2018
THE APhA-ASP
MEMBERSHIP TOOLKIT

Everything you need to know about membership!

APhA

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Chapter 1
Membership Vice Presidents and What They Do

“There are many elements to a campaign. Leadership is number one. Everything else is number two.”

Bertolt Brecht

Welcome Membership Vice President (MVP)! This APhA-ASP Membership Tool Kit was developed to guide your efforts to increase membership and involvement at your chapter and for APhA. Your role is an important one, as you will be helping student pharmacists at your chapter understand the essential professional development resources available through APhA membership. From student pharmacist to new practitioner and seasoned pharmacist, APhA membership is a vital and rewarding professional opportunity.

Your first step is to understand your responsibilities as MVP. Review the position description below and share it with your chapter officers. Let your chapter officers know that by working together, you and the other chapter leaders can be most effective in promoting APhA-ASP membership.

This chapter of the Took Kit includes a calendar of projects and administrative deadlines to assist you in scheduling and planning for the entire year. As you will see, it is important to get started early, so that the maximum number of students at your chapter can begin or continue to receive the benefits of APhA membership.

Chapter Membership Vice President (MVP) Position Description

Purpose of Position: Oversee efforts to increase membership in APhA and your chapter.

Essential Responsibilities to the Chapter:

• Recruit a chapter membership team or committee to evaluate previous membership development efforts and help plan activities and establish measurable goals for membership.

• Ensure that membership development priorities are included in your chapter’s annual goals and objectives, that the chapter budget reflects membership priorities, and that you work with chapter officers and team members to integrate membership into chapter priorities.

• Manage the membership sign-up process during both the fall and spring campaigns; ensure proper collection of enrollment forms and dues; analyze data on chapter membership renewals, recruitment of new members, and reasons that current members do not continue.

• Ensure that the chapter has a comprehensive orientation program. This includes:

  o Presentation at orientation for the incoming first year class
  o Student Outreach Program conducted by APhA Student Development Staff Member during the fall campaign for new and renewing members
  o Life on Rotation Program during the spring campaign that allows third-year students to hear from a New Practitioner Mentor about his or her rotation experience, tips to prepare and what to expect during their rotation.

Make sure that new members are involved as early and as often as possible in patient care projects, chapter meetings, local events, and APhA-ASP Midyear Regional Meetings to learn the benefits of APhA.

Specific Responsibilities to APhA-ASP: Recruit new members and retain current APhA-ASP members. Through your Chapter Administrator account, assign your chapter’s executive committee positions for the current academic year. Your final responsibility is to inform APhA if you have changes to the Electronic Fund Transfer (EFT) information we currently have or would like to opt in.

Time Commitments: Along with the time necessary to accomplish the above responsibilities, the MVP serves on the chapter executive committee and other committees as assigned. Attendance at a Midyear Regional Meeting and the APhA Annual Meeting is strongly encouraged.
Working with Your APhA-ASP Chapter Advisor

The APhA ASP chapter advisor is the key link between APhA and your chapter.

Chapter advisors are the “constant” from year to year at each chapter, so they are a resource for learning about APhA processes and chapter membership challenges. Advisors also help chapter leaders plan activities and set priorities each school year, and should be informed of all chapter activities.

The APhA ASP chapter advisor is responsible for the finances of the APhA-ASP chapter. The advisor supervises budget planning for the chapter, approves expenditures involving APhA ASP revenues, and ensures that required financial reports and tax forms are accurately executed. This is critically important, as there are many laws, regulations, and standards regarding nonprofit finances for which APhA must ensure compliance.

The chapter advisor can also help foster relationships between the chapter and local and state pharmacy associations.
APhA-ASP Chapter Membership Calendar

Summer
- Attend APhA-ASP Summer Leadership Institute.
- Present 2018 Chapter membership goal
- Submit MVP contact information
- Work with chapter officers to get ready for membership recruitment and plan for the upcoming school year.
- Share the Load – share access to Chapter Administrator account and divvy up responsibilities (reports, update officers, contact lists, reconciling)

August – September
- Work with chapter leaders to conduct Student Outreach Visits.
- Prepare for fall membership programs. Ensure receipt of chapter membership materials (sent to Chapter Advisor no later than July 23).
- Hold fall membership drive September 1st.
- Register online and make housing reservations for the APhA Annual Meeting and Exposition beginning in August.

October – November
- Conduct Student Outreach Visits.
- Participate in American Pharmacists Month activities (APhM October).
- Attend the APhA-ASP Midyear Regional Meeting.
- Assist Membership Vice Presidents and Presidents in student outreach to renew existing members and recruit new members.

Tip! In October, generate a list of students that have not yet renewed and reach out.
- Ensure that APhA-ASP online membership enrollment is completed by October 15 for the $3 rebate and by November 8 for the $1 rebate.
- Remind 2019 Graduates to look out for the coupon code sent in a November email and then immediately order the NAPLEX Review book for delivery.

December – January
- Register prior to the Early Bird Registration deadline for the APhA Annual Meeting.
- 2019 Graduates who ordered the NAPLEX Review book will receive their access code to NAPLEX Members-only Questions on PharmacyLibrary.
- Complete Membership Survey.
- Update Chapter Dues online for 2019 year.
- Begin planning for Spring Membership Drive for your students in their last year before rotations.

February
- Contact APhA Staff about graduating student programs.
- Schedule “Life on Rotation Presentation” with your chapter’s New Practitioner Mentor. For questions, contact Tom English at tenglish@aphanet.org.
March – April

- Attend the APhA Annual Meeting and Exposition in Seattle, WA, March 22-25, 2019. Be sure to attend the APhA-ASP Chapter Advisor Meeting.

- Conduct the APhA-ASP Spring Membership Drive Week the second week in April. Chapter membership materials will be sent to Chapter Advisor’s in March.

- Review files from outgoing MVP.

April - May

- Meet with the Membership Committee to evaluate your year’s work.

- Meet with incoming Membership Vice President.

- Help ensure the transition of leadership at your chapter runs smoothly.

- Update Chapter Officers within the Chapter Administrator profile by May 15

- Make sure that your updated contact information is listed with the APhA headquarters, so that you continue to receive all your mailings and emails.

- Assist chapter leaders in setting new goals and objectives for the chapter.
Chapter 2
Membership Eligibility, Dues, Chapters, & Benefits

“Furious activity is no substitute for understanding.”

H. H. Williams

Before you start to recruit members, be certain you know who is eligible for student membership, details regarding APhA-ASP dues, the benefits of student membership, and membership in APhA after graduation. In addition, familiarize yourself with APhA and APhA-ASP history as well as answers to the “Commonly Asked Questions,” [Appendices].

Membership Eligibility—Who Can Join?

**Student Pharmacist Member of APhA**—To be eligible for APhA membership, a student must be regularly enrolled in either a pre-pharmacy or a professional pharmacy practice degree program in a university or college holding membership in the American Association of Colleges of Pharmacy (AACP) or accredited by the American Council on Pharmaceutical Education (ACPE).

Pre-pharmacy students attending a school that is NOT affiliated with a school or college of pharmacy are ineligible for APhA membership. Although APhA appreciates their interest, these individuals should be advised that they will be eligible for membership when regularly enrolled in a college of pharmacy as indicated above. However, pre-pharmacy students attending a school that IS affiliated with a school or college of pharmacy ARE eligible for APhA membership. Ideas for promoting membership to these students are presented in Chapter 4.

Note also that those enrolled in post-BS PharmD programs are not eligible for APhA-ASP membership because they can join as pharmacist members of APhA.

**National, Chapter, and State Association Dues**

The APhA ASP membership year is November 1 through October 31. However, it is important for students to join or renew before November 1, so that their membership benefits will begin as soon as possible.

Annual national dues are $45 for student members. The dues for a Transitioning Student Pharmacist membership is $120 for two years (last year as student, first year as new practitioner). In order to be considered a student member, you must be enrolled in an accredited school or college of pharmacy in the U.S. (including Puerto Rico).

Many chapters also include chapter dues, which fund chapter activities. Questions about chapter dues are not uncommon, so be prepared to answer. Chapter dues are established by the individual chapters, not by APhA. In addition, these amounts are for the chapter and are not controlled or retained by APhA.

Some chapters collaborate with state pharmacy associations as well. At some chapters, students who want to belong to their state pharmacy association may join that organization at the same time that they join APhA ASP. This joint enrollment opportunity is not required but is offered as a benefit to students and your chapter may choose to collect state pharmacist association dues.

Dues collection is covered in detail in Chapter 5 of this Tool Kit. For now, it is important to know that online dues payment is available and payment can be made for national, chapter, and state association dues; Money collected by APhA for chapter dues will be reimbursed back to the chapter and to the state directly six times per year.

**Why Chapters?**

Some students may ask why it is not possible to join APhA as a student member without chapter membership or wonder what the chapter has to offer that is not included in APhA membership.

