

Student National Pharmaceutical Association



Chapter Management Manual

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Dear SNPhA Family,

The 2012-2013 SNPhA National Executive Board is looking forward to a legendary year and serving the membership and chapters to fulfill our mission and goals. An integral feature in assisting us in this task is the organization's chapter manual. We are happy to release an updated version of the chapter manual. The chapter manual is a guide to help the chapters serve the underserved communities. This document contains many chapters from the history of the organization to contact information for the organization. Please use this newly update version as a tool and resource to accomplishing the many goals of your chapter.

We will continuously strive to improve the quality of the SNPhA membership. Through organizational improvements and chapter development, we will see the progress of our professional association and implement programs that will ensure the continued success of SNPhA.

As your elected/appointed officers, we have revised the SNPhA Chapter Management Manual to better assist chapters in accomplishing the goals and objectives of the organization. This document is designed to educate members on SNPhA policies and procedures, and to motivate chapter leaders to achieve professional success. It is essential that members are familiar with the SNPhA regulatory procedures and obtain a comprehensive definition of active membership in professional organizations.

This Management Manual consists of guidelines to foster member and chapter development through leadership opportunities, community involvement, chapter regulations, and professional meeting experience. It clarifies the fundamentals for SNPhA membership and provides models of distinction for chapters to strive towards. It will aid chapter leaders and members in achieving the standard of excellence that is a part of the rich tradition of SNPhA.

We invite all SNPhA chapters to share our vision of building a bridge together to serve the underserved communities.

Sincerely,

2012-2013 National Executive Board

STUDENT NATIONAL PHARMACEUTICAL ASSOCIATION CHAPTER MANAGEMENT MANUAL

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The Following Forms Can Be Found on the SNPhA National Website

- Petition for Student Charter (<http://snpha.org/Chapter/Development.aspx#charter>)
- Chapter Certification Letter (<http://snpha.org/Chapter/Development.aspx#charter>)
- Chapter Registration Form (<http://snpha.org/Chapter/Development.aspx#charter>)
- National Membership Application (<http://snpha.org/Membership.aspx>)
- Submission form for Multiple Membership Applications (<http://snpha.org/Membership.aspx>)
- Chapter Bimonthly Report (<http://snpha.org/Chapters.aspx>)
- Application for Elected Office (<http://snpha.org/Forms.aspx>)
- Application for National Appointment (<http://snpha.org/Forms.aspx>)
- Delegate Credentials Form (<http://snpha.org/Forms.aspx>)
- Official Resolution Form (<http://snpha.org/Forms.aspx>)
- Chapter Request Form (<http://snpha.org/Forms.aspx>)
- Lapel Pin Order Form (<http://snpha.org/Forms.aspx>)
- SNPhA Scholarship (<http://snpha.org/Resources.aspx>)
- Walmart-SNPhA Scholarship (<http://snpha.org/Resources.aspx>)
- NPhA Foundation-Kroger Co. Scholarship (<http://snpha.org/Resources.aspx>)
- Walgreens-SNPhA Scholarship (<http://snpha.org/Resources.aspx>)
- Rite Aid-NPhA Scholarship (<http://snpha.org/Resources.aspx>)
- Target-SNPhA Scholarship (<http://snpha.org/Resources.aspx>)

ORIENTATION



The purpose of this section is to introduce members to the background and objectives of the Student National Pharmaceutical Association. It is essential that members familiarize themselves with the rich history, mission and regulatory procedures to ensure the continued success and growth of the organization.

STUDENT NATIONAL PHARMACEUTICAL ASSOCIATION

History, Purpose and Objectives

HISTORY

The Student National Pharmaceutical Association (SNPhA) was founded in 1972 on the campus of Florida A & M University, when Sharon Roquemore (now Sharon Lovick Edwards) and John J. Scrivens organized that first meeting. In addition to the students from Florida A & M University, students from Howard University, Texas Southern University, Xavier University and other schools were at the meeting. Around a hundred participants were in attendance.

Our many years of success are in part due to the outstanding leadership the association has had over the years. Mr. Clinton C. Cunningham was the first Executive Secretary; serving from 1972–1974. Mr. Ralph Arline (deceased) succeeded him from 1974–1979. It was in 1979 that SNPhA gained its first female leader, named Dr. Heidi Anderson. For ten years, she provided impeccable leadership bringing SNPhA into a new era. Continuing in Heidi's footsteps, Dr. Marisa Smith (currently Dr. Marisa Lewis) took the helm in 1989 as Executive Director. After many years of leadership and guidance, Dr. Lewis in 2007 was elected as the president-elect on the National Pharmaceutical Association (NPhA) Board of Directors. Dr. Carmita A. Coleman took over the leadership and continues in that capacity today.

Over the years, SNPhA has been blessed with several Assistant Executive Directors, who include Dr. Terri Smith-Moore, Dr. Monica Lahoz, and Dr. Patricia Lieveld.

PURPOSE

SNPhA is an educational service association of pharmacy students who are concerned about the profession of pharmacy, healthcare issues, and the poor minority representation in these areas. The purpose of SNPhA is to plan, organize, coordinate and execute programs geared toward the improvement of the health, educational, and social environment of minority communities.

OBJECTIVES

- To offer student members the opportunity to develop leadership and professional skills.
- To educate students about, and promote active participation in national healthcare issues.
- To develop the role of the minority health professional as vital members of the healthcare team.
- To develop within communities, a positive image of minority health professionals.
- To educate communities on better health practices and to increase their awareness and understanding of diseases.

STUDENT NATIONAL PHARMACEUTICAL ASSOCIATION BYLAWS

Article I. NAME, LOGO, COLORS and PIN

Section 1. NAME

The student division of the National Pharmaceutical Association (NPhA) shall be called the Student National Pharmaceutical Association (SNPhA).

Section 2. LOGO

The official logo of the organization is a circular mortar and pestle symbol including the organization abbreviation (as pictured on the right). This official logo cannot be used in any form other than as described. This official logo cannot be changed, altered, or adulterated.



Section 3. COLORS

The official colors of the organization are black and white.

Section 4. PIN

The lapel pin is round in shape, with the SNPhA logo inside a glass cover, black and white trimmed in a metallic color.

ARTICLE II. PURPOSES

SNPhA shall have the following purposes:

- A. To promote the interests SNPhA members;
- B. To define the future role of minority health professional in the community;
- C. To develop a positive image of minority health professionals;
- D. To coordinate programs that will improve the health care awareness of minority communities;
- E. To encourage SNPhA members upon graduation to become active NPhA members.

ARTICLE III. MEMBERSHIP

All dues paying NPhA Student Members shall be SNPhA Members. All dues paying high school students shall be affiliate members. The SNPhA membership year is from August 1st through July 31st of the following year.

ARTICLE IV. OFFICERS

Section 1. OFFICERS

ELECTED OFFICERS: SNPhA elected officers are the President, President-Elect, Vice President, Financial Secretary, Recording Secretary, Public Relations Liaison.

APPOINTED OFFICERS: SNPhA appointed officers are the Region 1, 2, 3, 4 & 5 Facilitators, Legislative Chair, Remember the Ribbon, Operation Immunization Chair, Power to End Stroke Chair, Chronic Kidney Disease Chair, Membership Benefits Chair, Bridging the Gap (BTG) Chair and Webmaster.

Section 2. PRESIDENT Duties

1. Preside at the Annual Convention and at meetings of the Executive Committee
2. Appoint members of committees with the approval of the Executive Committee
3. Present a report of SNPhA activities at the Annual Convention
4. Serve as spokesperson for SNPhA to the NPhA Executive Committee
5. Attend leadership retreat, regional and national meetings
6. Set yearly agenda for organization
7. Submit an official officer report at the end of term

Section 3. PRESIDENT-ELECT Duties

1. To assist the SNPhA national executive director, National President and the Executive Committee
2. To coordinate and assist NPhA on projects and programs
3. Perform duties that are assigned by the national executive committee
4. To become familiar with and learn SNPhA's policies and procedures
5. Establish and maintain relationships with other student pharmacy organizations
6. To solicit sponsorship from professional pharmacy organizations
7. Chair the House of Delegates business sessions at both the regional meetings and annual convention
8. Attend leadership retreat, regional and national meetings
9. Submit an official officer report at the end of term

Section 4. VICE PRESIDENT Duties

1. Preside over the executive committee meetings and other appropriate functions in the absence of the National President
2. Serve as liaison to the regional facilitators
3. Perform duties assigned periodically by the Executive Committee
4. Monthly conference calls with regional facilitators
5. Coordinate of Clinical Skills Competition
6. Coordinate the Chapter Achievement Partners (CAPs) Program with assistance of the National President
7. Attend leadership retreat and regional and national meetings
8. Submit an official officer report at the end of term

Section 5. CORRESPONDING SECRETARY Duties

1. Support the executive board in decisions regarding the financial wellbeing of the organization.
2. Though not directly involved in the flow of monetary resources, the position requires one to engage in the organization's fiscal policy management.
3. Support membership benefit, national fundraising, national programming funds and scholarships
4. Write the Financial column in the *Signatura*
5. Participate in all conference calls and committees
6. Engage in the collaborative support of other executive board members on various projects
7. Help chapters with ideas in local fundraising
8. Attend leadership retreat, regional and national meetings
9. Submit an official officer report at the end of term

Section 6. RECORDING SECRETARY Duties

1. Participate in each executive conference call
2. Maintain minutes of each call
3. Submit minutes to Executive Committee
4. Create the *Monthly Message* with approved topics from the President– a bi-monthly publication posted on the website (September, November, January and March)
5. Submit bi-monthly reports to the president
6. Serve as Secretary in the House of Delegates (Regional and National)
7. Maintain minutes of all Business Sessions
8. Receive and organize resolutions submitted from SNPhA chapters
9. Maintain a record of resolutions passed and failed in the House of Delegates
10. Serve as a Member of the Legislative Committee
11. Review resolutions that passed in the House of Delegates for grammar and spelling
12. Create a final draft of edited resolutions to be discussed at the National Convention
13. Chair of the Trademark Committee
14. Maintain information regarding the trademark process and answer questions related to the trademark process
15. Attend leadership retreat, regional and national meetings
16. Submit an official officer report at the end of term

Section 7. PUBLIC RELATIONS LIAISON

1. Organize *Signatura* submissions
2. Create new ideas for the *Signatura*
3. Format and edit *Signatura* issues (Five times a year)
4. Receive approval from the Executive Committee prior to sending out *Signatura* to the chapters
5. Participate in Executive Committee conference calls
6. Place pertinent news from Executive Committee and conference calls into the *Signatura*

7. Sell ads to be placed in the National Convention issue of the *Signatura* for fundraising
8. Participate with fundraising
9. Keep track of chapter submissions for CIC points
10. Partake with Bridging the Gap committee (Optional)
11. Attend leadership retreat, regional and national meetings
- 12.** Submit an official officer report at the end of term

Section 8. EXECUTIVE DIRECTOR Duties

1. Appointed by NPhA National President
2. Responsible for the SNPhA executive committee in the exercise of assigned duties and for executive and administrative decisions or actions with regards to SNPhA business matters
3. May appoint staff and/or executive assistants as deemed necessary with the voting approval of the SNPhA Executive Committee
4. Shall serve a three-year term, renewed by the NPhA Board of Directors
5. Attend leadership retreat, regional and national meetings

Section 9. REGION FACILITATOR (1, 2, 3, 4, & 5) Duties

1. Serve as liaison between SNPhA chapter officers in Region and the SNPhA Headquarters
2. Keep in continuous contact with chapter officers via Yahoo groups, personal e-mails, conference calls and phone calls
3. Make sure chapters have all of the information needed concerning SNPhA national initiatives to participate in, professional meetings, membership drive guidelines, and deadlines to submit various forms, reports, pictures, dues, etc.
4. Provide contact information to allow any chapter to contact me for assistance or information
5. Facilitate in establishing new chapters in schools without a SNPhA chapter
6. Compile Bi-monthly reports which consist of activities from each chapter
7. Attend leadership retreat, regional and national meetings
- 8.** Submit an official officer report a the end of term

Section 14. MEMBER BENEFITS CHAIR Duties

1. Secure benefits and discounts for SNPhA members nationwide
2. Develop list of benefits for inclusion on membership cards
3. Participate in conference calls
4. Help with national fundraising
5. Attend leadership retreat, regional and national meetings
- 6.** Submit an official officer report at the end of term

Section 15. LEGISLATIVE CHAIR Duties

1. Create "Legislative Update" column for the *Signatura*
2. Stay abreast with drug approvals, drug recalls, new generics and any industry news relevant to the profession of pharmacy

3. Receive daily updates from FDA and other organizations (NPhA, APhA, and so on) via e-mail.
4. Collaborate with each chapter about their voting registration drives providing state specific information and to provide registration data to USHLI.
5. Review proposals for the business meetings at National Convention working with National Recording Secretary and President-Elect.
6. Participate in conference calls
7. Attend leadership retreat, regional and national meetings
8. Submit an official officer report at the end of term

Section 16. WEBMASTER Duties

1. Obtain proposals for updating and maintaining the website
2. Update postings on website
3. Attend leadership retreat, regional and national meetings
4. Submit an official officer report at the end of term

Section 17. “REMEMBER THE RIBBON” CHAIR Duties

1. Collect all RTR reports submitted by chapters
2. Send reports to the National Headquarters at end of year
3. Encourage chapter participation and verify member acknowledgement of national health initiatives
4. Remind chapters of observance days (i.e. World AIDS Day) throughout the year
5. Create a picture slide show of RTR activities to present at the national convention
6. Attend conference calls and submit bimonthly reports about recent activities
7. Attend leadership retreat, regional and national meetings
8. Submit an official officer report at the end of term

Section 18. “OPERATION IMMUNIZATION” CHAIR Duties

1. Promote and encourage chapters to get Involved with vaccinations through administration or education, especially during flu season
2. Inform chapters of alternate ways to still get involved (i.e. passing out vaccine literature) if their state does not allow them to immunize
3. Set deadlines for collection of reports submitted by chapters
4. Forward reports to National Headquarters at end of year
5. Participate in conference calls
6. Submit Bi-monthly reports
7. Attend leadership retreat, regional and national meetings
8. Submit an official officer report at the end of term

Section 19. “POWER TO END STROKE” CHAIR Duties

1. Promote the PTES Initiative to SNPhA chapters and encourage chapters to pursue stroke outreach events to underserved populations in their local communities
2. Organize PTES information events at SNPhA Regional and National Conferences to further promote the PTES Initiative

3. Maintain PTES SNPhA Yahoo Group files (download newly published stroke guidelines, PTES tools, update the SNPhA PTES Supplemental Guide and SNPhA PTES PowerPoint presentation)
4. Answer chapter questions regarding the PTES initiative
5. Collect PTES Initiative chapter reports
6. Maintain strong communication ties with the NPhA PTES chair (Dr. Yolanda Hardy) and Kelvin Sapp, MPH from ASA/AHA to ensure the viability of the SNPhA PTES Stroke Initiative and various SNPhA PTES projects and events.
7. Attend leadership retreat, regional and national meetings
8. Submit an official officer report at the end of term

Section 21. CHRONIC KIDNEY DISEASE “KEEP SAKE” CHAIR Duties

1. Coordinate CKD awareness events
2. Communicate with the Abbott Representative to set up speaker presentations for the chapters
3. Communicate with the CKD chapter representatives
4. Provide chapters with the tools/information to start a CKD community project
5. Provide the chapters with contact information/support
6. Promote the “Train the Trainer” CKD Initiative
7. Promote World Kidney Day – March 13th
8. Provide chapters with current National Kidney Foundation information so that they may set up a kidney walk/ KEEP Screening
9. Update current CKD handbook as needed
10. Keep records/documentation of chapter participation for submission to National Headquarters at end of year
11. Provide awards or incentives for participation
12. Provide quarterly and annual officer reports
13. Participate in conference calls.
14. Attend leadership retreat, regional meeting and national conference
15. Submit an official officer report at the end of term

Section 22. BRIDGING THE GAP CHAIR Duties

1. Promote the importance of BTG program to SNPhA chapters by encouraging members to participate in mentorship program with NPhA
2. Promote and acknowledge the successful relationships that have formed during the course of the school year
3. Submit at least one (1) success story bi-monthly to the Signatura and the national SNPhA website
4. Plan and implement BTG networking events at *each* SNPhA Regional and National Conference.
5. Maintain an accurate BTG Mentorship Program Database
6. Develop a leadership workshop that will assist with the professional development of SNPhA members at the National Conference, i.e. resume building and interview workshop.

7. Keep an accurate log of all receipts for the BTG program. Receipt book and/or ledger must be turned into the Executive Director *before* the national conference in July
8. Answer email questions and correspondence regarding the BTG program and initiatives
9. Collect BTG Mentor, Leadership Development, and Networking Event surveys at the close of all BTG events
10. Attend leadership retreat, regional conference, and national meetings
11. Submit an official officer report at the end of term

Section 23. TERM OF OFFICE

Elected officers serve a one (1) year term until their successors have been elected and installed. No individual can serve more than one term as an elected officer in the same office.

Section 24. VACANCIES

The Vice President shall fill a vacancy in the office of the President. A SNPhA member appointed by the President and approved by the Executive Committee shall fill a vacancy in any office on a pro-tem basis. Any member appointed will fill the vacant office until a successor has been elected and installed. A vacancy in the office of the Executive Director shall be filled by a NPhA Board of Director Member, appointed by the NPhA President, with the approval of the NPhA Board of Directors, until a successor has been appointed.

Section 25. IMPEACHMENT

Any elected officer remiss in his/her duties as stipulated by these Bylaws and the national Code of Business Conducts and Ethics shall be impeached according to Robert's Rules of Order.

ARTICLE V. EXECUTIVE COMMITTEE

Section 1. COMPOSITION

The national executive committee consists of six elected officers, twelve appointed officers, one executive director, and two executive assistants.

Section 2. DUTIES AND AUTHORITY

The national executive committee conducts business of the organization, determines all SNPhA programs and activities, and assists in the planning of the regional and national meetings.

Section 3. QUORUM

Three voting members of the National Executive Committee constitute a quorum for business transactions.

