

**APhA-ASP**  
AMERICAN PHARMACISTS ASSOCIATION  
ACADEMY OF STUDENT PHARMACISTS



# 2015 - 2016 The APhA-ASP Chapter Advisor Survival Guide

Everything you need to know  
about membership!

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**American Pharmacists Association®**  
Improving medication use. Advancing patient care.

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## APhA-ASP Chapter Advisor Survival Guide

### Thank YOU APhA-ASP Chapter Advisor!

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

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

So, let's get started!

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

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

- **Ensure that APhA has the most recent information needed for the student enrollment process.** All schools have the option of allowing APhA to collect their chapter and state dues; and reimburse chapter dues electronically back to your school bank account or send a check for reimbursement. State dues collected by APhA, will be sent directly to the State Association if approved by the chapter. **You are responsible for communicating with chapter leaders and school administrators about the process and disbursement of funds.**
- Ensure the payment and collection of dues from every student and oversee appropriate handling, distribution, and reimbursement. Chapters have the option to allow APhA to also collect chapter and state dues through the online process, which would then be reimbursed six times per year (see schedule). Contact LaToya Wilson at [lwilson@aphanet.org](mailto:lwilson@aphanet.org) or (202) 429-7509 to **ensure that banking (EFT) information is updated (see schedule on page 34).**
- **Reviews and shares chapter reports** with student leadership. **(See page 36 for more information on generating reports)**
- Oversee the Chapter President and Membership Vice President (MVP) as they conduct the **chapter’s recruitment and retention campaigns.** Advisors help chapter leaders plan activities and set priorities each school year, and should be informed of all chapter activities.
- The Chapter Advisor also **helps foster relationships** between the chapter and local and state pharmacy associations.

## Chapter Advisor Profile— Keeping Your Information Up to Date

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

**Complimentary membership is only available to Primary Chapter Advisors.** For additional assistance, contact Student Development at [APhA-ASP@aphanet.org](mailto:APhA-ASP@aphanet.org) or via phone 800-237-2742 ext. 7514.

## Chapter Administrator Access – Sharing the Load

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

### Chapter Administrator Functionality – the online portal allows you to:

- View and Update Chapter Officers
- View and Download Transaction Reports
- View and Download Contact Lists
- Download and Upload Files/Forms
- Update Dues

# APhA-ASP Chapter Membership Calendar

## Summer

- Attend APhA-ASP Summer Leadership Institute.
  - Present 2015/16 Chapter membership goal
  - Submit MVP contact information
- Work with chapter officers to get ready for membership recruitment and plan for the upcoming school year.
  - Share the Load – share access to Chapter Administrator account and divvy up responsibilities (reports, update officers, contact lists, reconciling)

## August – September

- Work with chapter leaders to conduct Student Outreach Visits.
- Prepare for fall membership programs. Ensure receipt of chapter membership materials (sent to Chapter Advisor no later than August 15<sup>th</sup>).
- Hold fall membership drive through the end of October. Mail paper enrollment forms ASAP!!
- Register online and make housing reservations for the APhA Annual Meeting and Exposition beginning in August.

## October – November

- Conduct Student Outreach Visits.
- Remind chapter leaders of the **October 31<sup>st</sup> Deadline** for 2016 grads to join/renew for NAPLEX Review book eligibility.
- Participate in American Pharmacists Month activities (APhM October).
- Attend the APhA-ASP Midyear Regional Meeting.
- Assist Membership Vice Presidents and Presidents in student outreach to renew existing members and recruit new members.
- Tip! In October, generate a list of students that have not yet renewed and reach out.
- Ensure that APhA-ASP online membership enrollment is completed by **October 15 for the \$3 rebate** and by **November 8 for the \$1 rebate**.
- Remind 2016 Graduates to look out for the coupon code (sent in a November email) and then immediately order the NAPLEX Review book for delivery.

## December – January

- Register prior to the Early Bird Registration deadline for the APhA Annual Meeting.
- 2016 Graduates who ordered the NAPLEX Review book will receive their access code to NAPLEX Members-only Questions on *PharmacyLibrary*.
- Complete Membership Survey
- Update Chapter Dues online for 2016 year.
- Begin planning for Spring Membership Drive for your students in their last year before rotations.

## February

- Contact APhA Staff about graduating student programs.
- Schedule “Life on Rotation Presentation” with your chapter’s New Practitioner Mentor. For questions, contact Tom English at [tenglish@daphanet.org](mailto:tenglish@daphanet.org).

## March – April

- Attend the APhA Annual Meeting and Exposition in Baltimore, MD, March 4-7 2016. Be sure to attend the APhA-ASP Chapter Advisor Meeting.
- Conduct the APhA-ASP Spring Membership Drive Week the second week in April. Chapter membership materials will be sent to Chapter Advisor’s in March.
- Review files from outgoing MVP.

## April - May

- Meet with the Membership Committee to evaluate your year’s work.
- Meet with incoming Membership Vice President.
- Help ensure the transition of leadership at your chapter runs smoothly.
- Update Chapter Officers within the Chapter Administrator profile by May 15<sup>th</sup>
- Make sure that your updated contact information is listed with the APhA headquarters, so that you continue to receive all your mailings and emails.
- Assist chapter leaders in setting new goals and objectives for the chapter.

# APhA-ASP Membership Basics

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

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

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

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

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

## Membership Eligibility – Who Can Join?

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

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

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

## National, Chapter, and State Association Dues

The APhA-ASP membership year is November 1 through October 31. However, it is important for students to join or renew before November 1, so that their membership benefits will begin as soon as possible. **October 31** is the deadline date for final year student members to join APhA or renew their membership to be eligible to receive the complimentary NAPLEX Review book (Shipping fees may apply.)

Annual 2015-2016 national dues are **\$45** for student members. In order to be considered a student member, you must be enrolled in an accredited school or college of pharmacy in the U.S. (including Puerto Rico).

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

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

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

## Student Membership Benefits

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

## Special Bonuses for Final Year Student Pharmacist Members

- **The APhA Complete Review for Pharmacy** is available as a member benefit to 2016 graduating student members who join by the October 31, 2015, deadline and have an **active membership paid through 2016 (or 2017 under a Dual Membership)**. The shipping fee will be \$10. For Dual Members who join during the Fall Drive, the \$10 fee is waived.
- Student Members who join after October 31, 2015, may purchase *The Complete Review for Pharmacy* at the member price and non-members may purchase the book at the non-member price by calling 1-800-878-0729 or ordering online at [www.pharmacist.com](http://www.pharmacist.com).

### Pharmacy Library

- As a benefit of APhA membership, graduating student pharmacist members have access to members-only bonus questions and answers in the NAPLEX Review section of Pharmacy Library ([www.PharmacyLibrary.com](http://www.PharmacyLibrary.com)). For access to the APhA bonus questions, students are required to use a unique code provided to them by APhA. This code will be sent to eligible members by email directly from APhA in the fall of 2015. Access is available through October 31, 2016.

## Leadership and Advocacy

- **Patient Care Opportunities** - APhA-ASP is the leader of innovative patient care programming and gives you a head start on developing your clinical expertise. Master the communication, interpersonal, and patient counseling skills you'll need as a practitioner, all while serving your community.
- **Leadership Development** – You can be a leader within your community and your profession by participating in APhA-ASP's leadership development programming. Take your leadership experience to the next level and enhance your skills through a number of elected and appointed positions from the chapter to the national level.



- **Advocacy** – APhA-ASP chapters provide members with opportunities to be involved on campus and in the community. Informative meetings, health fairs, socials, pharmaceutical care projects, fundraisers, elections, membership drives, and community education are just some of the activities in which chapter members can participate.
- **Shaping Our Profession** – Students play an active role in shaping APhA policy by submitting proposals for consideration by the APhA-ASP House of Delegates. The APhA-ASP House of Delegates makes recommendations on vital issues affecting the profession and especially on issues affecting students.
- **Influencing National Policy** – APhA monitors legislative activities on matters that affect the future of all APhA-ASP members, such as provider status recognition and student financial aid. APhA also represents pharmacy's interests before Congress and federal regulatory agencies.
- **Global Reach** – APhA-ASP is a full member organization of the International Pharmaceutical Students' Federation (IPSF). Members of APhA-ASP are automatically members of IPSF, giving students the opportunity to participate in the international student exchange programs and attend the Annual IPSF World Congress.

## Career Development & Networking

- **APhA-ASP Midyear Regional Meetings**– APhA-ASP Midyear Regional Meetings (MRMs) are held every fall for each of the eight APhA-ASP regions across the country. The APhA-ASP MRMs are the only meetings in the U.S. designed exclusively for the needs of student pharmacists. MRMs bring together student pharmacists from across the country to provide a forum for discussions of common interest, provide valuable networking opportunities, and encourage participation in professional development and educational programs. During MRMs, the APhA-ASP Policy Process begins and the APhA-ASP Regional Officers are elected. See the [APhA-ASP Meetings and Networking pages](#) on [pharmacist.com/APhA-ASP](#) for additional information.
- **APhA Annual Meeting & Exposition** - provides APhA-ASP members the opportunity to participate in discussions on important pharmacy issues, elect APhA-ASP leaders, and enhance their career opportunities while meeting colleagues from across the nation and around the world. See the [APhA-ASP Meetings and Networking pages](#) on ([pharmacist.com/APhA-ASP](#)) for additional information. The APhA Annual Meeting gives student pharmacists an opportunity to learn from and connect with leaders and innovators in the profession. In addition, there are specific career-oriented programs for students, including leadership development programs and a licensure exam prep program. Student members are entitled to significant discounts on meeting registration.
- **Scholarship Opportunities** - Scholarship and award opportunities created to celebrate student pharmacists' commitment to excellence in education and recognize outstanding service to the profession of pharmacy.
- **Facebook Groups** – APhA maintains several groups on Facebook, including one for members generally, an APhA-ASP member group, and groups for each MRM. These groups are open to members and are, of course, a useful resource for connecting with both student pharmacist and pharmacist members of APhA.

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

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

- **Student Pharmacist** – APhA's bimonthly news magazine specifically for pharmacy students, provides news and information that affects readers' daily lives, including: career advice from practicing professionals, practice-setting profiles, student viewpoints on today's hot issues, professionalism tips, political advocacy in action news, tools for improved pharmacist-patient communication, information on technological advances, and the latest from the APhA and APhA Academy of Student Pharmacists (APhA-ASP) chapters.
- **Pharmacy Today** - the pharmacy profession's monthly news magazine, *Pharmacy Today* provides news about developments in pharmacy practice, medication management and safety, new drugs, and, legal and regulatory matters affecting pharmacy. Articles are written in an easy-to-read style, making it easy for busy students and pharmacists to stay informed. *Pharmacy Today* is available online to all students. Contact APhA for more information.
- There is also a special health-system print edition of *Pharmacy Today*. The articles in this edition are also available online. In addition, *Pharmacy Today* includes a Medication Therapy Management (MTM) profile every month, providing readers with profiles of practices that employ unique MTM techniques to effectively serve their patients.
- **Pharmacy Today Newsletter** – a daily edition of pharmacy today will be delivered right to your e-mail inbox. This member benefit is edited to keep you up-to-date on the constant flow of information that affects the profession, pharmacy and patient care. Delivered each business morning, the daily edition of *Today* will parse for you that tsunami of news and provide robust, unique, custom-crafted summaries written by our newsletter partner, Information Inc., and *Today* reporters.
- **APhA DrugInfoLine** – online summaries of recent findings regarding drug therapy, presented in a concise, "quick read" style, *APhA DrugInfoLine* is available online and as an iPhone and iPad app. Visit [aphadruginfoline.com](#) to stay up-to-date by monitoring the latest drug literature all in one place. *APhA DrugInfoLine* is available to APhA-ASP members in their 3<sup>rd</sup> and 4<sup>th</sup> years.
- **Journal of the American Pharmacists Association** – *JAPhA* is a peer-reviewed journal that includes original research, reviews, experience, and opinion articles that link science with contemporary pharmacy practice to improve patient care. APhA-ASP members have access to the online edition (12 issues/year) of *JAPhA* as a benefit of membership for 3<sup>rd</sup> and 4<sup>th</sup> year students.

# Discounts on Textbooks and Insurance

- **Discounts on Textbooks and Educational Materials** – With more than 100 resources to choose from, APhA-ASP members receive discounts on the most popular textbooks and references in pharmacy. And ordering from APhA is easy! APhA-ASP members can order online at **pharmacist.com**, or order through APhA's publication sales department at 800-878-0729. Online orders made by APhA-ASP members are automatically tracked and goes toward awards the chapter can earn. Student members can receive discounted shipping on orders made via phone, fax, or mail when the chapter name (or code) is provided.
- **Professional Liability Coverage** – This policy offers coverage for all curriculum-related activities including rotations and programs to student pharmacists. All APhA-ASP members can purchase liability insurance policies at discounted rates.