APhA maintains student membership through chapters based at colleges of pharmacy for a number of reasons. Participation in an APhA-ASP chapter helps students learn the professional networking skills and professional unity that are important throughout one’s career as a pharmacist.
Many APhA programs are designed for group participation. Projects such as Operation Immunization, Operation Heart, Operation Diabetes, Generation Rx, American Pharmacists Month (APhM), Chapter Achievement Awards, and the APhA-ASP House of Delegates are only possible if students work together as a collective voice. Enhancing patient knowledge in your local community and promoting the profession of pharmacy are two of the most important objectives of APhA-ASP. These objectives are best achieved with the support of each chapter.

APhA-ASP chapters also serve as a window into each school or college of pharmacy, which allows APhA to better understand the changing dynamics of the profession. Convincing students to join the chapter and attend meetings can be challenging, but by joining APhA-ASP chapters in numbers, every student pharmacist can benefit.

**Student Membership Benefits**

Each year, thousands of student pharmacists join APhA because of the Association’s unparalleled membership benefits. APhA membership benefits are designed to be accessible to those on campus, off on experientials, or pursuing a variety of career opportunities after graduation, with many APhA resources being available 24/7 on www.pharmacist.com. Some APhA programs take place within the chapter, some are regional (such as APhA-ASP Midyear Regional Meetings), others are national, and some are available in print or electronically. When talking with students about APhA membership, remember to consider membership benefits from their point of view, which may depend on where they are in their student careers. APhA membership has something to offer everyone; you just have to know what their interests are.

**Leadership and Advocacy**

- **Patient Care Opportunities** – APhA-ASP is the leader of innovative patient care programming and gives you a head start on developing your clinical expertise. Master the communication, interpersonal, and patient counseling skills you’ll need as a practitioner all while serving your community.

- **Leadership Development** – You can be a leader within your community and your profession by participating in APhA-ASP’s leadership development programming. Take your leadership experience to the next and enhance your skills through a number of interactive training sessions, as well as elected and appointed positions from the chapter to the national level.

- **Advocacy** – APhA ASP chapters provide members opportunities to be involved on campus and in the community. Informative meetings, health fairs, socials, patient care projects, fundraisers, elections, membership drives, and community education are just some of the activities in which chapter members can participate.

  - **Shaping Our Profession** – Students play an active role in shaping APhA policy by submitting proposals for consideration by the APhA ASP House of Delegates. The APhA ASP House of Delegates makes recommendations on vital issues affecting the profession and especially on issues affecting students.

  - **Influencing National Policy** – APhA monitors legislative activities on matters that affect the future of all APhA ASP members, such as health care reform, provider status for pharmacist, and student financial aid. APhA also represents pharmacy’s interests before Congress and federal regulatory agencies.

  - **Global Reach** – APhA ASP is a full member organization of the International Pharmaceutical Students’ Federation (IPSF). Members of APhA ASP are automatically members of IPSF, giving students the opportunity to participate in the international student exchange programs and attend the IPSF Annual Congress.

**Career Development & Networking**

- **APhA-ASP Midyear Regional Meetings** – The APhA-ASP Midyear Regional Meetings (MRMs) are held every fall for each of the eight APhA-ASP regions across the country. The APhA-ASP MRMs are the only meetings in the U.S. designed exclusively for the needs of student pharmacists. MRMs bring together student pharmacists from across the country to provide a forum for discussions of career opportunities, provide valuable networking opportunities, and encourage participation in professional development and educational programs. During MRMs, the APhA-ASP Policy Process begins and the APhA-ASP Regional Officers are elected. See http://www.pharmacist.com/apha-asp-midayear-regional-meetings-mrms for additional information.
• **APhA Annual Meeting & Exposition** – The APhA Annual Meeting and Exposition provides APhA ASP members the opportunity to participate in discussions on important pharmacy issues, elect APhA ASP leaders, and enhance their career opportunities while meeting colleagues from across the nation and around the world. APhA2019 will be held March 22-25, 2019 in Seattle, WA. See www.aphameeting.org for additional information. The APhA Annual Meeting gives student pharmacists an opportunity to learn from and connect with leaders and innovators in the profession. In addition, there are specific career-oriented programs for students, including leadership development programs and a licensure exam prep program. Student members are entitled to significant discounts on meeting registration.

• **Scholarship Opportunities** – Scholarship and award opportunities created to celebrate student pharmacists’ commitment to excellence in education and recognize outstanding service to the profession of pharmacy.

• **Facebook Groups/Twitter** – APhA maintains several groups on Facebook, including one for members generally, an APhA-ASP member group, and groups for each MRM. APhA also has a presence on Twitter. These options are open to members and are, of course, a useful resource for connecting with both student pharmacist and pharmacist members of APhA.

**APhA: The Essential Link to Developments in Pharmacy Practice, Medication Use, and Health Care**

APhA provides pharmacy’s most widely used and respected professional information resources, invaluable to students and practicing pharmacists alike. Student members have 24/7 electronic access to the online versions of many of APhA’s publications. Descriptions of selected APhA online and print publications are provided below. See www.pharmacist.com for additional information.

• **Student Pharmacist** – APhA’s bimonthly news magazine specifically for student pharmacists, provides news and information that affects readers’ daily lives, including: career advice from practicing professionals, practice-setting profiles, student viewpoints on today’s hot issues, professionalism tips, political advocacy in action news, tools for improved pharmacist-patient communication, information on technological advances, and the latest from the APhA and APhA Academy of Student Pharmacists [APhA–ASP] chapters. Student Pharmacist is available online and in print.

• **Pharmacy Today** – the pharmacy profession’s monthly news magazine, Pharmacy Today provides news about developments in pharmacy practice, medication management and safety, new medications, and legal and regulatory matters affecting pharmacy. Articles are written in an easy-to-read style, making it easy for busy students and pharmacists to stay informed. Pharmacy Today is available online and in print. The online version is available to all students; in addition to online access, print issues of Pharmacy Today can be requested. Contact APhA for more information.

Pharmacy Today also publishes a health-system print edition. The articles in this edition are also available online. In addition, Pharmacy Today includes a Medication Therapy Management (MTM) profile every month, providing readers with profiles of practices that employ unique MTM techniques to effectively serve their patients.

• **APhA DrugInfoLine** – online summaries of recent findings regarding drug therapy, presented in a concise, “quick read” style. DrugInfoLine articles include “key point” and “what you need to know” sections, as well as additional detail and references. APhA members can now have drug news delivered as they like it, when they need it. The new APhA DrugInfoLine is available online on multiple platforms. Visit www.aphadruginfoline.com to monitor the latest drug literature, including an expanded Medication Monitor section that covers FDA actions.

• **Journal of the American Pharmacists Association** – JAPhA is a peer-reviewed journal that includes original research, reviews, experience, and opinion articles that link science with contemporary pharmacy practice to improve patient care. APhA-ASP members have access to the online edition [12 issues/year] of JAPhA.
Discounts on Textbooks and Insurance

- **Discounts on Textbooks and Educational Materials** – With more than 100 resources to choose from, APhA-ASP members receive discounts on the most popular textbooks and references in pharmacy. And ordering from APhA is easy! APhA-ASP members can order online at www.pharmacist.com, or order through APhA’s publication sales department at 800-878-0729. Online orders made by APhA-ASP members are automatically tracked and goes toward awards the chapter can earn. Student members can receive discounted shipping on orders made via phone, fax, or mail when the chapter name (or code) is provided.

- **Professional Liability Coverage** – This policy offers coverage for all curriculum-related activities including rotations and programs to student pharmacists. All APhA-ASP members can purchase liability insurance policies at discounted rates.

One of the most important APhA-ASP membership benefits for 2019 graduates is FREE professional liability insurance. APhA will provide $1 million/$3 million dollar coverage at no cost to all 2019 graduates who sign up for membership during the prior year spring membership drive for their last year of pharmacy school and do not currently hold a license to practice pharmacy. For example, students graduating in 2019 must sign up during the spring 2018 drive and be members through October 31, 2019. Coverage is from May 1 – May 1.

Proof of coverage (Certificate of Insurance), will be sent to your Chapter Advisor in May prior to entering your final student year. Students can also contact Healthcare Provider Services Organization (HPSO) Blanket Division at 800-986-4627.

- **Other Insurance Programs** – Affinity Insurance Services, Inc. is the administrator for the APhA endorsed Life, Accident and Health Insurance program. Coverage is only available to APhA members (and their eligible spouses). To learn more or to request a brochure and application call toll-free at 1-800-509-6113.

Transitioning Student Member – New Practitioner Membership & Benefits

The new Transitioning Membership covers the final year membership as a student pharmacist and the first year of APhA membership as a new practitioner. Available during the Spring and Fall chapter membership drives, the Transitioning Membership helps to bridge the transition from student pharmacist to new practitioner.

