

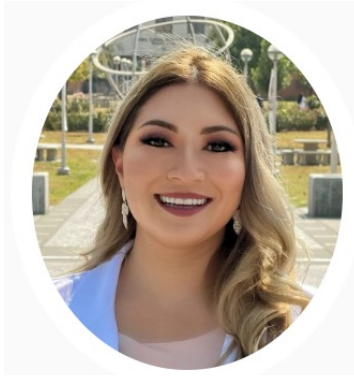


# 2022 Webinar Week

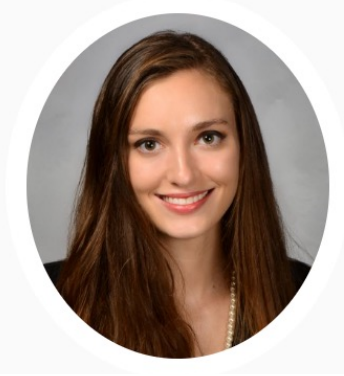
FINANCE VICE PRESIDENTS  
August 16, 2022

# Presenters

## Awards Standing Committee



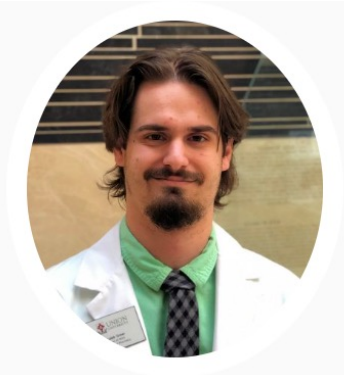
**Courtney Woo**  
Chair



**Katie DeBary**  
Member



**Jennifer Garson**  
Member



**Caleb Greer**  
Member



**Victoria Lyle**  
National  
President-elect  
NEC Liaison

## Special Guest



**William Tondre**  
Chapter President

# We are so excited you're here!

## **A few housekeeping items for the night:**

- Chat Feature for Q&A
- Zoom Background - we'd love to see your face!
- Discussion Opportunities – please mute your mic when not speaking
- This session is being recorded and will be made available as a resource in the next week
  - All slides, recordings and notes from webinar week can be accessed on the Webinar Week home page

What inspired you to become the  
Finance VP of your chapter?



# Position Responsibilities

# Serving in Your Role

Congratulations! Serving in one of the chapter's most vital roles can ensure the future success and fiscal health of your chapter's operations.

## Responsibilities:

- Manage the chapter's finances
- Maintain accurate and up-to-date records on chapter income and spending
- Coordinate chapter fundraising efforts
- Create continuity plans for the leaders coming after you

# Further Responsibilities

- Create a budget for chapter operations and update it frequently throughout the year
- Advise chapter officers on spending and project financial management
- Process checks, invoices, and reimbursements for the chapter
- Understand and adhere to your institutions banking requirements

# Chapter Admin Accounts

*Update as of May 2022*

- Chapter Admin accounts have been disabled
- Admin permissions are now granted to:
  - Chapter Advisors & Co-Advisors
  - Chapter President
  - Chapter President-elect
  - Membership Vice Presidents
  - **Finance Vice Presidents**
- Admin Permissions
  - Updating Chapter Roster
  - **Pulling Chapter Reports**





Membership Drives

# Membership Drives

- Fall Membership Drive
  - Typically runs from August – October
  - Primary time to sign up new and renewing members or any final-year student pharmacists who may have missed the Spring Membership Drive
  - Great time for fundraising
- Spring Membership Drive
  - Typically runs from February – May
  - Transitioning Membership (student pharmacists entering their final-year)

# Chapter Dues Update

2022 Fall Membership Costs (1<sup>st</sup>-3<sup>rd</sup> year student pharmacists)

\$39.00 National Dues

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

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\$49.00 Total Paid by a Student Pharmacist Member

*\*Note: some chapters opted out of the additional \$10 chapter dues – check with your advisor to verify your chapter's status*

# Financial Implications

- **Chapter Rebates** – Eliminated the chapter rebate/incentive program that provided a \$3 rebate and \$1 rebate for chapters
- **Chapter Dues** - \$10/member collected by APhA-ASP and sent back to the Chapter
- **Membership Dues Deadline – October 31 (Annually)**
  - Check/EFT for June 1 – October 31 enrollments issued in November
  - Check/EFT for November 1 – May 31 enrollments issued in June
- **State Pharmacy Association Collaboration and Supplemental Dues**
  - Chapters are still encouraged to work with state pharmacy associations, collect supplemental dues for meetings, programming, and activities



