2015 - 2016
The APhA-ASP
Chapter Advisor
Survival Guide

Everything you need to know about membership!

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Welcome APhA-ASP Chapter Advisor!

The Chapter Advisor is the critical link between the APhA Academy of Student Pharmacists and the American Pharmacists Association (APhA). Your efforts, along with the student chapter leaders, the pharmacy school, and APhA work together to lay the foundation for future pharmacists! In the following pages you will find information and resources that will help you understand your responsibilities and navigate the associated operational procedures, as well as offer “good-to-know” 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?

- 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.

- APhA collects national APhA-ASP association dues for every student. 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 below). Contact LaToya Wilson at lwilson@aphanet.org or (202) 429-7509 to ensure that you’re banking (EFT) information is updated.
Chapter Dues Payments

Six Payments to Chapters Annually

n 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)

n Chapter Administrative Allowance Payment
  • By EOM February

Note: Includes both EFT and Checks

• Oversee the member online 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 leadership and school administrators about the process and disbursement of funds.

• The Primary Chapter Advisor or designated Chapter Administrator will be responsible for generating chapter reports. (See page 35 for more information on generating reports)

• 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.

The APhA-ASP Chapter Advisor is the key link between APhA, chapter leaders, and members
You are the “constant” from year to year at each chapter, so you are a resource for student pharmacist leaders learning about APhA processes and chapter membership challenges.

Chapter Advisor Profile—
Keeping Your Information Up to Date

It is important that Chapter Advisors keep their 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. Visit the APhA website at http://fs8.formsite.com/APhA-ASP/Advisors/index.html 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. For additional assistance, contact Student Development at APhA-ASP@aphanet.org or via phone 800-237-2742 ext 7514
APhA-ASP Membership Calendar

Summer
- Attend APhA-ASP Summer Leadership Institute.
- Work with chapter officers to get ready for membership recruitment and plan for the upcoming school year.

August – September
- Work with chapter leaders to conduct Student Outreach Visits.
- Hold fall membership drive through the end of September. Chapter membership materials sent to Chapter Advisor no later than August 15th.
- Prepare for fall membership programs.
- 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.
- Ensure APhA-ASP Membership online Enrollment is completed by October 15 for the $3 rebate and by November 8 for the $1 rebate.
December – January
- Plan to hold a Spring Membership Drive, particularly for your students in their last year before rotations, and a Life on Rotation Program for those student pharmacists.
- Plan to register prior to the Early Bird Registration deadline for the APhA Annual Meeting.
- Prepare for spring membership programs

February
- Contact APhA Staff about graduating student programs.
- Remind 2015 Graduates who ordered the NAPLEX Review book that it will ship this month.
- 2015 Graduates who ordered the NAPLEX Review book will receive their access code to NAPLEX Members-only Questions on Pharmacy Library.
- 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 San Diego, CA, March 27-30 2015. 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.

March – May
- Meet with the Membership Committee to evaluate your year’s work.
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 them to:

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

Before the chapter MVPs can recruit members they must have a clear understanding of some 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 for them 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

Here are some 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 2015-2016 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 now participate in the Chapter Reimbursement Program which allows APhA to collect their chapter, and state dues online. The money collected by APhA for chapter dues will be reimbursed back to the chapter six times per year and to the state directly. See page 34 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 pursuing 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 2016 graduating student members who joined by the October 31, 2015, deadline and have an active membership paid through 2016 (or 2017 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, 2015, 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 February 2016. Access is available through October 31, 2016.
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 IPSF Annual 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 about MRMs.

- **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 about APhA’s annual meeting. 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.
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.

• **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 2016 graduates is FREE professional liability insurance. APhA will provide $1 million/$3 million dollar coverage at no cost to all 2015 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 2016 must sign up during the spring 2015 drive and be members through October 31, 2016. 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 via their pharmacist.com profile.

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

- State Association Dues collected by APhA for chapters will now be sent directly to the State Association by APhA!

Current State Associations that are not participating in the State Dues Direct Program are:
  - Alaska Pharmacists 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 and again in June before the fall membership drive.