By signing up for the Transitioning Membership, student pharmacists entering or in their final year receive additional benefits including:

- 8% discount on student pharmacist and new practitioner dues if purchased separately
- A complimentary copy of The APhA Complete Review of Pharmacy, 12th Edition (shipping and handling waived)
- The new members only NAPLEX Review Study Guide that includes the NABP Blueprint of topics covered on the examination, list of the Top 200 Drugs, and Pharmacy Mnemonics with illustrations
- Access to the NAPLEX Review Section Math Equations, and of PharmacyLibrary, APhA’s digital platform, PLUS 300 bonus members-only test prep questions
- Complimentary Professional Liability Insurance if your chapter opted in
- Early access to the New Practitioner Network, and New Practitioner benefits
- Access to the new Transitioning Members only Professional Skills Webinar Series.

Student Membership Benefits: Opportunities for APhA-ASP Members

APhA-ASP membership provides a wealth of opportunities to student pharmacists – from pharmacy school to new practitioner and beyond, there are programs and services to meet every pharmacists’ needs!

- APhA-ASP National Patient Care & Community Service Projects
  - Generation Rx
  - Operation Diabetes
  - Operation Heart
  - Operation Immunization
• Information Resources
  o Student Pharmacist Magazine
  o Student Pharmacist Connection
  o Pharmacist.com
  o Pharmacy Today Online
  o Journal of American Pharmacists Association [JAPhA] Online
  o APhA DrugInfoLine Online
  o Shop APhA Online Bookstore

• APhA-ASP International Opportunities
  o International Pharmaceutical Students’ Federation [IPSF] Membership

• APhA-ASP Professional Development Programs
  o National Patient Counseling Competition
  o PharmFlix Video Contest
  o Virtual Learning
    o APhA-ASP/New Practitioner Network Webinar Series

• APhA-ASP Career Development Programs
  o APhA-ASP Experiential Program
  o APhA Career Pathway Evaluation Program for Pharmacy Professionals
  o APhA Career Connection

• APhA-ASP Awards & Scholarships
  o APhA Linwood F. Tice Friend APhA-ASP Award
  o APhA-ASP Outstanding Dean Award
  o APhA-ASP Outstanding Chapter Advisor Award
  o APhA Student Leadership Awards
  o APhA Good Government Student Pharmacist Year Award
  o APhA-ASP Senior Recognition Certificate
  o APhA Foundation Student Scholarship Program

• APhA-ASP Meetings & Networking
  o APhA Annual Meeting & Exposition
    o March 22-25, 2019, Seattle, WA
  o APhA-ASP Midyear Regional Meetings
    o October & November Annually
  o APhA-ASP Summer Leadership Institute
  o APhA-ASP Chapter Meetings & Networking
  o University of Utah School on Alcoholism & Other Drug Dependencies
  o Social Networking
    o Facebook – APhA-ASP
    o Follow us on Twitter – @APhA-ASP
    o YouTube – APhA-ASP
  o APhA Academy Membership
    o APhA-ASP
    o APhA Academy of Pharmacy Practice and Management
• Special Interest Groups [SIGs] Membership
  o APhA Academy of Pharmaceutical Research and Science

• Section Membership

• Leadership Skills
  o APhA-ASP Leadership Training Series [LST]
  o Volunteer Leadership Opportunities
    o National Positions
    o Chapter Positions

• Advocate for Your Profession
  o Pharmacists Provide Care Initiative [provider status recognition]
  o Advocacy Key Contact
  o APhA Legislative Action Center

• Final Year Student Benefits
  o NAPLEX Review Bonuses
    o Complimentary APhA Complete Review For Pharmacy
    o Access to Members-Only NAPLEX Questions on PharmacyLibrary.com
    o The New Members only NAPLEX Review Study Guide
  o Complimentary Liability Insurance [May 1 – May 1 for Spring Drive enrollees only]
  o APPE Pocket Guide
  o Life on Rotation’ Presentation
  o Access to the new Professional Skills Webinar Series

After Graduation: New Practitioner Network Member

Pharmacy practitioners in their first five years of practice have different needs than their more seasoned colleagues. Although their pharmacy education has prepared them to be clinically competent, some find that they have little experience with the realities of the working world. Managing personal finances, finding the right employment opportunity, hiring and supervising technical staff, and avoiding burnout are issues common to many new practitioners.

APhA recognizes that new practitioners need information to help ease through the transition from student pharmacist to working professional. The APhA New Practitioner Network provides products, services, and programs to help the Association’s new practitioner members make this transition.

APhA membership dues for new practitioner active members who will graduate in 2019 are $86.00 for the first year. New practitioners pay reduced member dues until four years after graduation.

New practitioner members of APhA can also choose academy affiliation in both the Academy of Pharmacy Practice and Management or the Academy of Pharmaceutical Research and Science at no additional charge.
Chapter 3
Incentives and Awards for Your Chapter

“In the arena of human life the honors and rewards fall to those who show their good qualities in action.”

Aristotle

There are several opportunities for chapters to receive recognition and financial awards, particularly with regard to membership. As MVP, you play a critical role in leading your chapter to achieve its membership objectives earn awards for your chapter’s membership performance. A brief description of membership awards currently available are presented below. See the APhA-ASP Membership Achievement Awards information on pharmacist.com for details, including deadlines and requirements.

APhA ASP Chapter Administrative Allowance

APhA provides APhA ASP chapters an administrative allowance to help defray chapter expenses and time devoted to promoting APhA ASP members, and properly maintaining membership records. This administrative allowance is a payment to the chapter for each membership, new or renewal, who is enrolled before November 8.

It is important to keep in mind that the sooner students join, the sooner their benefits begin. Also, for those chapters who have not yet updated their banking information, the sooner this information is updated, the sooner membership benefits begin. Avoid frustration and confusion among the students at your chapter by emphasizing the need to join early and online to receive immediate benefits of membership.

There are a few important dates to remember regarding membership. Your chapter benefits from managing membership in a timely fashion. The chapter administrative allowance is greater for those schools that enroll student members in a timely fashion.

The following dates are very important because they determine how much your chapter’s rebate will be. Students should be encouraged to join by October 15; your chapter will receive a $3 rebate for each enrollment. After October 15 your chapter will have until November 8 to receive $1 for each enrollment. See Below for additional details.

October 15
APhA will reimburse your chapter $3 for each accurately completed online membership enrollment completed by October 15, to ensure that new and renewing members receive their full benefits without delay.

November 8
APhA will reimburse your chapter $1 for each accurately completed online membership enrollment after October 15 and through November 8.

Reimbursement of APhA-ASP chapter administrative allowances
The schedule for processing the chapter administrative allowances is below. The allowances will be distributed six time per year. Allowances will be mailed to the chapter advisor address on file with Student Development. Email notifications will be sent when the check allowances are due to be mailed.

Chapter Dues Payments

Six Payments to Chapters Annually

Dues Payments

- By EOM June (Jan. – May Enrollments)
- By EOM October (June – September Enrollments)
- By EOM November (October Enrollments)
- By EOM December (November Enrollments)
- By EOM January (December Enrollments)

---Chapter Administrative Allowance Payment

- By EOM February

Note: Includes both EFT and Checks
**APhA-ASP Membership Bonus Goal Award**

This APhA-ASP Membership Bonus Goal Award provides recognition and monetary rewards to APhA-ASP chapters that have had successful membership recruitment drives and have obtained a specified percentage of their school's total eligible student enrollment as APhA-ASP chapter members.

The Membership Bonus Goal Award is designed to recognize APhA-ASP chapters that consistently attain specified APhA-ASP membership goals. Bonuses are given to APhA-ASP chapters that achieve the following level of membership enrollment:

- If 90% of eligible students enrolled in the pharmacy school/college are APhA-ASP members the monetary award is $150.
- If 80-89% of eligible students enrolled in the pharmacy school/college are APhA-ASP members the monetary award is $125.
- If 65-79% of eligible students enrolled in the pharmacy school/college are APhA-ASP members the monetary award is $100.

Chapters receiving this recognition and cash bonus will be recognized at the APhA-ASP Awards Ceremony during the APhA2019 Annual Meeting & Exposition in Seattle, WA.

**APhA-ASP Annual Meeting Complimentary Registration for Chapter Advisors**

Any chapter that enrolls 80% or more of their school/college’s student pharmacists as APhA-ASP members will receive one complimentary registration to the APhA Annual Meeting for their chapter advisors. Banquet tickets are not included with complimentary advisor registrations unless requested by the advisor.

Eligibility for this award is based on your chapter’s active membership as of October 31, 2018. So even if the deadline for student enrollment forms has passed, get those “last minute” stragglers into APhA. You should send your enrollment forms to APhA a few weeks prior to the October 31, 2018 deadline to make certain that all of your chapter members are included in the count.

**APhA-ASP Chapter Book Sales Program**

APhA-ASP Chapter members are able to place their individual book orders through Pharmacist.com or by calling our toll-free number 800-878-0729. Students will receive a 20% discount off the list price of APhA titles and a 10% discount off other publishers’ list prices when they identify themselves as members.

