2016
The APhA-ASP
Chapter Advisor Survival Guide

Everything you need to know about membership!
# Table of Contents

**Membership Related Duties** ...........................................................................................................4
  - Your Profile—Keeping Your Information Up to Date .................................................................4
  - Chapter Administrator Access ......................................................................................................5
  - Membership Calendar .....................................................................................................................6

**APhA-ASP Membership Basics** ..................................................................................................8
  - Membership Eligibility – Who Can Join? .....................................................................................8
  - National, Chapter, and State Association Dues ........................................................................8
  - Student Membership Benefits .....................................................................................................9

**State Dues Direct Program** ..........................................................................................................13

**Dual Membership Category** .......................................................................................................14
  - Dual Membership Flyer Sample ..................................................................................................15

**Fall and Spring Membership Drives** ............................................................................................17

**Student Membership Enrollment** ...............................................................................................18
  - New Member Join and Renewal Process ....................................................................................18

**Incentives and Awards for Your Chapter** ....................................................................................31
  - APhA-ASP Chapter Administrative Allowance .........................................................................31
  - APhA-ASP Membership Bonus Goal Award .............................................................................32
  - APhA-ASP Annual Meeting Complimentary Registration .........................................................32
  - APhA-ASP Chapter Book Sales Program ..................................................................................33
  - Additional APhA-ASP Awards ....................................................................................................33

**APhA-ASP & APhA Leaders and Staff** ...........................................................................................34
Thank YOU APhA-ASP Chapter Advisor!

You serve as a critical link between the APhA Academy of Student Pharmacists chapter and the American Pharmacists Association (APhA). You, along with student chapter leaders, the pharmacy school, and APhA work together to lay the foundation for successful future pharmacists!

To assist you in this role, this year’s Chapter Advisor Survival Guide has been updated to provide information and resources that will clarify responsibilities, help you navigate the associated operational procedures, and offer useful tips that will prove to be valuable as you make the title of Chapter Advisor your own.

So, let’s get started!

What are the membership-related duties of a chapter advisor?

- **Oversee APhA-ASP chapter finances.** The advisor supervises budget planning for the chapter, dues amounts and increases, 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.
• Ensure that APhA has the most recent information needed for the student enrollment process. All schools have the option of allowing APhA to collect their chapter and state dues; and reimburse chapter dues electronically back to your school bank account or send a check for reimbursement. State dues collected by APhA, will be sent directly to the State Association if approved by the chapter. You are responsible for communicating with chapter leaders and school administrators about the process and disbursement of funds.

• Ensure the payment and collection of dues from every student and oversee appropriate handling, distribution, and reimbursement. Chapters have the option to allow APhA to also collect chapter and state dues through the online process, which would then be reimbursed six times per year (see schedule). Contact LaToya Coles at lwilson@aphanet.org or (202) 429-7509 to ensure that banking (EFT) information is updated (see schedule on page 32).

• Reviews and shares chapter reports with student leadership.

• Oversee the Chapter President and Membership Vice President (MVP) as they conduct the chapter’s recruitment and retention campaigns. Advisors help chapter leaders plan activities and set priorities each school year, and should be informed of all chapter activities.

• The Chapter Advisor also helps foster relationships between the chapter and local and state pharmacy associations.

Chapter Advisor Profile—Keeping Your Information Up to Date

It is important that Chapter Advisors keep their personal APhA profile current. Updating your profile confirms your status as a Chapter Advisor, and ensures that APhA is able to communicate news and information related to your duties in a timely manner. Keeping your profile updated also allows APhA to make certain you receive your complimentary annual membership as long as you remain a Chapter Advisor. Login to your profile on www.pharmacist.com to make the necessary updates to your APhA profile and to confirm your Chapter Advisor status with Student Development.

Complimentary membership is only available to Primary Chapter Advisors and Co-Advisors. For additional assistance, contact Student Development at APhA-ASP@aphanet.org or via phone 800-237-2742 ext. 7514.

Chapter Administrator Access – Sharing the Load

The APhA-ASP Chapter Advisor is the key link between APhA, chapter leaders, and members. As the “constant” from year to year, you oversee the Chapter’s online portal and can designate one or two chapter leaders each year to assist with necessary administrative tasks – share the load!!