**One of the most important APhA-ASP membership benefits for 2016 graduates is FREE professional liability insurance. APhA will provide \$1 million/\$3 million dollar coverage at no cost to all 2014 graduates who sign up for membership during the prior year spring membership drive for their last year of pharmacy school and do not currently hold a license to practice pharmacy.** For example, students graduating in 2017 must sign up during the spring 2016 drive and be members through October 31, 2017. Coverage is from May 1 – May 1.

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

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

- ***Member bonuses and benefits are subject to change. For the current list of member benefits, please visit [www.pharmacist.com/student](http://www.pharmacist.com/student).***

# The State Dues Direct Program

All chapters can participate in the State Dues Direct Program.

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

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

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

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

Schools not wishing to participate in the program have the option of opting out during the dues confirmation request process prior to the spring membership drive. If there are any discrepancies regarding individual payments, please contact InfoCenter at 800-237-2742, option 2.

# The Dual Membership Category *(for Final Year Students Only)*

APhA helps 2016 graduates smoothly transition from student pharmacist to new practitioner by offering 2 years of membership at reduced pricing. **In 2015, for just \$115 during the fall drive (a 19% discount), dual-year members are ensured continued access to a wealth of APhA member benefits in addition to the following exclusive bonuses.** These prices may increase once state and chapter dues are included with APhA national dues. Make sure that your members are aware of the total dues amount.

- Free copy of *The APhA Complete Review or Pharmacy*, 11<sup>th</sup> edition. Dual members will be required to login into their APhA profile and order the NAPLEX Review book from October 1-November 22 and update their shipping address.
- Access to the NAPLEX Review Questions section of *PharmacyLibrary*, APhA's digital platform, plus bonus test prep questions exclusively for APhA student pharmacist members.

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

- Complimentary copy of *The APhA Complete Review for Pharmacy*, 11<sup>th</sup> edition. Students pay a \$10 shipping and handling fee.
- Access to the NAPLEX Review Questions Section of *PharmacyLibrary* ([www.pharmacylibrary.com](http://www.pharmacylibrary.com)) plus, bonus members-only test prep questions.

**The Deadline to sign up for a Dual Membership is October 31, 2015.**

*Please note: This is a special offer for 2016 graduates and is subject to change annually.*

**For 2016  
Grads  
Only**

Sign up during the Fall 2015 APhA Membership Drive and qualify for the dual membership category. APhA paves the way as you transition from final-year student pharmacist to first-year new practitioner with special 2-year membership benefits and savings!



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

Christine Chim, Pharm. D., BCACP  
St. Johns University  
College of Pharmacy and  
Health Professions  
MEMBER SINCE 2005

# THE APhA ADVANTAGE

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

- **Help you smoothly transition** from student pharmacist to new practitioner.
- **Ensure your continued access to a wealth of APhA member benefits** for 2 years.
- **Save you money**— 2 years of APhA membership for just \$115 (a 19% discount). Join during the Fall 2015 APhA Membership Drive and save!
- **Professional Development Resources** including *Student Pharmacist*, the official APhA-ASP magazine, and online editions of *Pharmacy Today* and the *Journal of the American Pharmacists Association*.
- **Provide exclusive bonuses for dual-year members:**
  - Free copy of *The APhA Complete Review for Pharmacy*, 11th edition – an estimated \$64.95 value – with complimentary shipping and handling (a \$10 value).
  - Access to the NAPLEX Review Section of PharmacyLibrary, APhA’s new digital platform, **plus** 200 bonus test prep questions exclusively for student pharmacists joining during Fall 2015 APhA Membership Drives.

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

- **Complimentary copy of *The APhA Complete Review for Pharmacy***, 11th edition—and pay only a \$10 shipping and handling fee.
- Access to the NAPLEX® Review Question Section of PharmacyLibrary, **plus 100** bonus members-only test prep questions.



The mission of the APhA New Practitioner Network is to support the transition from student to pharmacist by helping new graduates discover opportunities in pharmacy, develop themselves and their professional network, and empower them with the knowledge and skills necessary to define the future of their profession.

### Members of the New Practitioner Network enjoy the following benefits:

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



**PHARMACISTS  
PROVIDE CARE**

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

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

Sign-up as a provider status supporter and ask your representatives for their support through [www.pharmacistsprovidecare.com](http://www.pharmacistsprovidecare.com).

**APhA helps you progress from student pharmacist to new practitioner!**



**American Pharmacists Association®**  
Improving medication use. Advancing patient care.

**APhA** 2215 Constitution Ave., N.W. | Washington, DC 20037-2985  
800-237-APhA (2742) | [infocenter@aphanet.org](mailto:infocenter@aphanet.org)

[www.pharmacist.com](http://www.pharmacist.com)

# Fall and Spring Membership Drives

APhA-ASP Chapters are encouraged to hold at least two membership drives each year. The fall drive is held at the beginning of the school year to enroll new students, renew existing members and to help chapters financially through the APhA-ASP Chapter Administrative Allowance program (see page 32 for more details). The spring drive is held before the end of the school year and is useful to renew members for the following school year before they leave campus. It is designed to target students who will be entering their final year in the fall and may not be on campus during the renewal period.

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

## Membership Drive Materials

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

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

**Email notifications** are sent to the Chapter Advisors and MVPs at the time of mailing. If you do not receive your fall membership drive package, contact LaToya Wilson at [lwilson@daphanet.org](mailto:lwilson@daphanet.org) or via phone at 800-237-2742 ext. 7509 for assistance.



# Online Student Membership Enrollment

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

## Member Online Join Process

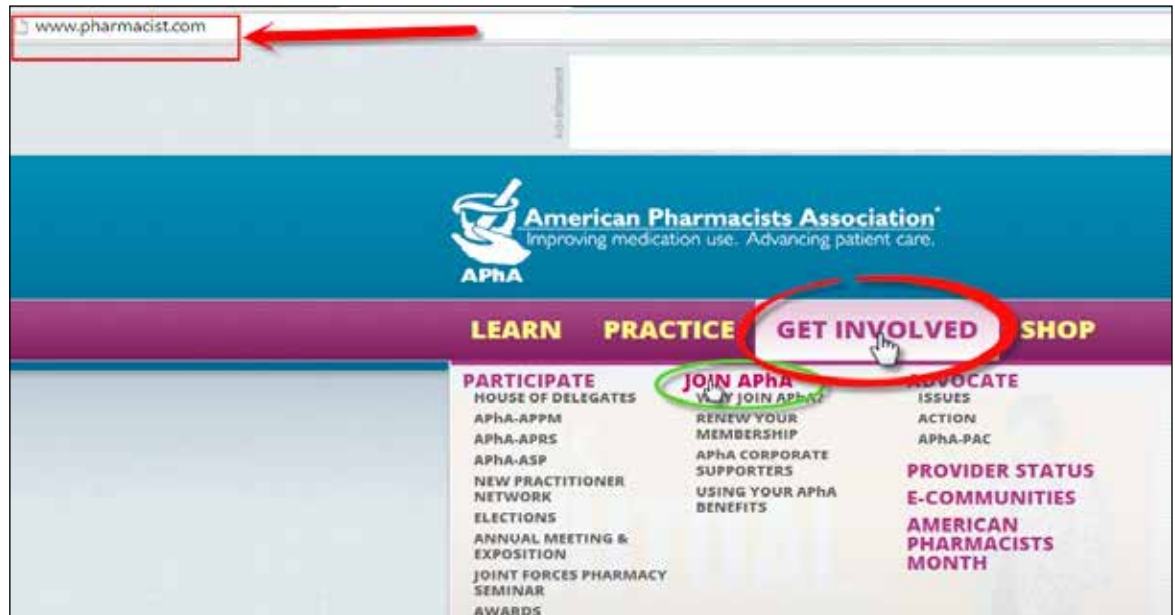
Below are the instructions to help students with the online enrollment process. If **Chapter Advisors or Membership Vice-Presidents** have any questions about the online join process, please contact LaToya Wilson at [lwilson@aphanet.org](mailto:lwilson@aphanet.org).

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

Membership Type Description	MBRTYPE	Has Not Renewed		Just Renewed	
		Grad Year	Expire Year	Grad Year	Expire Year
Student Final Year	MSREGF	2016	10/31/2015	2016	10/31/2016
Dual—Student Final Year Plus New Practitioner Year 1	MSREGD	2016	10/31/2015	2016	10/31/2016
Student 2 Years From Grad	MSREG2	2017	10/31/2015	2017	10/31/2016
Student 3 Years From Grad	MSREG3	2018	10/31/2015	2018	10/31/2016
Student 4 Years From Grad	MSREG4	2019	10/31/2015	2019	10/31/2016
Student 5 years From Grad	MSREG5	2020	10/31/2015	2020	10/31/2016
Student 6 Years From Grad	MSREG6	2021	10/31/2015	2021	10/31/2016
Student 7 Years From Grad	MSREG7	2022	10/31/2015	2022	10/31/2016
Student 8 Years From Grad	MSREG8	2023	10/31/2015	2023	10/31/2016

The online enrollment processes are available at [www.pharmacist.com](http://www.pharmacist.com) and starts with creating a registration form (for those that don't have an APhA account) and then completing the join or renewal form. Final year student pharmacists have the option to choose either the single year or dual year membership when joining.

- **Step 1:** Visit the APhA website [www.pharmacist.com](http://www.pharmacist.com), place your cursor on “Get Involved”. Select the “Join APhA” option.



The graphic is titled 'Join Now' and 'THE APhA ADVANTAGE'. It features a woman in a grey blazer with her arms crossed. The text reads: 'For Every Practice Setting and Every Stage of Your Career.' Below this are four key benefits:

- Knowledge:** 30+ FREE CPEs - Professional development organized by track and online anytime. Advanced certificate training, critical tools and resources, give you the advantage you need to get and stay ahead.
- Advocacy:** A Collective Voice - On issues like provider status, which offers opportunity and a more viable business model for pharmacists, through our Pharmacists Provide Care campaign and support of legislation in Congress.
- Practice:** Advancing Patient Care - Professional advantages through up-to-the-minute research and news, best practices, policy changes, medication and drug information, and so much more.
- Engage:** 50,000+ Members - An instant connection to a diverse and dynamic network vital to your success and advancement.

At the bottom, it says 'Join the first, largest and most influential association of pharmacists in the nation.' and includes a 'Join APhA' button. A testimonial from Julie Helgeson, Pharm.D., is also present.

- **Step 2:** Complete the required information and select “Next” to continue.

1 CHECK REGISTRATION!
2 TELL US ABOUT YOURSELF
3 YOUR MEMBERSHIP DETAILS
4 BUILD Y

## Tell us about yourself

Providing information about yourself is the first step towards becoming a member.

*\* Required*

Email Address:

\* Email Location:

---

\* Are you currently a student in your First Pharmacy Degree Program?  Yes  No

Graduation Year

---

Prefix:

First Name:

\* Last Name:

Suffix:

---

\* Country:  [Change](#)

\* Address Type:

\* Address Line 1:

Address Line 2:

Address Line 3:

\* Zip Code:

\* City:

\* State:

---

\* Phone:   EXT

---

Username:

Password must be at least six or more characters and contain at least one upper case, one lower case, and one numeric value.

\* Password:

\* Confirm Password:

1 CHECK REGISTRATION 2 **TELL US ABOUT YOURSELF** 3 YOUR MEMBERSHIP DETAILS 4 BUILD YOUR NETWORK PAYMENT

## Tell Us About Yourself

The questions below will help us tailor your APHA membership options.

We want to tailor your membership to you. Tell us about yourself.

I am:

- a Pharmacist
- a Student
  - I am in my first professional degree program (PharmD)
  - I am in a Post-graduate Program, such as MS, PhD, or Fellowship
  - I am in a residency program
- a Pharmacy Technician
- Non-Pharmacist - I am not a pharmacist, student, or technician, but I want to join

**Next** Cancel

Once you make the correct selection select the "Next" option to continue

- **Step 4:** Complete your contact information and select "Next" to continue.

1 CHECK REGISTRATION 2 **TELL US ABOUT YOURSELF** 3 YOUR MEMBERSHIP DETAILS 4 BUILD YOUR NETWORK PAYMENT

## Tell Us About Yourself

The questions below will help us tailor your APHA membership options.

Where:

\* First Pharmacy Degree Institution: Alabama

\* Auburn University James

Graduation Year: 2015

Permanent Address:

Address Type: WORK

Address Line 1: 2215 Constitution Ave NW

Address Line 2:

City: Washington

State/Province: District of Columbia

Zip/Postal Code: 20037-2978

Country: United States

Address at School:

Make my billing address

\* Country: United States Change

\* Address Line 1: 2215 Constitution Ave NW

Address Line 2:

\* Zip Code: 20037

\* City: Washington

\* State: District of Columbia

\* Address Active Dates:

MM/DD/YYYY: 3/1/2014

\* to: 6/30/2018

Background:

\* Gender: Female

\* Date of Birth: 1/1/1999

MM/DD/YYYY

**Previous** **Next** Cancel

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

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

1 CHECK REGISTRATION! 2 TELL US ABOUT YOURSELF 3 YOUR MEMBERSHIP DETAILS 4 BUILD YOUR MEMBERSHIP

## Choose Your Membership Benefits

**You will be redirected to this page where it outlines "Your Membership Details"**

### Student Pharmacist 2 Yrs from Graduation

[View More](#)

**Your chapter** | University of Maryland School of Pharmacy - Baltimore \$15.00  
University of Maryland School of Pharmacy - Baltimore

**State Association** | Maryland State Membership \$10.00  
Maryland State Membership

**ADIL- APhA DrugInfoLine** FREE  Opt Out

[Previous](#) [Next](#) [Cancel](#)

- **Step 6:** Choose your "Academy". Student are automatically enrolled in APhA-ASP (Academy of Student Pharmacists).