# Financial Planning

Meeting Attendance & Events

# Key Events to Budget For

MRM Registration  
and Travel  
*(Oct.-Nov.)*

Innovative  
Program Poster  
for MRM  
*(Oct.-Nov.)*

Sending NPCC  
Rep to Attend  
APhA2023  
*(March)*

Annual Meeting  
Registration and  
Travel  
*(March)*

Sending 1-2  
Representatives  
to SLI  
*(June)*

# Supporting Chapter Members

Supporting Chapter Members can Include:

- Fundraising to raise money to support meeting attendance (registration, housing, etc.)
- Disseminating information for scholarship opportunities
- Exploring grants or sponsorship opportunities to support chapter events/initiatives
- Encouraging chapter members to apply for travel funds through the University
- Advocating for University support for attending professional development events

# Supporting Chapter Members

## Obtaining Support Can Include:

- **Conduct Chapter Fundraising Events**
  - Examples include t-shirts, hats, coffee mugs, blankets
- **Create a Relationship with your State Association**
  - May be opportunities for the local State Association to support the chapter
    - Financial donations
    - Fundraiser or event collaboration
- **Scholarship Opportunities**
  - Innovative Programming Award
    - Regional winning chapters receive two complimentary registrations for APhA2023
  - Institute on Substance Use Disorders scholarships
  - APhA Foundation scholarships



# Supporting Chapter Members

## Obtaining Support Can Include:

- **University Travel/Professional Development Funds**
  - If your school does not provide financial support for meeting attendance, set up a meeting with appropriate contacts to discuss future funding opportunities.
    - Explain the benefits of meeting attendance
      - Networking
      - Professional Development
      - Leadership Development
    - Develop a deliverable for Chapter Members to turn in after the conference in order to receive funds
      - 1-page reflection
      - Presentation to the chapter on their experience

# Fundraising

- This is your opportunity to get **CREATIVE!**
- Maximize your efforts
  - What do your members want?
- Connect with your chapter advisor
- **Potential ideas:**
  - Mask fundraiser
  - Thank you notes
  - College gear



# Example Fundraising Event

William Tondre, Chapter President  
University of the Incarnate Word Feik School of Pharmacy

# Smart Business Card Fundraiser

- Mass purchase smart business cards and sell for a profit
- Ability to brand to school/chapter
- Member vs Non-Member Pricing
- Smart Business Card Companies
  - Dot.
  - V1CE Cards
  - Taptok