Section 4. VOTING

SNPhA issues must be decided by vote at national executive committee meetings or conference calls. Votes can be taken by mail, electronic mail, or by telegraphic or telephone ballot.

ARTICLE VI. HOUSE OF DELEGATES

Section 1. COMPOSITION

The House of Delegates is comprised of delegates representing SNPhA chapters. Each delegate must be a SNPhA member and registered at a regional meeting and/or at the national annual conference. Affiliate members cannot serve as delegates.

Section 2. OFFICERS

The President-Elect serves as the Speaker of the House in the House of Delegates. The Secretary serves as Secretary of the House in the House of Delegates.

Section 3. DUTIES AND AUTHORITY

The House of Delegates serves as the legislative body that develops SNPhA policies and elects the national officers. The house acts on policy recommendations and resolutions that come before it and may adopt appropriate rules or procedures to conduct business.

Section 4. APPOINTMENT OF DELEGATES

Each SNPhA chapter shall have one (1) delegate and each school with SNPhA members shall have one (1) delegate. The delegate shall be elected or appointed at the discretion of the chapter or school.

Section 5. QUORUM

A majority (2/3 vote) of the delegates registered and present at the House of Delegates at the regional meetings and/or national annual conferences constitutes a quorum for transaction of business.

Section 6. NPhA PARTICIPATION

All registered delegates and the national executive committee **MUST** attend the NPhA opening session at the national annual conference.

ARTICLE VII. CHAPTER AFFILIATES

Section 1. COMPOSITION

Any group/organization in accordance with the mission and purpose of SNPhA may charter a chapter, with the exception of high school members. All chapters are under the jurisdiction of SNPhA and NPhA.

Section 2. DUTIES AND AUTHORITY

The chapters shall conduct business and hold chapter meetings for its members. The chapter is responsible but not required for submitting at least one article per membership year to the national newsletter (*Signatura*). The chapter shall submit an annual report of their chapter activities by May 30th of the membership year. Each chapter shall adopt such bylaws and rules or procedures, as it deems necessary or desirable to conduct business.

Section 3. FINANCES

Local chapters can establish membership dues in addition to the national membership dues.

Section 4. AUTHORITY

The chapter shall establish their local chapter bylaws in accordance with the regulations and policies of their university or college.

Section 5. ADVISOR

Each chapter must have an advisor who holds a faculty or administrative position at the university's chapter. The advisor will provide direction and guidance to the chapter.

Section 6. MEMBERSHIP

Each chapter is **required to pay a \$45.00 annual membership fee.**

Section 7. CHAPTER REPORT

Each chapter must submit a chapter report every two months (bimonthly report) to receive Chauncey I. Cooper points, which includes a summary of their current and upcoming activities. A copy of this report must be submitted to the SNPhA National Headquarters by email and/or mail.

ARTICLE VII. ELECTIONS

Section 1. NOMINATIONS

The national president-elect shall appoint a five member nomination committee that will slate two (2) candidates for each elected office. The nomination committee members **MUST** not be from the same chapter than the candidates applying for elected office.

Section 2. VOTING

Each chapter or member school receives one (1) vote in the elections of the new officers for the first 10 members registered at the national conference and may receive one (1) vote for each additional 10 members registered at the national conference.

Section 3. ELECTION PROCEDURE

The election procedures established by the national executive committee takes place during the House of Delegates at the national conference.

Section 4. INSTALLATION

Newly elected officers are installed during the banquet at the national annual conference by the NPhA President based on the procedures established by the national executive committee.

ARTICLE IX. COMMITTEES

Section 1. COMMITTEES

The national president appoints committees as deemed necessary with the approval of the national executive committee. Committees include members with designated duties and authority as the executive committee establishes. The president establishes the time and location of the committee meetings. Members of the committees shall serve until submissions of the committee final report or until discharged by the president.

Section 2. QUORUM. A majority of the members of any committee constitute a quorum for the transaction of business.

Section 3. VOTING. Issues and policies that must be decided by vote can be taken at the committee meetings or decided by vote taken by mail, electronic mail, telegraphic mail or telephone ballot.

ARTICLE X. MEETINGS

Section 1. ANNUAL CONFERENCE

The SNPhA national conference is held in conjunction with the NPhA Annual Meeting. The national conference consists of sessions, workshops and order of business as specified by the national executive committee.

Section 2. REGIONAL MEETINGS

Two regional meetings are held each year for the SNPhA chapters and members in each region. The regional meetings are divided by Region 1 & 2 and Region 3, 4 & 5. Each hosting chapter must submit to the national executive committee a proposal for approval that includes the time, place, program and order of business for the regional meeting. Please contact the national home office for guidelines and sample proposals.

ARTICLE XI. FINANCES

Section 1. SOURCE OF FUNDS

Funds for organizational activities are obtained from NPhA appropriations, sponsorships, donations and from other sources that are approved by the SNPhA national executive committee and the NPhA Board of Directors.

Section 2. BUDGET

The SNPhA national executive director shall prepare an annual budget sheet and submit the annual budget to the national executive committee for approval and to the NPhA Board of Directors for reference.

Section 3. DUES

SNPhA membership dues are established by the national executive committee that are voted on in the House of Delegates at the national conference, and must be approved by the NPhA Board of Directors.

Section 4. SIGNATURES ON CHECKS

All organization checks will be paid out and signed by the national executive director.

Section 5. REPORTS TO INTERNAL REVENUE SERVICE

The financial reports shall be submitted to the Internal Revenue Service on a yearly basis.

Section 6. FISCAL YEAR

The fiscal year shall coincide with the organizational calendar year.

ARTICLE XII. PARLIAMENTARY AUTHORITY AND PRECEDENCE

Section 1. PARLIAMENTARY AUTHORITY

The rules outlined in the current edition of Robert's Rules of Order shall govern SNPhA's national and local chapter activities in all cases in which they are applicable.

Section 2. PRECEDENCE

In the case of conflict between the bylaws, any parliamentary authority or other rules or procedures, these bylaws shall prevail. The national executive committee, whose decision shall be binding on all interested parties, shall resolve all such apparent conflicts.

ARTICLE XIII. GEOGRAPHICAL SECTIONS

There shall be geographical sections that serve as regional designations of the chapters and are determined by the national executive committee. Please refer to Appendix A for a list of chapters categorized by region.

ARTICLE XIV. AMENDMENTS

Proposed amendments to the SNPhA bylaws, with the approval of the SNPhA executive committee and the NPhA Board of Directors, shall be submitted to the House of Delegates at the national conference for vote. In the case of a mail ballot, each chapter or school with SNPhA members shall have one (1) vote. Ballots may be in whatever

form as deemed necessary to facilitate the voting process, including ballots, which can be tallied by automatic data processing methods. SNPhA must receive executed mail ballots by the date printed on the ballots to be included in the vote tally. A proposed amendment of the bylaws shall become effective upon receiving a two-thirds (2/3) vote.

SNPhA MEMBERSHIP

MEMBERSHIP ELIGIBILITY

Any pre-pharmacy or pharmacy undergraduate student pursuing a professional degree in pharmacy (BS or PharmD) or pharmacy graduate student pursuing a masters or doctoral degree at an accredited university or college is eligible for membership in the organization. In addition, high school students are eligible for affiliate membership.

MEMBERSHIP YEAR

The SNPhA membership year is from August 1st through July 31st. To ensure full membership, applications for SNPhA membership must be submitted to be received at the national office on or before October 31st. Applications received after the 10th of any subsequent month will receive member services beginning the following month. Members will NOT receive back issues of newsletters or services.

NATIONAL MEMBERSHIP APPLICATION AND DUES

Individuals must apply for membership to the organization by using an official national membership application. The pharmacy and affiliate membership dues of SNPhA are determined by the national executive committee and do not include chapter membership dues. The amount due is indicated on the national membership application. Chapters may submit the form for multiple membership applications for their members. The National Membership Application can be found on the national website at www.snpha.org.

COMPLETING THE NATIONAL MEMBERSHIP APPLICATION

It is important to completely fill out the membership application. Be sure the information is accurate and legible. Do not use abbreviations for the street, city, or school because this can delay receipt and processing of your materials. If you are unsure of your graduation date please approximate the month and year on the application. This information is necessary in the transition from SNPhA to NPhA upon graduation.

SUBMITTING THE NATIONAL MEMBERSHIP APPLICATIONS AND DUES

Chapter members should complete and turn in their applications and dues to the appropriate chapter officer, to have them submitted as a chapter. Members may choose to send their application and dues directly to national headquarters. If submitting more than two national membership applications, the chapter must include the submission form for Multiple Membership Applications can be found on the national website at www.snpha.org. In addition, ONE check or money order must be enclosed for payment of dues for all applications submitted. DO NOT send local chapter dues to national headquarters, only membership dues. Remember to keep copies of the applications for records of chapter fees.

For some chapters, checks for membership dues must be issued through the financial aid office of that university, thus delaying the forwarding of dues payment. If this delay is expected, the application should be submitted without payment, along with a letter advising of the approximate date the check will be sent and received. This option is provided to members who pay their dues promptly and will not be penalized for the delay.

If students have not received a membership card within 8-10 weeks from the date of submitting a completed application, check with the chapter officers and advisor to be sure that the chapter applications have been mailed to the national headquarters. If students mailed the application directly to headquarters, then they should call the national headquarters to inquire about the receipt and status of their application.

MEMBERSHIP BENEFITS

Active participation in SNPhA can yield a variety of professional and personal benefits. Membership is just the beginning; active participation is the foundation for professional development. A few benefits are outlined below:

- Leadership & Organizational skill development
- Networking opportunities
- Five Issues per year of “The Signatura” newsletter
- Updates on pharmacy practice issues
- Discounts on regional meetings and annual conventions
- Exclusive Scholarship and Internship opportunities
- One year of free membership in NPhA after graduation

SNPhA LAPEL PINS

Display your support for SNPhA by wearing a lapel pin. Promote unity within the organization with this attractive professional pin. The pin is round in shape, black and white, with the SNPhA logo trimmed with silver. These pins are available for \$5.00 each. The Lapel Pin Order Form can be found on the national website at www.snpha.org.

CHAPTER MEMBERSHIP RECORDS

It is recommended that each chapter keep a list of its membership and/or photocopy of the membership application. Each faculty advisor will receive an updated membership roster in January of each year. It is suggested that a designated member in the chapter check this roster with the chapter list for proper spelling, address, and graduation date. Please notify headquarters in writing within 30 days of receipt concerning any revisions or discrepancies that should be made.

MEMBERSHIP PROBLEMS

If benefits and/or services are not being met, please notify national headquarters promptly to resolve the issue and to avoid unnecessary delays. When notifying the national headquarters please provide the student's name and address, pharmacy school and nature of the problem.

ADDRESS CHANGES

Please notify the national headquarters of any address changes at least 4 weeks in advance to avoid delays in receiving your services

SNPhA NATIONAL HEADQUARTERS

The national headquarters is located at the business site of the executive director:

Carmita Coleman, Pharm.D.
Executive Director
P.O. Box 761388
San Antonio, TX 78245
(210) 383 - 7381

contactsnpa@snpa.org

www.snpa.org

SNPhA PUBLICATIONS

Communication is vital to ensure that members are informed about chapter involvement, developments in pharmacy, organizational business, and meeting information. There are many ways the national office and executive board can distribute information to the members and non-members about the vision of the Student National Pharmaceutical Association.

THE SIGNATURA

The Signatura is the official newsletter of the Student National Pharmaceutical Association. Just as the “Sig” of the prescription gives directions to the patient, communication helps give direction and focus to future pharmacists, the community and the SNPhA organization.

The newsletter is published bimonthly and disseminated in October, December, February, and April. A special convention issue is available in July, which highlights the convention speakers, program and a year-to-date.

The National Public Relations Liaison coordinates publication of the newsletters. All members, officers and chapters are encouraged to submit material and ideas for articles to the National Public Relations Liaison, as well as to members of the Executive Committee.

REGIONAL HOST MEETING PLANNER

A publication is prepared to assist the hosting chapters in planning and organizing the regional meetings. Copies of the publication are mailed to the host chapter and are available from headquarters.

CHAPTER MANAGEMENT MANUAL

A comprehensive publication designed to provide a detailed description of SNPhA’s policies and regulations (including organization forms); as well as, to offer structure and direction for new and developing chapters. Manuals can be downloaded from the internet by chapter officers and advisors.

SNPhA BROCHURE

This brochure is designed to introduce individuals to our organization. It provides information on the history, purpose and objectives of SNPhA as well as the procedures for chartering a SNPhA Chapter.

SNPhA HOUSE OF DELEGATES

INTRODUCTION

The House of Delegates at the regional meetings and national conference develop policies and elects the national officers of the Student National Pharmaceutical Association. It is the legislative body and represents the voice of the membership of the association.

COMPOSITION

Each SNPhA chapter shall have one (1) delegate represent their chapter in the House of Delegates. Each school with SNPhA members, but no affiliated chapter, shall also have one (1) delegate to represent their members in the House of Delegates.

DUTIES

The House of Delegates is governed by the bylaws of SNPhA serving as the legislative body in the development of SNPhA policies and in the election of its officers.

OFFICERS OF THE HOUSE OF DELEGATES

The national executive committee has established that the national president-elect shall serve as speaker of the House of Delegates. The national recording secretary shall serve as secretary of the House of Delegates.

CERTIFICATION OF DELEGATES

The secretary of the house will take role of the delegates based on the submitted delegate credentials at the beginning of each House of Delegates session. Delegates are required to have completed a delegate credentials form.

HOUSE OF DELEGATES

The House of Delegates will hold their first business meeting on Saturday morning of the national conference to conduct general business (i.e. chapter reports, selection of the nomination committee, discussed proposed resolutions, etc.). The open candidate review will be held during the second business meeting on Saturday afternoon of the national conference. The third business session will be held the next day (on Sunday) to elect the national officers and to vote on the proposed resolutions. The House of Delegates may have subsequent meetings during the convention to complete unfinished business as determined by the Speaker of the House.

NEW BUSINESS

New business items are on the agenda for the FIRST and THIRD session of the House of Delegates. The new business items should be submitted on resolution forms that are found in the delegate orientation handbook and must be submitted to the secretary of the house before the house is called to order.

DISTRIBUTION OF MATERIALS

Materials may be distributed to the delegates in the house with the approval of the speaker of the house. Materials to be distributed must pertain to subjects and activities related to SNPhA.

RULES OF ORDER

The rules contained in the Robert's Rules of Order govern the deliberations of the House of Delegates in all cases applicable, and not in conflict with the SNPhA bylaws. The speaker of the House of Delegates appoints a Parliamentarian whose principal duty is to advise the speaker of the house. It is order for the Parliamentarian to state his or her opinion to the House of Delegates only when requested by the speaker of the house.

ACCESS TO THE FLOOR

Each chapter delegate is given the right to speak and vote before the house on discussed issues, and SNPhA members can be yielded the floor if present during the House of Delegate sessions. The speaker of the house will recognize requests from the floor. During the House of Delegates meetings, when recognized, students should approach the floor microphone, be acknowledged by the speaker of the house, state their name and school, then business. This will assist the secretary of the house in keeping accurate minutes of the meeting. Only delegates may vote on issues, policies, or elect officers on behalf of their chapter.

VOTING PROCEDURES

The method of voting in the House of Delegates is by a ballot vote. The national executive director overseeing the elections committee will tally the votes. The national executive director will announce the results. Only the chapter delegates are allowed to vote on any matters that require a vote. Only the chapter delegates can request a caucus of their chapter or regions as needed to provide a vote.

CHAPTER DEVELOPMENT



The establishment of new SNPhA chapters and the enhancement of existing chapters are essential to the success of our organization. This section includes information in areas such as membership recruitment and chapter operations that will serve to facilitate the growth of each chapter.

PROCEDURES FOR CHARTERING A CHAPTER OF THE STUDENT NATIONAL PHARMACEUTICAL ASSOCIATION

1. Contact the Dean of Students (or appropriate staff person) to obtain the regulations, and other details about starting a new organization at your university. All chapters must comply with its institution's guidelines.
2. You must have at least four (4) members to charter a new chapter. These members must sign the **Petition for Chapter Charter** and will serve as the chapter founders and initial chapter officers.
3. Each chapter must have a **Chapter Advisor**. This person must be a faculty or staff member and will serve as a liaison between the school's faculty, administration and the chapter, as well as to the national headquarters.
4. Complete the **Chapter Certification Letter** and obtain the signature of the Dean of Students. This signature grants official institution recognition of the chapter.
5. Complete the **Chapter Registration Form** and submit a **\$45 Chapter Fee**.
6. Use the National SNPhA Bylaws to develop local **Chapter Bylaws**. They need not be as detailed as the National Bylaws, but should reflect the policies that are unique your university. Submit bylaws to the appropriate officer for university approval.
7. Mail the following (in the same package) to National Headquarters.
 - Petition for Student Charter
 - Chapter Certification Letter
 - Chapter Registration Form
 - Copy of Chapter's Approved Bylaws
 - \$45 Chapter Fee (check or money order)
8. Collect completed **National Membership Application** and national membership dues from each member. Amount due is indicated on the membership application
9. Establish an amount for local chapter dues (e.g. \$5.00-10.00/member). Collect this amount to deposit in the local chapter account. This will help in building your local treasury.
10. Chapters should collect national and local membership dues from members at one time and deposit the total amount in their local account. Then ONE check or money order can be written for national membership dues.

11. Mail all national membership applications to the national headquarters. Include ONE check or money order covering membership for each application submitted. Use the **Submission Form for Multiple Membership Applications** when submitting more than TWO applications. **Do NOT send your local chapter dues.**
12. Begin to organize public relations programs to make other organizations, the community and faculty aware of the new chapter.

Please make copies of all documents and payments prior to submission to the national headquarters. Chapters and members will receive the appropriate membership information from National Headquarters within 4-6 weeks after the materials have been received.