If there are any discrepancies regarding the payments, please contact Member Services at 800-237-2742, option 2.
The Dual Membership Category (for Final Year Students Only)

APhA helps 2016 graduates smoothly transition from student pharmacist to new practitioner by offering 2 years of membership at reduced pricing. **In 2016, for just $105 with redemption discount code DDS15 during the Spring drive, 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.

- Free copy of The APhA Complete Review or Pharmacy, 10th edition. Dual members will still be required to login into their APhA profile and request the NAPLEX Review book from December 1-February 1 to make sure it is sent to the proper address when it ships in January / February.

- 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, 10th edition. 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 April 30, 2015.**

*Please note: This is a special offer for 2016 graduates and is subject to change annually.*
Sign up during the Spring 2015 APhA Membership Drive and qualify for the dual membership category. APhA paves the way as you transition from final-year student pharmacist to first-year new practitioner with special 2-year membership benefits and savings!

The APhA Advantage

Join the nearly 10,000 student pharmacist graduates in 2016 who are eligible to be a part of a special program that will:

- **Help you smoothly transition** from student pharmacist to new practitioner.
- **Ensure your continued access to a wealth of APhA member benefits** for 2 years.
- **Save you money** when you bundle 2 years of APhA membership for $105 with the redemption discount code DDS15. Join during the Spring 2015 APhA Membership Drive and save $10 over the Fall drive!
- **Professional Development Resources** including *Student Pharmacist*, the official APhA-ASP magazine, and online editions of *Pharmacy Today* and the *Journal of the American Pharmacists Association*.

- Provide exclusive bonuses for dual-year members:
  - Free copy of *The APhA Complete Review for Pharmacy*, 11th edition – an estimated $64.95 value – with complimentary shipping and handling (a $10 value).
  - Access to the NAPLEX Review Section of PharmacyLibrary, APhA’s new digital platform, plus **300** bonus test prep questions exclusively for student pharmacists joining during the Spring 2015 APhA Membership Drive. Members who renew in Fall 2015 will receive 200 questions.
  - Complimentary Professional Liability Insurance from May 1, 2015 – May 1, 2016 for final year student pharmacists while on rotation.

Even if you don’t choose to sign up for the dual membership option, you’ll still be eligible for the following by renewing for your final year student year:

- **Complimentary copy of The APhA Complete Review for Pharmacy**, 11th edition—and pay only a $10 shipping and handling fee.

- **Access to the NAPLEX Review Question Section of PharmacyLibrary, plus 200 bonus members-only test prep questions.** Members who renew in the fall will receive 100 bonus questions.

As a student pharmacist member, APhA afforded me the opportunities to learn about the profession, grow as an individual, and lead among peers. As a new practitioner, APhA provides the resources I need to practice a purpose-driven profession, to advocate for change where it is needed, and to inspire and mentor others to have the same passion.

Christine Chin, Pharm. D., BCACP
St. John’s University
College of Pharmacy and Health Professions
MEMBER SINCE 2005
Members of the New Practitioner Network enjoy the following benefits:

- **Networking opportunities** at the APhA Annual Meeting and online engage e-Communities on pharmacist.com and on social media sites, including Facebook, Twitter, and LinkedIn
- **APhA webinars** on today’s hottest topics
- **Career development resources** in the online APhA Educational Library including free access to more than 80 CPE activities and a convenient online transcript tool
- **Volunteer opportunities** through the New Practitioner Advisory Committee, Standing Committees, New Practitioner Mentor Program, and more
- **The latest information** through access to Transitions e-newsletter, and discounted PharmacyLibrary subscriptions
- **Financial planning resources** to help you plan your financial future
- **Reduced member dues** are extended to new practitioners for their first three years of practice

Adding your name to the ranks of more than 62,000 pharmacy colleagues declares your pride in the profession you have chosen.

Join us in our campaign to achieve provider status, which will recognize pharmacists as valued members of the health care team, and allow us to use our unique skills and extensive education to enhance patient health.

Sign-up as a provider status supporter and ask your representatives for their support through www.pharmacistsprovidecare.com.