Chapter Administrator Functionality – the online portal allows you to:

• View and Update Chapter Officers
• View and Download Transaction Reports
• View and Download Contact Lists
• Download and Upload Files/Forms
• Update Dues
APhA-ASP Chapter Membership Calendar

**Summer**
- Attend APhA-ASP Summer Leadership Institute.
  - Present 2016/17 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 August 15th).
- Hold fall membership drive through the end of October. Mail paper enrollment forms ASAP!!
- Register online and make housing reservations for the APhA Annual Meeting and Exposition beginning in August.

**October – November**
- Conduct Student Outreach Visits.
- Remind chapter leaders of the **October 31st Deadline** for 2017 grads to join/renew for NAPLEX Review book eligibility.
- 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 2017 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.
• 2017 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 2017 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. 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 15th
• 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.
APhA-ASP Membership Basics

Each chapter should have a Membership Vice President (MVP) who is responsible for coordinating, and planning all membership-related activities for recruitment and retention. Your role as Chapter Advisor is to work closely with the MVP to:

• Assist in prioritizing and planning membership development activities
• Oversee the online enrollment and dues update processes and ensure that all information is accurate
• Communicate with chapter leaders and school administrators about the process and disbursement of funds.

Before the chapter MVPs can recruit members they must have a clear understanding of the basics of APhA-ASP membership such as the eligibility requirements for membership, information about the timing of membership recruitment and retention programs, and an understanding of member benefits. We have created an informative guide that covers these topics and more. The online MVP Tool Kit is also available to Chapter Advisors.

http://www.pharmacist.com/apha-asp-chapter-officer-resources

Below are excerpts from the MVP Toolkit that will be helpful for you to reference.

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.

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. October 31 is the deadline date for final year student members to join APhA or renew their membership to be eligible to receive the complimentary NAPLEX Review book (Shipping fees may apply.)

Annual 2016-2017 national dues are $45 for student members. 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 benefit to students and your chapter may choose to collect state pharmacist association dues.

It is important to know that all chapters can participate in the Chapter Reimbursement Program which allows APhA to collect their chapter, and state dues online and the money collected by APhA for chapter dues will be reimbursed back to the chapter five times per year and to the state directly. See page 13 for more information.

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 pursing a variety of career opportunities after graduation, with many APhA resources being available 24/7 via the web. 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.

Special Bonuses for Final Year Student Pharmacist Members

• **The APhA Complete Review for Pharmacy** is available as a member benefit to 2017 graduating student members who join by the October 31, 2016, deadline and have an active membership paid through 2017 (or 2018 under a Dual Membership). The shipping fee will be $10. For Dual Members who join during the Fall Drive, the $10 fee is waived.

• Student Members who join after October 31, 2016, may purchase The Complete Review for Pharmacy at the member price and non-members may purchase the book at the non-member price by calling 1-800-878-0729 or ordering online at www.pharmacist.com.

Pharmacy Library

• As a benefit of APhA membership, graduating student pharmacist members have access to members-only bonus questions and answers in the NAPLEX Review section of Pharmacy Library (www.PharmacyLibrary.com). For access to the APhA bonus questions, students are required to use a unique code provided to them by APhA. This code will be sent to eligible members by email directly from APhA in the fall of 2016. Access is available through October 31, 2017.

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 level and enhance your skills through a number of elected and appointed positions from the chapter to the national level.
• **Advocacy** – APhA-ASP chapters provide members with opportunities to be involved on campus and in the community. Informative meetings, health fairs, socials, pharmaceutical 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 provider status recognition 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 Annual IPSF World Congress.

### Career Development & Networking

• **APhA-ASP Midyear Regional Meetings** – 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 common interest, 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 the APhA-ASP Meetings and Networking pages on pharmacist.com/APhA-ASP for additional information.

• **APhA Annual Meeting & 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. See the APhA-ASP Meetings and Networking pages on pharmacist.com/APhA-ASP 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** – APhA maintains several groups on Facebook, including one for members generally, an APhA-ASP member group, and groups for each MRM. These groups 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 the news section of pharmacist.com for additional information.

- **Student Pharmacist** – APhA’s bimonthly news magazine specifically for pharmacy students, 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.

- **Pharmacy Today** - the pharmacy profession’s monthly news magazine, *Pharmacy Today* provides news about developments in pharmacy practice, medication management and safety, new drugs, 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 to all students. Contact APhA for more information.