All student book sales through APhA will be tracked throughout the calendar year (January 2018–December 2018). The Chapter will receive one student registration to APhA2019 in Seattle, WA for every $8,000 its students spend buying books and electronic products through APhA in 2018.

When ordering a book online, students must enter their school affiliation for the Chapter to receive credit. The more students buy through APhA, the more opportunities your Chapter will have to receive complimentary registrations! Sales will be totaled in January 2019 and reported to the Chapter Advisors in February 2019.

**Additional APhA Award Information**

Additional information about the APhA Awards Program is available on pharmacist.com. You may find it helpful to browse this section of the web site so that you can quickly refer students to the information they may be seeking regarding the very extensive APhA-ASP Awards Program.
Chapter 4
Membership Development: Plans & Activities

“You must see your goals clearly and specifically before you can set out for them. Hold them in your mind until they become second nature.”

Les Brown

There are three aspects to membership development:

1. Recruitment – refers to signing up new members for APhA-ASP, that is, enrolling students who have not previously been members of APhA.

2. Engagement – refers to welcoming and engaging the member as soon as possible after he or she joins. Engagement can be as simple as inviting a new member to an event or asking student pharmacist chapter leaders to offer a personal welcome to the new member. Another idea for increasing new member engagement is developing a new member mentor program, which pairs new members with established members who explain the benefits of membership and assist the new member in getting involved with APhA.

3. Renewal – refers to students who are already APhA-ASP members and who choose to continue that membership. This is sometimes referred to as membership retention (that is, keeping students who are already members). It usually requires less effort to keep current members than to find new ones.

Note that with regard to renewal or retention, it is important to promote the New Practitioner program to students in their third and final years, so that new graduates remain APhA members.

As explained later in this chapter, some activities are more helpful for introducing APhA to new students or those who have never been members [recruitment/engagement] and others are more appropriate for current members [renewal/retention]. However, before diving into membership development activities, remember than an ounce of planning is worth a pound of cure! Think through your membership activities to ensure success.

Planning for Success

There are seven major considerations in planning and implementation of a membership development program:

1. Objectives – should be stated early in the planning process. Objectives for membership typically include reaching a specific number and percentage increase in total APhA-ASP Chapter membership over the previous year, along with specific numbers and percentage increases for new and renewing members. Establishing clear and concise objectives gives everyone working on the project a focus.

2. Finances – when setting objectives, be sure to consider the cost of the activities required to achieve those objectives. See the “Suggested Membership Development Activities” list in Appendix D for specific activities that will help increase membership. Ensure that what you are planning is within the budget for your chapter.

3. Legal and Policy Issues – Before beginning a project, check with your chapter adviser regarding legal issues or school policies. Contracts with facilities should be reviewed by the chapter advisor. Make sure that the chapter is not required to have a permit or license for the planned activity. Consult with the chapter advisor to make sure ordinances or school policies do not prohibit any activities that you are planning.

4. Schedules and Deadlines – Realistic schedules and deadlines should be established for your membership development activities. Make sure that all participants agree to the schedule and the deadlines.

5. Marketing – No matter how much effort goes into planning an activity, it won’t be successful if no one knows about it! Be sure to publicize your chapter’s membership events and encourage others to participate. Inform the administration and faculty about the event, and invite them to participate and to announce the activity or event to their students.

Also, remember that Membership is everyone’s job! And a large part of your efforts will be coordinating with fellow chapter leaders to ensure that membership development activities are given a high priority.

Finally, be prepared to ask students to join or renew. Don’t be shy! You are, after all, reaching out to your colleagues to ask them to take advantage of a strong portfolio of membership benefits.
6. Knowledge – prospective new members and even some current members will want to know why they should join APhA-ASP or renew. Be sure that you understand the membership benefits presented in Chapter 2, as you will need to field questions about “what’s in it for me” when you ask students to join or renew. Be prepared to respond with the information that you have available in this Tool Kit.

7. Follow up – Once the project is complete, work with the project Chair to file a report for the chapter files. Recognize the students who participated in the program at your next meeting. A short thank you note would be appreciated, too. Give praise to other organizations that assisted in the program and to the faculty and administration for their support.

Strategies for Recruiting Members

New students and those who have never been APhA-ASP members are likely to need more information than those who already members and know about APhA. Consider holding separate events for new students and non-members.

• **Welcome Incoming Students** – Send each new student pharmacist a welcome letter from the school/college of pharmacy with wishes for good luck in their academic career. Introduce them to the APhA Academy of Student Pharmacists, stressing that APhA is their national professional society and that membership offers handsome benefits. If your chapter has a website, refer students to it. You can leave out the details - just spark their interest! See the sample recruitment letter in Appendix E.

• **Provide a Chapter Orientation Package** – In all of your make sure to include information about APhA ASP programs and events. Explain how to contact chapter officers in order to get involved or to offer suggestions or ideas. You can also add specific information about your chapter on the APhA-ASP membership brochure provided by APhA headquarters.

• **Arrange Informational Gatherings to Acquaint Student Pharmacists with APhA ASP and Your Chapter** – Your chapter can hold evening or weekend social functions to allow students to get to know each other and ask questions about APhA ASP. Your chapter can host a school picnic at the start of the school year or organize a membership contest between each pharmacy school class. Your chapter can sponsor regular informal lunch hour meetings that include pizza, or have presentations made by APhA ASP officers at the start of each class.

• **Sponsor a Reception for First-Year Student Pharmacists** – Your APhA-ASP chapter can sponsor a reception for first-year student pharmacists and transfer students. Have APhA ASP chapter officers discuss the role APhA ASP plays in their education and encourage students to join before they leave. Have plenty of Membership Enrollment Forms and membership brochures available! Invite faculty members to attend this session to orient new students to their professors. Faculty and administration support of APhA-ASP and its activities can have a positive impact on membership recruitment.

Strategies for Engaging and Retaining Members

• **Arrange an Orientation Meeting to acquaint new members with current APhA ASP members and your chapter** – Hold an evening or weekend social function to allow students to get to know each other and ask questions about APhA ASP. Use this time to get the new member involved in an activity of interest.

• **Send a 'Thank You' note to renewing members** – Send a letter on your APhA-ASP chapter stationery letting renewing members know that their online membership enrollment was successful and that you are happy that they’ve renewed their membership. Thank them for their support of the chapter last year and explain how they can get involved, provide information on projects, and outline the upcoming chapter activities and meetings. Stress the need for their active participation in order for your chapter to have a successful year. You can utilize your campus and electronic mail systems to communicate with your APhA-ASP chapter members!

• **Pay Attention to Your Members Year Round!** Once you have completed your successful membership drive, show the members you are concerned about their needs, and that you want to hear their ideas. Each month, your chapter might sponsor a “Membership Services Table” in the student common area or another suitable place with heavy student traffic. This table would give members the opportunity to become better acquainted with your chapter officers and to learn about chapter activities. This could also attract new students to join. You can enroll new members in APhA-ASP through the end of April of every year and during the summer of the upcoming membership year.
You may also wish to set up an APhA-ASP Information Bulletin Board in a common student area to post meeting agendas, minutes, and information on local, state, and national APhA activities.

• **Sponsor a Life on Rotation Program for Students Entering Their Final Year** – Your chapter can host a visit from an APhA New Practitioner, who will provide a presentation detailing such topics as: Creating a Professional Image; Preparing for the First Position and First Year on the Job; Transitioning into New Roles; and APhA Resources. A question and answer period allows student pharmacists to interact with a recent graduate who understands the rigors of becoming established in the pharmacy profession. These presentations are for students who will graduate in 2019 and should be held by the end of April. Students can renew their final-year APhA-ASP membership, as well as join the APhA New Practitioner Network as part of the Transitioning Membership Program, at the conclusion of the presentation. This session can be held during an informal breakfast or lunch meeting.

### Recruiting Pre-Pharmacy Students

As indicated in Chapter 2, pre-pharmacy students attending a school that is not affiliated with a school or college of pharmacy are NOT eligible for APhA-ASP membership. However, pre-pharmacy students who are attending a school that is affiliated with a school or college of pharmacy ARE eligible for membership in APhA-ASP. Depending on your campus and curriculum structure, you may need to plan your pre-pharmacy student membership drive separate from your pharmacy school membership drive.

By encouraging pre-pharmacy students to join APhA-ASP now, before they enter pharmacy school, you can help them learn more about the pharmacy profession, understand current pharmacy practice issues, and strengthen your APhA-ASP Chapter programs and activities. A sample letter for recruiting pre-student pharmacists can be found at the end of this chapter.