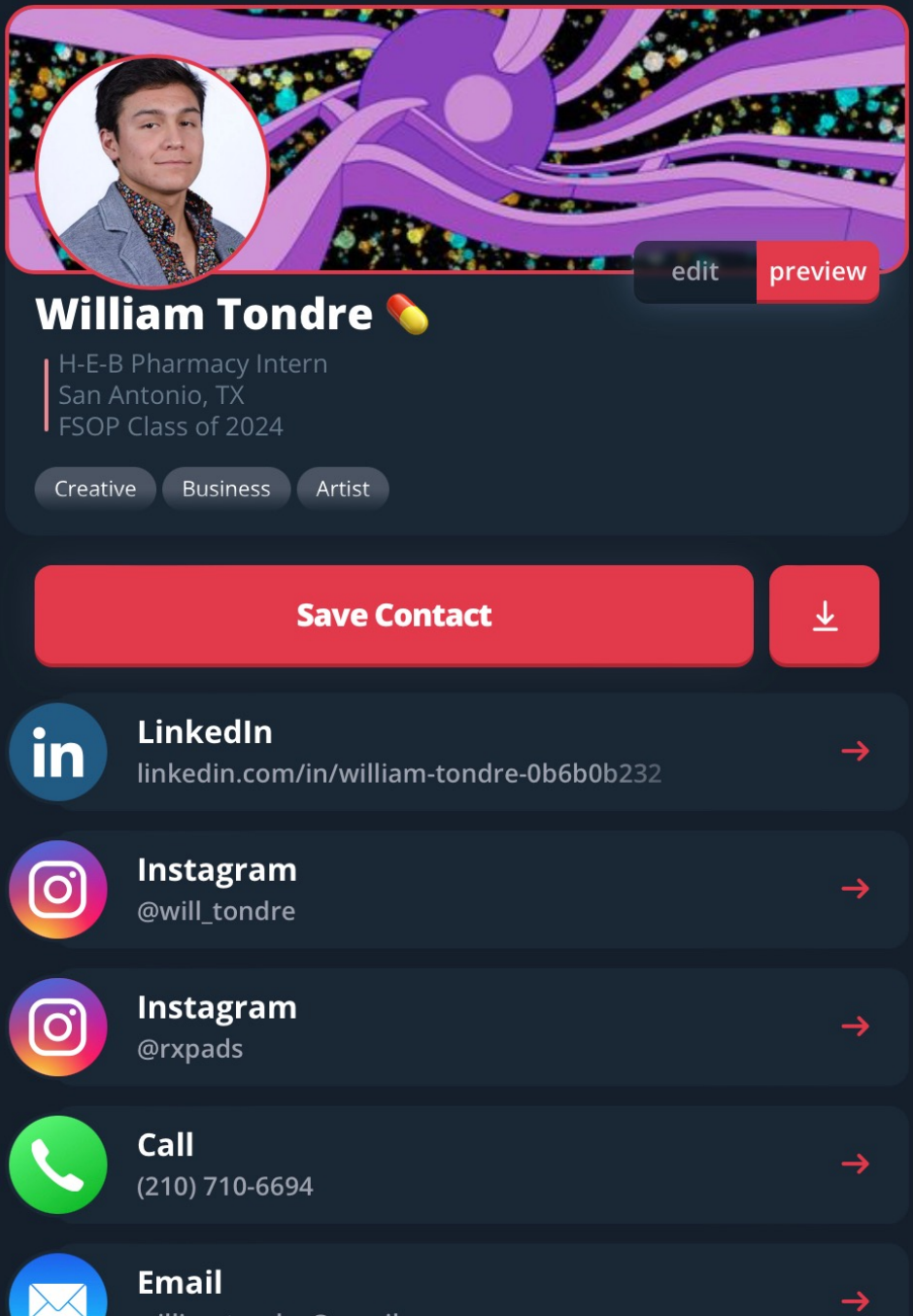


# How it Works

1. Set up your card
2. Tap or Scan
3. Network

# What The Viewers See

- Networking made easy
- Edit your profile to display any type of social media you want your viewer to see
  - LinkedIn
  - Instagram
  - Phone Number
  - Email
  - CashApp
  - Twitter
  - Websites
  - Spotify



# Dot. Cards

## Economics

Cost: \$10-\$20 a card

Sell: \$16 members\*

\$20 non-members\*

Profit: \$6-\$10/card\*

Include: Free set up session

*\*If purchased for \$10*



QR CODE TO  
WEBSITE



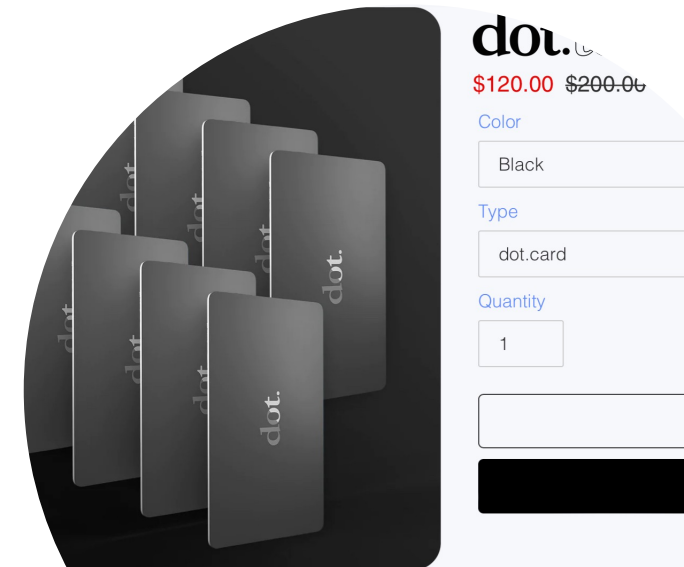


# Other Deals

- Buy the dot. thin: \$10-\$55
- Customizable cards: \$10-\$55 per card
- Bundle Deals of 10 cards for \$12 each (cheapest on the site)

**OR**

- Personally reach out the company and see if they can work with you on prices  
Ex: 100 cards for \$10 each





## Other Events to Hold

- Free Professional Headshots
- LinkedIn Workshop
- Resume/CV Workshop
- Instagram Workshop

*Tip: Create events that student pharmacists can use to make their card landing page more professional.*



# Developing a Fundraising Event

## General Timeline and considerations

1. Identify a product or service to fundraise
2. Run the idea past your Chapter Advisor and any other parties at the University whose approval you may need
3. Review the economics and create a business plan
  - a) Questions to ask yourself:
    - Does the price change based on the number of items purchased?
    - Will those buying the item sign up and pay for it ahead of time or will the chapter buy a limited number to sell?
    - What price per item is the breakeven price? What is the goal profit margin?
    - Are there any costs associated with marketing the item?
4. Work with the Communications VP to create a marketing plan to the University
  - a) University newsletter
  - b) Email
  - c) Social Media
5. Schedule or reserve tabling times for selling the item
  - a) Set up a fundraising table near a common study space
  - b) Review class schedules for when and where to set up a fundraising table
6. Purchase and distribute fundraising item/host fundraising event