## Academies, Sections & SIGs

### APhA Academies

APhA has three Academies - APhA Academy of Pharmacy Practice and Management (APhA-APPM), APhA Academy of Pharmaceutical Research and Science (APhA-APRS) and APhA Academy of Student Pharmacists (APhA-ASP). Student pharmacists are automatically enrolled in APhA-ASP. As a member you can choose to join as many Academy Sections and Special Interest Groups (SIGs) within APhA-APPM and/or APhA-APRS BUT you must designate ONE Academy as primary for voting purposes. To join a SIG, you must select APhA-APPM as your primary or additional Academy.

**Primary Academy**  
 ASP

**Additional Academy (optional)**  
 APPM (APhA - APPM)  
 APRS (APhA - APRS)

### APhA-APRS Sections

Please select your APhA-APRS primary section. Voting is done at the section level.

Basic Sciences  
 Clinical Sciences  
 Econ. - Soc. & Admin.

### APhA-APPM Special Interest Groups

To join any APhA-APPM SIGs, you must select APhA-APPM as your primary or additional Academy. One Last Step! Don't forget to also join the selected APhA-APPM SIG(s) e-Community and start networking with colleagues today! To join the SIG(s) e-Community, log into [www.pharmacist.com](http://www.pharmacist.com) and click on "E-Communities" located under the "Get Involved" tab; or go to <http://www.pharmacist.com/apha-appm> to join the SIG(s) e-Communities and to learn more about the APhA-APPM SIG(s).

SIG - Compounding  SIG - Diabetes Management  
 SIG - Immunizing Pharmacist  SIG - Medical Home/ACO  
 SIG - Medication Management  SIG - Nuclear Pharmacy Practice  
 SIG - Pain, Palliative Care and Addiction  SIG - Transition of Care

[Previous](#) [Next](#)

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

**Build Your Network**

**Student Pharmacist 2 Yrs from Graduation**

**Would you like to contribute?**

**APhA Foundation Donation**

The APhA Foundation is pharmacy's philanthropy! Our mission is to improve peoples health through pharmacists patient care services. Our research, public education and recognition programs advance patient care and add value to the health care system. To learn more visit [APhAfoundation.org](http://APhAfoundation.org). Make a tax deductible contribution today.

\$500.00 USD  
 \$250.00 USD  
 \$100.00 USD  
 \$60.00 USD  
 \$40.00 USD  
 I do not wish to contribute at this time

[Previous](#) [Next](#) [Cancel](#)

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

**Review and finalize your information**

**Student Pharmacist 2 Yrs from Graduation**

Student Pharmacist 2 Yrs from Graduation

Student pharmacists who are two years from graduation  
[View More](#)

**Summary:**

Student Pharmacist 2 Yrs from Graduation	\$45.00 USD	
Academy	\$0.00 USD	<a href="#">Edit</a>
Sections	\$0.00 USD	<a href="#">Edit</a>
State Association	\$10.00 USD	
Chapter	\$15.00 USD	
Opt-in and opt-out selections	\$0.00 USD	
APhA-APPM Special Interest Groups	\$0.00 USD	<a href="#">Edit</a>
Donations	\$40.00 USD	<a href="#">Edit</a>
<b>Subtotal:</b>	<b>\$110.00 USD</b>	

[Previous](#) [Pay Now](#) [Cancel](#)

- **Step 9:** Finally enter your **“Payment Information”** and **“Complete Order”** to activate your new APHA membership. **(Students experiencing any issues with the online processes should call InfoCenter at (800) 237-2742).**

**Order Summary**

Item	Quantity	Unit Price	Total
Student Pharmacist 2 Yrs from Graduation	1	\$45.00 USD	\$45.00 USD
University of Maryland School of Pharmacy - Baltimore	1	\$15.00 USD	\$15.00 USD
Maryland State Membership	1	\$10.00 USD	\$10.00 USD
APHA Foundation Donation	1	\$40.00 USD	\$40.00 USD

**Billing Address:**

Ms Latoya Wilson  
 2215 Constitution Ave.  
 Washington, DC 20037-2907

**Summary**

Items (4): \$110.00 USD  
 Tax: \$0.00 USD  
 Shipping: Free  
 Add Coupon or Promo Code:  **Apply**

**TOTAL: \$110.00 USD**

**Complete Order**

**Enter "Payment Information" and "Complete Order"**

**Complete Order**

**Payment Information**

\* Required

\* Credit Card Type:  Discover  MasterCard  Visa

\* Credit Card Number:  Security Code:  [What's this](#)

\* Name On Card:

\* Expiration Date: Month: June Year: 2014

Save this Credit Card Information? If you already have a saved credit card, this will replace it.

**Complete Order**

# Paper Forms Used For The Join Process

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

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

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

1. Completely fill out the Student Membership Enrollment Form.

**\*The information below is required!**

- **First and Last Name** (printed clearly)
- **Member ID** (this information is required from existing APhA members)
- **Preferred Mailing Address**
- **Current Email Address** (necessary for updates regarding membership)
- **Phone Number**
- **Graduation year** (important to determine benefits)
- **School ID**

2. Count and confirm that the amount on the check or credit card balances with the amount of total Student Membership Enrollment Forms. (Receiving 50 enrollment forms with a check amount for 51 students can result in a delay of processing for all students involved).

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


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

5. Fill out your **Transmittal Report**. The Transmittal Report **MUST** be used when submitting both types of memberships. One check or credit card will suffice but you may submit more than one check or credit card when submitting these forms. This allows APhA to quickly identify any discrepancies and also gives us a contact person should there be any problems concerning your submission. Please make a copy of all Transmittal Forms for your records.



6. After you have double checked all the above information, send the completed Student Membership Enrollment Form, the completed Transmittal Report and the payment to the APhA address listed below. DO NOT submit your forms to any other address or department other than the one listed below. If you have any questions or would like to alert us about your submission, feel free to contact LaToya Wilson. **Emails are encouraged due to the amount of students and chapter advisors that will need assistance during this very busy time.**

### Example of the Transmittal Report

 <p><b>APhA</b></p>	<p><b>APhA-ASP Membership Enrollment</b> American Pharmacists Association Academy of Student Pharmacists</p>	<div style="border: 1px solid black; border-radius: 15px; padding: 5px; display: inline-block;"> <b>APhA COPY</b> </div>																																																						
<h2 style="margin: 0;">Transmittal Report</h2>																																																								
<h3 style="color: #00728f;">Instructions for Processing and Submitting Student Enrollment Forms</h3>																																																								
<h4 style="color: #00728f;">1. Review Forms (Please Make Copies for Your Records)</h4> <p>Forms that are submitted without the required information will not be processed. The required information needed for processing is:</p> <ul style="list-style-type: none"> <li>• Required Graduation Year (<i>Forms without Grad Years will NOT be processed and will be sent back to the Chapter</i>)</li> <li>• Membership Option (Single Year Member or Dual Year Member)</li> <li>• Mailing Address</li> <li>• Email Address (<b>REQUIRED: Forms must include School and/or Personal Email Address</b>)</li> </ul>																																																								
<h4 style="color: #00728f;">2. Payment</h4> <ul style="list-style-type: none"> <li>• Submit checks for APhA Association Dues with each Membership Enrollment Transmittal Report; separate NEW/REINSTATED members from Renewing members. The total checks combined must equal the total number of student member enrollments multiplied by the •• Association Dues. <b>IMPORTANT:</b> APhA will refund chapter dues via electronic funds transfer to those schools that have provided banking information. Chapters that have not provided banking information will receive the chapter dues via hard copy check 5 times per year. Once after Spring Drive processing and 4 times during the Fall/Winter* (<i>Please Check Chapter Resources Page for Specific Dates</i>). For Chapters that have not opted out of the State Dues Direct Program, APhA will submit payment along with a roster of the students directly to the State Association for those States Associations that participate.</li> <li>• Credit Cards-ALL Students can join or renew online at <a href="http://www.pharmacist.com">www.pharmacist.com</a>. (VISA, American Express, MasterCard, and Discover)</li> </ul>																																																								
<h4 style="color: #00728f;">Payment Information</h4> <p>Membership Year: November 1, <u>2015</u> to October 31, <u>2016</u></p>																																																								
<hr/> <p>Name of person submitting this report (PLEASE PRINT): _____ Phone: _____ Email Address: _____</p>																																																								
<hr/> <p>School/College of Pharmacy: _____</p>																																																								
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Example of the Enrollment Form

# STUDENT PHARMACIST MEMBERSHIP ENROLLMENT FORM



**4 EASY WAYS TO ENROLL**

**Online:** Fast, easy, and secure submission to enroll using a credit/debit card (Student Pharmacists: Visit [www.pharmacist.com](http://www.pharmacist.com) for more information.)  
**By Phone:** 800/237-APhA (2742) between 8:30 am and 5:00 pm Eastern Time, M-F using a credit/debit card (Visa, Mastercard, American Express, Discover)  
**By Mail:** Print, complete, and return to your APhA-ASP Chapter Membership Vice President.  
 APhA Member Services, 2215 Constitution Ave. N.W., Washington D.C. 20037

Please check one:  **New/Reinstated**       **Renewing Member**

Check one box. All students should choose single year EXCEPT those students graduating in 2016 who are eligible to select the Dual Year membership option.  
 **Single Year Member**       **Dual Year Member**

**Member ID:**

**REQUIRED GRADUATION YEAR**

**ANTICIPATED DEGREE**

**Membership Year 2015-2016:**

**PREFERRED ADDRESS (SCHOOL)**

PREFIX                      FIRST NAME                      INITIAL                      LAST NAME

**SCHOOL E-MAIL ADDRESS**

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

ADDRESS

CITY                      STATE                      ZIP CODE                      TELEPHONE

**PERMANENT ADDRESS (HOME)**

ADDRESS

CITY                      STATE                      ZIP CODE

SCHOOL NAME and CAMPUS

**PAYMENT**

APhA NATIONAL DUES:       Dual \$1       Single \$45.00

ASP CHAPTER DUES: \_\_\_\_\_

STATE ASSOCIATION DUES: \_\_\_\_\_

\*PAC: \_\_\_\_\_

TOTAL: \_\_\_\_\_

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

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

Check/MO  
 Visa     MasterCard     AMEX     Discover

NAME ON CARD \_\_\_\_\_

CARD NO. \_\_\_\_\_

EXP. DATE \_\_\_\_\_

SECURITY CODE \_\_\_\_\_

Thank you for joining the American Pharmacists Association! To see a list of member benefits please visit [www.pharmacist.com](http://www.pharmacist.com)

14WEB

15-092

# Renewal Process

- Step 1: Login to [Pharmacist.com](http://Pharmacist.com).

The screenshot shows the Pharmacist.com homepage. A red box highlights the navigation menu with the text: "Login to Pharmacist.com, and select the 'My Account' option". A red circle highlights the "My Account" link in the top right corner, with a hand cursor icon pointing to it. The page features the APhA logo, social media icons, and a navigation bar with categories like LEARN, PRACTICE, GET INVOLVED, SHOP, ABOUT, and NEWS. A large banner for "APhA's CPE Library" is visible on the left, and a "Now Available from Teva Pharmaceuticals... A generic version of Xeloda" advertisement is on the right.

- Step 2: Select the "Renew" option.

The screenshot shows the "My Account" page on Pharmacist.com. A red box highlights the "Renew" button in the "Membership Summary" section with the text: "Select 'Renew' option". A red arrow points from this box to the "Renew" button, which is also circled in red with a hand cursor icon. The page includes sections for "My Account" (with sub-sections like Demographics, License Information, and Membership & Participation), "My Contact Information" (with fields for name, address, phone, and email), "My Meetings", and "My Order Balance" (showing a balance due of \$45.00 USD). The user's membership status is shown as "Active" with a date of 10/31/2014.

- **Step 3:** Begin the renewal process.

The screenshot shows the APhA website's membership renewal process. At the top, the APhA logo is displayed with the tagline "Improving medication use. Advancing patient care." Below the logo is a navigation bar with four steps: 1. MEMBERSHIP RENEWAL (highlighted in purple), 2. MEMBERSHIP DETAILS, 3. BUILD YOUR NETWORK, and 4. PAYMENT (highlighted in green). The main heading is "Membership Renewal Notice". Below this, a message states: "Your membership is due for renewal. Please review the renewal notice below, and make changes if desired. Click the Pay Now button at the bottom of the page to process this renewal." The user's name, "Student4 Pharma", is shown. Two boxes provide contact information: one for the address (2215 Constitution Ave NW, Washington, DC 20037-2907) and one for phone and email (Phone: (240)429-1111, Email: studentpharm4@gmail.com). Both boxes have an "Edit" link. At the bottom, the "Membership Details" section is partially visible.