Here are a few suggestions for recruiting pre-student pharmacist members of APhA-ASP:

- **Set up an information table** in a common student area (e.g. student union, cafeteria, freshman dorm) to display information on APhA-ASP and the profession of pharmacy.
- **Display flyers** about APhA-ASP in the basic science buildings on your campus and outside of pre-student pharmacist classrooms.
- Obtain a mailing list of pre-student pharmacists from your registrar’s office and mail an APhA-ASP Membership Folder with a letter describing the benefits of membership and your Chapter’s activities. Make sure to include a chapter contact person’s phone number and e-mail address.
- **Provide pre-pharmacy student advisors with information on APhA-ASP** and ask that they pass it along to interested students.
- **Have a pre-pharmacy student social** to introduce these prospective members to your Chapter’s leaders, members, and pharmacy school/college faculty.

### From “No” to “Yes” in 60 Seconds

Sometimes it seems that people are preconditioned to say “no” whenever asked to become a member of any organization. Don’t be discouraged!

Each year, thousands of student pharmacists do join APhA because of the unmatched roster of membership benefits and services. So be prepared to respond to objections and you too will recruit new APhA-ASP members.

Overcoming a “no” or “maybe” will become easier as you familiarize yourself with the following responses and create your own as you encounter new or different objections:

I don’t know anything about APhA.
- Come to our next meeting and find out!
- Here is APhA’s student membership brochure and recent issues of Student Pharmacist magazine.
- Let me tell you more....

I’m not interested in joining a chapter.
- Really? Do you realize what you’re missing? APhA offers dozens of programs throughout the year to help you understand and evaluate pharmacy career options, connect with respected leaders and employers in all practice settings, and make lasting friendships.
- By participating in chapter activities, you’ll master leadership, communication, and interpersonal skills not traditionally offered as part of the academic coursework.
I’m already a member of another association.

- Do you know that APhA is the leading pharmacy association with the greatest number of members and student members in the U.S.? And, APhA is the only association with a student chapter at every school or college of pharmacy.
- APhA provides the most extensive range of resources and career information that spans all practice settings. Other associations focus only on specific areas of interest and that may limit your opportunities.
- Your membership with APhA can help you develop leadership and communication skills that will be useful in your work with other organizations.

I have other commitments at chapter meeting times.

- Participate to the extent that you can. Meetings are rotated to fit members’ differing schedules.
- Meetings are just one component of APhA-ASP membership. Chapters also host meaningful and fun community education and networking programs. And no member has to attend every meeting or event.

I’m too busy.

- While on campus or off on rotations, APhA benefits were designed to help student pharmacists meet their various challenges with useful and superior resources and information available in print and online—accessible 24 hours a day.
- Members can devote as much time as they want to APhA activities.
- APhA-ASP activities provide members with some respite from school work and offer the opportunity to meet others with similar interests while participating in fun activities.

APhA dues are too high.

- Have you seen all the valuable benefits that come with APhA membership? You’ll gain access to unparallel networking and meeting opportunities and APhA publications online and in print. You’ll even save money by buying textbooks and resources at prices lower than your school book stores and from discounts on your professional liability and other insurance plans. Your savings from GEICO auto insurance alone will more than cover your annual membership dues.
- Many APhA members see their membership as an investment in their professional and personal growth.
- APhA-ASP dues are comparable to dues of other pharmacy associations.
Chapter 5
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 done completely online. Paper enrollment forms have been phased out in our efforts to “Go Green”, so now all students can enroll ONLINE.

The online enrollment process also makes it easier for Membership Vice-Presidents to reach students who are off campus. These students can now simply be directed to www.pharmacist.com for more detailed information. Membership Vice-Presidents 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 Membership Vice-Presidents have any questions, please call or email LaToya Coles, Manager, Membership and Chapter Operations at APhA, at 800-237-2742 (APhA) ext. 7509 or lwilson@aphanet.org.

Students with specific and personal membership record questions should be directed to contact InfoCenter@aphanet.org for a speedy response.

Online Student Membership Enrollment

Team work has been a key factor when it comes to running a successful fall drive membership campaign. We would like all Chapter Advisors and Membership Vice-Presidents to encourage students to join online. Copy this section and share it with everyone on your spring drive team.

Member Online Join Process

Below are the instructions to help students with the online enrollment process. If Chapter Advisors or Membership Vice-Presidents have any questions about the online join process, please contact LaToya Coles, Manager, Membership and Chapter Operations at APhA, at 800-237-2742 (APhA) ext. 7509 or lwilson@aphanet.org.

• When looking at your Membership Roster, the chart below will be helpful as it provides examples of member renewal types that will be displayed.

<table>
<thead>
<tr>
<th>Membership Type Description</th>
<th>MBRTYPE</th>
<th>Has Not Renewed</th>
<th>Just Renewed</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Grad Year</td>
<td>Expire Year</td>
</tr>
<tr>
<td>Student Final Year</td>
<td>MSREGF</td>
<td>2019</td>
<td>10/31/2018</td>
</tr>
<tr>
<td>Dual—Student Final Year Plus New Practitioner Year 1</td>
<td>MSREG2</td>
<td>2020</td>
<td>10/31/2018</td>
</tr>
<tr>
<td>Student 2 Years From Grad</td>
<td>MSREG2</td>
<td>2021</td>
<td>10/31/2018</td>
</tr>
<tr>
<td>Student 3 Years From Grad</td>
<td>MSREG3</td>
<td>2022</td>
<td>10/31/2018</td>
</tr>
<tr>
<td>Student 4 Years From Grad</td>
<td>MSREG4</td>
<td>2023</td>
<td>10/31/2018</td>
</tr>
<tr>
<td>Student 5 Years From Grad</td>
<td>MSREG5</td>
<td>2024</td>
<td>10/31/2018</td>
</tr>
<tr>
<td>Student 6 Years From Grad</td>
<td>MSREG6</td>
<td>2025</td>
<td>10/31/2018</td>
</tr>
<tr>
<td>Student 7 Years From Grad</td>
<td>MSREG7</td>
<td>2026</td>
<td>10/31/2018</td>
</tr>
<tr>
<td>Student 8 Years From Grad</td>
<td>MSREG8</td>
<td>2027</td>
<td>10/31/2018</td>
</tr>
</tbody>
</table>

The online enrollment processes are available at www.pharmacist.com and starts with creating a registration form (for those that don’t have an APhA account) and then completing the join or renewal form. Final year student pharmacists have the option to choose either the single year or dual year membership when joining.
• Step 1: Visit the APhA website [Pharmacist.com](Pharmacist.com), select “Membership” and “Join APhA”.

Student Pharmacists Join APhA-ASP Today!

From networking to developing leadership skills and gaining hands-on experience, student pharmacist membership in APhA helps you begin your career.

JOIN NOW
Step 2: Complete the required information and select "Next" to continue.
• Step 4: Complete your contact information and select “Next” to continue.
• **Step 5:** A summary of your membership will be given to ensure your information was entered correctly.

You will be redirected to this page where it outlines “Your Membership Details”

- **Step 6:** Choose your “Academy”. Students are automatically enrolled in APhA-ASP (Academy of Student Pharmacists).
• **Step 7** The option to donate to the “APhA Foundation” will be given, make your selection click “Next” to continue.

• **Step 8**: “Review and Finalize your information”, to ensure that all of your information is correct. Select the “Pay Now” to checkout.
• Step 9: Finally enter your “Payment Information” and “Complete Order” to activate your new APhA membership.

*Students experiencing any issues with the online processes should call InfoCenter at (800) 237-2742.
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 the chapter rebate.

* 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 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. (ex. 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 copies 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 also 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 amount of students and chapter advisors that will need assistance during this very busy time.

American Pharmacists Association
ATTN: Seantae Allen-Harvey
9050 Junction Drive
Annapolis Junction, MD 20701
Example of the Transmittal Form

**APhA-ASP Membership Tool Kit**

**APhA-ASP Membership Enrollment**
American Pharmacists Association Academy of Student Pharmacists

**Transmittal Report**

Instructions for Processing and Submitting Student Enrollment Forms

1. Review Forms (Please Make Copies for Your Records)

Forms that are submitted without the required information will not be processed. The required information needed for processing is:

- Required Graduation Year (Forms without Grad Years will NOT be processed and will be sent back to the Chapter)
- Membership Option (Single Year Member or Transitioning Member)
- Mailing Address
- Email Address (REQUIRED: Forms must include School and/or Personal Email Address)

2. Payment

- Submit checks for APhA Association Dues with each Membership Enrollment Transmittal Report; separate NEW/REINSTATED members from Renewing members. The total checks combined must equal the total number of student member enrollments multiplied by the Association Dues. IMPORTANT: APhA will refund chapter dues via electronic funds transfer to those schools that have provided banking information. Chapters that have not provided banking information will receive the chapter dues via hard copy check 5 times per year. Once after Spring Drive processing and 4 times during the Fall/Winter* (Please Check Chapter Resources Page for Specific Dates). For Chapters that have not opted out of the State Dues Direct Program, APhA will submit payment along with a roster of the students directly to the State Association for those States Associations that participate.
- Credit Cards—ALL Students can join or renew online at www.pharmacist.com. (VISA, American Express, MasterCard, and Discover)

**Payment Information**
Membership Year: November 1, 2018 to October 31, 2019

<table>
<thead>
<tr>
<th>Checks</th>
<th>Members</th>
<th>Dues</th>
<th>Chapter Dues</th>
<th>State Dues</th>
</tr>
</thead>
<tbody>
<tr>
<td>NEW/REINSTATED</td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Transitioning Member*</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>OTHER STUDENT MEMBERS</td>
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</tr>
<tr>
<td><strong>Credit Card</strong></td>
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<tr>
<td>NEW/REINSTATED</td>
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<tr>
<td>Transitioning Member*</td>
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</tr>
<tr>
<td>OTHER STUDENT MEMBERS</td>
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<tr>
<td><strong>Total Members</strong></td>
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<tr>
<td><strong>Total Dues</strong></td>
<td></td>
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</table>

*All students graduating in 2019 only have the option of Transitioning Membership.*

Send forms and payments to:
American Pharmacists Association

ATTN: Séantae Allen-Harvey
9050 Junction Drive
Annapolis Junction, MD 20709

IMPORTANT: APhA recommends mailing transmittal reports, enrollment forms, and payments using a traceable method. APhA is not responsible for submissions that are not received. You may include more than one batch in an envelope. APhA Members Services will send you an updated roster after the membership campaign has concluded. Please review for any discrepancies.