**APhA helps you progress from student pharmacist to new practitioner!**
APhA-ASP Chapters are encouraged to hold 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 (see page 34 for more details). 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 4 for mailing dates). Some of the core items included in your Spring drive package are:

- Recruitment Posters / Brochures
- Student Pharmacist magazine
- Dual year membership fliers
- Blank Enrollment forms

**Email notifications** are sent to the Chapter Advisors and MVPs at the time of mailing. If you do not receive your fall membership drive package, contact LaToya Wilson 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 have implemented a new online join process, and 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.

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 Wilson at lwilson@aphanet.org.

New Member Online Join Process

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 4 for mailing dates). Some of the core items included in your Spring drive package are:

<table>
<thead>
<tr>
<th>MEMBERSHIP</th>
<th>MBRTYPE</th>
<th>HAS NOT RENEWED</th>
<th>JUST RENEWED</th>
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<tbody>
<tr>
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<td>GRAD YEAR</td>
<td>EXPIRE YEAR</td>
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<tr>
<td>Student Final Year</td>
<td>MSREGF</td>
<td>2014</td>
<td>10/31/2015</td>
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<tr>
<td>Dual—Student Final Year</td>
<td>MSREGD</td>
<td>2014</td>
<td>10/31/2015</td>
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<td>Plus New Practitioner Year 1</td>
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<tr>
<td>Student 2 Years from Grad</td>
<td>MSREG2</td>
<td>2015</td>
<td>10/31/2015</td>
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<tr>
<td>Student 3 Years from Grad</td>
<td>MSREG3</td>
<td>2016</td>
<td>10/31/2015</td>
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<tr>
<td>Student 4 Years from Grad</td>
<td>MSREG4</td>
<td>2017</td>
<td>10/31/2015</td>
</tr>
<tr>
<td>Student 5 Years from Grad</td>
<td>MSREG5</td>
<td>2018</td>
<td>10/31/2015</td>
</tr>
<tr>
<td>Student 6 Years from Grad</td>
<td>MSREG6</td>
<td>2019</td>
<td>10/31/2015</td>
</tr>
<tr>
<td>Student 7 Years from Grad</td>
<td>MSREG7</td>
<td>2020</td>
<td>10/31/2015</td>
</tr>
<tr>
<td>Student 8 Years from Grad</td>
<td>MSREG8</td>
<td>2021</td>
<td>10/31/2015</td>
</tr>
</tbody>
</table>

*MSREGU -- Undefined-- lacking student grad year- contact APhA membership services 800-237-2742, Ext 2, ASAP to correct
• Visit www.pharmacist.com to begin the online join process. Final year student pharmacists have the option to choose either the single year or dual year membership when joining. If students have any issues with the online join process they should call (800) 237-2742. The steps of the online join process for successful submission of your membership are as follows....

• Step 1: Visit the APhA website www.pharmacist.com, place your cursor on “Get Involved”. Select the “Join APhA” option.
• **Step 2:** Complete the required information to continue.

![Step 2 Image]

• **Step 3:** Please choose an option and select "Next" to continue.

![Step 3 Image]
• **Step 4:** Complete your contact information and select **“Next”** to continue.

![Image showing the process of completing contact information]

You will be redirected to this page where you must fill out all of the required information (indicated with asterisks).

• **Step 5:** A summary of your membership will be given to ensure your information was entered correctly.

![Image showing the membership summary page]

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 6](image)

• **Step 7:** The option to donate to the **“APhA Foundation”** will be given, make your selection click **“Next”** to continue.

![Step 7](image)
• 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.
Paper Forms Used For The Join Process

We would like to encourage all students to enroll using the online process. It is imperative that the above steps are read in order to make the online enrollment process as effortless as possible.

Below are instructions and paper versions of the online enrollment forms that should be used only if you encounter any problems, when enrolling students through the online process. The 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 Spring Drive team.

1. Completely fill out the Student Membership Enrollment Form. If you do not know the School ID: please contact LaToya Wilson at lwilson@aphanet.org for this information.