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

The screenshot shows the "Membership Details" page. The "Membership Details" heading is circled in red. The page displays the following information: "Member Type: Student Pharmacist 4 Yrs from Graduation" and "Term: 11/01/2014 - 10/31/2015". Under "Rate:", there is a radio button selected for "1 Year Membership \$45.00 USD | Benefits". Below this, a message states: "Your 1 Year Membership renewal includes the following benefits:" followed by a list: "Student Pharmacist", "Pharmacy Today Digital", "ADIL- APhA DrugInfoLine", and "JAPHA Online Only". The "First Pharmacy Degree Institution" section includes a message: "You will be able to add additional degrees in your My APhA Profile." Below this are three dropdown menus: "Connecticut", "University of Connecticut School o", and "Graduation Year" (set to 2018). The "Academies and Sections:" section is partially visible at the bottom, with the text "Included with this:" below it.

- **Step 6:** Choose your “Academy”. Student are automatically enrolled in APhA-ASP (Academy of Student Pharmacists).

## Academies, Sections & SIGs

### APhA Academies

APhA has three Academies - APhA Academy of Pharmacy Practice and Management (APhA-APPM), APhA Academy of Pharmaceutical Research and Science (APhA-APRS) and APhA Academy of Student Pharmacists (APhA-ASP). **Student pharmacists are automatically enrolled in APhA-ASP.** As a member you can choose to join as many Academy Sections and Special Interest Groups (SIGs) within APhA-APPM and/or APhA-APRS BUT you must designate ONE Academy as primary for voting purposes. To join a SIG, you must select APhA-APPM as your primary or additional Academy.

Primary Academy

ASP

Additional Academy (optional)

APPM (APhA - APPM)

APRS (APhA - APRS)

### APhA-APRS Sections

Please select your APhA-APRS primary section. Voting is done at the section level.

Basic Sciences

Clinical Sciences

Econ. – Soc. & Admin.

### APhA-APPM Special Interest Groups

To join any APhA-APPM SIGs, you must select APhA-APPM as your primary or additional Academy. One Last Step! Don't forget to also join the selected APhA-APPM SIG(s) e-Community and start networking with colleagues today! To join the SIG(s) e-Community: log into [www.pharmacist.com](http://www.pharmacist.com) and click on “E-Communities” located under the “Get Involved” tab; or go to <http://www.pharmacist.com/apha-appm> to join the SIG(s) e-Communities and to learn more about the APhA-APPM SIG(s).

SIG - Compounding

SIG - Diabetes Management

SIG - Immunizing Pharmacist

SIG - Medical Home/ACO

SIG - Medication Management

SIG - Nuclear Pharmacy Practice

SIG - Pain, Palliative Care and Addiction

SIG - Transition of Care

[Previous](#) [Next](#)

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

1 CHECK REGISTRATION! 2 TELL US ABOUT YOURSELF 3 YOUR MEMBERSHIP DETAILS 4 BUILD

## Build Your Network

**Student Pharmacist 2 Yrs from Graduation**

**Would you like to contribute?**

**APhA Foundation Donation**

The APhA Foundation is pharmacy's philanthropy! Our mission is to improve peoples health through pharmacists patient care services. Our research, public education and recognition programs advance patient care and add value to the health care system. To learn more visit [APhAfoundation.org](http://APhAfoundation.org). Make a tax deductible contribution today.

\$500.00 USD

\$250.00 USD

\$100.00 USD

\$60.00 USD

\$40.00 USD

I do not wish to contribute at this time

[Previous](#) [Next](#) [Cancel](#)

- **Step 8:** Continue the renewal process.

\$100.00 USD  
 I do not wish to contribute at this time

**PAC w Dues Collection:**


\$1.00 USD  
 \$25.00 USD  
 \$50.00 USD  
 Enter an Amount:   
 I do not wish to contribute at this time

Subtotal: \$45.00 USD Total: \$45.00 USD

[Previous](#) [Next](#) [Cancel](#)

- **Step 9:** “Review and Finalize” order.

## Review and finalize your information

 Student Pharmacist 4 Yrs from Graduation

Student pharmacists who are four years from graduation  
[View More](#)

**Summary:**

Student Pharmacist 4 Yrs from Graduation	\$45.00 USD
Academy	\$0.00 USD
Sections	\$0.00 USD
State Association	\$0.00 USD
Chapter	\$0.00 USD
Opt-in and opt-out selections	\$0.00 USD
APhA-APPM Special Interest Groups	\$0.00 USD
Donations	\$0.00 USD
<b>Subtotal:</b>	<b>\$45.00 USD</b>

[Previous](#) [Pay Now](#) [Cancel](#)

- **Step 10:** Enter Payment information and select “**Pay Now**”.

**This renewal payment will include:**





Order Number: 1000708737  
Student Pharmacist 4 Yrs from Graduation (\$45.00 USD)

Add Coupon or Promo Code:  
 **Apply**

Total to Pay: \$45.00 USD

**Payment Information**

\* Required

\* Credit Card Type:        


\* Credit Card Number:  Security Code:  [What's this](#)

\* Name On Card:

\* Expiration Date: Month:  Year:

Save this Credit Card Information? If you already have a saved credit card, this will replace it.

**Pay Now**



# Incentives and Awards for Your Chapter

There are several opportunities for chapters to receive recognition and financial awards, particularly with regard to membership. See the APhA-ASP Membership Achievement Awards information on [pharmacist.com](http://pharmacist.com) for details, including deadlines and requirements.

## APhA-ASP Chapter Administrative Allowance

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

It is important to keep in mind that the sooner students join, the sooner their benefits begin. Also, for those chapters who have elected to receive Electronic Funds Transfers, the sooner the allowance is received. Avoid frustration and confusion among the students at your chapter by emphasizing the need to join early and online to receive immediate benefits of membership.

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

### **October 15<sup>th</sup>**

APhA will reimburse your chapter **\$3** for each online membership enrollment completed **by October 15<sup>th</sup>**.

### **November 8<sup>th</sup>**

APhA will reimburse your chapter **\$1** for each completed online membership enrollment after October 15<sup>th</sup> and through **November 8<sup>th</sup>**.

## Reimbursement of APhA-ASP Chapter Administrative Allowances

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



# Chapter Dues Payments

Six Payments to Chapter Annually

- Dues Payments:
  - By EOM June (Jan. – May Enrollments)
  - By EOM October (June – Sept. Enrollments)
  - By EOM Novembers (Oct. Enrollments)
  - By EOM December (Nov. Enrollments)
  - By EOM January (Dec. Enrollments)
- Chapter Administrative Allowance Payment
  - By EOM February

## APhA-ASP Membership Bonus Goal Award

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

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

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

Chapters receiving this recognition and cash bonus will be recognized at the APhA-ASP Awards Ceremony during the APhA2016 Annual Meeting & Exposition in Baltimore, Maryland.

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

Any chapter that enrolls 80% or more of their school/college's student pharmacists as APhA-ASP members will receive one complimentary registration to the APhA Annual Meeting for their Chapter Advisor. **Additional Offerings are not included with complimentary advisor registrations.**

Eligibility for this award is based on your chapter's active membership as of October 31, 2015. So even if the deadline for online student enrollment has passed, get those "last minute" stragglers to enroll online via pharmacist.com. You should ensure students are enrolled APhA by the October 31, 2015, deadline to make certain that all of your chapter members are included in the count.

# APhA-ASP Chapter Book Sales Program

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

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

When ordering a book online, students must enter their school affiliation for the Chapter to receive credit. The more students buy through APhA, the more opportunities your Chapter will have to receive complimentary registrations! Sales will be totaled in January 2016 and reported to the Chapter Advisors in February 2016.

## Additional APhA Award Information

Additional information about the APhA Awards Program is available in the [APhA-ASP Awards & Scholarship section](#) of [pharmacist.com/apha-asp](http://pharmacist.com/apha-asp). You may find it helpful to browse this section of the web site so that you can quickly refer students to the information they may be seeking regarding the very extensive APhA-ASP Awards Program.

# Chapter Online Update Processes

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

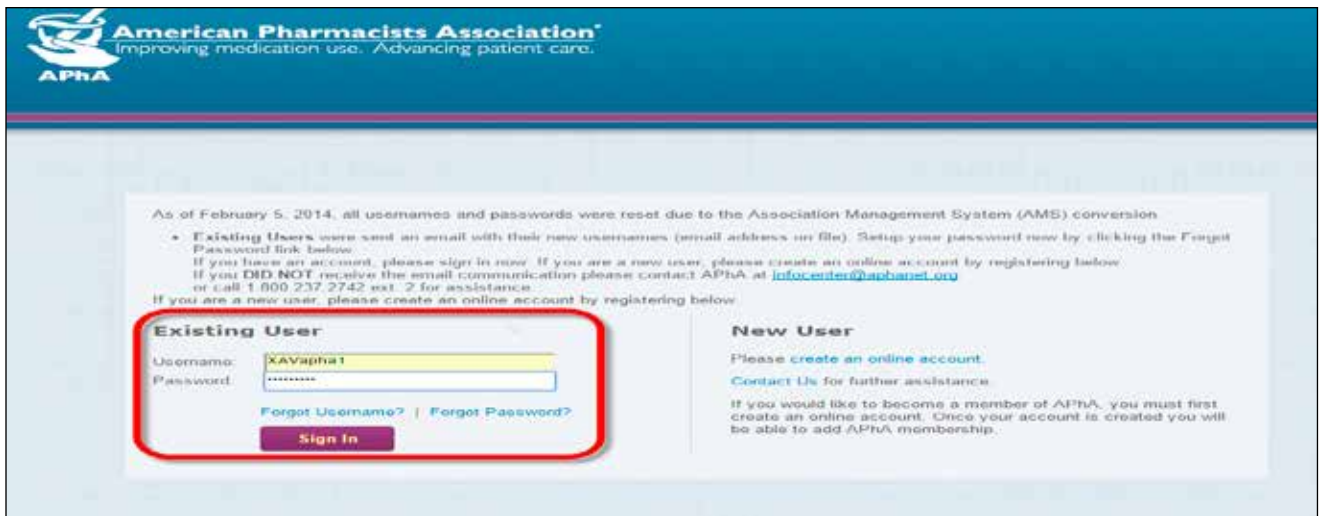
The steps to these online processes are as follows:

## Generating Chapter Rosters:

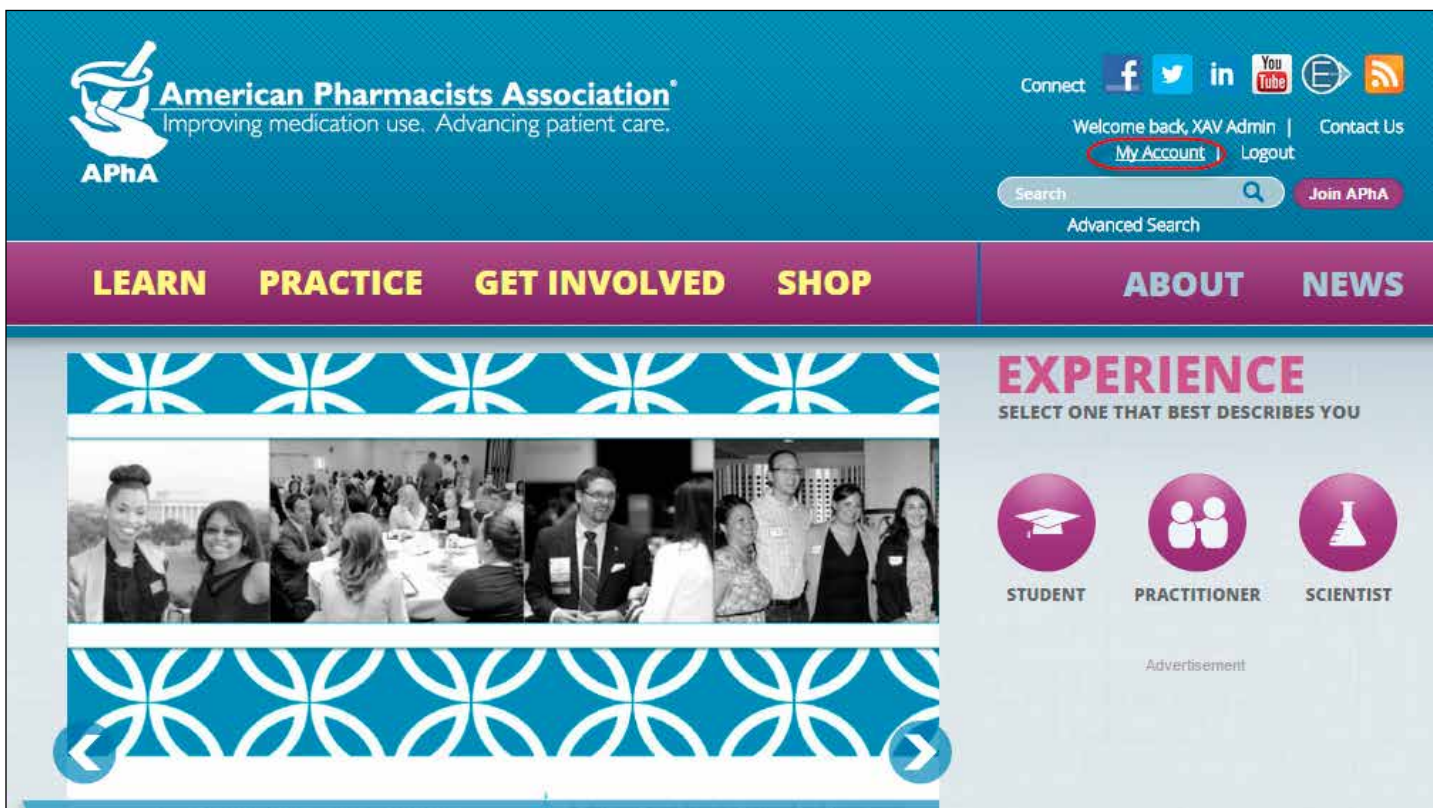
- **Step 1:** Login to your “Chapter Administrator” on [www.pharmacist.com](http://www.pharmacist.com) by clicking “**Login/Register**”.