Questions? Contact APhA Members Services at 800.237.APhA (2742) or at Infocenter@aphanet.org
**Example of the Enrollment Form**

### STUDENT PHARMACIST MEMBERSHIP ENROLLMENT FORM

#### 3 EASY WAYS TO ENROLL

**Online:** Fast, easy, and secure submission to enroll using a credit/debit card (Student Pharmacists: Visit www.pharmacist.com for more information.)

**By Phone:** 800/237-APhA (2742) between 8:30 am and 5:00 pm Eastern Time, M-F using a credit/debit card (Visa, Mastercard, American Express, Discover)

**By Mail:** Print, complete, and return to your APhA-ASP Chapter Membership Vice President. APhA Member Services, 2215 Constitution Ave. N.W., Washington D.C. 20037

Disclaimer: NO REFUNDS are given for student memberships.

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Please check one:  
- [ ] New/Reinstated
- [ ] Renewing Member

Check this box. All students graduating in 2018 only have the option of signing up as a Transitioning Member.

- [ ] Transitioning Member

---

**Member ID:**

---

**REQUIRED GRADUATION YEAR**

**ANTICIPATED DEGREE**

Membership Year 2018–2020:

---

**PREFERRED ADDRESS (SCHOOL)**

<table>
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<th>PREFIX</th>
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<th>INITIAL</th>
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</thead>
<tbody>
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</tbody>
</table>

**SCHOOL E-MAIL ADDRESS**

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**PERSONAL E-MAIL ADDRESS (REQUIRED)**

**ADDRESS**

<table>
<thead>
<tr>
<th>CITY</th>
<th>STATE</th>
<th>ZIP CODE</th>
<th>TELEPHONE</th>
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<tbody>
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</tbody>
</table>

**PERMANENT ADDRESS (HOME)**

**ADDRESS**

<table>
<thead>
<tr>
<th>CITY</th>
<th>STATE</th>
<th>ZIP CODE</th>
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</tbody>
</table>

**SCHOOL NAME and CAMPUS**

---

**PAYMENT**

APhA NATIONAL DUES:

- [ ] Transitioning $120

ASP CHAPTER DUES:

STATE ASSOCIATION DUES:

- *PAC:

**TOTAL:**

*GIVE TO THE APhA-PAC! EVEN $1 MAKES A DIFFERENCE!*

Please check with your APhA-ASP Chapter Membership Vice President for Chapter and State dues amounts.

Disclaimer: NO REFUNDS are given for student memberships.

---

- [ ] Check/MO
- [ ] Visa
- [ ] MasterCard
- [ ] AMEX
- [ ] Discover

**NAME ON CARD**

**CARD NO.**

**EXP. DATE**

**SECURITY CODE**

Thank you for joining the American Pharmacists Association! To see a list of member benefits please visit www.pharmacist.com

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2018WEB
Appendix A

APhA & APhA-ASP History

History of APhA
The American Pharmacists Association (APhA), founded in 1852, represents the third largest health profession, composed of more than 275,000 pharmacy practitioners, student pharmacists and scientists. APhA is a leader in furthering the professional and scientific advancement of pharmacy, in advocating the value of pharmaceutical care to the individual patient, and in safeguarding the health and well-being of every American.

APhA was the very first national pharmacy organization in America, and remains the national professional society of individual pharmacists in our country.

Known as the ”mother of associations”, APhA was largely responsible for the creation of such organizations as the American Association of Colleges of Pharmacy (AACP), the American College of Apothecaries (ACA), the American Society of Health-System Pharmacists (ASHP), the National Association of Boards of Pharmacy (NABP), and the National Community Pharmacists Association (NCPA). In 1851, local pharmacy colleges and associations (in Baltimore, Boston, Cincinnati, New York, and Philadelphia) worked to protect the public from the adulteration of pharmaceuticals, but a need for additional efforts to assure the quality of drugs resulted in a meeting of pharmacists from the colleges of pharmacy. Fourteen delegates convened at the National Pharmaceutical Convention in Philadelphia on October 6, 1852. Two days later, the convention adopted a Constitution and Code of Ethics for the newly created American Pharmacists Association.

Vision Statement
APhA is the organization whose members are recognized in society as essential in all patient care settings for optimal medication use that improves health, wellness, and quality of life.

Mission Statement
The American Pharmacists Association empowers its members to improve medication use and advance patient care. APhA will accomplish this by: (Request made for an update)

- Providing timely and accurate information that is vital to our members.
- Raising societal awareness about the role of pharmacists as essential in patient care for optimal medication use.
- Providing state-of-the-art resources to enhance our members’ continuing professional development.
- Educating and influencing legislators, policy makers, regulators, and the public to advance our vision and mission.
- Creating unique opportunities for our members to connect and share with their peers across practice settings.

History of APhA-ASP
The American Pharmacists Association’s Academy of Student Pharmacists represents over 30,000 student members in chapters in every school and college of pharmacy throughout the United States and Puerto Rico. Since its unofficial formation in 1921, when the students of the University of North Carolina petitioned the APhA Council to be recognized as an APhA student branch, the student section of APhA has gone through a steady evolutionary process. After the first student branch was recognized, growth skyrocketed as many other schools and colleges of pharmacy began to form their own student branches.

In 1954, a formal student section was created, due largely to the efforts of the late Linwood F. Tice, who at the time felt that students needed a voice in the national professional society of pharmacists. This allowed students the opportunity to send one delegate to the APhA House of Delegates. This progress continued until 1969, when the APhA membership approved new bylaws which created three Association subdivisions, one of which was the Student American Pharmacists Association [SAPhA]. During the next ten years, the number of student delegates in the APhA House of Delegates increased from 1 to 15. That number increased to 28 in 1986 after passage of new APhA bylaws that created the APhA Academy of Students of Pharmacy (APhA ASP). This put students on equal footing with the other two APhA academies. In 2004, the APhA Board of Trustees passed a resolution to change the name of the Academy of Students of Pharmacy to the Academy of Student Pharmacists. The change is significant in that it further portrays the APhA-ASP as the collective voice of student pharmacists providing opportunities for professional growth and promoting the future of pharmacy.

Each APhA ASP chapter elects its own officers from its members. The country is divided into eight regions, which elect their own regional officers (Regional Delegate, Regional Member-at-large, and Midyear Regional Meeting Coordinator) at the APhA ASP Midyear Regional Meetings each fall.

APhA-ASP is represented on the national level by a five member Executive Committee, consisting of a President, a President elect, two Members at large, and the Speaker of the APhA ASP House of Delegates. These National officers are elected each spring at the APhA Annual Meeting and Exposition.

APhA-ASP Mission Statement
The mission of the American Pharmacists Association Academy of Student Pharmacists (APhA-ASP) is to be the collective voice of student pharmacists, to provide opportunities for professional growth, to improve patient care, and to envision and advance the future of pharmacy.
Appendix B
APhA-ASP & APhA Leaders and Staff

APhA-ASP National Executive Committee

The American Pharmacists Association Academy of Student Pharmacists (APhA ASP) is governed on the national level by an Executive Committee comprised of five student pharmacists. The National Executive Committee directs and guides APhA ASP, ensures that forums are provided for APhA ASP members to voice their opinions to the leadership of APhA, and represents student interests on committees and at various meetings. Visit www.pharmacist.com/students for your National Executive Committee’s contact information.