- There is also a special health-system print edition of *Pharmacy Today*. 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.

- **Pharmacy Today Newsletter** – a daily edition of pharmacy today will be delivered right to your e-mail inbox. This member benefit is edited to keep you up-to-date on the constant flow of information that affects the profession, pharmacy and patient care. Delivered each business morning, the daily edition of *Today* will parse for you that tsunami of news and provide robust, unique, custom-crafted summaries written by our newsletter partner, Information Inc., and *Today* reporters.

- **APhA DrugInfoLine** – online summaries of recent findings regarding drug therapy, presented in a concise, “quick read” style, *APhA DrugInfoLine* is available online and as an iPhone and iPad app. Visit aphadruginfoline.com to stay up-to-date by monitoring the latest drug literature all in one place. *APhA DrugInfoLine* is available to APhA-ASP members in their 3rd and 4th years.

- **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* as a benefit of membership for 3rd and 4th year students.
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 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 2017 graduates is FREE professional liability insurance. APhA will provide $1 million/$3 million dollar coverage at no cost to all 2017 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 2017 must sign up during the spring 2016 drive and be members through October 31, 2017. Coverage is from May 1 – May 1.

Proof of coverage (Certificate of Insurance), will be sent to your Chapter Advisor in June prior to entering your final student year. Or 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.

*Member bonuses and benefits are subject to change. For the current list of member benefits, please visit www.pharmacist.com/student.*
The State Dues Direct Program

All chapters can participate in the State Dues Direct Program.

The State Dues Direct Program allows state membership dues collected by APhA to be sent directly to participating State Pharmacy Associations via Check or EFT (Electronic Funds Transfer). This option is available to all chapters. Deposits are made directly to the State Association six times per year. State Association Executives also will be able to pull rosters of students who enrolled through your chapter via their pharmacist.com profile.

State Dues amounts are confirmed with the State Associations. The list of states who are not currently participating in the State Dues Direct program is below. Any questions regarding the State dues, please contact your local State Association.

Current State Associations that are not participating in the State Dues Direct Program are:

- Alaska Pharmacists Association
- California Pharmacist Association
- Delaware Pharmacist Association
- Florida Pharmacist Association
- Hawaii Pharmacist Association
- Idaho State Pharmacy Association
- Indiana Pharmacist Alliance
- Iowa Pharmacy Association
- Massachusetts Pharmacist Association
- Mississippi Pharmacist Association
- New Hampshire Pharmacist Association
- New Mexico Pharmacist Association
- Nevada Pharmacy Alliance
- South Carolina Pharmacy Association
- Texas Pharmacist Association

Schools not wishing to participate in the program have the option of opting out during the dues confirmation request process prior to the spring membership drive. If there are any discrepancies regarding individual payments, please contact InfoCenter at 800-237-2742, option 2.
The Dual Membership Category *(for Final Year Students Only)*

APhA helps 2017 graduates smoothly transition from student pharmacist to new practitioner by offering 2 years of membership at reduced pricing. **In 2016, for just $115 during the Fall Drive (a 19% discount), dual-year members are ensured continued access to a wealth of APhA member benefits in addition to the following exclusive bonuses.** These prices may increase once state and chapter dues are included with APhA national dues. Make sure that your members are aware of the total dues amount.

- A free copy of *The APhA Complete Review for Pharmacy*, 11th edition, a $72.95 value, along with the brand 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! $10 shipping and handling fee waived for dual-year members during the 2016 Fall APhA Membership Drive.*
- Access to the NAPLEX Review Questions section of *PharmacyLibrary*, APhA’s digital platform, plus bonus test prep questions exclusively for APhA student pharmacist members.

Students that don’t sign up for the dual membership option will still be eligible for the following membership bonuses when they renew or join for the single year membership option.

- Complimentary copy of *The APhA Complete Review for Pharmacy*, 11th edition, along with the brand new members only NAPLEX Review Study Guide. Students pay a $10 shipping and handling fee.
- Access to the NAPLEX Review Questions Section of *PharmacyLibrary* (www.pharmacylibrary.com) plus, bonus members-only test prep questions.

**The Deadline to sign up for a Dual Membership is October 31, 2016.**

*Please note: This is a special offer for 2017 graduates and is subject to change annually.*
How Will You Continue Your APhA Story?