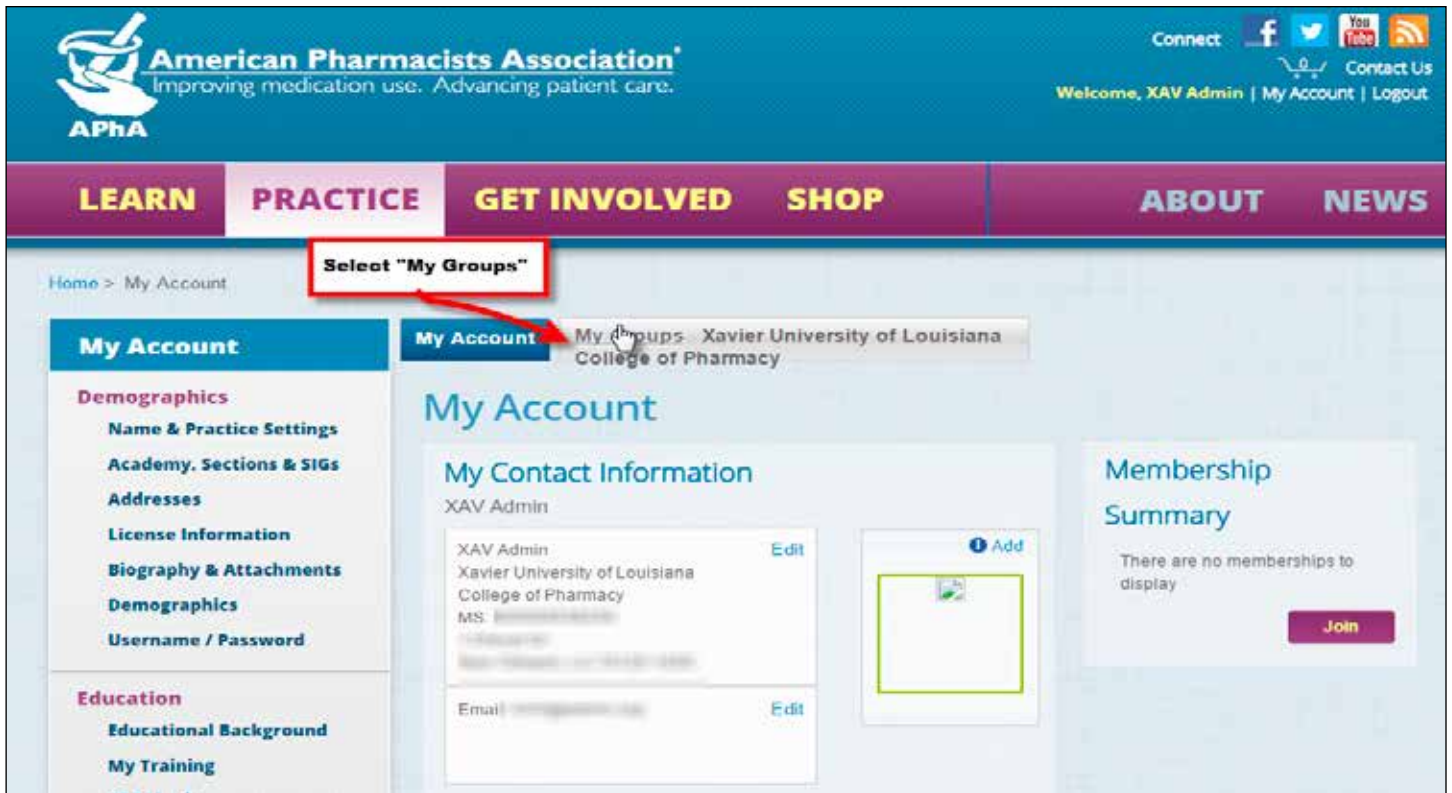
The screenshot shows the APhA website interface. At the top left is the APhA logo with the tagline "Improving medication use. Advancing patient care." To the right of the logo is a navigation menu with "LEARN", "PRACTICE", "GET INVOLVED", and "SHOP". Further right are "ABOUT" and "NEWS". A search bar is located in the top right corner. A red box highlights the "Login to your 'Chapter Administrator' Account" button, with a red arrow pointing to the "Login/Register" button. Below the navigation bar, there is a testimonial from a woman, a "THE APhA ADVANTAGE" banner, and an "EXPERIENCE" section with icons for Student, Practitioner, and Scientist. A Symbicort advertisement is visible in the bottom right corner.

- **Step 2:** Select “My Account”.

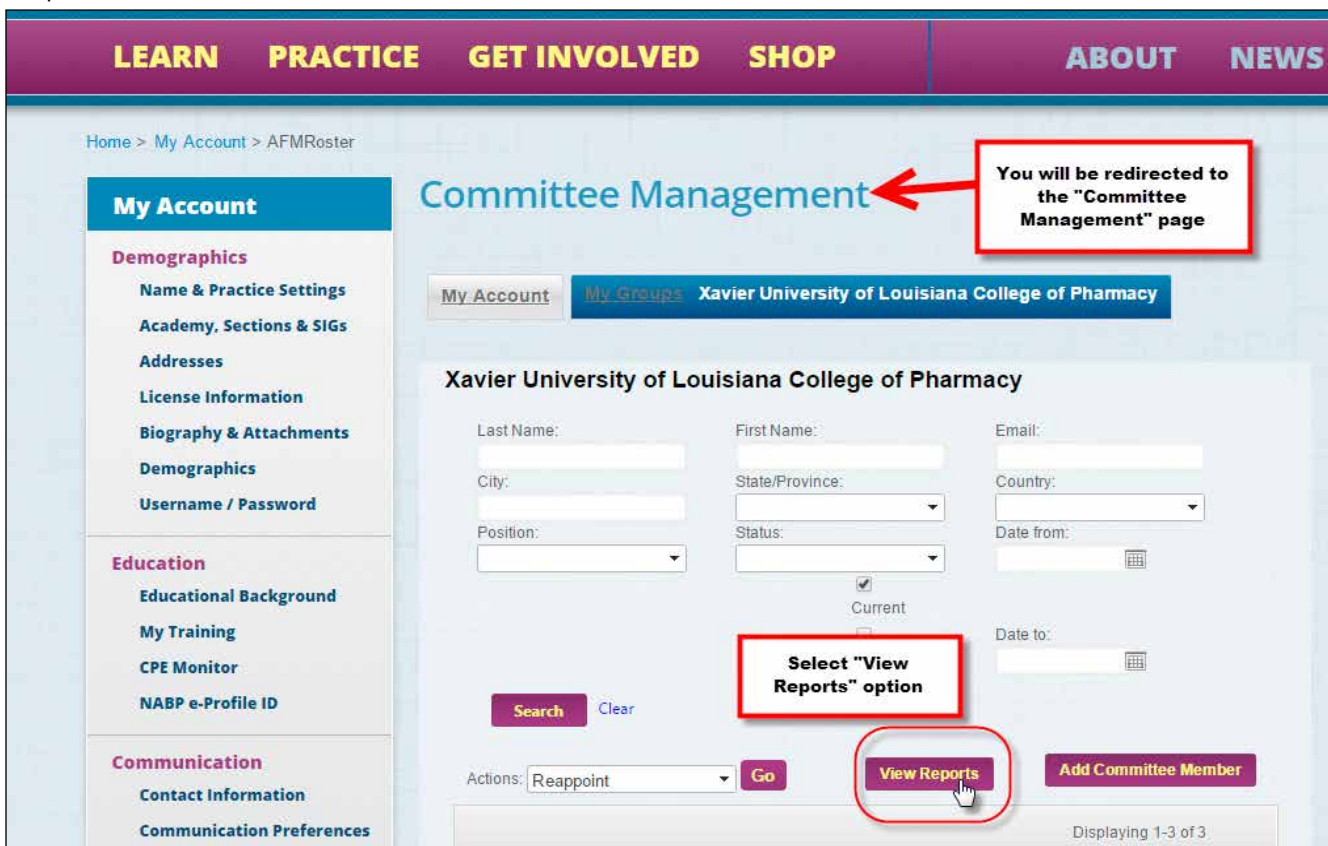


- **Step 3:** Select “My Groups” beside your chapter name .





- **Step 4:** You will be redirected to the "Committee Management" page, Select the "View Reports" option.



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

**Reports**

\* Select Group: Xavier University of Louisiana

\* Select Report: MBR9012

**A description of each report is offered below under "Report Description"**

View/Download Report in Excel

View Report

Cancel

Report Description	Chapter Report Codes	State Report Codes
Chapter Roster -- Active Members	MBR9005	n/a
Dues Reimbursement (Payments from 1/1/15 - 5/31/15)	MBR9001-MAY	MBR9003-MAY
Dues Reimbursement (Payments from 6/1/15 - 8/31/15)	MBR9001-AUG	MBR9003-AUG
Dues Reimbursement (Payments from 9/1/15 - 9/30/15)	MBR9001-SEP	MBR9003-SEP
Dues Reimbursement (Payments from 10/1/15 - 10/31/15)	MBR9001-OCT	MBR9003-OCT
Dues Reimbursement (Payments from 11/1/15 - 11/30/15)	MBR9001-NOV	MBR9003-NOV
Dues Reimbursement (Payments from 12/1/15 - 12/31/15)	MBR9001-DEC	MBR9003-DEC
New Members (4/1/15 to present)	MBR9011	MBR9016
Non Renewed/Expired Members (Current Expiration 10/31/15)	MBR9012	MBR9017
Monthly Transaction Totals	MBR9013	MBR9018
Monthly Dues Revenue Totals	MBR9014	MBR9019
Annual Dues Revenue Totals	MBR9015	MBR9020

- **Step 6:** The results of desired report will open up in a new window in your browser (**Be Sure Your Pop-up Blocker is Turned Off**).

