Student Organizations Handbook & Guide

The Appalachian College of Pharmacy (the "College") community is shaped in large part by the student organizations that provide activities, information, and service to the community. The College of Pharmacy thanks you for your service to our community as a student leader. The Student Affairs Office values your contribution and is dedicated to providing you with the services necessary to support your student organizations activities.

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TYPES OF CLUBS OR ORGANIZATIONS

College Funded Organizations ("CFOs")

College Funded Organizations ("CFOs") are those that are formed and/or funded by student activity fees through the College, which includes the Student Government Association ("SGA") and the Student Leadership Council ("SLC") and the three professional pharmacy organizations, the American Pharmacists Association – Academy of Student Pharmacists ("APhA-AS"), American Society of Health-System Pharmacy – Recognized Student Society ("ASHP") and National Community Pharmacy Association ("NCPA"). The national organizations also include the state organizations if they exist as well.

Students holding the following positions are members of SLC: Presidents and Vice-Presidents of the P1, P2 and P3 classes; Presidents and President-elects of the professional organizations; and the two highest officers of any organization recognized by the college. The purpose of the SLC is to perpetuate the College's mission through its activities, to provide a forum for comment and to coordinate scheduling of student affairs activities. The SLC shall create a united round discussion among all organizations to eliminate scheduling conflicts, improve communication, and provide guidance, information and equal representation to all organizations. The SLC meets the first Tuesday of each month during the fall and spring terms.

CFOs are supported by student fees, which are paid by each student as part of annual tuition and fees. The student fees cover membership in all three professional student organizations. However, it is the responsibility of the student to complete the necessary paperwork to become a member of those organizations. If a student fails to become a member of an organization the money from his or her fees then reverts to SGA to be used for student activities.

Each student is required to join at least one (1) professional pharmacy organization while enrolled as a full-time student. While membership in multiple organizations and in

leadership positions is encouraged, students should not participate in student activities and organizations at the expense of their academic progression.

The student organizations' organizational chart and all forms for use by student organizations, including agendas and meeting minutes, are attached in the Appendix.

Non-College Funded Organizations ("NCFOs")

Non-College Funded Organizations are groups formed for a specific purpose. The structure of NCFOs may be formal or informal, although all should be founded on a democratic organization format. NCFOs must make all decisions ensuring that they reflect College goals, policies and student needs. However, local organizations may be associated with national organizations.

In order for NCFOs to be recognized by the College as official organizations, the Student Organization Recognition Process must be completed by those establishing the organizations. If funding is desired, all NCFOs must request funding from the SGA. NCFOs that have exclusive membership, meaning that they are not automatically open to all students, are not eligible for College funds. However, such organizations may borrow up to $2,500 from the SGA for up to one year at no interest. Any additional funding needed by a NCFO is the responsibility of the NCFO.

Basic Criteria for All Student Organizations

- Groups must be founded on a democratic organizational structure.
- All organizations must have a faculty advisor, who is a full-time faculty member.
- No student on academic probation or otherwise not in good academic standing may serve in a leadership position of **any** student organization.
- Membership is not mandatory and must meet the College's nondiscrimination policy.
- Organizations must be open to all College students. Only objective membership criteria can be considered in determining membership and leadership.

- College students must make all organizational decisions and hold all leadership positions. They must also ensure that all decisions reflect College goals and student needs.

- New groups may not duplicate the mission, goals, activities or name of already existing student clubs or organizations. This does not preclude the establishment of different social/professional fraternities.

- Fundraising may not be the primary focus of the organization.

- Every organization must state a mission and corresponding goals for its organization. The mission and goals must be student-centered and not contrary to the mission of the College.

- Local organizations that associate with national organizations must be locally autonomous.

- Each organization shall sponsor an annual event that benefits the community.

- The President of each organization shall designate a member of that organization's leadership to prepare and maintain a calendar of events, including national, state and local meetings to be posted at least three (3) months ahead of time to the SLC and student body, either electronically or in hard-copy.

- A calendar of events shall be submitted to the SLC from each organization. The calendar should be posted and distributed at least 24 hours prior to the meeting.

- The President of each organization is responsible for providing the details of events and activities to the SLC.

- Each organization must comply with the expectations of the organizations within the SLC Constitution and Bylaws.