APhA Dual-Year Membership Offer—Exclusively for 2017 Graduates

APhA is your pharmacy home—supporting pharmacists at all career stages and in every practice setting.

APhA has been with you throughout your years as a student pharmacist and now will help you smoothly transition from final-year student to first-year new practitioner and beyond! We’ll guide you along your journey from graduation to career with a perfect combination of resources, connections, and the skills today’s employers value most.

When you join or renew as a Dual-Year Member, you’ll be eligible to receive:

- A free copy of The APhA Complete Review for Pharmacy, 11th edition, a $72.95 value, along with the brand 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 the NAPLEX Review Questions Section of PharmacyLibrary, with 200 additional members-only questions.
- Discounted APhA membership for two years by signing up as a Dual-Year Member, you’ll pay $115 for two years— a savings of 19% on a two-year membership!

Sign up for a Dual-Year Membership today at pharmacist.com/join-now!

MY STORY

Sheena Patel, PharmD, APhA Member Since 2010, Community Chain Pharmacist

“As a student I learned of all APhA can offer its members, which led me to become more passionate about my profession and about getting involved. These opportunities have helped me grow as a practicing pharmacist...”
Membership in APhA provides you with the support you need as you transition from student to pharmacist.

Your APhA dual-year membership connects you to the New Practitioner Network (NPN), a powerful resource designed to support you during this stage of your career with resources, information, and an online community of fellow new practitioners. You’ll find a group of mentors eager to help guide you forward, including recent grads who were just in your shoes.

Use the New Practitioner Network to:

- **Make Productive Connections:** Meet fellow new practitioners, prospective mentors, and employers through the recently launched NPN ENGAGE online community, Day of NP L.I.F.E., and in person at APhA Annual Meeting & Exposition and other events.

- **Get Involved:** This is your organization—shape it your way as a volunteer on the New Practitioner Advisory Committee, Standing Committees, New Practitioner Mentor Program, and more.

- **Stay Current:** Get updates on today’s hottest pharmacy topics delivered straight to you with free publications, such as Transitions, edited for new practitioners and their interests, the new Pharmacy Today daily e-mails, and discounted PharmacyLibrary subscription.

- **Chart Your Career Course:** Keep your skills sharp with APhA members-only webinars and by using the online APhA Educational Library, with free access to more than 80 CPE activities and a convenient online transcript tool.

Stay connected to your pharmacy home.

Join today at Pharmacist.com/join-now!

Learn more about the APhA New Practitioner Network at pharmacist.com/new-practitioner-network
Fall and Spring Membership Drives

APhA-ASP Chapters are encouraged to hold at least two membership drives each year. The fall drive is held at the beginning of the school year to enroll new students, renew existing members and to help chapters financially through the APhA-ASP Chapter Administrative Allowance program. The spring drive is held before the end of the school year and is useful to renew members for the following school year before they leave campus. It is designed to target students who will entering their final year in the fall and may not be on campus during the renewal period.

For each of these drives the Chapter Advisor will be sent all the items needed to conduct a successful membership drive.

Membership Drive Materials

In preparation for the APhA student membership year which runs November 1st – October 31, membership materials are mailed to the chapters. (Refer to calendar on page 6 for mailing dates). Some of the core items included in your spring drive package are:

- Membership Recruitment Brochures
- Recruitment Posters
- Student Pharmacist magazine
- Dual year membership flyers
- And More!!

Email notifications are sent to the Chapter Advisors and MVPs at the time of mailing. If you do not receive your spring membership drive package, contact LaToya Coles at lwilson@aphanet.org or via phone at 800-237-2742 ext. 7509 for assistance.
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 fall 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 at 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>2017</td>
<td>10/31/2016</td>
</tr>
<tr>
<td>Dual—Student Final Year</td>
<td>MSREGD</td>
<td>2017</td>
<td>10/31/2016</td>
</tr>
<tr>
<td>Plus New Practitioner Year 1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student 2 Years From Grad</td>
<td>MSREG2</td>
<td>2018</td>
<td>10/31/2016</td>
</tr>
<tr>
<td>Student 3 Years From Grad</td>
<td>MSREG3</td>
<td>2019</td>
<td>10/31/2016</td>
</tr>
<tr>
<td>Student 4 Years From Grad</td>
<td>MSREG4</td>
<td>2020</td>
<td>10/31/2016</td>
</tr>
<tr>
<td>Student 5 years From Grad</td>
<td>MSREG5</td>
<td>2021</td>
<td>10/31/2016</td>
</tr>
<tr>
<td>Student 6 Years From Grad</td>
<td>MSREG6</td>
<td>2022</td>
<td>10/31/2016</td>
</tr>
<tr>
<td>Student 7 Years From Grad</td>
<td>MSREG7</td>
<td>2023</td>
<td>10/31/2016</td>
</tr>
<tr>
<td>Student 8 Years From Grad</td>
<td>MSREG8</td>
<td>2024</td>
<td>10/31/2016</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 [www.pharmacist.com](http://www.pharmacist.com), place your cursor on “Get Involved”. Select the “Join APhA” option.
- **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”. **Student 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.