**For additional assistance, contact SPhA National Headquarters at
(210) 383 – 7381
contactsnpa@snpa.org**

Mail all completed forms and fees to:

SPhA National Headquarters
P.O. Box 761388
San Antonio, TX 78245

PROCEDURES FOR RENEWING A CHAPTER OF THE STUDENT NATIONAL PHARMACEUTICAL ASSOCIATION

1. Each chapter must have a chapter advisor upon renewal.
2. Renewing chapters are not required to send bylaws unless a modification has been made since the previous year.
3. Complete the **Chapter Registration Form** and submit a **\$45 Annual Chapter Fee**.
4. Collect a **National Membership Application** and national dues from each member (\$35 for Pharmacy Students and \$10 for High School Affiliates). In addition, collect local chapter dues to help support your local chapter.
5. Complete the **Submission Form for Multiple Membership Applications** if submitting more than TWO National Membership Applications.
6. Mail the following to National Headquarters by the appropriate deadline:
Chapter Registration Form and the \$45 Annual Chapter Fee
Submission Form for Multiple Membership Applications
Individual National Membership Applications
ONE check or money order covering dues for all applications submitted

Do NOT send local chapter dues to National Headquarters

Please make copies of all documents and payments before submittal to National Headquarters. Chapters and members will receive the appropriate membership information from National Headquarters within 4-6 weeks after the materials have been received.

**For additional assistance, contact SPhA National Headquarters at
(210) 383 – 7381
contactsnpha@snpa.org**

**Mail all completed forms and fees to:
SPhA National Headquarters
P.O. Box 761388
San Antonio, TX 78245**

SNPhA MEMBERSHIP RECRUITMENT

Membership is the foundation for the success of any great organization. It is essential that the Student National Pharmaceutical Association maintain a committed roster of members that embrace the concepts of professional development, leadership, and community service. Maintaining active members and recruiting additional hard-working students will ensure that SNPhA continues to thrive.

RECRUITMENT OF NEW MEMBERS

The key to increasing membership is to address the needs of your school's population. Present SNPhA as an organization that is vital to success. Emphasize the importance of professional association involvement during pharmacy school. Do not limit potential members by excluding any category of age, sex, race, religion, or creed. SNPhA promotes continuity within diversity. Creativity is essential to reaching a variety of audiences. Finally, people are attracted to actions. Be visible. Allow your activities to reflect the goals of the organization and watch your membership increase!

Chapters should recruit new members during the first few weeks of the academic year, when students are deciding on which organization(s) they will join. The following suggestions may help in the membership recruitment.

1. Obtain a list of incoming students; send them a letter of welcome, introducing them to SNPhA.
2. Invite students to a social and/or membership drive to learn more about the organization.
3. When members join, send them letters of thanks and congratulations from your chapter.
4. Give new members a chapter orientation packet including items such as brochures/pamphlets about the school's SNPhA Chapter.
5. Schedule a social function early in the year to get acquainted with the new students.
6. Encourage old members to renew membership and remind them how important they are the survival of the organization.

RECRUITMENT OF HIGH SCHOOL AFFILIATES

High school affiliate membership offers a unique opportunity for SNPhA members and high school students to work together in fulfilling the organization's mission. This program is designed not only to recruit quality members into our organization but to also provide a foundation for development of future minority professionals. High school is a very influential transition period in the lives of these students. The Student National Pharmaceutical Association should be viewed as an organization that assists with all levels of matriculation through pharmacy school.

Procedure

1. Develop a committee of 2-3 people.
2. Contact national headquarters for recruitment materials (if needed).
3. Select a local high school within your community.
4. Contact the principal of the high school to introduce yourself and the organization. You may opt to send the high school principal a letter inviting his/her school to participate in the program and then follow up with a phone call. (See sample letter)
5. Set up a time to meet with the principal and other high school officials to explain the program in detail.
6. Coordinate dates with SNPhA chapter and high school to host an event to introduce the high school students to SNPhA and the profession of pharmacy.
7. Invite interested students to become an affiliate member of SNPhA.
8. Maintain contact with those students who show an interest in pharmacy.
9. Send a thank you letter after completion of activity.

Possible activities*

- Invite a group of students to your university for a tour of the campus
- Plan projects (e.g. compounding workshop).
- Invite students to participate in service projects.
- Invite students to attend regional meetings or the national conference.

*Some activities may require the development of permission slips. (See sample parental consent form). Be sure to coordinate these activities with your chapter advisor.

Sample Letter to High School Principal

Dear High School Principal,

The Student National Pharmaceutical Association (SNPhA) is an educational service association of pharmacy students who are concerned about the profession of pharmacy, health care issues, and the poor minority representation in these areas. In conjunction with our parent organization, the National Pharmaceutical Association (NPhA), we coordinate and execute programs geared toward the improvement of health, social, and educational environments within our communities. SNPhA has chapters across the country with members that have the desire to advance the profession of pharmacy.

As a national organization, we have many goals and objectives that recognize the responsibility that health care professionals have to the community. The SNPhA High School Recruitment Program is unique and offers a variety of benefits. Through this initiative, professional pharmacy students introduce the many career options in pharmacy to high school students. Information on college admissions, test preparation, and basic college survival skills can also be presented.

The Student National Pharmaceutical Association would like to initiate a High School Recruitment Program with your school. Our local SNPhA chapter will serve as a positive source of information for students that desire to continue their education. Through this community partnership we anticipate the addition of quality future health professionals within the local community.

High school students are also given the opportunity to join SNPhA. Membership fees are discounted and students are allowed to fully participate in local SNPhA Chapter events, as well as regional and national meetings. I will contact you personally, to set up an appointment to discuss our program in detail. Enclosed is more information about the history, purpose, and objectives of the Student National Pharmaceutical Association. Thank you for assisting our organization in the development of future professionals.

Sincerely,

*SNPhA Member
SNPhA College of Pharmacy*

Sample Parental Consent Form

I hereby release my son/daughter to participate in the activities of the Student National Pharmaceutical Association. I fully understand the importance of professional development and encourage a relationship with the local community. By signing this form, I agree and understand that the Student National Pharmaceutical Association and/or its affiliates are not responsible for any harm.

Event Date (s): _____

Name of Event: _____

Event Location: _____

Student's Name: _____

Parent(s) Name: _____

Address: _____

Phone Number: _____

Parent/Guardian Signature

Date

Student Signature

Date

In Case of Emergency, Please Contact:

Name: _____

Address: _____

Phone Number: _____

Relationship: _____

OTHER RECRUITMENT IDEAS

- “Pharmacy Kidnap”- kidnap pharmacy and pre-pharmacy students by taking them out to eat and introducing them to organization
- Membership Drive - set up a booth or a table and hand out information about SNPhA. Give out free coffee, donuts, candy etc. during the drive as an incentive.
- Host a pre-pharmacy banquet.
- Have a new student orientation reception or a welcome luncheon.
- Invite students to participate in chapter events.
- Hand out flyers introducing individuals to SNPhA and/or inviting them to attend a meeting or participate in an event.
- Post a display board about SNPhA.
- Have a raffle for complimentary membership(s) and other prizes.
- Hold SNPhA study sessions.

RETENTION OF MEMBERS

Retention of active SNPhA members is vital to the continued success of the organization. Members can provide leadership to new members as well as guidance to past and future chapter officers. Keeping the student body informed and involved in chapter activities enhances the retention of members. Chapters should host socials that allow members to interact and develop personal relationships. Members are encouraged to host a social over the summer break to keep members involved and to plan for the national conference in July.

Encourage students and members to submit membership forms early, reminding them that late submissions can lead to interruption of membership benefits. Continue to utilize returning SNPhA members as they are your greatest recruiting assets to the chapter and their experiences can help improve local chapter operations.

SNPhA CHAPTER OPERATIONS

CHAPTER MEETINGS

The following are suggestions provided to assist chapters with their meetings:

- Conduct chapter officer meetings prior to chapter meetings will assist in the planning and organization of chapter activities.
- Ask members what topics and activities they are interested in implementing for the year. Membership input will enhance the quality of programs.
- Schedule chapter meetings at different times to accommodate for various class schedules. Update members who are unable to attend meetings on upcoming projects.
- Publicize your chapter meeting's time and place : Send out flyers and emails to announce the meeting and/or have officers call/email members and potential members to personally invite them to the meeting.
- Schedule programs and activities around the interests of the members and community (i.e. drug education programs, cholesterol screening classes, and diabetes training sessions).
- Collaborate with other pharmacy organizations on cooperative activities and encourage students from other health professional schools to attend.
- Sponsor a pizza party, brown bag lunch meeting or snacks/refreshments during meetings. Contact local pharmacy companies and affiliates for sponsorship.
- Invite faculty, staff and other health practitioners to attend these meetings. Practitioners are encouraged to speak about their area of specialty, residencies and/or pursuing additional educational opportunities.
- Conduct meetings in an organized business manner. Do not allow officers to become too talkative and encourage input from all members. Robert's Rules of Order is a guide to for parliamentary procedure.
- Begin meetings on time, maintain minutes and attendance reports.
- At the end of meetings, review the accomplishments and successes of the chapter to help instill pride and dedication in the members.

CHAPTER OFFICER DUTIES AND RESPONSIBILITIES

The chapter officer duties and responsibilities should serve as a general guide for chapters. The following can be modified to represent the role's at their chapter.

President

- Executive Committee Chair
- Legislative Committee Chair
- Presides over chapter meetings
- Delegates chapter responsibilities
- Organizational Spokesperson

President-Elect

- Membership Committee Chair
- Plans and coordinate several membership drives throughout the year
- Notifies and encourages membership participation at SNPhA Events
- Works along side chapter secretary to ensure proper chapter correspondence and membership involvement
- Becomes familiar with policies and procedures
- Serves as President the following academic year

Vice President

- Professional Committee Chair
- Plans professional programs and projects (e.g. inviting speakers, BP screening)
- Plan and coordinate the chapter's participation at regional and national meetings
- Assistant to the president, assumes the president's role and responsibilities in her/his absence
- Maintains the chapter test file bank

Secretary

- Publicity Committee Chair
- Keeper of minutes
- Responsible for all outgoing and incoming chapter correspondence
- Checks the chapter mailbox, reporting its contents to the general membership and responding to such
- Maintains SNPhA Membership Directory and Alumni Directory
- Submits all chapter reports as outlined in Chapter Management Manual (i.e. Chapter Registration Form, Bimonthly/Annual Reports)

Treasurer

- Fundraising and Finance Committee Chair
- Keeps an accurate and positive record of chapter finance
- Presents written financial report during chapter meetings
- Coordinates fundraising events
- Works with other members of the executive committee in devising a chapter budget
- Distributes budgeted money for SNPhA events (cuts checks, makes deposits, etc.)

Coordinates funding for Regional Meeting and Annual Convention

Historian

Scrapbook Committee Chair
Photographs and documents all chapter activities
Maintains chapter bulletin board
Coordinates and displays a group photo
Coordinates publication of chapter newsletter
Coordinate Scrapbook submission during Annual Convention

Chauncey Ira Cooper (CIC) Program Coordinator

Public Service Committee Chair
Coordinates and plans chapter service projects and programs
Assists Secretary in completing chapter reports as outlined in the chapter manual
Works with secretary to ensure that all national deadlines are met
Coordinates newsletter submissions for *The Signatura*

Pharmacy Council Representative

Social Committee Chair
Plan periodic social events for the chapter
Inform members about college-wide events to ensure SNPhA representation
Keep college informed about SNPhA-related events

Webmaster

Maintains Chapter website
Ensures that all information is correct and up to date
Trains SNPhA member to work in his/her capacity if unavailable
Maintains documentation outlining the procedures for updating the web site

Chapter Delegate

Prepares chapter report for regional meeting
Represents chapter at the House of Delegates during national convention
Reports regional meeting and national convention activities to local chapter members upon returning from these meetings.

All outgoing chapter officers should maintain an officer's notebook that can be passed to the incoming chapter officer.

Chapter officers should conduct meetings separately from chapter meetings. All meetings should be conducted in coordination with the faculty advisor to keep them engaged with chapter activities. In addition, the advisor can provide guidance and invaluable advice to the chapter officers.

CHAPTER ADVISORS

The SNPhA chapter advisor plays a key role in the operations and growth of the chapter and membership. The advisor provides critical guidance to the organization:

- Serves as a liaison between the school's faculty/administration and the chapter
- Provides continuity from year to year
- Serves as a link between the local chapter and national headquarters
- Serves as a contact to receive materials from national headquarters for dissemination to the chapter
- Serves as a role model and mentor to the chapter and membership
- Overlooks the fiscal accountability of the chapter
- Manages the completion of tasks and activities
- Provides guidance and advice to assist the chapter in fulfilling projects and goals

CHAPTER COMMITTEES

Establishing committees can facilitate chapter business and execution of activities. It is integral to appoint as many officers and members to committees to assist in the planning.

Public Service Committee: to formulate, coordinate and implement service/community projects

Professional Committee: to plan professional programs and projects, keep chapter informed about upcoming meetings and to generate reports

Social Committee: to coordinate chapter social events that may include food and refreshments at meetings

National Liaison Committee: to maintain correspondence with national executive committee and national headquarters (i.e. report chapter problems, updating national officers on chapter activities and progress, etc.)

Membership Committee: to recruit members, host membership drives, keep accurate membership records and assist secretary in taking role at chapter meetings

Policy Committee: to keep members informed of issues affecting pharmacy, initiate the voter registration Initiative, research and formulate resolutions to submit during the regional meetings and national conference

Scrapbook Committee: to create a chapter scrapbook for submission to the scrapbook competition at the national conference

Fundraising committee: to plan and coordinate chapter fundraising activities, submit fundraising ideas for publication in the fundraising section of the chapter manual

Committees should complete a report of activities as records for the general membership and incoming chapter officers. These reports will assist the incoming coordinators in planning

CHAPTER REPORTS

Each chapter is required to submit a bimonthly report (October, December, February, April) to their respective regional facilitators, which includes a summary of their present and/or upcoming activities. In addition they must submit an Annual Report at the end of May each academic year to the national president. Chapter should use the reporting forms found on the national website at www.snpha.org.

SNPhA Chapter Achievement Partners (CAPs)

WHAT IS CAPS?

CAPs is a program designed to allow SNPhA chapters to collaborate on projects, share information, and increase communication by providing a medium to establish and strengthen networks.

SNPhA chapters are paired based on demographics, strength of chapter, and/or interest to work with a particular chapter. The list of partnerships is posted on the national website. Partnerships will rotate every two years to provide chapters opportunity to develop a relationship, exchange ideas and communicate with one another.

A request can be made to the national president to change a partner school; however, the SNPhA Executive Committee discourages this practice. In addition, if a chapter is already working in collaboration with another chapter in their region that is not their CAPs partner the partnership should not dissolve due to this program. In fact, chapters are encouraged to communicate with as many chapters. This program should significantly add to the existing relationships that have been established with other chapters.

ESTABLISHING COMMUNICATION

Initial contact can be established with the chapter advisor and/or chapter president of your CAPs partner. This can be accomplished via telephone, e-mail, or face-to-face contact. E-mail is recommended since it is cost-efficient and will minimize chapter expenses. Chapter advisor contact information is provided in In addition, a list of chapter presidents will be provided each fall semester.

CAPs COORDINATOR

It is recommended that each chapter appoint a CAPs coordinator whose responsibility is to update their chapter. The CAPs coordinator should establish contact with their partner on an on-going basis.

PROJECT IDEAS

- Construct a “Top Ten List” of challenges that exist at your SNPhA chapter
- Implement a project that addresses at least one common “issue” from your “Top Ten” list
- Chapters should correspond on a monthly basis via e-mail or phone and get together during regional and national meetings

COMMUNICATION TOPICS

- How to increase membership to include pre-pharmacy and high school students
- How to increase participation in chapter projects
- How to increase general meeting attendance
- How to increase faculty support for projects and programs
- How to promote pharmaceutical care to the public
- What is the chapter's primary challenge
- What is the chapter's primary strength
- How can one chapter use their strength to help the other chapter defeat their primary challenge
- What is the public perspective of a pharmacist's role in health care in their state

RECOGNITION

Communication or interaction with your chapter achievement partner(s) should be documented in your chapter bimonthly and annual reports. Chapter excellence points will be awarded.

CONCLUSION

The success of this program is dependent on chapter involvement. It is the responsibility of each chapter to communicate and assist each other in achieving their particular goals and objectives for the year. For example, if a chapter had a very successful fundraiser that will assist them with travel expenses to a regional or national meeting, that chapter should share the activity or event with their partner.

Each chapter should take advantage of this program to strengthen, share, and network with their colleagues. If your chapter has ideas or suggestions to better cultivate the program, please feel free to contact your national officers.

By working together, students can better prepare themselves for the current issues that are facing the profession. When we learn to communicate and work as a team we have a stronger voice and a larger presence.

CHAUNCEY I. COOPER CHAPTER EXCELLENCE PROGRAM



Chapters that excel in the area of community involvement are recognized for continuing the purpose upon which NPhA-SNPhA was founded. Chapter may use this section to assist them in planning activities that reflect our organization's objectives and receive awards and recognitions for their commitment.

CHAUNCEY I. COOPER CHAPTER EXCELLENCE PROGRAM

HISTORY AND PURPOSE

Dr. Chauncey I. Cooper was the founder of the National Pharmaceutical Association (NPhA). In 1949, Dr. Cooper recognized the vital need to develop a pharmacy organization focused on the needs of the minority community. He strived to promote excellence and uniformity among minority health professionals in order to improve the quality of health care in minority communities. As the student affiliate of NPhA, the Student National Pharmaceutical Association must continue to promote the objectives of its founder.

The Chauncey I. Cooper Chapter Excellence Program has been established in Dr. Coopers honor because of his dedication to excellence. As pharmacy students and SNPhA members, we have a responsibility to ourselves, our communities, and our organization to maintain the excellence set forth by Dr. Chauncey I Cooper. The purpose of the program is to promote excellence and continuity among SNPhA chapters, as well as enhance the communication network within the organization.

The Chauncey I. Cooper Excellence Award is given in recognition of SNPhA chapters' effort to promote the goals of SNPhA in the spirit of excellence. Chapters are recognized for the planning and implementation of various activities. In addition they are rewarded for maintaining communication with the National Headquarters.

EXPLANATION OF ACTIVITIES AND POINT CATEGORIES

Chapters receive points based on completing the following activities by the indicated time. Proper documentation must be submitted to the National Headquarters before points will be rewarded.