FORMATION OF CLUBS OR ORGANIZATIONS

How to Start a Student Organization or Club

1. Research the organization and its purpose and meet with existing groups if possible to ensure that the proposed new organization is not duplicating a need that is already being met.
2. Create a name that clearly represents the function of the group and that will not be construed as a College department or program.
3. Find an advisor. Your advisor must be a full-time faculty member at the College. It may not be a staff member.
4. Recruit a minimum of six (6) current students who are willing to commit to ongoing activities of the organization and serve as its authorized representatives.
5. Have separate individuals hold the positions of president, secretary and financial officer.

6. Draft a mission and goals for your organization within the College community and the community at large.
7. Prepare an initial budget for the start-up of the organization and one for the first year of operation covering the activities the organization would like to offer.
8. Be prepared to explain how your organization fits into the mission of the college and College.
9. Complete the recognition application with required submissions below.

Recognition Process

1. Complete the application for recognition and submit to the Office of Student Services by the beginning of each academic term.
2. Submit a Student Organization Constitution and Bylaws within sixty (60) days of filing the application for recognition.
3. Submit a proposed budget for the first year outlining the organizations needs and potential plans.
4. The office of the Dean of Student Affairs will review the application, constitution, bylaws and proposed budget and grant or deny the application.
5. Any decisions to deny the application may be appealed in writing to the dean.

Submitting an application for a new organization does not guarantee recognition and can require significant review time.

Criteria for Approval

- The organization's mission must be compliment with the college's mission.
- The organization must have a clear purpose.
- The organization must satisfy an unmet need.
- The organization must demonstrate sustainability for at least two years.
- The organization's activities or existence will not create undue liability for the college.
- The organization will have a separate individual to serve as president and financial officer.
- The name of the organization must clearly represent the function of the organization.

Benefits of Recognition

Obtaining recognition of your organization provides your organization access to the privilege and services provided by the College, including:

- Use of College and college name and logos, when and where appropriate.
- Use of College facilities, based on availability.
- Use of audiovisual and technical services, based on availability.
- Advice and consultation with College departments and programs.
- Ability to use the College and college website.

REQUIREMENTS AND EXPECTATIONS FOR CLUBS OR ORGANIZATIONS

All clubs and organizations recognized by the College are expected to the do the following:

1. Follow all College policies, procedures and practices.
2. Follow all policies and procedures of the national organization that oversees the College organization, if applicable.
3. Obtain approval from the administration for activities involving the participation of the general public.
4. Obtain approval from the administration for use of the College or college's logos.
5. Pay membership fees for the organization's faculty advisor.
6. Maintain autonomy from all off-campus organizations.
7. Manage funds wisely and ethically with sound accounting practices.
8. Hold annual elections of officers.
9. Ensure continuity and training of new leaders.
10. Student groups shall not become separately registered 501(c)(3) organizations without prior approval from the Office of Student Affairs.
11. Organizations and members shall refrain from all illegal activities including, but not limited to, providing alcohol to minors, illegal use of drugs, assault, and theft or driving under the influence of alcohol.
12. Provide information to students and promote student involvement in their respective national organizations.
13. Take advantage of opportunities provided by the national organizations to represent the College at national competitions.
14. Provide information to students regarding scholarships and awards available on national, state and local levels.
15. Promote membership in organizations to College students and encourage participation by pre-pharmacy students.
16. Promote participation of students in leadership positions on the national and state levels.
17. Provide networking activities and opportunities for both pharmacy students and pharmacists belonging to the organization.
18. Provide the Student Affairs Office with a copy of the by-laws and constitution for the organization.
19. Include local and regional pharmacists in the professional pharmacy organization activities.
20. The school chapter of a national organization shall honor and adopt the national organizations' mission, vision and goals in addition to those of the College.
21. Each organization shall provide or find resources to provide guidance and training for the leaders or officers in the organization.

REVIEW, SUSPENSION OR REVOCATION OF RECOGNITION

An organization or club may be investigated by the College if it is alleged that the organizations officers or individual members have violated any of the aforementioned requirements or the policies, procedures and practices of the College. Pursuant to an investigation by the Office of Student Services, the organization and its individuals may be

subject to sanctions under the individual organizations disciplinary procedures and/or the college of pharmacy's disciplinary procedure.

An organization whose recognition is suspended or revoked loses the opportunity to use the name of the College, to use College facilities, to schedule activities on campus, and other privileges enumerated herein. An organization whose recognition has been suspended may apply to have its recognition reinstated if/when the sanctions expire.