*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)
• School ID

2. Count and confirm that the amount of the check or credit card balances with the amount of 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. Members 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 Wilson. Emails are encouraged due to the amount of students and chapter advisors that will need assistance during this very busy time.
### Example of the Transmittal Report

**APEA-ASP Membership Enrollment**

**APEA COPY**

---

### 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 Year will NOT be processed and will be sent back to the Chapter.
     - Membership Option: Single Year 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 check 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 a year, during the Fall/Winter, Chapters receive checks for 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 chapters can join or renew online at [www.pharmacist.com](http://www.pharmacist.com). (Visa, American Express, MasterCard, and Discover)

### Payment Information

Membership Year: November 1, 2015 to October 31, 2016

**Name of person submitting this report:** PLEASE PRINT

<table>
<thead>
<tr>
<th>School</th>
<th>College of Pharmacy:</th>
</tr>
</thead>
<tbody>
<tr>
<td>APHA School ID:</td>
<td>Campus:</td>
</tr>
</tbody>
</table>

**Checks**

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<thead>
<tr>
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<th>Dues</th>
<th>Chapter Dues</th>
<th>State Dues</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
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<td>$115</td>
<td>+</td>
<td>+</td>
<td>= $</td>
</tr>
<tr>
<td>OTHER STUDENT MEMBERS</td>
<td>$45</td>
<td>+</td>
<td>+</td>
<td>= $</td>
</tr>
</tbody>
</table>

**Credit Card**

<table>
<thead>
<tr>
<th>Members</th>
<th>Dues</th>
<th>Chapter Dues</th>
<th>State Dues</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>NEW/REINSTATED Dual</td>
<td>$115</td>
<td>+</td>
<td>+</td>
<td>= $</td>
</tr>
<tr>
<td>OTHER STUDENT MEMBERS</td>
<td>$45</td>
<td>+</td>
<td>+</td>
<td>= $</td>
</tr>
</tbody>
</table>

**Total Members**

**Total Dues**

---

**Send forms and payments to:** American Pharmacists Association

**ATTN:** Kelly Poe

9059 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 Membership Services will send you an updated roster after the membership campaign has concluded. Please review for any discrepancies.

Questions? Contact APhA Membership Services at 800.237.APHA (2743) or at memberservices@aphanet.org
Example of the Enrollment Form
Renewal Process

• **Step 1**: Login to Pharmacist.com.

• **Step 2**: Select “Renew” option.
• **Step 3**: Begin the renewal process.

• **Step 4**: Review your "Membership Details".

• **Step 5**: Choose your "Academy". **Student are automatically enrolled in APhA-ASP (Academy of Student Pharmacists).**
• **Step 6**: The option to donate to the “APhA Foundation” will be given, make your selection click “Next” to continue.

• **Step 7**: Continue the renewal process.
• **Step 8:** “Renew and Finalize” order.

![Review and finalize your information](image)

• **Step 9:** Enter Payment information and select “Pay Now”.

![Payment information](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 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 APhA2015 Annual Meeting & Exposition in San Diego, California.
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, 2015. 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, 2015, 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.

When ordering through APhA the shipping rate for student pharmacist members is only $2 per book.

All student book sales through APhA will be tracked throughout the calendar year (January 2015–December 2015). The Chapter will receive one student registration to APhA2016 in Baltimore, MD for every $8,000 its students spend buying books and electronic products through APhA in 2015.

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 2016 and reported to the Chapter Advisors in February 2016.

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.
Chapter Online Update Processes

Chapter Advisors and designated Chapter Administrators have the online capability to review and assign chapter leadership positions, and produce chapter rosters. Chapter Advisors only have the ability to update chapter dues for the upcoming academic year, as well as your mailing addresses to ensure swift receipt of the fall membership material.

The steps to these online processes are as follows:

Generating Chapter Rosters:

- **Step 1**: Access your/chapters online profile on [www.pharmacist.com](http://www.pharmacist.com) by clicking “Login/Register”.

![Image of website](Image1.png)

![Image of login page](Image2.png)
**Step 2:** Select the “My Account” option.

**Step 3:** Ensure your chapter is in the “My Groups” box, and Select “My Groups”.
• **Step 4**: Choose the “View Reports” option.

• **Step 5**: On the “Reports” page you must select your “Group” (Chapter), report type, and “View Report”.