Monthly Reports: submit a report every month to headquarters using the form located in Appendix B. Reports must be sent on or before the last day of every month.

Annual Report: complete the Chapter Annual Report, which summarizes the activities of the chapter for the academic year. Submit this report to the National Headquarters by **May 30th**.

Membership Application and Dues: submit National Membership Applications and dues to headquarters on or before **October 31st**. Applications and dues may also be submitted throughout the semester.

Chapter Fee and Registration Form: submit the Chapter Registration Form and required \$45.00 annual chapter fee on or before **October 31st**.

National Convention: chapters receive points for any number of persons registered at the national convention. Additional points will be given if more than 10 members are present.

Regional Meeting: chapters receive points for any number of persons registered at the regional meeting. Additional points will be given if more than 10 members are present. The host school will provide a list of attendance to verify presence.

Delegate Credential: points are awarded for submitting the Delegate Credential Form by the date reserved by the executive board.

Advisor at Meetings: points are awarded when the chapter advisor registers and attends the regional and national meetings.

High School Recruitment & Affiliate Members: 200 points are awarded for the development and implementation of a recruitment project aimed at high school students to acquaint them with the profession of pharmacy. In addition 150 points are awarded for the first 3 high school students recruited and 50 points for each additional 5 members.

Black History Project: conduct a project related to minorities in science, health care, or public service in the month of **February**.

Health Service Project: conduct throughout the year. Examples include: hypertension screenings, diabetes screening or education, sickle cell anemia, birth control seminar, drug abuse workshop, immunization awareness, blood drives, etc.

Bulletin Board or Showcase: set up a display for a certain time period in your pharmacy building or campus to promote professionalism. Topics include: geriatrics, history of pharmacy, drug comparisons, contraceptives, SNPhA, etc.

Chapter Newsletter: submit a compiled booklet of copies of your local chapter newsletter(s).

Scrapbook: 150 points by submitting a scrapbook at the national convention that documents your chapter activities for the year. 250 points for the winner.

Signatura Submission: points are awarded for each article submitted by members for publication in The Signatura. Articles on chapter activities, current events, new drugs, disease update, etc. are appropriate.

Resolution Submission: submit resolutions during the regional meeting and/or the national convention.

CAPs Participation: chapters will receive points for any communication or joint projects implement with their Chapter Achievement Partner.

Note: Any project that does not indicate a specific date for submission can be completed at the convenience of the chapter.

Distribution of Points

Dues and Report Category	500 Points
Bimonthly Reports (4)	100
Annual Report by May 30 th	100
Application/Dues Submission by Oct. 1 st	150
Chapter Fee and Registration Form by Oct. 1 st	150
Meeting Participation Category	600 Points
Regional Meeting	100
National Convention	150
Pre-Registration by July 5 th	150
Delegate Credential Form by May 30 th	50
Resolution Submission	50
Advisor at Regional Meeting	25
Advisor at National Convention	75
Professional Services	1050+ Points
High School Recruitment	150
Affiliate Members	200+
Black History Project	150
Fall Health Service	150
Spring Health Service	150
Operation Immunization	100
Bulletin Board Showcase	150
Chapter Projects	400 Points
Chapter Newsletter	100
Signatura Submission (2)	100
CAPs Participation	100
Scrapbook Submission	100
Total Points	2800+

REPORTING CHAPTER ACTIVITIES

Documentation of activities is the key to collecting Chauncey I. Cooper Points. Chapters can only receive recognition by communicating with National Headquarters, by submitting Chapter Bimonthly and Annual Reports. These forms are used to award chapters the appropriate points for activities completed. Forms are located in Appendix B. Make enough copies of the forms for the academic year. Be sure to list and describe activities completed. Remember to keep a copy of the completed forms in your chapter records.

SNPhA CHAPTER ACTIVITY CALENDAR CHECKLIST

The following checklist serves as a guide for scheduling and conducting chapter activities. Chapters are NOT required to follow this time frame except for those activities that have completion deadlines required by national office. The required activities are marked with asterisks (**).

AUGUST/SEPTEMBER

Conduct monthly chapter meeting

Begin planning and finalizing activities for the upcoming year

Sponsor a membership drive

Begin collecting national membership applications and dues and submit dues by **October 31st****

Schedule a report of the national convention from your chapter delegate

Chapter advisor can receive the following online:

- Chapter management manual updates (if needed)
- Membership forms
- SNPhA membership brochures/fact sheets
- SNPhA chapter presentation
- Contact list of national executive committee

Contact your national officers and/or regional facilitators if your chapter requires additional materials

Plan activities for national pharmacy week and operation immunization

OCTOBER

Conduct monthly chapter meeting

Renew your SNPhA chapter charter by submitting the following to national headquarters by **October 31st****

- Chapter registration form
- Submission form for multiple membership applications
- National membership applications and dues (\$35)
- Annual chapter fee \$45

Submit Chapter Bimonthly Report for Sept./Oct. by **October 31st****

Plan and implement

- National pharmacy week
- Community service project—SNPhA initiatives
- High school recruitment program
- Fundraising activities

NOVEMBER

Conduct monthly meeting

Continue fundraising activities

Plan and implement

- Community service project—SNPhA initiatives
- High school recruitment program

Obtain information about the spring regional meetings

Continue to collect national membership applications/dues and submit to national office

Be sure members who have paid dues have received the October Signatura online

DECEMBER

Conduct monthly meeting

Complete first-term activities

Plan and implement

- Community service project—SNPhA initiatives
- High school recruitment program

Submit chapter bimonthly report for Nov/Dec by **December 31st****

Mail remaining National membership applications/dues to the national office

JANUARY

Conduct monthly meeting

Plan and/or implement projects for spring semester

Communicate with national officers and host chapter about regional meetings

Be sure members who have paid dues have received the December Signatura online

Ensure that all members have Walmart/NPhA Future Leaders in Pharmacy Award, Rite Aid/Foundation Scholarship, Kroger Pharmacy Scholarship, Walgreens Pharmacy Scholarship and the NPhA Foundation Scholarship Applications

FEBRUARY

Conduct monthly meeting

Complete fundraising activities

Complete Black History Month and diversity project

Complete recruitment project

Communicate with national officers about projects, etc.

Submit chapter bimonthly report for Jan/Feb by **February 28th****

Make final plans to attend March or April regional meeting(s)

MARCH

Conduct monthly meeting
Attend regional meeting – prepare a report for members who do not attend
Complete other chapter projects
Begin planning activities for the next academic year
Be sure members who have paid dues have received the February Signatura online

APRIL

Conduct monthly meeting
Attend regional meeting
Submit chapter bimonthly report for March/April by **April 30th****
Check with your chapter advisor about materials for the national conference
Begin planning for the national conference

- Make travel arrangements and hotel reservations in advance
- Send proposal to your dean requesting support
- Select a delegate
- Decide on running for a national office

Begin the transition process with incoming council members. (i.e. complete reports, pay bills, exchange folders, etc.)

MAY

Conduct monthly meeting
Complete all projects for the academic year and write reports
Submit chapter annual report by **May 30th****– be sure to include all activities covered under the CIC Chapter Excellence Program
Submit convention pre-registration forms to headquarters**
Submit delegate credentials form to national president-elect by **May 30th****
Send a list of members who did not receive the March newsletter to headquarters
Continue plans to attend national conference
Submit poster abstract for national conference
Be sure members who have paid dues have received the April Signatura online

JUNE

Confirm travel and hotel arrangements for the national conference
Submit pre-registration for national conference, early bird deadline **June 30th****
Submit delegate credentials form to national president-elect
Submit applications for national office or national appointment by **July 1st**
Prepare Scrapbook for conference
Prepare poster for conference

JULY

Attend national conference

Submit chapter scrapbook during conference

Present poster during convention

Network and visit sponsor's information booth

Meet other chapter members

ENJOY your summer!

CHAPTER PROJECT SUGGESTIONS

The members of the Student National Pharmaceutical Association have been innovative and creative in planning professional, educational, and service projects. Here are a few ideas of projects/events that have been successful in the community; however, there are one's that have not been reported or listed that have touched many in the community.

Service

- ϕ Adopt a nursing home, retirement center, rehabilitation center, or long-term care institution. Spend time with the residents, discuss medications, participate in group activities, etc.
- ϕ Education about poisonous products with elementary middle school children
- ϕ Canned food, book, toy, medication or clothing drives for under privileged populations
- ϕ Organize or assist with screening programs at the mall, university or in the community (blood pressure, sickle cell, diabetes, cholesterol, etc.)
- ϕ Promote STD and HIV/AIDS awareness within your school and community
- ϕ Christmas party at the children's ward of a hospital
- ϕ Sponsor a child in the Special Olympics
- ϕ Tutor and/or mentor middle school, high school or pre-pharmacy students
- ϕ Volunteer at a local homeless shelter or clinic

Professional

- ϕ Professional Skills Workshop (resume writing, interview skills, and leadership development, residency showcase, post-graduate training, etc.)
- ϕ Sponsor a faculty appreciation luncheon – introduce SNPhA, chapter goals and activities
- ϕ Sponsor a continuing education program for local pharmacists
- ϕ Sponsor a banquet for graduating seniors
- ϕ Sponsor a patient-counseling or clinical skills competition at your college
- ϕ Host a health fair on campus or in the community
- ϕ Invite speakers to address current pharmacy topics
- ϕ Sponsor a leadership training session for the student body
- ϕ Host a seminar focused on ethics and diversity in the workplace, at school, etc.

Social

- ϕ Plan a movie or game night
- ϕ Sponsor a cookout, picnic, or brown bag lunch
- ϕ Host a group study session
- ϕ Plan a retreat
- ϕ Attend a religious meeting or event
- ϕ Organize a chapter lunch or dinner
- ϕ Celebrate monthly members' birthdays
- ϕ Sponsor a group sporting activity (e.g. bowling, laser tag, softball)

- ϕ Have a pot luck meal for members featuring different cuisines

Fundraising

- ϕ Food Sales (baked goods, chips, pizza, hotdogs, etc.)
- ϕ Candy grams (Valentine's Day, Halloween, Christmas, etc.)
- ϕ Flowers, balloons, and teddy bears for Valentine's Day
- ϕ Car washes, raffles
- ϕ Pharmacy pins, laboratory jacket, mortar & pestle, etc.
- ϕ T-shirts, sweatshirts, hats, and bags
- ϕ Pharmacy textbooks and/or drug cards
- ϕ Business card sale
- ϕ Stationery sale (pens, pencils, copy paper, highlighters, etc.)
- ϕ Pharmaceutical industry representatives may assist chapters with funding to attend professional meetings. Use your advisor as a resource to initiate contact
- ϕ See the Fundraising section of the Chapter Management for more ideas

Cultural Awareness Project

- ϕ Display board about minority pioneers in pharmacy
- ϕ Speakers on the role of the pharmacist in the minority and underserved communities
- ϕ Workshops on cultural and diversity issues around patient counseling
- ϕ Poster display on health issues in the minority and underserved communities
- ϕ Presentation on prominent minority health professionals
- ϕ Articles in the local and/or school paper about SNPhA
- ϕ Soul Food Banquet with proceeds to local charity
- ϕ Visit a local black history museum
- ϕ Informational campaigns and movies about health disparities
- ϕ Panels about different racial, ethnic, sexual orientation, etc. disparities

National SNPhA Day

National SNPhA day is February 11th to celebrate the historical founding of our organization. Local chapters should reflect on the history of the organization and participate in activities that embrace the values of SNPhA and the pharmacy profession. Members should use this day to rededicate themselves to professionalism, service, and education.

Suggested Projects:

- Host a reception for local students, faculty, local affiliates
- Publish an article in the local paper about your chapter's activities
- Hand out literature on SNPhA and your chapter's community involvement
- SNPhA birthday party at your school or local community center

National Health Observances

Maintaining the health of minority and underserved communities is a continuous process. Education is essential in the prevention and maintenance of many health issues. As a future health care professional it is our responsibility to apply our learning's to improve the quality of life of our patients. Unfortunately, there are many health conditions that remain unpublicized. Take the time to educate individuals on topics that plague minority and underserved communities. Examine the needs of your local community and implement projects to help create a healthier America.

National Pharmacy Day/Week

National Pharmacy Day is the first Monday in October . National Pharmacy Week is the third week in October. The American Pharmacist Association (APhA) first created this observance in 1925 as a way to promote the value of pharmacy services. In 1990, the Joint Commission of Pharmacy Practitioners (JCPP) declared that National Pharmacy Week will be observed every October. Pharmacy is a profession that offers a variety of opportunities for students. As future pharmacist, this day symbolizes the role of the pharmacist..

Suggested Projects:

- Host a pharmacist appreciation event at a local pharmacy
- Release a radio announcement about the relationship of the pharmacist in health care and minority and underserved communities
- Hand out brochures on different careers in pharmacy to students
- Create an art project about healthcare
- “Fall into a Relationship with Your Pharmacist”– encourage customers to reach out to their pharmacists

Diabetes Education Month

Diabetes Education Month is November . The prevalence of diabetes continues to rise in the minority and underserved community. Education of the symptoms, risk factors, and prevention of long-term complications is vital to eliminating its presence. As pharmacy students, there is much to be done to help raise awareness of diabetes. For more information on diabetes please visit www.diabetes.org .

Suggested Projects:

- Diabetes blood glucose screenings
- Diabetic foot exams
- Distribute educational materials on diabetes
- Distribute recipes for diabetic meals and snacks
- Sponsor a community exercise event at a local recreation facility
- Educate diabetic patients on proper disease maintenance

Sickle Cell Anemia Awareness Month

Sickle Cell Anemia Awareness Month is September . There is an alarming relationship between minorities and sickle cell anemia. Many patients who suffer from the disease need to be educated on the complications and maintenance of the condition. New mothers must be informed of proper screenings. The education of the community is critical to understanding the needs of patients. For more information about Sickle Cell Anemia, visit The Sickle Cell Information Center at www.scinfo.org .

Suggested Projects:

- Sickle cell screenings
- Explanation of disease state to caregivers
- Brochures for professionals on tips on how to counsel sickle cell patients
- Toy drives for children who suffer from disease
- Distribute information on the importance of newborn screenings

Other National Health Observances ***For a complete listing of national health observances visit www.health.gov . Contact information for educational materials is also available through this site.*

August

Cataract Awareness Month
National Immunization Awareness Month
National Minority Donor Awareness Day

September

Sickle Cell Awareness Month
Prostate Cancer Awareness Month
Cholesterol Education Month
Cold and Flu Campaign
Gynecologic Cancer Awareness Month
Ovarian Cancer Awareness Month
Leukemia & Lymphoma Awareness

October

National Lupus Awareness Month
National Breast Cancer Awareness
Health Lung Month
National Liver Awareness Month
Mental Awareness Week

November

American Diabetes Month
Diabetic Eye Disease Month
Lung Cancer Awareness Month
GERD Awareness Week
Great American Smokeout

December

HIV/AIDS awareness

January

National Glaucoma Awareness Month
Healthy Weight Week

February

American Heart Month
National Condom Day

March

National Poison Prevention Week
Mental Retardation Awareness Month
National Kidney Month

April

Minority Cancer Awareness Week
STD Awareness Month

May

Asthma/Allergy Awareness Month
National High Blood Pressure Education
National Stroke Awareness Month
National Arthritis Month
National Women's Health Week

June

National Men's Health Week
National Safety Awareness Week

July

International Group B Strep Awareness Month

In Memoriam - Chauncey I. Cooper

Dean Chauncey Ira Cooper

May 1, 1906 - September 30, 1983

Chauncey Ira Cooper, the son of late Ira and Mattie Cooper, was born May 31, 1906, in St. Lewis, Missouri. Upon his graduation from Summer High School there, he entered the University of Minnesota, where he earned his Bachelor of Science and Master of Science degrees in Pharmaceutical Education.

After Teaching at Meharry Medical College in Nashville Tennessee, he joined the Howard University faculty in the College of Pharmacy in 1935. In 1938 he became the first Black to serve as chief administrator of the College of Pharmacy. Appointed Dean of the College of Pharmacy in 1941, he served with distinction and dedication until his retirement in 1972.

As one of his many unceasing efforts to unify, foster, and upgrade Black pharmacists, Dr. Cooper founded the National Pharmaceutical Association, an association of Black pharmacists. He was elected the first president and served as its executive secretary from 1949 to 1972.

In a never-ending pursuit of excellence and high standards, Dr. Cooper established the Journal of the National Pharmaceutical Association and served as its editor from 1954 to 1972.

In 1954 the American Association of Colleges of Pharmacy honored Dr. Cooper by electing him as its first Black vice president. He also served as chairman of the association's Education Committee.

Chauncey Ira Cooper was honored many times:

A distinguished service medal was established in his name honoring him for his professional leadership in establishing and preserving the National Pharmaceutical Association.

An award from the Howard University College of Pharmacy Alumni Association was made for his outstanding services to the College of Pharmacy.

An honorary Doctor of Science Degree was awarded by the Philadelphia College of Pharmacy and Sciences (1970).

He received the Bowl of Hygieian Award from the A.H. Robins Company.

The annual Chauncey Ira Cooper Scholarship Fund and Dinner Dance was established by Howard University National Pharmacy Alumni Association.

The Dr. Chauncey Ira Cooper Recognition Resolution of 1983 was adopted by the Council of the District of Columbia.

The 1976 Outstanding Service Award of the Burroughs Wellcome Company was given to Dr. Cooper.

The Mortar and Pestle Award of 1972, in recognition of his many years of outstanding service to pharmacy and health care, was awarded by Abbott Laboratories.

The E.R. Squibb Corporation President's Award was given to Dr. Cooper as president of the D.C. Pharmaceutical Association.

Dr. Cooper is survived by his sister, Lucana C. Rhodes of St. Louis; his sons Chauncey M. Cooper of Detroit and William R. Hyde of Washington, D.C.; six grandchildren; other relatives and a host of friends, former students, and professional associates throughout the country.

Memorial services for Dr. Cooper were held on October 3rd at Howard University Chapel in Washington D.C. Dr. Evans E. Crawford, Dean of the Chapel, officiated. Pall bearers were Dean Wendell Hill of the Howard University College of Pharmacy, Fred Munford, Arend Thomas, Thomas Langston, Talmadge Wilson, and Phil Brooks.