![Image of donation option]

- **Step 8:** “Review and Finalize your information”, to ensure that all of your information is correct. Select the “Pay Now” to checkout.

![Image of review and finalize your information]
• **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).
Paper Forms Used For The Join Process

APhA-ASP would like to encourage all students to enroll using the online process. However, paper enrollment forms are available for chapters that need to use them and should be on-hand and used only if you encounter any problems, when enrolling students through the online process.

Paper forms should be mailed back to APhA, and it is important to ensure that all of the requested information on the form is filled out.

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

1. Completely fill out the Student Membership Enrollment Form.

*The information below is required!

- **First and Last Name** (printed clearly)
- **Member ID** (this information is required from existing APhA members)
- **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 or credit card balances with the amount of total Student Membership Enrollment Forms. (Receiving 50 enrollment forms with a check amount for 51 students can result in a delay of processing for all students involved).

3. **PAC donations** are accepted when submitting membership dues but, the PAC donations cannot be combined with the funds submitted for national, chapter or state dues. If you have received a PAC donation from a student, this payment must be sent in a check or money separate from the check written for the membership dues along with the students’ name (and ID# if available) that made the donation.

4. Member Services receives a copy the form. Please make a copy for your records, along with the copy of the check the forms were submitted with.

5. Fill out your **Transmittal Report**. The Transmittal Report **MUST** be used when submitting both types of memberships. One check or credit card will suffice but you may submit more than one check or credit card when submitting these forms. 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.**
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 Dual Year 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, 2016 to October 31, 2017

Name of person submitting this report (PLEASE PRINT): Phone: Email Address:

Campus:

<table>
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<tr>
<th>Checks</th>
<th>Members</th>
<th>Dues</th>
<th>Chapter Dues</th>
<th>State Dues</th>
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</thead>
<tbody>
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<td>$45</td>
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<tr>
<td>OTHER STUDENT MEMBERS</td>
<td></td>
<td>$45</td>
<td></td>
<td></td>
<td>$45</td>
</tr>
</tbody>
</table>

Total Members: Total Dues:

Send forms and payments to:
American Pharmacists Association
ATTN: Kelly Poe
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

<table>
<thead>
<tr>
<th>STUDENT PHARMACIST</th>
<th>MEMBERSHIP ENROLLMENT FORM</th>
</tr>
</thead>
</table>

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.

3 Easy Ways to Enroll

Please check one:  □ New/Reinstated  □ Renewing Member

Check one box. All students should choose single year EXCEPT those students graduating in 2017 who are eligible to select the Dual Year membership option.
□ Single Year Member  □ Dual Year Member

Member ID:

REQUIRED GRADUATION YEAR  ANTICIPATED DEGREE

Membership Year 2016–2017:

PREFERRED ADDRESS (SCHOOL)

PREFIX  FIRST NAME  INITIAL  LAST NAME

SCHOOL E-MAIL ADDRESS

PERSONAL E-MAIL ADDRESS (REQUIRED)

ADDRESS

CITY  STATE  ZIP CODE  TELEPHONE

PERMANENT ADDRESS (HOME)

ADDRESS

CITY  STATE  ZIP CODE

SCHOOL NAME and CAMPUS

PAYMENT

APhA NATIONAL DUES:  □ Dual $115.00  □ Single $45.00

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

2016WEB
Renewal Process

“PAY NOW” Option on join/renew page

- There is a “PAY NOW” option on the join/renew page so that students have an easier more streamlined process when renewing their membership.
  - With “PAY NOW” students will have the option to pay their current order if they have no changes to their order or member information. If students have changes, they will need to go through the entire join/renew process.