APHA-ASP-Chapter Dues Detail Report  
From 01/01/2015 To 06/30/2015

Xavier University of Louisiana College of Pharmacy

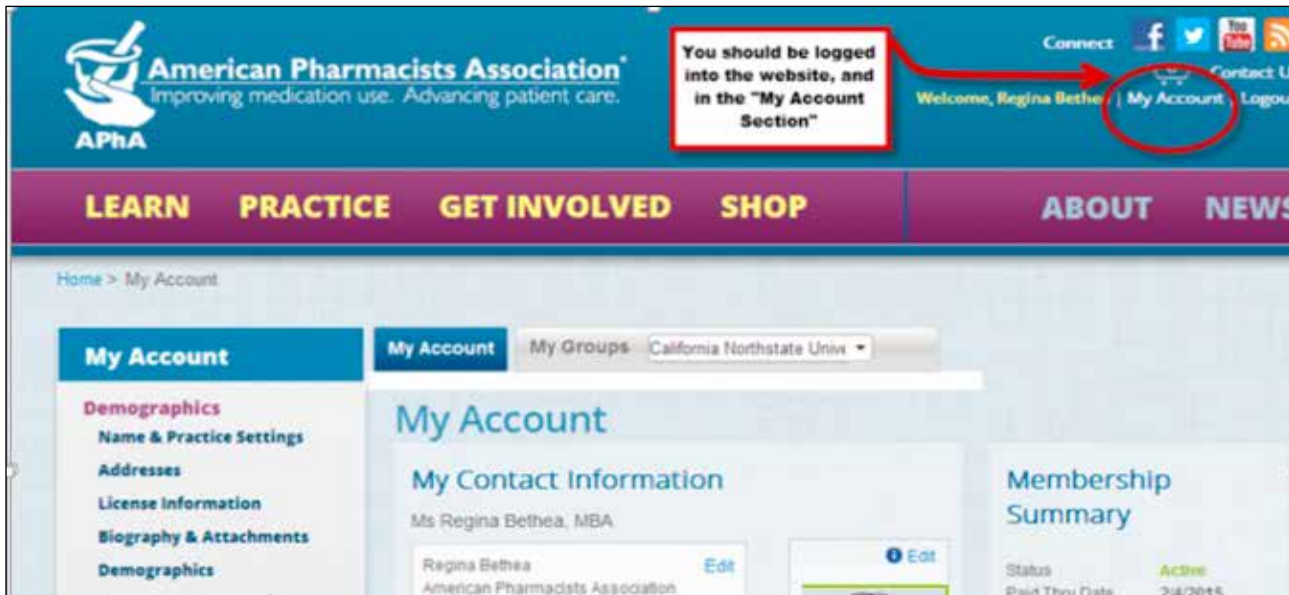
APHA ID	First Name	Last Name	Order No	Transaction Date	Effective Date	Paid Thru Date	Amount	Institution Name	Grade	Address 1	Address 2	City	State	Postal Code	Primary Email Address
000000	Walter	Chapman	1000832348	02/07/2015	11/01/2014	10/31/2015	\$5.00	Xavier University of Louisiana College of Pharmacy2016		1000 Lakeshore Dr		Metairie	LA	70002	walter.chapman@xlu.edu
000000	Walter	Chapman	1000730062	01/06/2015	11/01/2014	10/31/2015	\$5.00	Xavier University of Louisiana College of Pharmacy2017		1000 Lakeshore Dr		Metairie	LA	70002	walter.chapman@xlu.edu
000000	Walter	Chapman	1000642518	05/06/2015	11/01/2014	10/31/2016	\$5.00	Xavier University of Louisiana College of Pharmacy2015		1000 Lakeshore Dr		Metairie	LA	70002	walter.chapman@xlu.edu
000000	Walter	Chapman	1000830506	02/02/2015	11/01/2014	10/31/2015	\$5.00	Xavier University of Louisiana College of Pharmacy2015		1000 Lakeshore Dr		Metairie	LA	70002	walter.chapman@xlu.edu
000000	Walter	Chapman	1000837307	03/03/2015	11/01/2014	10/31/2015	\$5.00	Xavier University of Louisiana College of Pharmacy2015		1000 Lakeshore Dr		Metairie	LA	70002	walter.chapman@xlu.edu
000000	Walter	Chapman	1000831304	02/03/2015	11/01/2014	10/31/2015	\$5.00	Xavier University of Louisiana College of Pharmacy2015		1000 Lakeshore Dr		Metairie	LA	70002	walter.chapman@xlu.edu
			(No. of Transactions)			5	(Total Summary)	\$25.00							

# “Dues Update” Process:

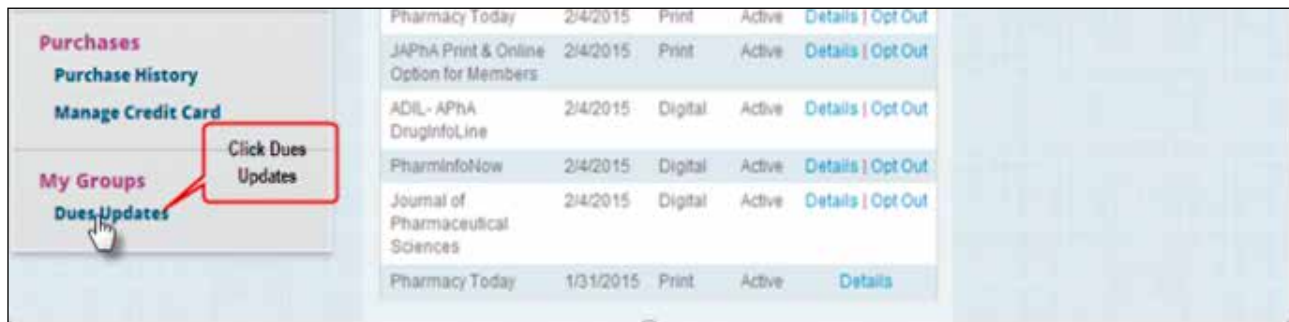
Primary Chapter Advisors have the opportunity to update chapter dues one time per year (**Before the Spring Drive**). The process is done online via the Primary Chapter Advisor’s **pharmacist.com** account (**This process CANNOT be completed from your Chapter’s Administrator profile**).

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

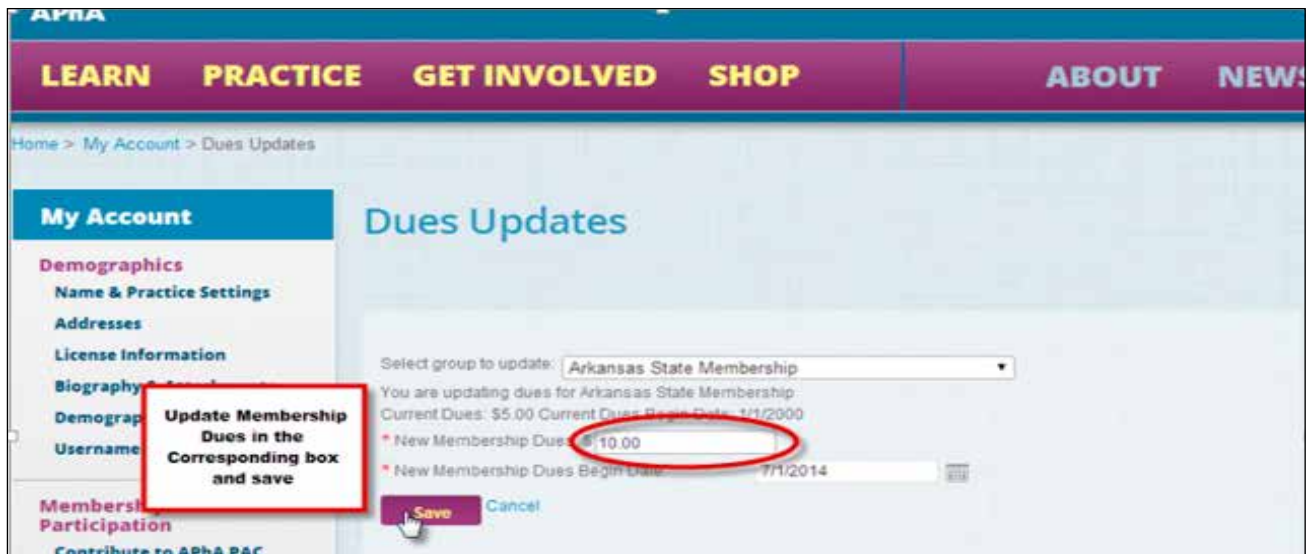
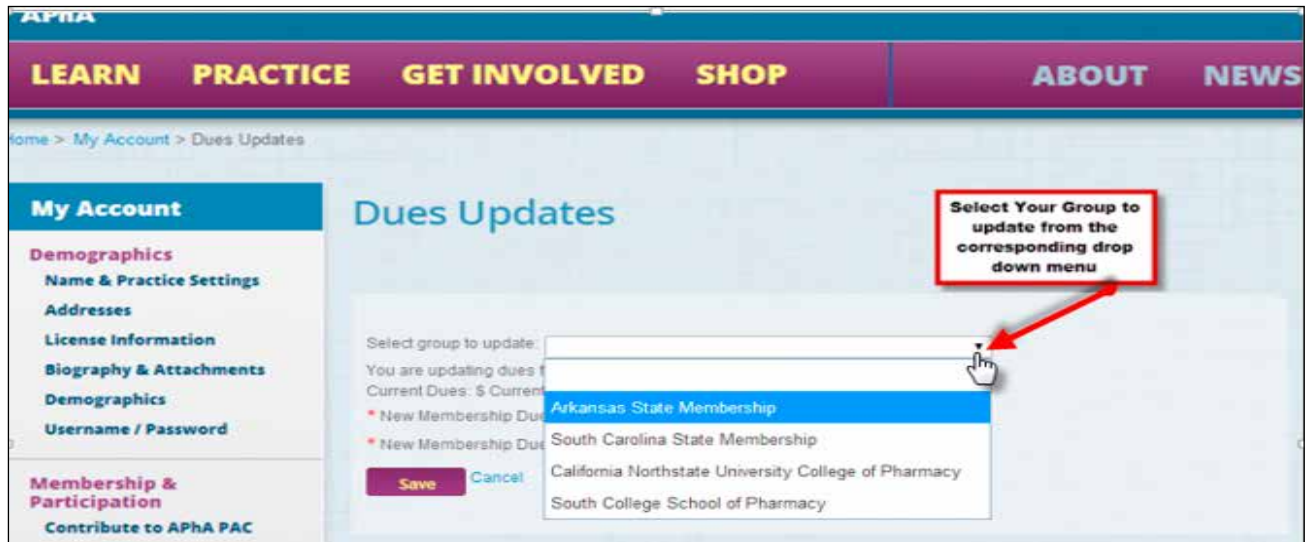
- **Step 1:** Go to the “My Account” option.



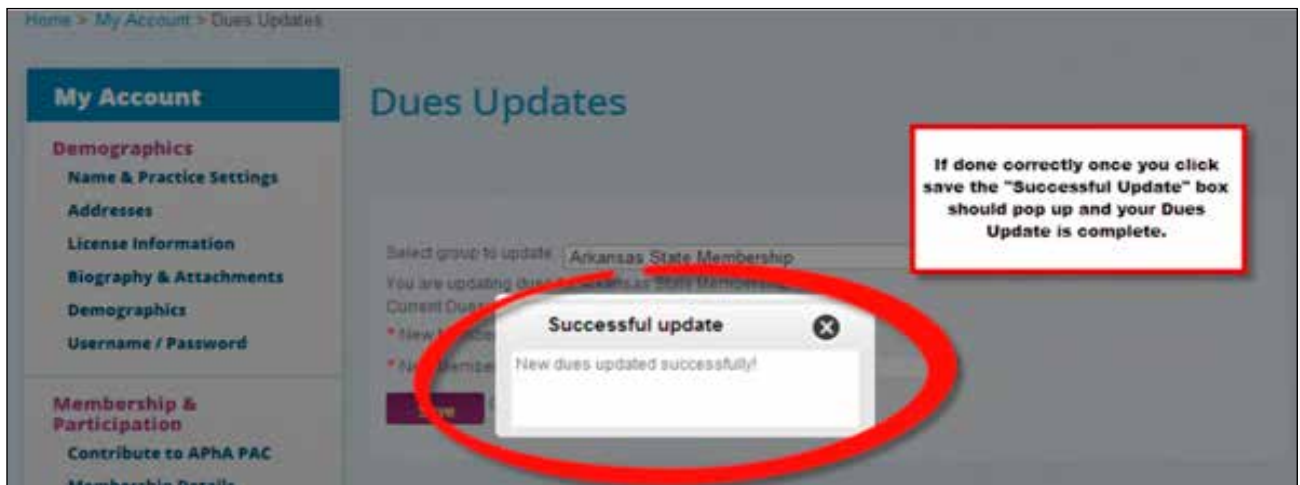
- **Step 2:** Scroll down and select the “Dues Update” category from the side navigation menu.



- **Step 3:** Select your “Group to Update” (Chapter), enter your “New Membership Dues” and “Save”.



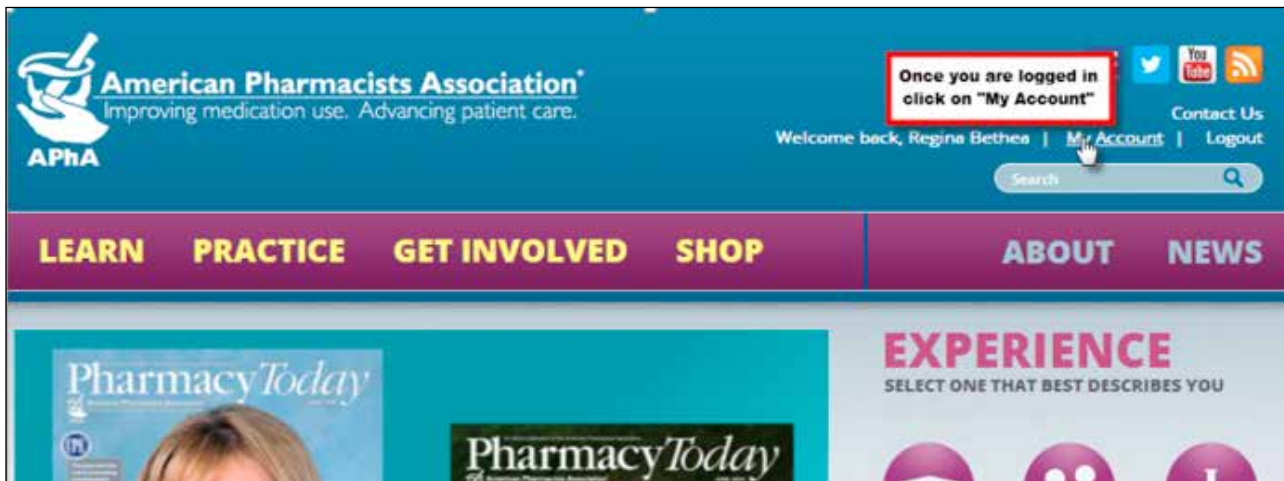
- **Step 4:** Screen below will open to indicate the success of your “Dues Update”.