Chauncey Cooper was a person who embraced the needs of a community and implemented change into the pharmacy profession. In memory of our founder, SNPhA members should rededicate themselves to the mission and goals of the organization. As the future of health care, we have a commitment to the profession and a responsibility to the community. Each year chapters should host a project dedicated to the Student National Pharmaceutical Association. Before the start of the event members should recite the following affirmation in tribute to our founders and show a commitment to the profession:

“We, the members of the (School Name) chapter of the Student National Pharmaceutical Association, rededicate ourselves to the profession of pharmacy. We believe in implementing programs that improve the health, social, and educational environment of the minority community. We recognize the role of the pharmacist as vital members of the minority health team. Through programming we will continue the work of our founders and positively impact our community.”

STUDENT NATIONAL PHARMACEUTICAL ASSOCIATION



FUNDRAISING HANDBOOK

If your chapter has had a successful fundraiser, submit your idea to the National Treasurer to be included in this handbook, so that other chapters may benefit as well.

STRESS RELIEF PACK

Submitted by: University of Toledo

Best time: Fall semester

Investment: \$800.00

Manpower: 10 to 12 people

Description: The students at the University of Toledo create a stress relief pack for the pharmacy student body during the week of finals. Included in the packages were snack foods for the students and various gifts from national drug stores chains. In the fall semester, our target were 1st year pharmacy students. Letters were sent out to about 180 parents of the students to offer them the package for their children. About 96 parents responded positively to the solicitation.

Money raised: A total of \$2,500.00 was raised.

Comments: This fundraiser requires dedicated people to help contact pharmacy chains and pre-pack the items. The foods or snacks included are at the discretion of the chapter. The price of the pack will also depend on your investment and on what is in the pack. You might also want to target 2nd and 3rd year students.

VALENTINE DAY RAFFLE

Submitted by: Arnold & Marie Schwartz College of Pharmacy

Best time: February

Investment: \$0.00 (The cost of the reward)

Manpower: 2 to 4 people

Description: The students of the SNPhA chapter at Arnold and Marie Schwartz College of Pharmacy (Long Island University) organized a Valentine's Day raffle. They sold 1 raffle ticket for \$1.00 and 3 raffle tickets for \$2.00. Their first prize winner received a \$50.00 gift certificate to Red Lobster Restaurant.

Money raised: \$175.00

Comments: Chapters can increase their profit by raising the prices of the raffle tickets and by diversifying the restaurant options.

Rx HAT SALES

Submitted by: UIC College of Pharmacy

Best time: Fall Semester

Investment: Depends on demand and quality of hats

Manpower: 2 to 4 people

Description: The students at UIC College of Pharmacy take orders from incoming students after showing them a sample hat. Students are required to pay a deposit. The UIC chapter puts on this fundraiser every other year to allow demand to grow and to decrease cost. They also order extra hats to sell at regional and national conventions.

Money raised: Depends on demand and cost of hats

Comments: Good fundraiser, but make sure that you shop around to get the best deals and quality hats. Lab Coats, Patches (for the lab coat), Drug Cards, and T-shirts are also very good sellers.

Annual Senior Banquet

Submitted by: University of Tennessee

Best time: Spring semester

Investment: Time and dedication

Manpower: 10 to 12 people

Description: University of Tennessee College of Pharmacy's most successful fundraiser was their "Annual Senior Banquet." They ask alumni and various businesses for donations to fund the banquet. Profits come from donations and from the ticket sales to the banquet.

Money raised: \$2,000.00

Comments: This is a wonderful fundraiser but it might not be suitable for all chapters. Some schools already offer a banquet for the graduating seniors. However, if your school does not this can be a very lucrative fundraiser. Make sure that you start contacting the alumni and the businesses in the fall semester. It will be very helpful if you hold the banquet at school or at an elegant hotel near school (remember it's graduation time).

MEMBERSHIP DRIVE

Submitted by: Texas Southern University

Best time: Fall semester

Investment: Time and effort

Manpower: 4 to 6 dedicated people

Description: Texas Southern University restarted a dormant chapter. Initially, they made announcements during class. After class they spoke to students about the benefits of SNPhA. They issued students membership applications and gave them the option to pay later. After a couple of weeks of hard work the chapter grew to 60 members. Now, each SNPhA member adopts 1 or 2 pre-pharmacy students and helps them with the application process. They become their mentors. After several interactions, many of the pre-pharmacy students realize the benefits of SNPhA and join.

Money raised: Depends on how many new members.

Comments: Target pre-pharmacy students and first year students because they are always eager to join organizations. A table set up is also a good way to attract new members. Make sure that you have applications and pamphlets on the table. Most importantly, have a display of all the great projects your chapter has been doing.

CAR WASH

Submitted by: Texas Southern University

Best time: Anytime

Investment: \$0.00

Manpower: As many as possible

Description: To hold a successful car wash one might need to call some of the grocery stores such as Sam's Club or Wal-Mart because they may match the price of your earnings from your car wash as a donation. You can charge \$5.00 per car and \$10.00 for complete detail. Make big posters that state that you are a pharmacy organization and have a logo such as "Get your car washed while you shop".

Money raised: Depends on manpower and number of cars washed.

Comments: Be sure to check the weather and plan a back-up day if it rains. Saturday mornings are the best time for car washes.

REGIONAL MEETING HOST

Submitted by: University of Texas

Best time: Regional meeting

Investment: \$0.00

Manpower: All the help you can get

Description: The students at the University of Texas in Austin hosted the 2001 Region II, III, & IV meeting. The chapter did not invest money into the meeting but it did take a lot of time and effort. They contacted several companies and requested financial assistance for the meeting. After days of hard work they managed to make a very big profit.

Money raised: \$5,000.00

Comments: This type of fundraiser must be well executed and planned in advance. Make sure that you start looking for potential sponsors as soon as you decide to host a meeting.

FOOD SALE

Submitted by: Texas Southern University

Best time: All semester long

Investment: Initially have chapter members donate food, drinks, plates and napkins. Use the money raised from the first fundraiser as an investment.

Manpower: 5 to 7 people

Description: On alternate weeks have a bake sale and/or a lunch sale. You can sell food items that you think will be able to sell without problems. For example, pizza and hotdogs sell quickly for lunch, while doughnuts and juices/coffee sell well for breakfast.

Money raised: Will depend on your sales.

Comments: The key is to be very consistent on what days you will sell lunch and what day you will sell breakfast. For instance if on every other Monday you sell breakfast and on every other Thursday you sell lunch, students will come to school knowing that SNPhA will be selling something that day. You can also sell candy in class. Go to Sam's Club and buy them in bulk, divide them in to bags of ten and give them to your members to sell.

KROGER SHARE CARD

Submitted by: Texas Southern University

Best time: Fall semester

Investment: \$0.00

Manpower: 1 to 3 members

Description: Krogers and Randalls (grocery stores) in Houston have a “share card” that organizations in the city can sign up for. After a chapter registers, the grocery stores give you cards to distribute among the organization members and their families. Anytime somebody uses the cards at the grocery store a percentage of their purchase goes to the chapter account.

Money raised: Depends on the number of cards distributed.

Comments: This is a good way for a chapter to raise money. It does not take much effort while a big profit can be made. Grocery stores benefit because it increases their business. To get more information on this, check with your local grocery chain stores.

CASINO BUS

Submitted by: Texas Southern University

Best time: Any weekend

Investment: \$0.00

Manpower: 2 to 4 people

Description: Many states now have casino gambling. As a rule these casinos will reserve a large bus for you to fill with adults that want to come to their casino. There is usually no charge for the bus as long as you can fill it, (about 40 people). You can charge about \$20 per person. The casino will give \$20 dollars worth of freebies when they get there, so the cost for them is really nothing.

Money raised: Depends on the number of people on the bus. On average, your chapter will make the profit of \$800.00 with about 40 people per bus.

Comments: This type of fundraiser is wonderful especially for those who are in a state or near a state that allows casino gambling. Shop around, some of the casinos offer better deals than others.

CONCESSION STAND

Submitted by: Texas Southern University

Best time: Night of a game or event

Investment: \$0.00.

Manpower: 10 to 15 people depending on the size of the concession stand

Description: If you have pro or college teams in your area most of them are looking for help at the concession stand. They will pay you an hourly wage for every volunteer that you bring or they may pay you a percentage of the total sales. The average work night is 5 hours by the time you set up and clean up.

Money raised: Varies depending on how you are paid but at a big event you can make \$500-1000.

Comments: This is an excellent fundraiser that every school needs to try at least once during the school year. If your school does not have a big team then you can try your local pro team.

PCAT REVIEW

Submitted by: University of Georgia College of Pharmacy

Best time: 3 to 4 weeks prior to PCAT

Investment: Cost of handouts and refreshments

Manpower: 5 to 7 people

Description: Students at UGA hold an annual PCAT review and invite students from the state to participate. This is the only PCAT Review in the state so the turnout is usually large. Flyers are posted on campus and distributed to all of the colleges in Georgia. The review usually lasts 3 to 4 hours. The registration cost is \$5. This covers the cost of handouts and refreshments and still provides the chapter with reasonable earnings.

Money raised: Depends on the number of attendees

Comments: This is a great fundraiser to hold in the beginning of the school year. It allows first year pharmacy students to become involved with SNPhA early and also

exposes SNPhA to potential pre-pharmacy students. Invite a member of the admissions committee from your college to give tips on applying to pharmacy school.

FUNDRAISING LETTERS

Although fundraising is a great way to raise money for the organization, some chapters are not able to raise enough money to defray the travel and lodging expenses incurred during the national and regional meetings. Good sources of funding are pharmaceutical companies and community pharmacy chains, however it is important to submit your request early (before December 1st). Before submitting letters of support to industry, always have your advisor review it.

Here are some guidelines on how to construct your letter.

- Introduce yourself and SNPhA (purpose and goals). It is helpful to write to someone you may have met at one of the conventions.
- Explain what goes on at the national/regional meetings (e.g. workshops, motivational speakers, etc.) Include a copy of the program.
- Give the location, time and place of the event.
- Tell them how much is needed and what it will be used for.
- Thank them in advance for their support.
- Be sure to include your contact information.
- Letters are more influential if they are neatly done, prepared on letterhead with a laser printer and co-signed by a faculty member and/or dean.

SNPhA alumni can be a good source of income. Many members are willing to give back to their chapters. If you have not done so already create a directory of past SNPhA members. Update the directory each year. This list can later be used to invite SNPhA alumni to support chapter projects and activities.

Sample Fundraising Letter

Date

Mr. Pharmaceutical Representative

Pharmaceutical Company

Address

City, State Zip

Dear Pharmaceutical Representative,

My name is LaWanda Evans. I am pursuing a pharmacy degree at the University of Texas at Austin. Currently I am an active member of the Student National Pharmaceutical Association (SNPhA), which is a student chapter of the National Pharmaceutical Association (NPhA) The purpose of our organization is to improve health, education, and the social environment of the community. We also want to increase minority awareness in the profession of pharmacy. One of our members, Jamie Smith, met you at the 1988 National Convention in Cleveland, Ohio, and suggested that I contact you.

In acknowledgement of your support, last year we were able to participate in the National Convention in Orlando, Florida. From the convention we brought back two national officers: Jamie Smith, National Vice President, and Vykie Murray, National President-Elect. Also, we won first place award for professional projects.

Our chapter has planned various fundraisers for this year, in order that we may attend the next Regional Convention in Atlanta, Georgia, this spring, and the National Convention this summer, in Nashville, Tennessee. Those of us who were able to attend both meetings this past year, were truly enlightened and inspired by what we saw, and experienced. We would like to share this positive experience with those who could not attend last year, as well as reignite those who did participate.

Although we plan for our fundraising to be successful, it is obvious to us that we cannot begin to put a dent in the amount of money needed to attend the Regional Meeting and National Convention. In order that we may once again have that experience of a lifetime, we would like to ask McNeil Consumer Products to consider aiding us in our financial efforts with \$1,000.00 or any amount possible. If this is at all possible, the University of Texas at Austin chapter of SNPhA would be most appreciative. We will be looking forward to hearing from you soon.

Respectfully Submitted,

Lawanda E. Evans

Fundraising Committee Chair

Address

Phone Number

Sample Fundraising Letter

Date

Pharmaceutical Representative

Address

City, State Zip

Dear Pharmaceutical Representative,

The University of Georgia chapter of the Student National Pharmaceutical Association (SNPhA), is pleased to host the 2002 Regions 2 and 4 meeting to be held March 22-24, 2002, at the Georgia Center of Continuing Education in Athens Georgia. We are excited about the opportunity to host such an important meeting. Students, from schools expanding the southern region of the United States, will participate in programs to enhance the profession of pharmacy as well as the community.

SNPhA is service association of pharmacy students concerned about the needs of minority communities. The organization was founded on the campus of Florida A&M University in 1972, as a student affiliate of the National Pharmaceutical Association. The purpose of SNPhA is to plan, organize, coordinate and execute programs geared toward the improvement of the health, educational and social environment of the community.

In keeping with the purpose of SNPhA, the theme of this year's conference is "Operation Education: Preparing for the Future." We have an exciting program planned and with your financial support we are positive this conference will be a great success. Attached is a list of events and their cost of sponsorship. We have also included a list of schools who will be attending our conference.

As leader in the pharmaceutical industry, I am sure that you recognize the importance of supporting the pharmacists of tomorrow. Feel free to contact us should you have any questions. Thank you in advance for your support.

Sincerely,

Tiffany Donald, Chapter President

Telephone

Email Address

Stuart Feldman, Chapter Advisor

Telephone

Email Address

LEADERSHIP



Leadership is the foundation for the success of any organization. Through leadership development, the Student National Pharmaceutical Association enhances the professional development of the entire membership. The Leadership section is a guide to understanding the requirements for candidacy, responsibilities of National Officers, and regulations of the election process.

SNPhA National Executive Committee

SRUCTURE

The SNPhA National Executive Committee consists of nationally elected and appointed positions. The nationally elected positions include the President, President-Elect, Vice President, Recording Secretary, Financial Treasurer, and Public Relations Liaison, as well as the appointed Executive Director, Assistant and Associate Directors. The nationally appointed positions include Regional Facilitators, Bridging the Gap Coordinator, Legislative Chair, Remember the Ribbon/Operation Immunization Chair, Power to End Stroke Chair, Chronic Kidney Disease Chair, and Membership Benefits Chair. The committee conducts the business of the association and organizes the programs for the annual conference.

Serving as a SNPhA national officer is rewarding, gratifying and fulfilling. The position offers the student officer personal and professional growth. Officers have the satisfaction of being elected by the general membership and representing the organization nationally. Often, it is difficult and rigorous being an officer, but the position should not interfere with a member's educational goals. Officers occasionally attend meetings during their tenure. Officers must remain in school during their terms of office. No monetary awards are provided to officers.

RESPONSIBILITIES

All National Officers

1. Develop, complete and evaluate national projects and programs
2. Maintain regular correspondence with chapters, educating members on SNPhA policies and procedures
3. Design and implement methods by which chapters may learn how to create and maintain programs within the goals of SNPhA
4. Ensure that all chapters receive information and materials in order to function efficiently and that all chapters submit required documents in a timely manner
5. Serve as the liaison between headquarters and a designated region, providing regional updates during executive committee meetings
6. Attend regional and national conferences as executive committee representatives whenever financially and logistically feasible
7. Serve on a designated NPhA committee
8. Maintain and update national officer's notebook
9. Submit an official transition report during their tenure in office

National President:

1. Coordinates the activities of the executive committee to ensure implementation of all projects
2. Serves as spokesperson for the membership, presenting the vision, direction and purpose for the organization
3. Presides over executive committee meetings and the annual conference

4. Appoints committees
5. Produces a quarterly report to be distributed to the executive committee

National President-Elect:

1. Becomes familiar with policies and procedures
2. Coordinates NPhA-SNPhA Mentorship Program
3. Performs duties that are assigned by the executive committee
4. Chairs the House of Delegates business meetings at the regional and annual conference
5. Establishes and maintains a relationship with other professional organizations

National Vice President:

1. Presides over executive committee meetings and other appropriate functions in the absence of the National President
2. Ensures that annual regional meetings and national convention programming reflects the organizations purpose and objectives, coordinating programming for professional and leadership development
3. Keeps organization abreast on policy and legislative issues
4. Coordinates the Chapter Achievement Partners (CAPs) Program with the assistance of the National President

National Corresponding Secretary:

1. Records and distribute the minutes from executive committee, regional and national meetings
2. Maintains correspondence and written documents designated by the executive committee
3. Assists Public Relations Liaison in coordinating newsletter submissions for the *Signatura*
4. Produces bimonthly message

National Financial Secretary:

1. Maintains the organization's financial records
2. Assists Executive Director with student sponsorship for national convention
3. Researches, documents and distributes scholarship and internship information to members
4. Prepares and finalizes solicitation packets for submission to corporations and foundations on behalf of SNPhA

Public Relations Liaison

1. Makes, verbal and written statements to SNPhA chapters, other organizations/corporations, and the general public concerning SNPhA policy, goals and objectives (e.g. article submissions, flyers, brochures)
2. Evaluates, approves, and finalizes general content of *The Signatura* with the assistance of the National Secretary
3. Identifies other minority student/professional organizations for the purpose of collaboration and/or support

Executive Director

1. Distribute membership information
2. Distribute information regarding the chartering process to potential chapters
3. Coordinate Chapter registration renewal
4. Maintain updated rosters of members and chartered chapters
5. Compile membership statistics and make them available to the executive committee

EXPENSE REIMBURSEMENT POLICY FOR ELECTED NATIONAL OFFICERS

- **Telephone Expenses:** All calls related to organizational business will be reimbursed after a copy of the bill has been submitted to the executive director.
- **Mailing Expense:** Officers will be issued envelopes, SNPhA Stationary and postage stamps or will receive an allowance for postage to be used for organizational correspondence.
- **Regional Meetings:** All expenses for attendance at the regional meeting in which the officer is assigned as regional liaison will be reimbursed according to the rates and limits established by the executive committee. Travel arrangements will be made by headquarters in advance of the meeting to assure discounted fares.
- **Annual Conference:** Hotel and travel arrangements for national officers will be made in advance by headquarters, to take advantage of discount rates. These expenses will be pre-paid by the organization. The executive director will determine the payment of expenses for meals and transportation from the airport. The convention registration fee is complimentary for national officers.
- **Executive Committee Meeting:** Most executive committee meetings will be by telephone conference call. The call will originate from the executive director and such reimbursements will be made to defray the cost of the call.