# Documents & Resources

# Resources

## Presidents and Presidents-elect

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

## Communications Vice Presidents

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

## 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](#)



# Creating a Budget for Your Chapter

- Clarify financial goals
- Encourage chapter members to use funds effectively and efficiently
- Assist in decision-making
- Analyze, adjust, and evaluate programs and activities
- Provide a historical reference to be used for future planning

# Expenses to Consider

Promotional  
Materials

Events

Supplies

Travel  
Expenses

Rental Fees

# Income Opportunities

Fundraising

Membership  
Dues

Institutional  
Funds

State  
Association  
Collaboration

Donations

Grants/  
Sponsorship

# The Budgeting Process

- Gather information
  - Income
  - Fundraising
  - Previous operational costs
- Plan ahead
  - What are the goals of the chapter?
  - What will be the same or will change?
- Estimate costs and finalize budget
- Revisit and manage

| SAMPLE CHAPTER PROGRAM BUDGET  |            |                          |          |                          |
|--------------------------------|------------|--------------------------|----------|--------------------------|
|                                | Estimated  | Estimated total          | Actual   | Actual Total             |
| <b>INCOME/REVENUE</b>          |            |                          |          |                          |
| Money allocated from APhA Dues | \$500.00   |                          | \$500.00 |                          |
| Money raised from fundraisers  | \$1,000.00 |                          | \$750.00 |                          |
| Donations                      |            |                          |          |                          |
| Contributions                  |            |                          |          |                          |
| Department Funding             |            |                          |          |                          |
| Other                          |            |                          |          |                          |
| <b>Revenue Totals</b>          |            | <b><u>\$1,500.00</u></b> |          | <b><u>\$1,250.00</u></b> |
| <b>EXPENSES</b>                |            |                          |          |                          |
| <b>Supplies and Equipment</b>  |            |                          |          |                          |
| Marketing                      |            |                          |          |                          |
| Posters                        | \$200.00   |                          | \$150.00 |                          |
| Banners                        | \$150.00   |                          | \$150.00 |                          |
| Printing                       |            |                          |          |                          |
| Flyers                         | \$10.00    |                          | \$5.00   |                          |
| <b>Expense Totals</b>          |            | <b><u>\$360.00</u></b>   |          | <b><u>\$305.00</u></b>   |
| <b>TOTAL:</b>                  |            | <b><u>\$1,140.00</u></b> |          | <b><u>\$945.00</u></b>   |





# Open Forum Discussion



# Announcements & Reminders

# Midyear Regional Meetings (MRM)

**October-November 2022**

*Official dates & location still being finalized*

**The only conference for student pharmacists by student pharmacists!**

- Networking Opportunities
- Explore Career Development
- Improve Patient Care Skills
- Regional Officer Elections
- APhA-ASP Regional Patient Care Project Awards
- APhA-ASP Policy Process Begins

MRM Home Page



# Individual Awards & Scholarships

**Deadline: December 1, 2022**

- Linwood F. Tice Friend Award
- Outstanding Dean Award
- Outstanding Chapter Advisor Award
- APhA Student Leadership Awards
- Good Government Student Pharmacist of the Year Award
- The Distinguished New Practitioner Award
- APhA Foundation Scholarship Applications

# Webinar Week Schedule

| Monday                             | Tuesday                                      | Wednesday                           | Thursday                             | Friday                  |
|------------------------------------|--|-------------------------------------|--------------------------------------|-------------------------|
| August 8 <sup>th</sup>             | August 9 <sup>th</sup>                       | August 10 <sup>th</sup>             | August 11 <sup>th</sup>              | August 12 <sup>th</sup> |
| Webinar Week Kick-off (9-10 pm ET) | Advisors Meet-up (1-2 pm ET)                 | International VPs (8:30-9:30 pm ET) | Communications VPs (8:30-9:30 pm ET) |                         |
|                                    | Presidents/ Presidents-elect (9-10:30 pm ET) | Membership VPs (8:30-9:30 pm ET)    | Patient Care VPs (9:30-10:30 pm ET)  |                         |
| August 15 <sup>th</sup>            | August 16 <sup>th</sup>                      | August 17 <sup>th</sup>             | August 18 <sup>th</sup>              |                         |
|                                    | Policy VPs (8:30-9:30 pm ET)                 | Patient Care Chairs (9-10:30 pm ET) |                                      |                         |
|                                    | Finance VPs (9:30-10:30 pm ET)               |                                     |                                      |                         |



# Webinar Week – January Booster

Save the Date – January 11<sup>th</sup>

**Register Today**



# Contact Information

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