APhA Staff

The following APhA staff work most closely with APhA ASP chapters and members and can be reach by using their extensions after calling the main number, 800-237-2742 [APhA] ext. ****:

- **Keith D. Marciniak, Pharmacist**
  Senior Director, Student and New Practitioner Development
  Ext. 7595
  kmarciniak@aphanet.org

- **Lynette R. Plowden**
  Senior Manager, Student and New Practitioner Development
  Ext. 7514
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- **Crystal Atwell, PharmD**
  Director, Student Development
  Ext. 7586
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  Senior Manager, Membership and Chapter Services
  Ext. 7509
  lwilson@aphanet.org

APhA-ASP National Executive Committee

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- **Nimit Jindal**, Rutgers University 2018-2019 APhA-ASP
  APhA-ASP National President
  nimitjindal2019@gmail.com
  APhA Board of Trustees, Member APhA Strategic Directions Committee, Member
  Standing Committee Chair: International Regional Liaison: Regions 4 & 8

- **Grace Baek**, University of Minnesota 2018-2019 APhA-ASP
  APhA-ASP Speaker of the House
  baekx08@umn.edu
  Standing Committee Chair: Policy APhA Political Action Committee, Member
  APhA Government Affairs Committee, Member
  Regional Liaison: Regions 1 & 2

- **Mark Gilliam**, Samford University 2018-2019 APhA-ASP
  APhA-ASP National Member-at-large
  mgillia2@samford.edu
  E-mail: acagle2018@gmail.com
  Standing Committee Chair: Communications Regional Liaison: Region 7

- **Kara Provence**, The University of Tennessee Health Science Center 2018-2019 APhA-ASP
  APhA-ASP National Member-at-large
  karaprovince@uthsc.edu
  Standing Committee Chair: Member Engagement
  Regional Liaison: Region 5

- **Kelli Welter**, Drake University 2018-2019 APhA-ASP
  APhA-ASP National President-elect
  kelli.welter@drake.edu
  Standing Committee Chair: Awards Regional Liaison: Regions 3 & 6
Appendix C
Answers to Commonly Asked Questions

**Q: Who can become an APhA ASP member?**

**A:** Any student pharmacist regularly enrolled in either a pre-pharmacy or a professional pharmacy practice degree program in a university or a college holding membership in the American Association of Colleges of Pharmacy (AACP) or accredited by the American Council on Pharmaceutical Education (ACPE) is eligible for membership in the APhA Academy of Student Pharmacists. This does not included pre-pharmacy students attending a school not affiliated with an accredited school or college of pharmacy as well as student pharmacists enrolled in post-BS PharmD program. These students need to enroll in APhA as a pharmacist or new practitioner members.

**Q: How does a student enroll in APhA ASP?**

**A:** Students enroll in APhA-ASP online at [www.pharmacist.com](http://www.pharmacist.com). Some schools may choose to collect enrollments and then send to APhA.

**Q: When does my APhA-ASP membership expire?**

**A:** APhA-ASP membership begins November 1 and ends October 31 each year, regardless of when you joined. By enrolling early, students can actually extend their membership year, since all student memberships expire October 31 the following year regardless of when you joined APhA!

**Q: How much does APhA ASP membership cost?**

**A:** National APhA ASP dues are $45 per year. Eligible 2019 graduating student pharmacists sign up for Transitioning Membership for $120 (final year and first year as a new practitioner.) Chapters may assess chapter and state association dues.

**Q: Whom do I contact at APhA if I have questions about my membership, publications, membership card, to update my address, programs and activities, or order an APhA publication?**

**A:** Contact APhA InfoCenter for questions about your membership, member cards, address changes at 800-237-2742, or by email at infocenter@pharmacist.com. Questions about student programs should be forwarded to the APhA Student Development Staff at 800-237-2742 (APhA) ext. 7514. APhA publications can be ordered online at [www.pharmacist.com](http://www.pharmacist.com) or by calling 800-878-0729.

**Q: Where can I get information about the APhA-ASP Midyear Regional Meetings (APhA-ASP MRMs)?**

**A:** Contact APhA Student Development Staff at 800-237-2742 ext. 7514 or check the APhA-ASP web page at [www.pharmacist.com/APhA-ASP](http://www.pharmacist.com/APhA-ASP).

**Q: What are the benefits of being an APhA ASP member?**

**A:** APhA-ASP members receive many of the benefits that are available to APhA pharmacist members in addition to several benefits designed just for students.

**Q: What type of professional liability insurance coverage does APhA offer?**

**A:** One of the most important APhA-ASP membership benefits for students entering their final year is FREE professional liability insurance. APhA will provide $1 million/$3 million dollar coverage at no cost to all graduates who are APhA-ASP members in their last year of pharmacy school and do not currently hold a license to practice pharmacy. No additional paperwork is necessary to qualify for the insurance; however, students must join during the spring drive prior to their final year and be members through their last year in pharmacy school to receive this benefit. For example, students graduating in 2019 must join/renew during the 2018 spring membership drive and be members through October 31, 2016.

All APhA-ASP members can purchase liability insurance policies at discounted rate. This policy offers coverage for all curriculum-related experiences, including rotations through school and APhA-ASP programs sanctioned by your school.
APPENDIX D
Suggested Membership Development Activities

1. Raffle off a free membership to someone who joins the APhA-ASP during your recruiting drive.
2. Host a special "bring a friend" meeting featuring an ice-breaker exercise, a brief chapter member orientation, and refreshments. Each member must bring a friend with them to the meeting.
3. Display business cards of former chapter members now working in pharmacy to demonstrate that former chapter members are finding jobs in their field.
4. Call or e-mail visitors after they have attended a meeting. Thank them for visiting the chapter and invite them to your next event.
5. Obtain testimonials of the value of APhA-ASP membership from former chapter members now working in pharmacy and share them with potential members.
6. Invite people who have a conflict with chapter meetings to join as members so they still have access to current pharmacy information through Student Pharmacist, JAPhA Online and Pharmacy Today.
7. Ask your professors to offer extra credit for APhA-ASP membership and/or participation. Oftentimes students can gain extra credit for MRM and Annual Meeting participation. [Students might have to report on meeting activities for credit.]
8. Create a bulletin board display in a prominent place showing pictures from chapter activities, membership information, and a calendar of upcoming events. [Don’t forget: “A picture is worth a thousand words!”]
9. Hand out APhA-ASP fliers and enrollment forms to students at the College of Pharmacy and in pre-pharmacy classes.
10. Announce upcoming chapter meetings in your classes; invite everyone to attend.
11. Ask members for names of friends and classmates who could benefit from APhA-ASP membership. Send these people a personal invitation to attend your next event. Follow up with a phone call.
12. List your upcoming meetings in your college newsletter and campus newspaper.
13. Prepare a two-minute talk on the value of joining APhA-ASP. Give your presentation to pharmacy classes and then hand out membership enrollment forms and information.
14. Set up a table displaying APhA-ASP materials at the student activities fairs and student orientation.
15. Provide free refreshments at your meetings. [Pizza usually draws people in and it’s inexpensive!]
16. Ask senior chapter members to provide free résumé critiques to anyone in your chapter who joins APhA-ASP this month.
17. Set up a table displaying APhA-ASP materials at freshmen orientation.
18. Ask your chapter to subsidize $5 of the student dues for new students joining during your membership drive, and then offer this discount to new members.
19. Ask for donations of items such as notebooks, mugs, or gift certificates from the campus bookstore and other local businesses. Offer these as incentives to new members who join during your membership drive.
20. Offer a prize to the person in your chapter who recruits the most new members.
21. Waive or reduce local membership dues [chapter or state association] for senior students who join APhA-ASP.
22. Provide students who visit your meeting with an information packet about your chapter and APhA-ASP. Include a calendar of events, a list of chapter officers, and an enrollment form to join.
23. Send out a flier about your chapter to a targeted group such as new pharmacy majors, undeclared freshmen, or pre-pharmacy majors. [Find more about APhA-ASP Associate Membership, for those not enrolled at the college of pharmacy school.]
24. Invite a successful professional in your community to speak to your chapter on the value of joining professional associations.
25. Display copies of Student Pharmacist, online Pharmacy Today and JAPhA, and your chapter newsletter at every meeting.
26. Publicize any awards your chapter or members have won. People like to join groups that are successful.
27. Ask professors to mention APhA-ASP to students in their professional classes.
28. Write an article for your campus paper on a successful chapter project or high profile speaker.
29. Create a membership committee to focus on new ways to bring in members.

30. Organize a behind-the-scenes tour of a popular organization such as a nearby pharmaceutical industry or association. Require students to be members in order to attend.

31. Offer a chapter scholarship or book award (money towards textbooks) for members only. [Don’t forget to promote the great discounts on text and reference books as part of being an APhA-ASP member!]

32. Make an extra effort to reach out to students off campus (pre-pharmacy and senior students).

33. Highlight and explain a different national membership benefit at each meeting.

34. Hold a meeting in the computer lab and demonstrate the valuable information available to members on www.pharmacist.com.

35. Co-sponsor a highly visible event on campus, such as a dance, concert, seminar, or sporting contest to raise awareness of your chapter and its activities.

36. Participate in a charity event with other organizations. Invite members of other groups to visit one of your meetings and learn more about your chapter.