ALL OTHER TRAVEL EXPENSE MUST BE APPROVED BY THE EXECUTIVE COMMITTEE IN ADVANCE.

National Appointed Positions

According to SNPhA bylaws, the national president may appoint such committees as deemed necessary and with the approval of the national executive committee. Committees will have designated number of members and assigned duties and authority as the national executive committee establishes. The national president shall establish the time and place of the committee meetings. Members of the committees shall serve until submissions of the committee final report unless discharged by the national president.

Possible appointed positions and/or committees include National Parliamentarian, National Legislative Committee, National Bridging the Gap Committee, Operation Immunization Committee, Public Relations Committee, etc.

Regulations and Procedures for Election of National Officers

ELIGIBILITY AND LENGTH OF OFFICE

All candidates must be members of the Student National Pharmaceutical Association and enrolled as a student at a college of pharmacy. The president-elect will serve one year and transition to president for another year. The vice president, recording secretary, financial secretary, and the public relations liaison shall each serve one year. The terms of their position terminate upon announcement of the elections at the national conference. All officers must remain enrolled as a student at a college of pharmacy during their term of office.

APPLICATION FOR OFFICE

All candidates must submit an official application for elected/appointed office, a resume or curriculum vitae, and letter of recommendation (for elected office candidates) to the national office by the deadline designated by the president-elect. Application forms are located on the national website or upon request.

COMMITTEE ON NOMINATIONS AND CLOSED CANDIDATE REVIEW

The national president appoints one representative from each region that must be present at the national conference to serve on the nominations committee. Representatives must be active members of SNPhA, paid conference registrants, and must not represent the school of pharmacy of a candidate running for an elected office. The committee reviews the applications, interviews the candidates and develops a slate of two candidates for each position to be announced at the second business session. The place and time will be announced during the convention by the national president-elect.

The committee will meet before elections to prepare their report. They will give their report at the third business session of the House of Delegates. The chairperson of the nominations committee, designated by the national president-elect, will announce the official slate at the second business session and prior to the balloting for the offices of president-elect, vice president, recording secretary, financial secretary and public relations liaison. Floor nominations for these offices will occur during the third business session. *Any individuals seeking nominations from the floor must also present an official application and credentials to the executive director by the appropriate time designated at the national conference.*

OPEN CANDIDATE REVIEW

The Open Candidate Review is held during the second business session. Each candidate will answer structured questions from the nominations committee and the conference registrants about their qualifications and platform. Candidates are strongly encouraged to prepare copies of their qualifications for distribution. In addition, each

candidate is encouraged to present their platform and qualifications through flyers and/or a poster board.

VOTING

Election of national officers will take place during the third business session. Candidates will be allowed three minutes to advocate for his or her candidacy at the second business session and additional minute at the third business session. Chapter delegates will cast their votes. All members and convention participants are encouraged to attend. Only the chapter delegates are eligible to vote. Each chapter will receive one vote for up to ten registrants at the national conference and will an additional vote for every ten registrants after that.

EXECUTIVE COMMITTEE MEETING

All newly elected officers are required to attend the transition national executive committee meeting on Monday at the national conference. The time and place will be announced during the convention.

Regulations and Procedures for National Appointed Position

ELIGIBILITY AND LENGTH OF OFFICE

All candidates must be members of the Student National Pharmaceutical Association and enrolled as a student at a college of pharmacy. Each committee chair and committee member will serve for one year. The terms of the position terminate at the conclusion of the SNPhA national conference. All appointees must remain enrolled as a pharmacy student during their term of office.

APPLICATION OF APPOINTED POSITION

All candidates must submit an official application for National Appointment along with a resume or curriculum vitae to the national office by the deadline designated by the national president-elect. Application forms are located in the Chapter Management Manual and available on the national website.

INTERVIEW

Each candidate may be interviewed by the president-elect or the nominations committee before, during or after the national conference. Appointed candidates are not required to deliver a speech or participate in the open or closed candidate review. Appointments may be announced at any time during the conference and throughout the year.

EXECUTIVE COMMITTEE MEETING

All newly appointed officers are required to attend the national executive transition committee meeting on Monday morning at the national conference. The time and place will be announced during the conference.

TIPS ON BEING AN EFFECTIVE LEADER

Maintain professional image and conduct

Actively participate

Develop verbal and written communication skills

Be fully aware of your nonverbal communication

Be open-minded

Remain approachable

Coordinate and manage workload activities

Maintain punctuality: early is on time, on time is late, and late is unacceptable

Maintain optimism and passion for SNPhA

Set a direction, develop a vision and a strategy for achieving that vision

Possess the ability to influence other to act toward a particular goal

Set goals and communicate them; Goals should

- Guide and direct
- Help make your expectations known
- Connect you to what is important
- Create incentive and spur action
- Be specific, measurable, motivating, attainable, relevant and traceable

LEGISLATIVE AWARENESS



Pharmacy is a profession that continues to experience growth. It is our professional responsibility that we positively influence healthcare legislature that influences both the minority and underserved communities. As pharmacy students, we can become actively involved by lobbying for the profession of pharmacy and the future of healthcare.

This section is designed to get SNPhA members, as well as the community, to become active participants in the legislative process.

Student National Pharmaceutical Association Voter Registration Initiative

The SNPhA Voter Registration Initiative is to bring more awareness around political and legislative issues. The more we become involved in the political process, the more likely our representatives will respond to our concerns. The purpose of this initiative is to raise awareness and speak up using the democratic process to push the profession forward.

Active participation in this initiative will:

- Increase the number of registered voters within SNPhA and in minority communities;
- Increase political awareness in SNPhA members; and
- Increase the involvement of minorities in the election process.

Nothing will make your organizational campaign more personal than sending volunteers door-to-door.

One of the best techniques for a Targeted Voter Registration (TVR) door-to-door drive is organizing a registration "Blitz Day." This means pulling all your forces together to literally blanket your targeted precincts - all in a single day. And it's all over in a few hours - so your volunteers don't have to give up large amounts of their time.

ORGANIZING BLITZ DAY

1. Designate a SNPhA voter initiative committee and chairperson.
2. Plan your voter drive well before the voter registration deadline.
3. Call your local registration office or State Board of Elections to obtain registration forms and inquire about the process of completion and submission of the applications.
4. Identify your targeted precincts. Obtain a list of registered voters for each precinct in your county or district from the local election department or state party headquarters.
5. Alternative sites include areas around your university such as at your college of pharmacy lounge or student center, campus bookstore, or in the community (a shopping plaza or malls, at sporting events, church, or local community center).
6. After you have recruited your volunteers, assign walkers areas within your targeted precincts. In making assignments, start with the first priority precinct and work down the list of volunteers.

7. When dividing precincts map out the local geography to ease the walking of the volunteers. Think like a newspaper carrier: Find the shortest distance between points.
8. Ideally, the walkers should be divided into groups of four. Each of these groups will be given a list of 50 households to contact within their assigned areas. Your TVR list should be organized by address in the order streets will be walked. Each group of four is further split into subteams of two - each covering one side of the same street.
9. In some cases, you may be able to get the list printed out separated by odd and even numbered addresses. Then you can designate your groups to target these particular areas. If you cannot get your TVR list printed in this format provide copies for each sub-team with the appropriate addresses marked.
10. Each team will report the results to the Registration Chairman.
11. Each subteam will have with them:
 - A street map of the area to be walked
 - TVR list for the area, in street order
 - Voter registration instructions and directions
 - Voter registration application form
 - Instruction sheet with script for walkers

THE SCHEDULE

The best time for Blitz Day is on a Saturday morning. Have your volunteers arrive at a designated spot (headquarters) by 9 a.m. Have your walker assignments made before volunteers arrive at headquarters. If you happen to have no-shows, replace missing volunteers who were supposed to work priority precincts with volunteers from lower-priority precincts.

When Blitz Day volunteers begin arriving, be certain that they are properly greeted and introduced to others with whom they will be working with. Send them out as soon as they have got their assignment, walking kits and partner(s).

When the teams return after walking their assigned areas collect all materials. The registration chairman will collect the lists for tabulation of the responses and/or accept registration applications that need to be processed.

The best time of day to walk is when you find people at home, such as on weekends (hence the Saturday walking time mentioned previously). You should also walk before dark - both for protection for your walkers and to keep residents from becoming alarmed when a volunteer shows up unexpectedly at their door.

One of the setbacks of going door-to-door is finding people not at home. In this case, volunteers can leave behind a flyer providing instructions on how to register to vote.

THE SCRIPT

The following is a sample script for a door-to-door canvass. Feel free to use this sample to canvass areas with new residents. Remember, you can register the resident at the door if it is legal in your state to send a deputy registrar door-to-door.

Sample Script

"Good morning (name), my name is (your name), and I am a member of the Student National Pharmaceutical Association and a student at _____. We are conducting a neighborhood survey, and would like to ask you a few questions."

1. "Are you registered to vote at this address?" (Mark response on contact sheet.)
2. "Are there others at this address who are 18 years or older who are not registered to vote?"

[Register the person(s) at this time or hand out appropriate materials]

"Thank you for your time."

Make sure to record the responses on your contact sheet.

PUBLICITY

The Message

Decide early what your message will be. Messages vary given local circumstances and your target group, but a good sample message for TVR is: *"One of the goals of the Student National Pharmaceutical Association is to voice the ideas and opinions of minorities. On October 7, 2008, we will be putting out the welcome mat in your neighborhood for our upcoming voter registration drive."*

You have explained clearly why and what you will be doing - in terms that will generate excitement about your TVR drive. Your publication should share as much information. Place press releases and flyers around campus and your community.

Please obtain permission from your college and/or university before and be prepared to answer questions about the drive. Questions could range from "Why are you doing this?" to "Do you approve of Senator so-and-so's proposal to paint the schools purple?"

Press Releases

A press release conveys to the media your "message" and answer questions about who, why, what, when, how and where.

Press releases should be one page long and printed on your school/university or

organization's letterhead. At the top left, print the release date under the words "FOR IMMEDIATE RELEASE." On the top right, print a contact name with the phone number. Below this heading and centered create a catchy heading.

The text should be in news format and your first paragraph is most the important. If a reporter or editor reads nothing more than the first paragraph of your release they should know the basic elements of your story.

Sample Press Release

*FOR IMMEDIATE RELEASE
October 7, 2002*

*CONTACT: (name)
PHONE: (number)*

Kicks off Community Registration Drive

(San Antonio, TX) - Student National Pharmaceutical Association (SNPhA) will be on site in the South Side Community on Saturday, October 11 to kick off a voter registration blitz drive. The registration blitz comes at a time when we are on the verge of a new political alignment in this country. SNPhA is confident that record numbers of new registered voter is right here in Leon County.

On Saturday at 9 a.m., the volunteers will meet at _____. They will be divided into teams of four, given maps, and sent out into the county's precincts to find and register new voters. The blitz drive will end at 2 pm when volunteers return to the headquarters.

"This is the neighbor talking to another neighbor, door-to-door, one on one. It shows a community banding together to bring about political change."

The Radio

You can play a message about the drive using the radio airwaves. Many radio stations will cooperate if you portray the drive as a public service announcement.

Two weeks before your drive send a letter to local radio stations about your event. Include a press release if available. Ask the radio station to make a public service announcement about your registration drive, and include a three-by-five card information regarding the drive.

Sample Radio Broadcast

"THE STUDENT NATIONAL PHARMACEUTICAL ASSOCIATION IS CONDUCTING A VOTER REGISTRATION DRIVE THIS SATURDAY FROM 9 A.M. UNTIL 2 P.M.

OVER 100 VOLUNTEERS WILL WALK PRECINCTS IN AN EFFORT TO REGISTER VOTERS. TO REQUEST REGISTRATION FORMS OR PARTY INFORMATION, CALL THE REGISTRATION CHAIRMAN, MICHAEL JONES, AT (689) 932-3625.

FREQUENTLY ASKED QUESTIONS

Who is Eligible to Vote?

1. Must be a citizen of the United States
2. Must live in the state in which you are registering to vote (a person who has come to a state for temporary purposes and intends to return to another state is not considered a resident for voting purposes)
3. Must be at least 18 years old by the date of the next general election
4. Must not claim the right to vote in any other state
5. Must not currently be in prison, on parole for the conviction of a felony, or judged by a court to be incapacitated unless your right to vote has been restored by the Governor or a court order

When is the deadline to register to vote?

1. For the general or primary election, please inquire as it may be state specific
2. For a special election, held at a time other than a general election, please inquire as it may be state specific
3. If mailed, the application must be postmarked no later than the deadline.
4. If delivered in person, either by the applicant or a third party, the application must be received by the deadline
5. Applications postmarked or received after the deadline will be held and processed after the election

What is required on the application?

1. All information asked for on the application must be completed. If any information requested on the application does not apply to the voter, they should write "none" in the appropriate space, or check the box labeled "none," as appropriate.
2. The registrant must sign and date the application.
3. Failure to complete the form properly could result in a denial of the application.

How will a person know if their registration was accepted?

1. The local registration office will determine registration eligibility. A voter registration card will be mailed to eligible registrants
2. A denial letter will be mailed to any applicant determined not eligible
3. Any applicant who does not receive either a voter registration card or denial notice should contact their local registration office
4. Any application received after the registration deadline will not be processed until after the election, which follows the registration deadline. No voter cards or denial letters will be issued during this period

What method can be used to return completed applications?

1. Postal delivery. The applicant can deliver the voter registration application through the postal system
2. Delivery in person. The applicant can deliver the voter registration application form in person to their local registration office
3. Delivery by a third party. All voter registrations turned in to you **must** be given to the Office of the General Registrar within fifteen days after the person completed the card or by the registration deadline, whichever is first

Handling the Registration Application

- Educate individuals on who is eligible to vote and how to correctly fill out the voter registration cards
- Distribute voter registration applications to any individual who is qualified to vote. However, if you want to distribute on private property (i.e., shopping malls or supermarkets) you must first **get permission** from the property owner or manager
- Make the best use of the applications; for example, simply putting blank applications in mailboxes or inside front doors could waste your time, energy, and applications. Many of the individuals may already be registered to vote, or could be ineligible to vote
- Assist individuals if they cannot fill out the application. The applicant must personally sign on the "signature" line
- Individuals should fill out a new card if their name, address, and/or other information changes. State law requires people to notify the registrar if they move from one place to another in the locality
- The registrar's office must have a street address to determine whom a person can vote for and where they will vote
- Law enforcement officers and their families, persons under protective court order, as well as some military personnel, may request that the address that shows on the public voter registration records be a post office box. They can do this by checking the appropriate box on the form and writing the post office mailing address on the back of the form
- However, all registration applications must show a street address on the front of the form. If the registrant has any questions about this, they should contact the registrar's office in their locality
- A homeless person can register to vote if the residence address is the primary place where the person beds. This information will determine whom the person can vote for and where they will vote
- A mailing address is required to ensure that the voter gets their registration card and to avoid cancellation of voting eligibility due to returned mail
- Some homeless shelters allow people to have their voter registration cards delivered to them or to be picked up by the homeless person
- Call the Office of the General Registrar if you have questions about how to register the homeless

The DO NOTS for conducting voter registration drives

- Do not complete or accept applications that are forged
- Do not refuse to give an application to anyone who is eligible to vote. (For example: Your organization is interested in only registering people that are members of a particular political party. You meet someone who wants an application, but you know that they are a member of a different political party. You **must** give that person a voter registration card)
- Do not charge anyone for a voter registration card or for helping them fill out the card
- Do not fill in a voter registration application for another person unless they request for assistance
- Do not copy, disclose or make any use of the social security number of the applicant
- Do not give photocopied applications to registrants to fill out. The application to register should only be on a form or forms distributed by the State Board of Elections.
- Do not write, stick or otherwise attach anything to the voter registration application, especially material related to candidates or ballot measures.

*As former House Speaker Newt Gingrich was fond of saying:
The planning is easy. The execution is hard. Good Luck!!*

Helpful Voter Registrations Websites

1. www.registervote.com
2. www.usavotenet.com
3. www.fec.gov/votregis/vr.htm
4. www.homeadvisor.msn.com/move/regvoteintro.asp

If you have any additional questions regarding this event, please contact your regional facilitator or SNPhA national office at contactsnpha@snpha.org

“LET’S GET POLITICAL!”

Our profession is experiencing a major transition and we must inform the community about pharmacy and the roles of pharmacist. Fortunately, we are in a very unique position, one that enables us to make a very significant political impact on legislation to leverage the profession of pharmacy.

In order to professionally practice as pharmacists, we need to politically understand the many legislative bills or laws in support of the profession and the many in opposition. Thus it is imperative that we begin to understand this simple concept: “**Let’s Get Political.**”

The Student National Pharmaceutical Association challenges you, as student pharmacists, to travel to your local, state, and national legislative offices. Our large student population empowers us to educate elected officials about the integral roles of the pharmacist as a healthcare provider. There we can assemble, visit and meet with individual legislators to inform, educate and unite our needs and concerns. The establishment of sound relationships with your state pharmacy associations, deans, faculty, administrators, student leaders and local pharmacists will assist in successfully meeting this challenge. **THE CHALLENGE LIES IN YOUR HAND.**

About the Program

The purpose of this program is to educate students on the legislative process and to successfully plan and encourage students to participate in lobbying legislators at the state capital on Pharmacy Day. Many new challenges are emerging in the practice of pharmacy. For example, in some states, pharmacists are authorized to modify a patient’s drug therapy per established guidelines. In addition, many are authorized to administer vaccines to patients, while others can order laboratory tests and/or perform routine physical examinations. If you live in a state where the law allows these practices, then your state should be commended. However, if the state in which you reside does not legally allow pharmacists to routinely practice in this manner, then we must continue the fight. It is at this touch point where student pharmacist can be influential and powerful.