- **Step 1:** Login to your Pharmacist.com account:
• **Step 2:** Select “PAY NOW” option:

![Image of My Account screen]

• **Step 3:** Review detailed order summary to ensure no changes need to be made:

![Image of Pay Balances screen]
• **Step 4:** If everything is correct enter payment information:

![Pay Balances](image)

- **Step 5:** Confirmation page will show after payment is applied:

![Billing Address](image)
Incentives and Awards for Your Chapter

There are several opportunities for chapters to receive recognition and financial awards, particularly with regard to membership. 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 elected to receive Electronic Funds Transfers, the sooner the allowance is received. 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.

The chapter administrative allowance is greater for those schools that enroll student members earlier. Students should join by October 15th; your chapter will receive the maximum rebate of $3 for each enrollment. After October 15th your chapter will have up until November 8th to receive a $1 rebate for each enrollment. See below for additional details.

- **October 15th**
  APhA will reimburse your chapter $3 for each online membership enrollment completed by October 15th.

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

Reimbursement of APhA-ASP Chapter Administrative Allowances

The schedule for processing the chapter administrative allowances is below. Chapter reimbursements are distributed six time per year, and will be mailed to the chapter advisor address in their member record. Email notifications will be sent when the check allowances are due to be mailed.
Chapter Dues Payments

Six Payments to Chapter Annually

• Dues Payments:
  • By EOM June (Jan. – May Enrollments)
  • By EOM October (June – Sept. Enrollments)
  • By EOM November (Oct. Enrollments)
  • By EOM December (Nov. Enrollments)
  • By EOM January (Dec. Enrollments)

• Chapter Administrative Allowance Payment
  • By EOM February

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 APhA2016 Annual Meeting & Exposition in Baltimore, Maryland.

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 Advisor. Additional Offerings are not included with complimentary advisor registrations.

Eligibility for this award is based on your chapter’s active membership as of October 31, 2016. So even if the deadline for online student enrollment has passed, get those “last minute” stragglers to enroll online via pharmacist.com. You should ensure students are enrolled APhA by the October 31, 2016, 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 2016–December 2016). The Chapter will receive one student registration to APhA2016, for every $8,000 its students spend buying books and electronic products through APhA in 2017.

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 2017 and reported to the Chapter Advisors in February 2017.

Additional APhA Award Information

Additional information about the APhA Awards Program is available in the APhA-ASP Awards & Scholarship section of pharmacist.com/apha-asp. 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.
APhA-ASP & APhA Leaders and 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

**Crystal Atwell, PharmD**
Director, Student Development
Ext. 7586
catwell@aphanet.org

**Candice Allar**
Sr. Manager, Student Development
Ext. 7543
callar@aphanet.org

**Lynette R. Plowden**
Manager, Student and New Practitioner Development
Ext. 7514
lplowden@aphanet.org

**LaToya Coles**
Manager, Membership and Chapter Services
Ext. 7509
lwilson@aphanet.org

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.

**Kelsea Gallegos**
2016-2017 APhA-ASP National President
The University of New Mexico College of Pharmacy
kelseagallegos@gmail.com
APhA Board of Trustees, Member
APhA Strategic Directions Committee, Member
Standing Committee Chair: International
Regional Liaison: Regions 6 & 7

**Michael Murphy**
2016-2017 APhA-ASP National President-elect
The Ohio State University College of Pharmacy
emichaelmurphy2018@gmail.com
APhA Foundation Board of Directors, Member
Regional Liaison: Region 3 & Region 5

**Scott Brewster**
2016-2017 APhA-ASP National Member-at-large
East Tennessee State University Bill Gatton College of Pharmacy
scottb2017@gmail.com
Standing Committee Chair: Member Engagement
Regional Liaison: Region 2

**Elissa Lechtenstein**
2016-2017 APhA-ASP National Member-at-large
University of Maryland School of Pharmacy
elissal2017@gmail.com
Standing Committee Chair: Communications
Regional Liaison: Region 1

**Dylan Atkinson**
2016-2017 APhA-ASP Speaker of the House
University of Pittsburgh School of Pharmacy
dylanatkinson2017@gmail.com
Standing Committee Chair: Policy
APhA Political Action Committee
APhA Government Affairs Committee, Member
Regional Liaison: Region 4 & Region 8