- Plan for unforeseen costs
- Be frugal when able

	<u>Outflow</u>	
<i>Item</i>	<i>Allocated Amount</i>	<i>Amount Spent (to update throughout the year)</i>
Food for General body/executive board meetings/PCC meetings	\$ 3,750.00	\$ 3,587.88
Patient Care Committee Support (supplies, etc)	\$ 350.00	\$ 297.35
PAC Donation	\$ 750.00	\$ 750.00
Reimbursements for annual meetings	TBD	
Merchandise	\$ 800.00	\$ 747.82
Walktober Prize	\$ 90.00	\$ 90.00
Voting Lockboxes	\$ 75.00	\$ 72.22
MRM Supplies	\$ 200.00	\$ 182.83
<u>TOTAL</u>	\$ 6,015.00	\$ 5,545.27

Resources

Resources

www.pharmacist.com >> [Students](#) >> [Officer Resources](#) >> [Resources For Chapter Presidents, Vice Presidents And Chairs](#)

Presidents and Presidents-elect

- [APhA2022 President and President-elect Workshop](#)

Communications Vice Presidents

- [Communications Vice President Toolkit](#)
- [APhA2022 Communications Vice President Workshop](#)

**Don't
forget tax
day is April
18th!**

Finance Vice Presidents

- [Budgeting](#)
- [Sample Budgets](#)
- [Fundraising](#)
- [Chapter Tax Information \(IRS\)](#)
- [Chapter Banking Information Update Form](#)
- [APhA2022 Finance Vice President Workshop](#)

International Vice Presidents

- [International Vice President Toolkit, and IPSF Campaign, Project and Student Exchange Resources](#)
- [APhA2022 International Vice President Workshop](#)

Announcements & Reminders

Chapter Achievement Report



Chapter Achievement Report

Tracking Tips



Due annually June 15th



Familiarize yourself with the report requirements early on (sample report available online)



Work collaboratively with your chapter's Executive Committee to create a plan for collecting information throughout the year

APhA-ASP Chapter Achievement
Awards Program Home Page



Chapter Achievement Report

Tool Box



CAR GUIDELINES



TRACKING TOOL (CAA
REPORTING TOOL)



CHRONOLOGICAL
LIST



GLOSSARY OF TERMS



ESSAY GUIDELINES

Official Guidelines and Appendices will be released **January 2024**



Chapter Achievement Reports

Finance VP Responsibilities

Finance Information

Does your school or college of pharmacy pay a portion or all of your national association dues? *

- ☐ Yes
☐ No

If yes, what portion of the dues does the school cover? *

Does your school or college of pharmacy pay a portion or all of your state association dues? *

- ☐ Yes
☐ No

If yes, what portion of the dues does the school cover? *

Does your chapter have its own bank account outside of the school or college of pharmacy? *

- ☐ Yes, we have a separate bank account through a local bank or credit union.
☐ No, we are required to conduct our banking through the school's business office.
☐ Other

What is your estimated annual operating budget for the APhA-ASP chapter? *

- ☐ \$0 - \$5,000
☐ \$5,000 - \$10,000
☐ \$10,000 - \$15,000
☐ \$15,000 - \$20,000
☐ \$20,000 - \$25,000
☐ \$25,000 - \$50,000
☐ \$50,000 and above

Did your chapter submit a tax return this year? *

- ☐ Yes, filed directly with the IRS (990NPostcard, 990EZ, or 990 Form)
☐ Yes, filed through the university, school or college of pharmacy
☐ No, we did not file taxes via any method this year

Does your school or college of pharmacy have a student activity fee? *

- ☐ Yes
☐ No

Does your chapter receive financial support to attend professional meetings from the school or college of pharmacy? *

- ☐ Yes
☐ No

If yes, please describe the support provided. *

0/250 words

Did your chapter receive any monetary awards, grants, or donations that helped your chapter conduct programming, including patient care project funds, during the reporting cycle? *

- ☐ Yes
☐ No

If yes, then describe the organization that provided the grant / award and amount for funding received. *

List the total amount of funding brought in to support chapter operations through chapter fundraisers (e.g. \$500.75; do not include funds raised for donations or philanthropy) *

Describe your chapter budgeting process. *

0/300 words

Describe your chapter's fundraising activities, including the most successful and innovative events, and the total amounts raised by each event. (If your chapter's fundraising was affected by COVID please explain below.) *

0/300 words

Please describe the top 3 achievements of your APhA-ASP Chapter during the reporting cycle. *

0/500 words

Important Dates & Deadlines

Date	Event
August – October	Chapter Outreach Visits
August 29, 2023	MRM2023 Kick-off Webinar
August 30, 2023	Meet the APhA CEO Webinar
September 13, 2023	PharmFlix Informational Webinar
October	American Pharmacists Month
October 31, 2023	Fall Membership Drive Registration Deadline
November 3-5, 2023	Midyear Regional Meeting – It's On!
December 1, 2023	Individual Award Submissions Due APhA Foundation Scholarship Applications Due PharmFlix Submissions Due APhA Experiential Program Applications Due Standing Committee Applications Due



APhA Student Scholarships



Applications
opening soon!

APPLICATIONS DUE DECEMBER 1



November 3-5
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what to expect.



Meet the APhA CEO

August 30, 2023
8-9 pm ET



Michael Hogue, PharmD, FAPhA, FNAP, FFIP

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**Any last minute
questions?**



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