This program is simply designed and can be adopted by all SNPhA chapters. The guide is intended to equip SNPhA members with the tools to **GET POLITICAL!** It is our sincere hope that student pharmacist take and use this information. It only takes a moment to make a difference. Active participation will strengthen SNPhA, your portfolio, and the profession of pharmacy.

Overview of the Legislative Process

The United States Congress is the legislative, or lawmaking, body of the federal government. It is a legislature made up of two houses. These are the House of Representatives and the Senate. The law making process is outlined in the Constitution of the United States. No law can be adopted unless it is passed in identical form by a majority of the members of each house. The United States legislature supports the system of checks and balances built into our government with either house able to block legislation.

The House of Representatives has 435 members, or one member elected from each congressional district. Members of the House are elected to two-year terms and represent a congressional district, or a small part of each state.

The Senate has 100 members, or two elected senators from each state. Senators are elected to serve six-year terms and represent their state and not a district. Moreover, the Constitution requires that one third of the Senate is elected every two years; therefore, the Senate is a continuing body than the House.

The congressional lawmaking process is very complex. A proposed law or bill must pass through a series of processes before it is voted upon on the floors of the House or the Senate. These steps include the committee system and floor consideration and passage. During this process, a bill may be defeated, delayed, or amended. Many of the bills introduced do not become law. Those bills that concern revenue must originate in the House of Representatives. In addition, bills are referred to committees.

The Committee System plays a major role to Congress to deal with the 10,000 or more bills introduced every two years. Each committee has its own special interest and in turn will distribute bills to even more specialized subcommittees. Most bills die in committee. For other bills, there will be scheduled hearings to listen to the arguments. Further consideration of the bill, in committee, may include amendments. The committee will then vote on the bill, and if successful, the bill will be scheduled for consideration by the legislative body's full membership. This is called floor consideration.

During floor consideration and passage, the bill is subject to debate. There may also be more amendments to the bill that will be voted on. The outcomes could include: 1) the bill may be returned to the committee, or 2) the bill may be passed by the legislative body considering it and then sent to the second body to restart the process. Because both legislative bodies must approve the bill, it may then be necessary to work out differences in the conference committee. After which the bill will be sent to the president of the United States who signs it to become law. If the president vetoes a bill, it requires a two-thirds majority vote of the members present in both houses for passage.

If you have an interest in specific bills currently being addressed in the House and Senate, go to the World Wide Web at www.house.gov, or www.senate.gov. Here you

can see actual bills that are on the floor of the house or the senate. You can also find out whether the bill has been referred to committee or whether it has died on the floor. It is important that you are informed on current legislative issues so that you can make your legislator aware of the effect it will have on pharmacy and minority health issues

Fostering a Relationship with Legislators

It is very important to know who your legislator(s) is and to create a professional relationship with them. It facilitates quicker response when you request actions from your legislator(s) if they are familiar with SNPhA. The following are some examples of events to build a relationship with legislator(s).

- 1. Health fairs specifically for legislators:** Opportunity to meet the legislator on common ground and educate them on the services that can be provided by a pharmacist; such as, disease state management, drug information, and immunizations.
- 2. Helping with political campaigns:** You can enhance your relationship with a legislator by actively participating in their campaign. This may include stuffing flyers or answering phones at the campaign headquarters. These gestures indicate to the legislator that you are interested in their platform and stance.
- 3. Invite legislators to speak at events at your college:** Allows you to become familiar with the legislator's position on politics and pharmacy and facilitate a discussion on healthcare issues.

Tips on Meeting a Legislator

A personal visit with a legislator is an effective way to emphasize your interest in an issue or bill. Here are some tips for meeting a legislator:

- Make an appointment - state the subject to be discussed, the time needed, and identify persons who will attend
- If others are going with you, select a spokesperson and agree on your presentation
- Know the facts (the specific bill number and title if applicable)
- Present the facts in an orderly, concise and positive manner
- Discuss the positive impact of legislation you support and problems it corrects.
- Discuss the negative impact of legislation you oppose and suggest, a different approach, if appropriate
- If possible, leave fact sheets

- Encourage questions and discussion
- Ask for favorable consideration, thank the legislator for his/her time and courtesy, and leave promptly

Tips on Writing a Legislator

Senator and Representatives are responsive to mail sent by the community. A legislator knows that your vote is won or lost by his response to your letters. The most effective letter is a personal one. It should be concise, informative, and polite. Here are some specific tips:

- Limit the letter to one (1) typewritten page
- State your purpose in the first paragraph and stick with this one issue throughout the letter
- If a particular bill is the subject of the letter, cite it by the name and number:
ex. House bill: "H.R.____" or Senate bill: "S.____"
- Be factual and support your position with information about how the legislation is likely to affect you and the community. Avoid emotional philosophical arguments
- If you disagree with an issue, explain why and offer a recommendation or solution to the issue
- Ask for the legislator's view on the issue, but do not demand support
- Be sure to include your name and contact information
- The suggested address style is:

The Honorable _____
United States Senate
Washington, DC 20510

Dear Senator _____

- Spend some time conducting research about your legislator, bills/proposals, current issues and others to strengthen the case in your letter

*Adapted and reproduced from the U.S. Congress Handbook 2001

POLITICAL AGENDA TIMELINE

Planning Phase	Date	Activity
End of Fall Semester		<input type="checkbox"/> Meet with deans, administrators and student leaders <input type="checkbox"/> Determine Pharmacy Day date <input type="checkbox"/> Encourage students to attend Association meetings
Week 1 of Spring Semester		<input type="checkbox"/> Work with deans on exam scheduling to avoid conflicts with Pharmacy Day
6-8 Weeks in Advance		<input type="checkbox"/> Schedule a Leadership Workshop <input type="checkbox"/> Begin making appointments with legislators by phone and follow-up with faxed or e-mailed confirmations <input type="checkbox"/> Encourage student leaders to promote and inform the students about Pharmacy Day <input type="checkbox"/> Invite administrators and faculty individually to attend Pharmacy Day and ask them to encourage student support
4-6 Weeks in Advance		<input type="checkbox"/> Make announcements in class, on bulletin boards, or college web page, announcing upcoming Pharmacy Day <input type="checkbox"/> Contact state associations to see if they will provide bus transportation <input type="checkbox"/> Advertise designated location for students to sign-up for buses <input type="checkbox"/> Invite State Pharmacy Association(s) to college to address pharmacy student body
2-4 Weeks in Advance		<input type="checkbox"/> Continue to promote Pharmacy Day <input type="checkbox"/> Reserve campus lecture hall for State Association presentation
2 Weeks in Advance		<input type="checkbox"/> Confirm all appointments and contact personnel <input type="checkbox"/> Prepare lists of student delegations per appointment <input type="checkbox"/> Prepare banners and posters to highlight Pharmacy Day <input type="checkbox"/> Contact university/college public relations office, alumni, and local media outlets for coverage of the event
Implementation Phase	Date	Activity
Pharmacy Day		<input type="checkbox"/> Take lots of photos <input type="checkbox"/> Designate student reporter to write-up press release <input type="checkbox"/> Email press release and digital photos to appropriate university source
Follow-up Phase	Date	Activity
1 Week after Pharmacy Day		<input type="checkbox"/> Send out thank you letters to bus sponsor(s) <input type="checkbox"/> Hold post-mortem meeting within the week to review surveys <input type="checkbox"/> Be sure to thank deans, administrators, faculty, leaders and the student body, in writing, for participation on Pharmacy Day in writing

Congratulations! Your political agenda for Pharmacy Day is complete.
Remember... it's never too early to prepare for next year.

SAMPLE ANNOUNCEMENT POSTER

University of SNPhA

Pharmacy Day at the State Capital

Date: _____

Time: _____

Contact Person(s): _____



National Pharmacy Associations

The following list of Pharmacy Associations is a starting point for you to become more aware of legislative issues that affect pharmacy and health care in your state.

Alabama Pharmacy Association	www.aparx.org
Alaska Pharmaceutical Association	www.alaskapharmacy.org
Arizona Pharmacy Association	www.azpharmacy.org
Arkansas Pharmacists Association	www.arpharmacists.org
California Pharmacists Association	www.cpha.com
Colegio de Farmaceuticos de Puerto Rico	www.cfpr.org
Connecticut Pharmacists Association	www.ctpharmacists.org
Delaware Pharmacists Society	www.depharmacy.org
Florida Pharmacy Association	www.pharmview.com
Georgia Pharmacy Association	www.gpha.org
Hawaii Pharmacists Association	
Idaho State Pharmacy Association	www.idahopharmacy.org
Illinois Pharmacists Association	www.ipha.org
Indiana Pharmacists Alliance	www.indianapharmacists.org
Iowa Pharmacy Association	www.iarx.org
Kansas Pharmacists Association	www.kansaspharmacy.org
Kentucky Pharmacists Association	www.kphanet.org
Louisiana Pharmacists Association	www.hipharm.org
Maine Pharmacy Association	www.mparx.com
Maryland Pharmacists Association	www.erols.com/mpha
Massachusetts Pharmacists Association	www.masspharmacists.org
Michigan Pharmacists Association	www.michiganpharmacists.org
Minnesota Pharmacists Association	www.mpha.org
Mississippi Pharmacists Association	www.mspharm.org
Missouri Pharmacy Association	http://www.morx.com
Montana Pharmacy Association	www.rxmt.com
Nebraska Pharmacists Association	www.npharm.org

Nevada Pharmacy Alliance	www.nvphall.org	
New Hampshire Pharmacists Association	www.nhpanet.org	, info@nhpanet.org
New Jersey Pharmacists Association	www.njpharma.org	
New Mexico Pharmaceutical Association	www.NM-pharmacy.com	
New York, Pharmacists Society of the State of	www.pssny.org	
North Carolina Association of Pharmacists	www.ncpharmacists.org	
North Dakota Pharmaceutical Association	www.nodakpharmacy.com	
Ohio Pharmacists Association	www.ohiopharmacists.org	
Oklahoma Pharmacists Association	www.opha.com	
Oregon State Pharmacists Association	www.oregonpharmacists.com	
Pennsylvania Pharmacists Association	www.papharmacists.com	
Rhode Island Pharmacists Association	www.ripharm.com	
South Carolina Pharmacy Association	www.scrx.org	
South Dakota Pharmacists Association	www.sdpha.org	
Tennessee Pharmacists Association	www.tnpharm.org	
Texas Pharmacy Association	www.txpharmacy.com	
Utah Pharmaceutical Association	www.upha.com	
Vermont Pharmacists Association	www.vtpharmacists.org	
Virginia Pharmacists Association	www.vapharmacy.org	
West Virginia Pharmacists Association	www.wvpharmacy.org	
Wisconsin, Pharmacy Society of	www.pswi.org	
Wyoming Pharmacists Association	www.wpha.net	
Washington D.C. Pharmaceutical Association	www.aphanet.org	
Washington State Pharmacists Association	www.wsparx.org	

Let's Get Political Evaluation Survey



School Name _____

Submitted By _____

Email Address _____

Number of Students: _____ Faculty/Professor(s): _____ Pharmacists: _____

Incentives or other awards for participation? Yes No

If yes, please explain: _____

What activity worked well? _____

What activity did not work? _____

Would you participate again? Why or Why not? _____

Suggestions/Comments: _____

Thank you for the Feedback!

Parliamentary Procedures

Parliamentary procedures are a set of conduct rules used during meetings that allows for the membership to make decisions and for their voices to be heard. Robert's Rules of Order are the parliamentary procedures that will govern SNPhA's House of Delegates. It is important that the chapter delegates are familiar with these rules.

Organizations using parliamentary procedures usually follow a fixed order of business. Below is a typical example:

1. Call to order
2. Roll call of chapter delegates
3. Reading of minutes from the last meeting
4. Officers' reports
5. Committee reports
6. Special orders: important business previously designated for consideration during the meeting
7. Unfinished business
8. New business
9. Announcements
10. Adjournment

During these meetings chapter delegates communicate by making motions. There are four basic types of motions:

1. Main Motion: To introduce items to the membership for their consideration. They cannot be made when any other motion is on the floor, and yield to privileged, subsidiary, and incidental motions.
2. Subsidiary Motion: To change or affect how a main motion is handled and is voted on before a main motion.
3. Privileged Motion: To bring up items that are urgent about special or important matters unrelated to pending business.
4. Incidental Motion: To provide a means of questioning procedure concerning other motions and must be considered before other motions.

HOW A MOTION IS MADE AND ACTED UPON

1. **A member requests the floor**—The chapter delegate approaches the microphone, announces their first, last name and school representing, and the addresses the speaker of the house, “Speaker of the House.”
2. **The floor is assigned**—The speaker of the house recognizes the delegate by their last name and grants them permission, “Mr/Mrs/Ms. N.”
3. **The motion is made**—Mr/Mrs/Ms. N introduces the motion by saying, “I MOVE ...” For example, “I MOVE THAT SNPFA ORGANIZES A COMMUNITY BROWN BAG PROGRAM WITH THE SURPLUS FUNDS IN THE TREASURY.”
4. **The motion is seconded (if required)**—Another delegate moves to second, “I SECOND THE MOTION.”

Note: This member does not need to rise and does not wait to be recognized. A second is used because according to Robert’s Rules of Order a motion must be considered if two people are in favor. Motions from a committee do not need a second, as the group knows that at least two people want it considered.

If a motion does not get a second, the Chair states, “SINCE THERE IS NO SECOND, THE MOTION CANNOT BE GRANTED IS BEFORE THIS MEETING.”

5. **The speaker of the house restates the motion**---It is important that the speaker restates the motion so that the proposal is understood by all members. “IT HAS BEEN MOVED AND SECONDED THAT SNPFA ORGANIZE A COMMUNITY BROWN BAG PROGRAM WITH THE SURPLUS FUNDS IN THE TREASURY.

Note: This also serves to keep the members focused on the discussion on the proposed motion. The speaker can request a motion to be submitted in writing if the motion is of length. The motion is said to be pending once it has been stated by the speaker. This motion must be discussed before other business can be considered.

6. **Debate is held**---The speaker of the house opens debate by saying, “IS THERE ANY DISCUSSION?” The speaker must open the floor for questions and discussion.

Again, the speaker of the house recognizes members who wish to speak by stating their names. Debate should continue as long as members wish to discuss the question unless motions have been adopted to limit the discussion.

7. **The speaker of the house puts the question to a vote**---A vote is taken in the following way:
 - a. The speaker again restates the motion, ‘THE QUESTION IS ON THE MOTION THAT SNPFA ORGANIZES A COMMUNITY BROWN BAG

PROGRAM WITH THE SURPLUS FUNDS IN THE TREASURY.” Restating the motion keeps the members clear about the purpose of the vote.

- b. “ALL IN FAVOR OF THE MOTION, PLEASE SIGNIFY BY SAYING ‘AYE’
.....ALL THOSE OPPOSED PLEASE SIGNIFY BY SAYING ‘NAY’.”

8. **The speaker announces the vote**---The secretary of the house counts the votes and the speaker of the house announces the results of the vote. “THE AYES HAVE IT AND SNPHA WILL ORGANIZE A COMMUNITY BROWN BAG WITH THE SURPLUS FUNDS IN THE TREASURY.”

VOTING ON A MOTION

There are five methods commonly used, the following are:

1. By Voice—The speaker asks those in favor to say, "Aye", those opposed to say "Nay". Any chapter delegate may move for an exact count.
2. By Roll Call—Each chapter delegate responds with an "Aye" or "Nay" as their school is called. This method can be used when a record of each person's vote is required.
3. By General Consent—When a motion is not likely to be opposed, the speaker says, "if there is no objection..." The membership shows agreement by their silence, however if one member says, "I object," the item must be put to a vote.
4. By Division—Chapter delegates raise their hands or stand. This does not require a count unless the requested by the speaker of the house.
5. By Ballot—Chapter delegates write their vote on a slip of paper; this method is preferred for the secrecy of vote.

There are two other motions that are commonly used that relate to voting:

1. Motion to Table—Often used in the attempt to "kill" a motion. The option is always present, however, to "take from the table," for reconsideration by the membership.
2. Motion to Postpone Indefinitely -- Often used as a means of parliamentary strategy and allows opponents of motion to test their strength without an actual vote being taken. Also, debate is once again open on the main motion.

DEFINITIONS

Motions that Require a second

Motion to amend a bill: A suggested change to a resolution that is being proposed

Motion to move into debate: To end discussion or questioning period

Motion to end debate: To end final privilege

Call to previous question: Move immediately to vote

Motion to table/take from the table: To temporarily suspend consideration of a bill/to now consider something originally placed on the table.

Motion to refer to committee: To have a committee further consider and investigate a resolution

Motion to suspend the rules: Temporarily suspend house rules to allow for consideration of a certain matter

Motion for Quorum call: Requested if a chapter delegate feels there are not enough delegates present to consider a bill. A roll call is taken at the opening of the house. Motion for quorum calls are time consuming and should only be called in pressing situations. Remember, if quorum is not met, the house cannot proceed.

Motions that DO NOT require a second

Point of inquiry: If a chapter delegate has a question.

Point of information: Used to state a **FACT** that is significant to the current questions or debate.

Point of Order: To correct the misuse of procedure

Privilege: To request silence in order for the speaker to be heard

RULES THAT GOVERN MAIN MOTIONS

Main motions:

- Cannot interrupt a chapter delegate/member who has been permission on the floor
- Requires a second, unless the motion is from the committee
- Resolution is debatable
- Resolution is amendable
- Requires a majority vote

Other Important Points

- The speaker of the house can request a written motion
- The author of a motion has the right to provide background
- A chapter delegate can vote against his own motion but cannot speak against it
- A chapter delegate can modify his own motion before it is stated by the speaker of the house. The chapter delegate can also offer an amendment after his motion has been stated by the speaker.
- A member can withdraw his motion up to the time it is stated by the speaker and after that must have permission from the house.

THE CHAIR SHOULD RULE AGAINST MOTION ORDERS:

- Conflicts with bylaws and/or Robert's Rules of Order
- Conflict with an approved adopted motion
- Operate outside the scope or focus of the organization
- Conflicts or repeated motions held with the committee
- Appear dilatory, disrespectful, frivolous, or rude.