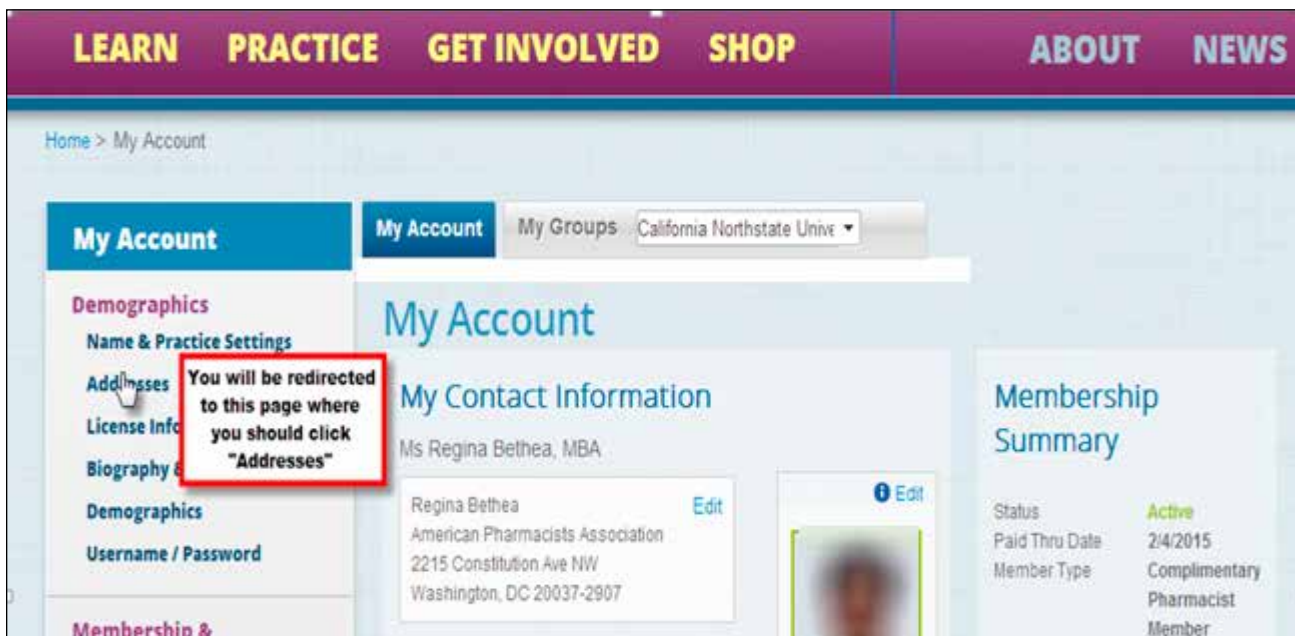


# Update Your Address:

- **Step 1:** You should be logged in on the APhA website *www.pharmacist.com*, visit the “**My Account**” webpage.



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



- **Step 3:** Select “**Edit**” to continue (Your profile must have a work address displayed where Student Drive materials, and payments can be mailed.)

Home > My Account > Addresses

### My Account

- Demographics
  - Name & Practice Settings
  - Addresses
  - License Information
  - Biography & Attachments
  - Demographics
  - Username / Password
- Membership & Participation
  - Contribute to APHA PAC
  - Membership Details
  - Committees

## Addresses

[Add Address](#)

**Main Address** [Edit](#)

Regina Bethea  
 American Pharmacists Association  
 2215 Constitution Ave NW  
 Washington, DC 20037-2907

**Additional Address (Home)** [Edit](#) | [Delete](#)

Ms Regina Bethea, MBA  
 101 Constitution Way  
 Rockville, MD 20857-0422

Include in Web/Mobile Directory

- **Step 4:** Enter your new address.

LEARN PRACTICE GET INVOLVED SHOP AB

Home > My Account > Addresses

### My Account

- Demographics
  - Name & Practice Settings
  - Addresses
  - License Information
  - Biography & Attachments
  - Demographics
  - Username / Password
- Membership & Participation
  - Contribute to APHA PAC
  - Membership Details
  - Committees
- Education
  - Educational Background
  - My Training
  - CPE Monitor
  - NABP e-Profile ID
- Communication
  - Contact Information
  - Communication Preferences
  - Opt In / Out

## Addresses

### Edit Address

*\* Required*

- Country: United States [Change](#)
- Address Type: Work
- Full Name: Regina Bethea
- Job Title:
- Company Name: American Pharmacists Association [Change](#)
- Address Line 1: 2215 Constitution Ave NW
- Address Line 2:
- Address Line 3:
- City: Washington
- State: District of Columbia
- Zip Code: 20037-2907

Include in Print Directory  
 Include in Web/Mobile Directory

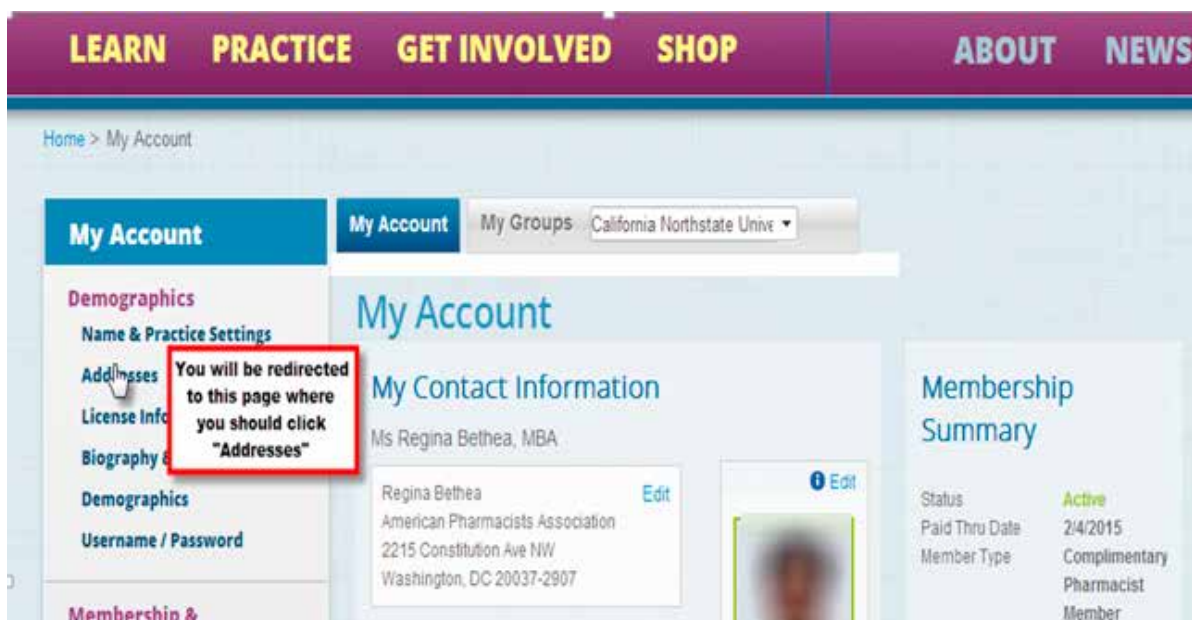
[Save](#) [Cancel](#)

- **Step 5:** Select “Save” and your address update is complete.

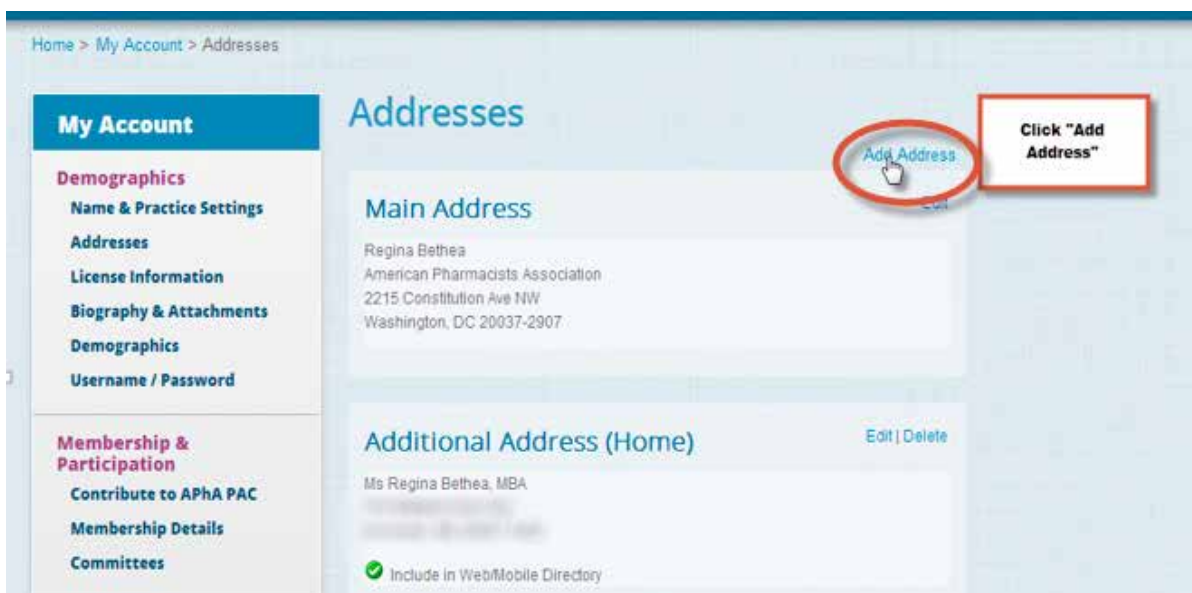


## Adding an Additional Address:

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



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

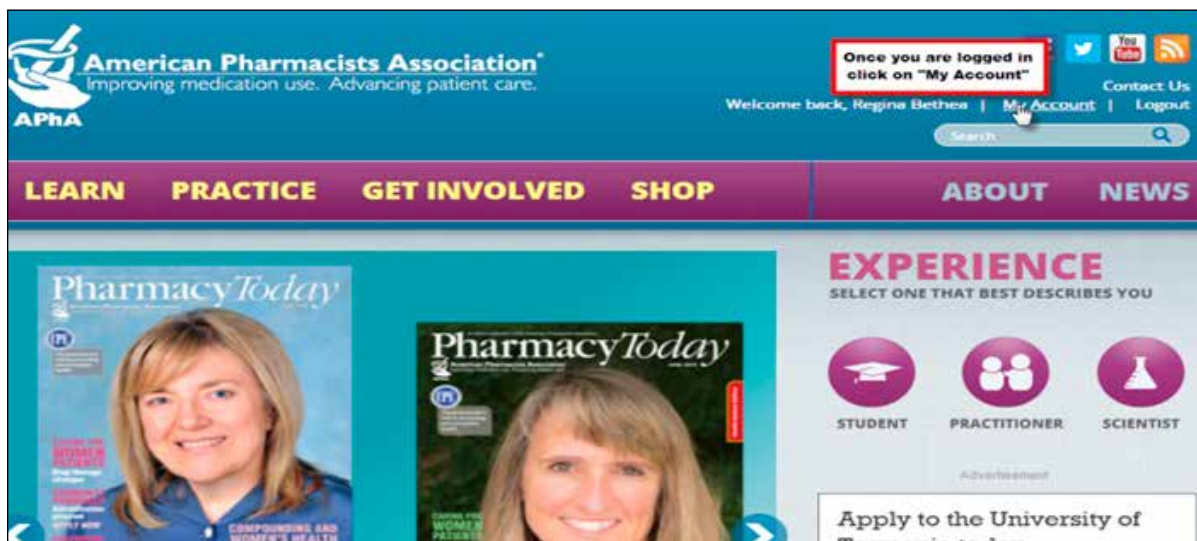


- **Step 3:** Enter your additional address type (**All profiles must have a work address displayed where Student Drive, and payment materials can be mailed**) and “Save”.