37. Survey current members to determine what benefits are most valuable to them. Emphasize these benefits when creating fliers or speaking to potential new members.

38. Hold a joint meeting or event with another professional pharmacy organization or fraternity. Distribute APhA-ASP information to the participants.

39. Think WIFM—“What’s In It For Me?” That’s what prospective members are asking themselves. Be sure to tell them specifically how membership will benefit them. Don’t forget to invite the whole college of pharmacy to attend the APhA-ASP Student Outreach Presentation this spring. Ask your chapter president or advisor for the date, time and location. Publicize to non-members as well as current APhA-ASP members!

40. Hold an informational meeting for prospective members. Have members and chapter alumni tell the visitors how networking through APhA helped them find internships and jobs.

41. Talk to lots of people about APhA-ASP. Experts say it takes ten calls to make one sale.

42. Plan chapter social events in addition to educational activities, (i.e. “Pharmacy night out”). People like to join groups that are friendly and fun.

43. Make each prospective member feel special. Make an effort to remember names and to smile and greet people by name when you see them again around campus.

44. If you have non-members who have come to several events, give them an enrollment form and ask them to join. Some people never join simply because no one has taken an interest and encouraged them to sign up.

45. Make it easy to participate. Establish and publicize a regular meeting schedule. Provide a local contact name and phone number on all your materials and then return calls promptly!

46. Review APhA-ASP rosters and remind expiring members to renew their memberships.

47. Offer an incentive such as an APhA-ASP pin or mug to members who recruit at least two new members.

48. Print names of new chapter members in your newsletter and recognize them at chapter meetings. Demonstrate that your chapter is strong and growing.

49. Announce membership updates at each meeting and remind people to bring friends to the next event. Let your members know that recruiting is a top priority for the group.

50. Always speak with excitement and pride when describing your chapter.
APPENDIX E
Sample Membership Letters
Sample A

New Student Recruitment Letter Sample

Date

Dear Student Pharmacist:

Congratulations on your acceptance to the Samford University McWhorter School of Pharmacy. As you will soon discover, you have chosen an excellent institution in which to study the field of pharmacy – and an exciting and rewarding profession. You should be proud of these decisions.

The next positive decision you can make for your career in pharmacy and your professional development is to become an active member of the Samford University chapter of the American Pharmacists Association Academy of Student Pharmacists (APhA-ASP). The American Pharmacists Association (APhA), established in 1852, is the largest pharmacy association in the United States, serving more than 62,000 members. As one of the three academies of the APhA, APhA-ASP is more than 30,000 students strong, making it the largest national student pharmacist group in the U.S. The mission of APhA-ASP is to prepare student pharmacists to be professionals who provide and promote pharmaceutical care, a term you will learn much more about over the coming months and years.

By joining a professional organization, you can help ease the transition into pharmacy school. APha-ASP will help you meet new people, learn about current issues facing pharmacy practice, participate in career development opportunities, and personal and professional growth.

The Samford University Chapter has some exciting activities planned for this year! Please be sure to look over the enclosed brochure for information on member benefits and services. If you have questions or need additional information, please feel free to contact either of us.

Again, welcome to Birmingham and to the McWhorter School of Pharmacy at Samford University! We wish you the best of luck for a successful professional career. Please let us know if we can help you in any way.

Professionally yours,

APhA-ASP Chapter President

APhA-ASP Chapter Advisor
Pre-Pharmacy Student Recruitment Letter Sample

Date

Dear Pre-Pharmacy Student:

Congratulations on your decision to pursue a career in pharmacy. The Drake University College of Pharmacy and Health Sciences would like to offer you the opportunity to demonstrate your professional commitment even before you have been accepted into pharmacy school.

The next positive decision you can make for your career in pharmacy and your professional development is to become an active member of the Drake University chapter of the American Pharmacists Association Academy of Student Pharmacists (APhA-ASP). The American Pharmacists Association, established in 1852, is the largest pharmacy association in the United States, serving more than 62,000 members. As one of the three academies of the APhA, APhA-ASP is more than 30,000 students, strong making it the largest national student pharmacist group in the U.S.

By joining APhA-ASP you can learn more about the profession you plan on pursuing, meet student pharmacists and faculty members, learn about current issues facing pharmacy practice, participate in career development opportunities, and get involved in your chosen profession. APhA-ASP members participate in activities such as professional meetings, community service projects, social functions, and legislative lobbying. In addition, APhA-ASP provides avenues to explore leadership opportunities, and personal and professional growth.

The Drake University chapter has some exciting activities planned for this year! Please be sure to look over the enclosed brochure for information on member benefits and services. If you have questions or need additional information, please contact either of us at the Drake University College of Pharmacy and Health Sciences.

We wish you the best of luck for a successful academic year. Please let us know if we can help you in any way.

Professionally yours,

APhA-ASP Chapter President    APhA-ASP Chapter Advisor
**Renewing Member Letter Sample**

Date

Dear APhA-ASP Member:

We would like to thank you for your support of the American Pharmacists Association Academy of Student Pharmacists Chapter at Xavier University last year! APhA, established in 1852, is the largest pharmacy association in the United States, serving more than 62,000 members. As one of the three academies of the APhA, APhA-ASP is more than 30,000 students strong making it the largest national student pharmacist group in the U.S.

Each member of our chapter plays a very important role. We needed your support and involvement last year to make our chapter strong and this year is no different. We know you share our pride in the accomplishments of the chapter and the contributions to our community and profession.

Xavier University’s APhA-ASP chapter has some exciting activities planned for this year! Please be sure to look over the enclosed brochure for information on member services and benefits. If you have questions or need additional information, please feel free to contact either of us.

Our APhA-ASP Chapter has established a tradition of excellence at Xavier University and would like to continue that tradition. I hope that you will continue your professional involvement through APhA-ASP.

Professionally yours,

APhA-ASP Chapter President

APhA-ASP Chapter Advisor
Virginia Academy of Student Pharmacists (VASP)

Even P1s can get involved! Here are a few projects/committees we offer on campus!

**Project CHANCE:**

**HIPHOP** — Health Interventions by student Professionals for Homeless Persons (to promote safe medication use). The first Friday of each month a group of students including pharmacy, medical, nursing, dental, and public health collaborate to provide care to the homeless population of the Greater Richmond Area. Students provide screenings, such as blood pressures and A1cs, and educate on a health observance for each month.

*Kelley Miller (millerkl5@vcu.edu)*

**STEAMM** — STudent professionals Educating About Medication Management. The third Friday of each month a group of pharmacy, medical, and nursing students collaborate to provide care to patients that reside at the Medical Respite. Students work as a team to take vital signs and perform a medication review.

*Kelley Miller (millerkl5@vcu.edu)*

**Generation Rx:** Generation Rx is an educational program that increases public awareness of prescription medication abuse and encourages health care providers, community leaders, parents, teens, and college students to actively work to prevent abuse.

*Diana Pionk (pionkd@vcu.edu)*

**Legislative Committee:** The Legislative Committee plans and coordinates all of our chapter’s policy and advocacy efforts. The committee assists the legislative chairs in providing monthly updates on critical policies during the VASP meetings and leading VASP members in the APhA-ASP Policy Process where members can voice ideas for change.

*Natalie Nguyen (nguyennl2@vcu.edu)*
IPSF: International Pharmaceutical Students’ Federation. It is the leading international advocacy organization of pharmacy students promoting improved public health through provision of information, education, networking, and a range of publication and professional activities. 

Nellie Jafari (jafarin2@vcu.edu)

Operation Diabetes: Operation Diabetes raises awareness of diabetes and its effects through events within the School of Pharmacy and outreach projects in the local community. Some of the projects include: Denim for Diabetes, the ADA Step Out Walk, and the VCU/MCV Health Fair. 

Sarah Aesy (aesyse@vcu.edu)

Operation Heart: This project gives student pharmacists opportunities to impact the health of the community through patient education, screenings, and community outreach activities. The focus is on helping patients understand their risk of cardiovascular disease and what actions to take to prevent it.

Cortney Wren (andersoncj@vcu.edu)

Operation Immunization: This program is an immunization awareness campaign designed to increase the public’s knowledge of immunizations while raising the number of adults receiving immunizations. Participants include APhA-ASP chapters with the help of trained practitioners and other healthcare professionals trained and certified to give immunizations.

DaleMarie Vaughan (moodydm@vcu.edu)

Visit our blackboard site for more information!

Four Memberships in one!
- Virginia Academy of Student Pharmacists (VASP)
- Virginia Pharmacist Association (VPhA)
- American Pharmacists Association-Academy of Student Pharmacists (AphA-ASP)
- International Pharmaceutical Students’ Federation (IPSF)

Largest Student Organization on Campus!
- Also the largest student pharmacist organization in the country (>30,000 strong)!

Invest yourself!
VASP will help you grow as a professional while also allowing you to maintain a balance between school, service, and FUN while you are a student pharmacist!