• **Step 6**: The report should open up in a new window in your browser (Be sure that your pop-up blocker is turned off)
“Dues Update” Process:

Primary Chapter Advisors have the opportunity to update chapter dues one time per year (In the Spring). The process is done online via the Primary Chapter Advisor’s pharmacist.com account.

The online instructions for the “Dues Update” process are as follows:

• **Step 1:** Go to the “My Account” option.

• **Step 2:** Scroll down and select the “Dues Update” category from the side navigation menu.
• **Step 3**: Select your “Group to Update” (Chapter), enter your “New Membership Dues” and “Save”.

• **Step 4**: Screen below will open to indicate the success of your “Dues Update”.
Update Your Address:

• **Step 1**: You should be logged in on the APhA website [www.pharmacist.com](http://www.pharmacist.com), visit the “My Account” webpage.

• **Step 2**: From the left navigation menu select “Addresses” option under “Demographics” and begin the “Address Update” process.

• **Step 3**: Select “Edit” to continue (All profiles must have a work address displayed where Student Drive, and payment materials can be mailed.)
• **Step 4**: Enter your new address.

• **Step 5**: Select “Save” and your address update is complete.
Adding an Additional Address:

- **Step 1:** Choose the “Addresses” option from the left navigation menu.

- **Step 2:** Select the “Add Address” option.

- **Step 3:** Enter your additional address type (All profiles must have a work address displayed where Student Drive, and payment materials can be mailed) and “Save”.

![Image of the APhA-ASP Chapter Advisor Survival Guide page 40 showing steps for adding an additional address.](image-url)
How to Assign Chapter Executive Committee Positions

Please Note*

• Assigning Executive Committee Members is IMPORTANT:
  APhA uses this information to connect with all Executive Committee Members;
• Only Primary Chapter Advisors and Chapter Administrators can assign Executive Committee positions;
• Assigning Executive Committee Members online is the **ONLY** way for Chapter Advisors to assign new committee positions;
• Assigned officers only serve a one year term, and positions have to be reappointed yearly;
• Changes can be made to Executive Committee Positions at any time during the year.

• **Step 1**: Login to [www.pharmacist.com](http://www.pharmacist.com), and select the “My Account” option.

• **Step 2**: Select your chapter affiliation from the “My Groups” dropdown menu, and “My Groups” option to the left of chapter name.
• **Step 3**: You will be redirected to the “Committee Management” page, select the “Add Committee Member” option.

• **Step 4**: Select your chapter from the “My Groups” dropdown menu, and then the “Search” option.
• **Step 5:** Your browser will refresh to display “Search Results”, select your new Executive Committee member.

• **Step 6:** Select “Continue”, complete the new Executive Committee members information and “Save”.

• **Step 7:** “Committee Management” page will display your newly selected committee positions.
APhA-ASP & APhA Leaders and Staff

APhA-ASP National Executive Committee

Chapter Advisors and designated Chapter Administrators have the online capability to review and assign chapter leadership positions, and produce chapter rosters. Chapter Advisors only have the ability to update chapter dues for the upcoming academic year, as well as your mailing addresses to ensure swift receipt of the fall membership material.

Lucy West
2014-2015 APhA-ASP National President-elect
Northeastern University
Email: lucywest2016@gmail.com
Standing Committee Chair: Awards & International APhA Foundation Board
Regional Liaison: Region 7 & Region 8

Maggie Oser
2014-2015 APhA-ASP National Member-at-large
The Ohio State University
E-mail: maggieoser@gmail.com
Standing Committee Chair: Education
Regional Liaison: Region 3

Brian Donahue
2014-2015 APhA-ASP National Member-at-large
Mercer University
E-mail: briandonahue2@gmail.com
Standing Committee Chair: Communication
Regional Liaison: Region 5

Loren Kirk
2014-2015 APhA-ASP Speaker of the House
East Tennessee State University
Email: lorenmkirk2@gmail.com
Standing Committee Chair: Policy
APhA Political Action Committee
Regional Liaison: Region 2 & Region 4

APhA Staff

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

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Senior Director, Student and New Practitioner Development
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kmarciniak@aphanet.org

Lynette R. Plowden
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LaToya Wilson
Manager, Membership and Chapter Services
Ext. 7509
lwilson@aphanet.org