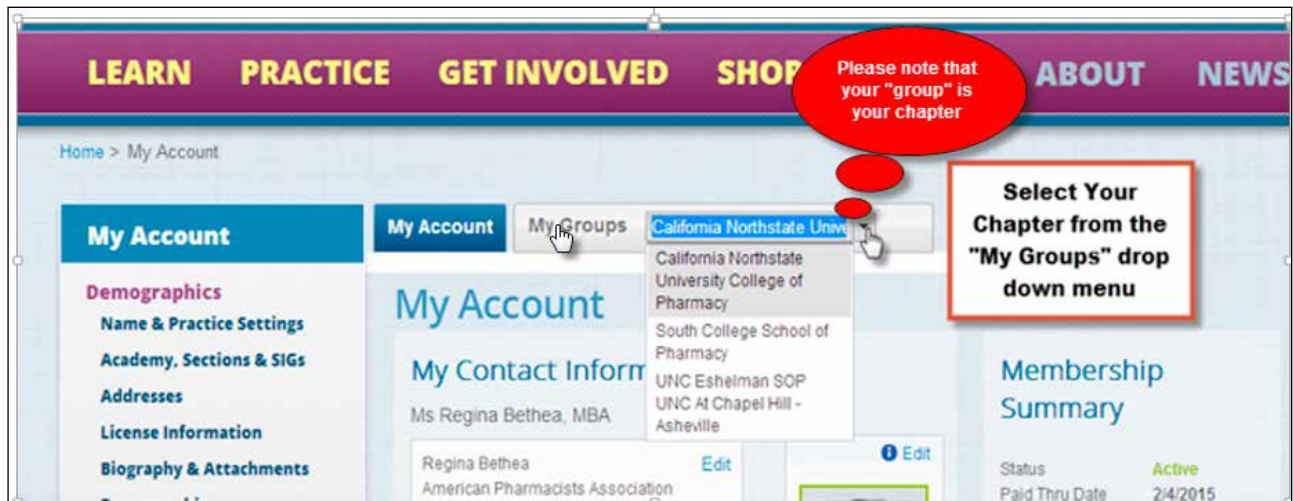
# Assigning Chapter Executive Committee Positions

## Please Note\*

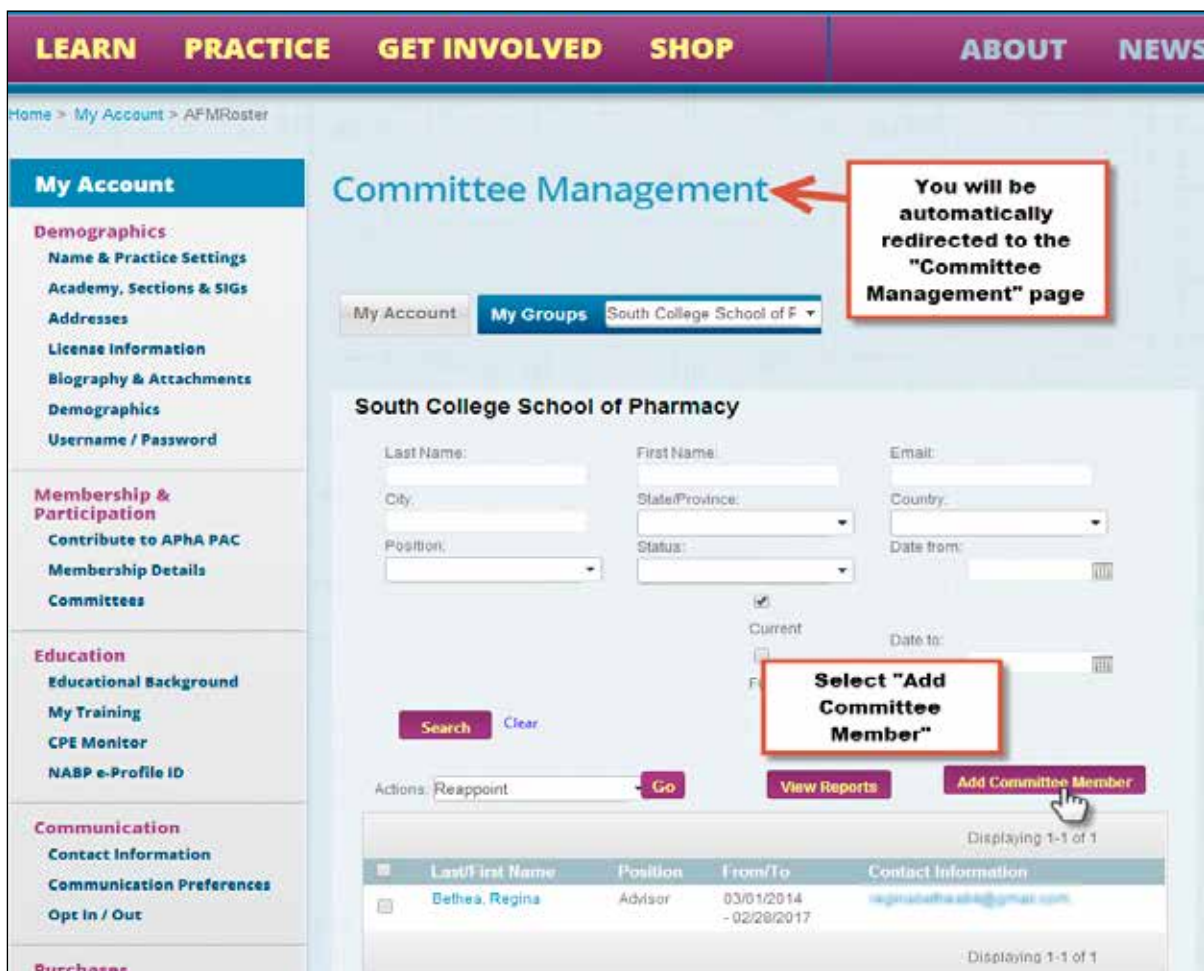
- Assigning Executive Committee Members is **VERY IMPORTANT**:
  - APhA uses this information to connect with all Executive Committee Members;
  - **Chapter Advisors/Chapter Administrators** can assign Executive Committee positions; Positions are updated in April;
  - Assigned officers only serve a one year term, and positions have to be reappointed yearly;
  - Changes can be made to Executive Committee Positions at any time during the year.
- 
- **Step 1:** Login to [www.pharmacist.com](http://www.pharmacist.com), and select the **“My Account”** option.



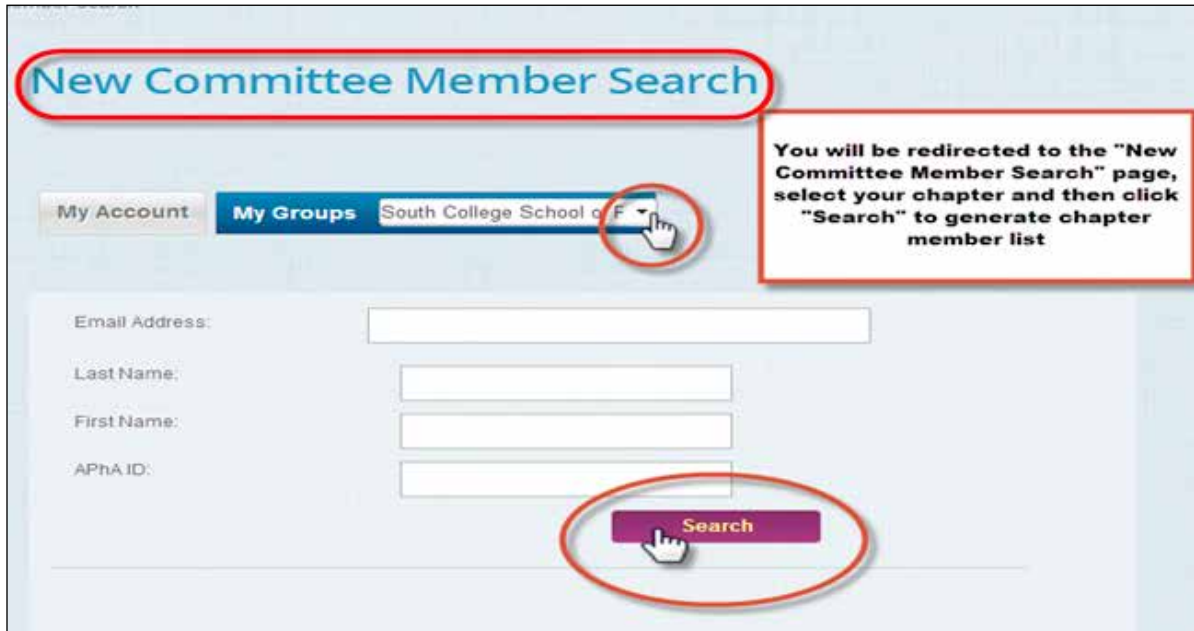
- **Step 2:** Select your chapter affiliation from the “My Groups” dropdown menu, and “My Groups” option to the left of chapter name.



- **Step 3:** You will be redirected to the “Committee Management” page, select the “Add Committee Member” option.



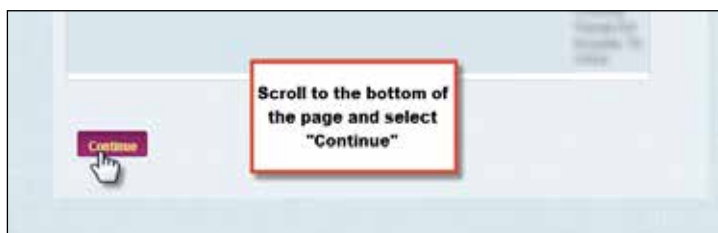
- **Step 4:** Select your chapter from the “My Groups” dropdown menu, and then the “Search” option.



- **Step 5:** Your browser will refresh to display “Search Results”, select your new Executive Committee member.



- **Step 6:** Select “Continue”, complete the new Executive Committee member’s information and “Save”.



Required

Name:

Position: Chapter Executive Meml

Sub-Position: Select

Participation Status: Active

Voting Status: Voting Member

From: 7/1/2014

To: 6/30/2015

Please set Term Start Date

Represents:  Change

Save Cancel

"Participation Status" must be "Active"

"Voting Status" automatically populates when "From" date is entered

The date entered must be the date you are updating the committee

- Step 7: "Committee Management" page will display your newly selected committee positions.

My Account My Groups South College School of F

South College School of Pharmacy

Last Name:  First Name:  Email:

City:  State/Province:  Country:

Position:  Status:

Current  Future

Search Clear

Actions: Reappoint Go View Reports Add Committee Member

Last/First Name	Position	From/To	Contact Information
<a href="#">[Name]</a>	ADVISOR	06/18/2014 - 06/17/2017	<a href="#">[Email]</a>
<a href="#">[Name]</a>	Chapter Executive Member	08/20/2014 - 06/19/2016	<a href="#">[Email]</a>
<a href="#">[Name]</a>	Communications Vice President	06/18/2014 - 06/17/2015	<a href="#">[Email]</a>
<a href="#">[Name]</a>	Membership Vice President	06/18/2014 - 06/17/2015	<a href="#">[Email]</a>
<a href="#">[Name]</a>	Patient Care Vice President	06/18/2014 - 06/17/2015	<a href="#">[Email]</a>

Displaying 1-5 of 5

Actions: Reappoint Go View Reports Add Committee Member

Once new Committee Member is added the "Committee Management" page will refresh to display your new committee positions



# APhA-ASP & APhA Leaders and Staff

## APhA-ASP National Executive Committee

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

**Lucy West**  
**2015-2016 APhA-ASP National President**  
**Northeastern University**  
Email: [lucywest2016@gmail.com](mailto:lucywest2016@gmail.com)  
Committee: APhA Board of Trustees  
APhA Strategic Directions Committee, Member  
Regional Liaison: Region 3 & Region 6

**Kelsea Gallegos**  
**2015-2016 APhA-ASP National President-elect**  
**The University of New Mexico**  
Email: [kelseagallegos@gmail.com](mailto:kelseagallegos@gmail.com)  
Standing Committee Chair: Awards & International  
APhA Foundation Board  
Regional Liaison: Region 1 & Region 5

**Stephanie Garza**  
**2015-2016 APhA-ASP National Member-at-large**  
**University of Texas at Austin**  
E-mail: [sgarza2016@gmail.com](mailto:sgarza2016@gmail.com)  
Standing Committee Chair: Communication  
Regional Liaison: Region 8

**Jeffrey Van Liew**  
**2015-2016 APhA-ASP National Member-at-large**  
**University of Incarnate Word**  
E-mail: [jeffrey.vanliew@gmail.com](mailto:jeffrey.vanliew@gmail.com)  
Standing Committee Chair: Education  
Regional Liaison: Region 7

**Lauren Bode**  
**2015-2016 APhA-ASP Speaker of the House**  
**The University of Tennessee Health Science Center**  
E-mail: [laurenbode2016@gmail.com](mailto:laurenbode2016@gmail.com)  
Standing Committee Chair: Policy  
APhA Political Action Committee  
APhA Government Affairs Committee, Member  
Regional Liaison: Region 2 & Region 4

## APhA Staff

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

**Keith D. Marciniak, Pharmacist**  
**Senior Director, Student and New Practitioner Development**  
Ext. 7595  
[kmarciniak@aphanet.org](mailto:kmarciniak@aphanet.org)

**Crystal Atwell, PharmD**  
**Director, Student Development**  
Ext. 7586  
[catwell@aphanet.org](mailto:catwell@aphanet.org)

**Candice Allar**  
**Sr. Manager, Student Development**  
Ext. 7543  
[callar@aphanet.org](mailto:callar@aphanet.org)

**Lynette R. Plowden**  
**Manager, Student and New Practitioner Development**  
Ext. 7514  
[lplowden@aphanet.org](mailto:lplowden@aphanet.org)

**LaToya Wilson**  
**Manager, Membership and Chapter Services**  
Ext. 7509  
[lwilson@aphanet.org](mailto:lwilson@aphanet.org)



**American Pharmacists Association<sup>®</sup>**  
Improving medication use. Advancing patient care.

**APhA**