NPhA-SNPhA Policy Proposal Process

WHAT IS A RESOLUTION

A resolution is a formal statement of opinion or position adopted by an organization. Resolutions state our official position on pharmacy and health care related issues as voted on by the SNPhA membership during the House of Delegates. Resolutions may reflect any issue that students believe is important to our organization and the profession of pharmacy. All chapters are encouraged to submit a resolution. As an incentive, chapters are awarded Chauncey I. Cooper points for each submission..

THE PROCESS

STEP 1: SNPhA MEMBER

- SNPhA member has an idea
- SNPhA member reviews SNPhA Bylaws and Policy Book to ensure the idea/issue has not already been addressed
- SNPhA member researches the appropriate background on the issue

STEP 2: SNPhA CHAPTERS

- SNPhA member presents the idea to his/her chapter for discussion
- Chapter agrees on the position that they would like SNPhA to take
- Chapter formulates an position statement using the Official Resolution Form

STEP 3: SNPhA REGIONAL MEETINGS

First Business Session

- The proposed resolution is presented to SNPhA members
- Chapter delegate from the authoring school provides background
- The floor is then opened to other chapters to raise questions, provide comments or suggest changes to the resolution

Second Business Session

- The proposed resolution is voted upon by the chapter delegates

STEP 4: SNPhA ANNUAL CONVENTION

First Business Session

- The speaker of the house presents passed resolutions from both regional meetings to the membership
- Chapters provide discussion on current proposed resolutions
- The house accepts amendments to the proposed resolutions before the third business session

Third Business Session

- SNPhA National Executive Committee presents resolution to chapters with the recommendation to
 - Adopt as written
 - Adopt as amended

- Reject resolution
- Table for further discussion
- Chapter delegates will vote on proposed or amended resolutions

STEP 6: NPhA House of Delegates

- Proposed resolutions are presented to NPhA House of Delegates
- NPhA House of Delegates vote on resolution
- Once the resolution is approved, an official position statement is recorded in the NPhA-SNPhA Policy Book

STEP 7: ACTING ON APPROVED RESOLUTIONS

- The National Executive Committee and/or the National Legislative Committee is responsible for leading the organization in accordance of the passed resolutions

WRITING THE RESOLUTION

Resolutions should be submitted on an Official Resolution Form found on the National Website.

The Official Resolution Form begins with “Where as....”. This should be followed by background statement(s) pertaining to the issue at hand. This statement is then followed by “Be it resolved that....”. At this point the author states what action or position the organization should take on the issue.

Issue: Many colleges of pharmacy have classes scheduled on Saturdays and your chapter does not support Saturday classes

Proposed Resolution: **Whereas** colleges of pharmacy are considering scheduling classes on Saturday wne pharmacy students use this time to study, work and for other activities. **Be it resolved** that SNPhA does not support the scheduling of classes on Saturday.

BRIDGING THE GAP PROGRAM



After successful completion of your pharmacy program, your professional involvement can continue through involvement in our parent organization the National Pharmaceutical Association.

The Bridging the Gap program is designed to enhance the transition from being a SNPhA member to an active NPhA member.

Bridging the Gap Program

HISTORY AND PURPOSE

Bridging the Gap initiative came about as a result of Dr. Marcellus Grace, the NPhA Board of Directors and the SNPhA Executive Committee exploring options for SNPhA graduates to transition into NPhA. An informal meeting was conducted at the 2000 NPhA/SNPhA National Convention in Baltimore, Maryland where Dr. Grace invited the SNPhA Executive Committee members to NPhA's Board meeting.

In October 2000, NPhA and SNPhA held their first joint executive board meeting in Indianapolis, Indiana. It was at that meeting both organizations decided to initiate a joint health care project and develop a special group for recent SNPhA graduates "Transitions...SNPhA to NPhA Practitioner". In addition, NPhA and SNPhA decided to have a joint continuing education (CE) session during our annual meetings. Since this first meeting, efforts have been made to increase attendance of NPhA members at the SNPhA luncheon, attendance of SNPhA members at the NPhA Opening General Session at the annual conference and to increase the number of graduates joining NPhA.

The NATIONAL PHARMACEUTICAL ASSOCIATION

The National Pharmaceutical Association, established in 1947, is dedicated to representing the views and ideas of minority pharmacists on critical issues affecting health care and pharmacy; as well as advancing the standards of pharmaceutical care among all practitioners. The National Pharmaceutical Association strives to be the premier organization representing the interests and needs of minority pharmacists in all practice settings.

NPhA is actively involved in community health outreach programs, career advancement programming, staying abreast of minority legislative issues, and providing opportunities to gain CE credits. All of these activities and more are available in the NPhA newsletter.

NPhA PROMOTES...

- The application of patient care by pharmacy practitioners in underserved communities, and thorough medication reviews
- The advancement of the careers' of its members by providing advanced learning opportunities in community, institutional, and managed care practices, leadership training, and enhanced clinical skills
- Independent pharmacy specialty practices in home health care, long term care, home IV, health supports and appliances, compounding, and other speciality areas

NPhA OFFERS

- The opportunity to network with pharmacists and students who are devoted to serving underserved communities
- The annual meeting that has over 20 hours of pharmaceutical education
- A medication review program as an outreach activity in the city of the annual conference

NPhA STRIVES TO...

- Increase the number of minority pharmacists who are active in organized pharmacy
- Raise money to provide scholarship support for pharmacy students who are active members of the Student National Pharmaceutical Association;
- Be a strong voice on issues affecting minority pharmacists and the communities in which they serve.

BENEFITS OF NPhA

As a SNPhA graduate NPhA can offer you:

- Access to professional publication
- Opportunities to gain CE credit
- National Conference focusing on minority health issues
- Opportunities to participate in community health outreach programs
- Discussion and input on legislative issues that impact the growth of pharmacy
- Career advancement programming and professional skills enhancement

BECOMING A NPhA MEMBER

Upon graduating pharmacy school, SNPhA members may join NPhA for a discounted fee. Members must obtain a Transitions Application available through SNPhA National Headquarters. Members may also join by visiting www.npha.net to register online or by downloading the registration form.

NPhA HEADQUARTERS

107 Kilmayne Drive, Suite C
Cary, NC 27511

Email: npha@npha.net • Website: www.npha.net
Phone: (800) 944-NPhA • Fax: (919) 4695870



STUDENT NATIONAL PHARMACEUTICAL ASSOCIATION

NPhA-SNPhA Mentorship Program



PURPOSE

The NPhA-SNPhA Mentorship Program was established as an adjunct to the Bridging the Gap program. NPhA members lend their guidance, counsel and support to members of local SNPhA chapters. The purpose of the mentorship program is to foster a relationship between the two organizations and increase SNPhA awareness of NPhA, thereby increasing the transition of SNPhA members to NPhA.

BENEFITS TO NPhA

As a mentor, NPhA members have the opportunity to give back to SNPhA, serving as a valuable resource to student pharmacists. The program will increase the visibility of NPhA as it cultivates loyalty within the organization.

BENEFITS TO SNPhA

SNPhA members will have access to pharmacist in the various fields of pharmacy, who can serve as potential speakers, answer questions, share ideas, as well as assist them in their personal growth and in the development of a career path. In addition to becoming familiar with NPhA, SNPhA members will also have the opportunity to develop personal relationships with NPhA members. This program will equip members for future leadership roles within NPhA and in the profession of pharmacy.

NPhA MENTOR RESPONSIBILITIES

As mentors, NPhA members are required to interact with SNPhA members at least every month. They will educate SNPhA members about NPhA and serve as an outside resource for the students. In addition, NPhA members will fill out the mentorship survey in May of each academic year. If at any time a NPhA member decides to discontinue their services as a mentor, they must notify the student and the bridging the gap coordinator(s).

SNPhA CHAPTER RESPONSIBILITIES

As mentees, SNPhA chapter members must keep their mentor informed about their upcoming meetings and activities. Chapters should also invite NPhA members to participate in their activities. Any interactions with mentor(s) should be reported in the Chapter Bimonthly Reports. In addition, each chapter will attach the Mentorship Survey to their Chapter Annual Report in May of each year.

SUGGESTED MENTORSHIP PROJECTS AND ACTIVITIES

- Organize pharmacy visits and tours
- Invite SNPhA members to attend NPhA meetings/activities in their area
- Provide speakers for chapter meetings (financial planning, legislative affairs, etc.)
- NPhA participation in SNPhA activities (operation immunization, health fairs, etc.)
- Host a SNPhA/NPhA luncheon, dinner, banquet or social
- Student sponsorship to regional meetings and or national conventions

NPhA-SNPhA Mentorship Program Applications and surveys can be found on the national website at www.snpha.org. If you know a NPhA member that may be interested in becoming a mentor, encourage them to fill out an online application on the SNPhA national website.

ANNUAL MEETINGS



The Regional Meetings & National Conference provide networking opportunities, professional and leadership development, interactions with the general membership and many other benefits.

This section will assist your chapter in preparing for upcoming meetings to ensure that your members benefit from their participation and attendance.

REGIONAL MEETINGS

Yearly, SNPhA holds two regional meetings during the spring term. The meetings are hosted by two SNPhA chapters: one chapter hosting Region 1 & 2 SNPhA chapters and another chapter hosting Region 3, 4 & 5 SNPhA chapters. The meetings start Friday afternoon and last till Sunday afternoon.

The SNPhA national office recommends that the meetings are held in the spring and do not conflict with other pharmacy conferences to ensure maximum participation from SNPhA chapters in respective regions. This also prevents members from being excused from their academic classes, rotations or clerkships and other pharmacy commitments.

The meeting can consist, but not limited to, any of the following combination of activities:

Motivational speakers

- Dean of the college and/or university officials
- Faculty and professors
- Chapter officers, SNPhA alumni, National Officers
- Corporate sponsors
- Community affiliates

Workshops

- Resume and CV writing
- Interview skills
- Leadership development
- Financial seminars

Professional Development

- Career Placement
- Career Round-table discussions
- On-site interviews

Banquets/Entertainment

- Welcome reception and networking events
- Awards luncheon/dinner
- Breakfast, lunch and/or dinner meetings
- Off-site tours in host city

SNPhA Business Meetings

- Submission of chapter reports
- Introduction of resolutions
- Chapter-related discussions
- Distribution of national conference information

- Information about running for national elected or appointment positions

Note: These are a few examples of events that can be hosted at a regional meeting. Host chapters should solicit memberships' interests and plan a regional meeting that will capture the interests of the registrants and provides long living memories.

All schools interested in hosting a regional meeting should provide a written statement of intent during the annual national conference two (2) years prior to the scheduled meeting date. In addition, each school should consult the *Regional Meeting Host Planning Guide* to assist in the decision process to host a regional meeting.

Once the hosting chapter's proposal has been approved by the national office, it is the sole financial responsibility of that chapter and school to fund the meeting. National officers can assist in the planning of the meeting by providing contact information for potential speakers and serve as a resource within the scope of the national office obligations.

NATIONAL CONFERENCE

The Student National Pharmaceutical Association national conference, in conjunction with our parent organization, the National Pharmaceutical Association, is held in a different city each year. This NPhA-SNPhA sponsored conference takes place over a four day period, from Friday through Monday.

Students representing the five regions are encouraged to attend to reap the many benefits, some that include networking, interacting with students from other chapters, and learning about the policies of the organization.

The meeting consists of:

- Interactions with other SNPhA chapters across the nation, as well as with the parent chapter NPhA, providing excellent opportunities to establish contacts and meet new members
- Various workshops, discussion panels and speakers that inform the registrants about current issues in pharmacy and their effect on the minority and underserved communities
- Opportunities to network with pharmaceutical industry, chain drug stores, and graduate school representatives

- Awards ceremony to recognize outstanding chapters for achievement in professional service, membership, and community service
- House of Delegates business sessions to establish organizational policies and to elect the incoming executive board

SNPhA NATIONAL CONFERENCE AWARD DESCRIPTIONS

Advisor Award: Presented to the advisors of the chapter that hosted the regional meetings

Student Award: Presented to student leaders of the hosting chapter instrumental in planning the regional meetings

National Officer Award: Presented to national executive board for their commitment to serving the mission and goals of SNPhA

Chapter Excellence Award: Presented to the chapters with the most Chauncey I. Cooper (CIC) points (1st, 2nd, 3rd place)

Meeting Participation: Presented to the chapter with the most registrants (student and advisor) at the regional meetings

Professional Services Award: Presented to the chapters that from a small, midsize and large chapter with the most CIC points for community service

Conference Award: Presented to chapters from a small, midsize, and large chapter with the most registrants at the national conference

Scrapbook Award: Presented to the chapters with the best scrapbooks determined by selected corporate sponsors (1st, 2nd, 3rd place)

Operation Immunization Award: SNPhA chapters are recognized for participation in the Operation Immunization initiative

Chronic Kidney Disease Award: SNPhA chapters are recognized for participation in the Chronic Kidney Disease initiative

Remember the Ribbon Award: SNPhA chapters are recognized for participation in the Remember the Ribbon initiative

Power to End Stroke: SNPhA chapters are recognized for participation in the Power to End Stroke Initiative

Clinical Skills Competition: Presented to the teams that excelled and scored highest in the competition (1st, 2nd, 3rd place)

CHAPTER PREPARATION FOR ANNUAL CONFERENCE

Plan Ahead:

- Send in registration forms before pre-registration deadline
- Make travel arrangements early and book hotel rooms using conference code

Dress Code: **Professional Business Attire**

- Women should wear appropriate dresses, pantsuits, and skirts with shirts and/or business suits with acceptable footwear
- Men should wear business suits with a shirt and tie, which can be substituted by a sport coat and dress slacks with acceptable footwear
- ****Note:** T-shirt, low-cut blouses and/or short skirts are *not* acceptable

Meeting Attendance: **Punctuality Required!**

- Attendance at all sessions and meetings is expected
- Attendees should be present and arrive on time to all planned sessions
- ****Note:** If you must enter a session after it has started, enter quietly and sit in the first seat available as to not disrupt the program in session

Meeting Etiquette: **Obey “Roberts Rules of Order”**

- Each attendee should familiarize themselves with the proper standards for conducting a successful meeting based on Robert’s Rules of Order.
- ****Note:** Speaking out of turn, shouting or any form of overt lack of control during a program session will not be tolerated

Chapter Readiness: **Required Submission Materials**

- Each chapter must be prepared to submit and deliver a chapter report outlining the activities of their chapter
- ****Note:** A one-paged typed report is acceptable.

Networking Interaction: **Business Cards are a Must!**

- All attendees should be prepared to maximize their networking opportunities presented to them during regional meetings and annual conference
- Members should bring business cards, resumes and CVs to network with employers in the exhibit hall and to develop future contacts

Meeting Safety: **Be Your Best!**

- Keep in mind the programs coordinated for the regional meetings and national conference are to help students accomplish their goals and develop as future pharmacists
- We want all our attendees to have fun and enjoy all the planned activities. Just remember that your safety is our priority!

Have a wonderful experience at the next Regional or National Meeting.

DIRECTORIES



REGIONAL SECTIONS

REGION I

Duquesne University	Hampton University
Howard University	Lake Erie College of Medicine (LECOM)
Long Island University	Massachusetts College of Pharmacy
Medical College of Virginia	Northeastern University
Philadelphia College of Pharmacy	Rutgers University
St. John Fisher College	State University of N.Y. at Buffalo
Temple University	Touro College of Pharmacy- New York
University of Charleston	University of Connecticut
University of Maryland Eastern Shore	University of Maryland
University of New England	University of Pittsburgh
University of Rhode Island	Virginia Commonwealth University

REGION II

Auburn University Satellite Campus- Mobile	Auburn University
Belmont University	Campbell University
Florida A&M University	Mercer University
Nova Southeastern University	Presbyterian College School of Pharmacy
South Carolina College of Pharmacy- Columbia	South Carolina College of Pharmacy- Charleston
Samford University	University of Florida- Gainesville
University of Florida- St. Petersburg	University of Georgia
University of Mississippi	University of North Carolina
University of South Carolina	University of South Florida
University of Tennessee	Wingate University

REGION III

Butler University	Chicago State University
Drake University	Midwestern University- Chicago
Northeast Ohio Medical University	Ohio Northern University
Purdue University	Southern Illinois University- Edwardsville
St. Louis College of Pharmacy	The Ohio State University
University of Cincinnati	University of Findlay
University of Illinois at Chicago	University of Iowa
University of Kentucky	University of Michigan
University of Missouri- Kansas City	University of Toledo
University of Wisconsin	Wayne State University

REGION IV

Regis University	Texas A&M College of Pharmacy
Texas Southern University	Texas Tech University
University of Arkansas for Medical Sciences	University of Colorado
University of Houston	University of Incarnate Word
University of Oklahoma	University of Texas at Austin
Xavier University of Louisiana	

REGION V

California Northstate University- COP	Idaho State University
Loma Linda University	Touro University- California
University of California- San Francisco	University of Southern California

SNPhA Chapter Advisors

REGION I	
<u>Duquesne University</u> M. Christianah Adeyeye 441 Mellon Hall Pittsburgh, PA 15222 (412) 396-5133 adeyeyechri@duq.edu	<u>Hampton University</u> Anand Iyer, PhD. Hampton University Kittrell Hall Hampton, Virginia 23668 (757) 728-6768 Anand.iyer@hamptonu.edu
<u>Howard University</u> Dr. Beverly Mims 2300 4 th Street, N.W. Washington, D.C. 20069 (202) 806-4202 bmims@fac.howard.edu	<u>Lake Erie College of Medicine (LECOM)</u> Dr. Randall Heemer 1858 W. Grandview Blvd. Erie, PA 16506 (814) 860-5114 rheemer@lecom.edu
<u>Long Island University</u> Dr. Cecil Joseph Cecil.joseph@liu.edu	<u>Massachusetts College of Pharmacy</u> Dr. Alejandro Pino (617) 879-5047 Alejandro.pino@mcphs.edu Dr. Rick Shifley (617) 732-2232 rickshifley@mcphs.edu Dr. Michael Montagne (617) 732-2995 Michael.montagne@mcphs.edu
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