

## Starting an ASCP Student Chapter Reference Sheet

The American Society of Consultant Pharmacists (ASCP) has student chapters affiliated with ASCP chapters across the country. Generally defined, an ASCP student chapter is a group of pharmacy students who have an established relationship with an ASCP chapter and/or their school of pharmacy (SOP). Ultimately, the student chapter of ASCP must abide by the rules and regulations of their SOP.

The role of a student chapter is to further disseminate knowledge and information about the profession of consultant and senior care pharmacy and to play an integral part in carrying out the mission and specific goals of the Society. ASCP depends on student chapters to advocate for future pharmacists' participation in consultant and senior care activities that provide America's growing senior population with the medication related services necessary to live longer, healthier lives.

### Formation of an ASCP Student Chapter

Benefits of forming an ASCP student chapter include:

- A. Increased opportunity for consultant pharmacy experiences
- B. Opportunities to network and share ideas with student pharmacists and consultant and senior care pharmacists on a regular basis
- C. Educational programs on topics pertinent to consultant and senior care pharmacy practice
- D. Direct access to a myriad of ASCP benefits and services
- E. Contributions to national policy affecting the profession and establishment of grassroots efforts
- F. Programming and administrative support from ASCP chapters and the ASCP national headquarters
- G. Personal leadership development

Steps required for recognition as an ASCP Student Chapter:

1. Call or email the Membership Department at ASCP to inform them of your intent to start a student chapter.

ASCP Membership Coordinator Tameka Brown 1-800-355-2727 ext 177 tbrown@ascp.com
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[www.ascp.com](http://www.ascp.com)

2. Provide the Membership Coordinator with the name and contact information for a faculty advisor and a student who will serve as liaison between the student chapter and ASCP headquarters.
3. Comply with student organization regulations established by your SOP and, if applicable, forward copies of organization recognition documents to the Membership Coordinator.
4. If you would like to invite a representative from your local ASCP chapter or their designee to the initial meeting, contact the Membership Coordinator. They will provide you the chapter's contact information.
5. At the conclusion of the initial meeting, the ASCP student liaison will report back to ASCP headquarters regarding the student chapter's needs and next steps.

\*ASCP e-Membership: . E-Membership is FREE for students. Students can register for their free membership on the ASCP website.

Chapter Finances: ASCP does not maintain finances for student chapters. The regulations put forth by the chapter's SOP will serve as guidelines for student chapter financial business.

Logo permissions: ASCP student chapters may use the official ASCP logo for branding purposes such as websites, facebook pages, etc. If you have any questions or would like a file of the logo, please contact [the](#) ASCP Membership Coordinator.

### Maintaining Chapter Status

In addition to requirements set forth by the ASCP student chapter's SOP, chapters must comply with the following:

1. All ASCP student chapter members **must** be ASCP student members
2. Chapters **must** actively participate in member recruitment and retention efforts.
3. There will be at least one meeting of the membership per academic semester.
4. A chapter delegate is encouraged to be present during ASCP Chapter meetings OR ASCP national meetings.
5. Elections **must** be held once a year, in such a manner that allows for fluid transition of leadership responsibilities. The election schedule should function in accordance with the SOP. Election results should be sent to the ASCP Membership Coordinator once they are finalized.