STUDENT ORGANIZATION OPERATIONAL POLICIES & PROCEDURES

- **Activity/Event Planning Approval Process**

All events must be initiated and lead by student groups and their leaders. Events may not be advertised or implemented without full College approval through the Office of Student Affairs and facility confirmation.

In order to obtain approval for events, including charity walks or runs, fundraising for the organization, large-scale community service project such as health fairs, the student group must submit the following after approval by the group's faculty advisor to the Assistant Dean of Students in the Office of Student Affairs:

1. Provide a written proposal that includes:
    a. Written description of the activity/event;
    b. Proposed time and location of the event, including use of College facilities;
    c. Estimation of the number of people who will attend;
    d. Mission and goals of the event;
    e. A proposed budget for the event and where the organization (the source of funding to host the event) will get the money;
    f. All proposed publicity in draft format (including advertisements, flyers, etc.);
    g. State whether there will be an admission fee for the event, if applicable;
    h. A statement of whether alcohol will be available/served at the event, if so, attach a copy of the ABC license or the organization's application for the license;
    i. If the event is a fundraiser, please describe the amount of money you project raising and how that money will be used to benefit your organization, the College, a charity or the community at large;
    j. A description of the extent of the involvement of the public at large and
    k. A summary of the benefit of the event to the College, the organization, or the community at large.
2. The proposal should also list all College organizations involved in the event and their officers should sign the proposal.
3. Proposal must be approved by the organization's faculty advisor.
4. Proposal should be presented to the Student Leadership Council by the organization's president.
5. The Assistant Dean of Students must approve the activity/event. If the proposal does not include all the items listed above it will not be considered for approval.

All monies collected at an event must be deposited as soon as possible after the event with either the business manager or the organization's bank account holding funds independent

of College funds as appropriate. Major events should be planned when students will be on campus.

- **Alcohol**

It is the policy of the Appalachian College of Pharmacy to provide a drug-free, healthful, safe, and secure work and educational environment. Employees and students are required and expected to report to their class or student activities in appropriate mental and physical condition to meet the requirements and expectations of their respective roles.

The College prohibits the unlawful manufacture, distribution, dispensation, possession, or use of narcotics, drugs, or other controlled substances, or alcohol at the workplace and in the educational setting. Unlawful for these purposes means in violation of federal, state or local regulations, policy, procedures, and rules, as well as legal statutes. Workplace means either on College premises, any of its campuses, or while conducting College business away from College premises, including participating in pharmacy practices experiences.

The use of tobacco products, including cigarettes and dipping or chewing tobacco, is prohibited at all Appalachian College of Pharmacy campuses. Therefore, no student, faculty, or staff member may use tobacco products on any College premises, including parking lots.

The following is the College policy on the use or possession of alcoholic beverages by students, faculty, or staff and their respective organizations:

1. Students, faculty, or staff and their respective organizations may not use public or College funds for the purchase of alcoholic beverages.
2. Student and faculty organizations may ONLY use non-public organizational funds (funds raised by the student or faculty organization and not given to them by the College or other public entity) for the purchase of alcohol. Alcoholic beverages purchased with non-public and non-College funds by student or faculty organizations may be consumed at student or faculty organization functions under the following conditions:
    a. The student organization must obtain an ABC permit for the distribution of such alcohol;
    b. The student organization must hire a bartender, who will be the only individual permitted to distribute the alcohol at the event;
    c. The student organization must hire a security guard to be present at all times during the event; and
    d. All students consuming alcohol must be 21 or older, and the bartender hired by the student organization must check the identification of everyone served to confirm that they are over 21 years of age.
3. Events or functions involving the use of alcohol on College premises, including buildings and parking lots, must be approved in writing by the Dean of the College. Otherwise, no alcohol may be served or consumed on College premises.
4. Alcoholic beverages (such as kegs or cases of beer) may not be used as awards or prizes in connection with events or activities sponsored by students, faculty, or staff and their respective campus organizations, on or off campus.
5. The public display of advertising or promotion of the use of alcoholic beverages in College facilities, College publications, or in association with existing College events

or programs, on or off campus, is prohibited. This includes banners, lighted beer/liquor signs, caps, t-shirts, beverage can coolers, and large balloon blow-ups.

- **Bank Accounts**

The College Chief Financial Officer maintains accounts for all student organizations through the College budget. Organizations may not open separate accounts using the College's tax ID number, College name or other College information.

However, professional organizations, other College Funded -and Non-College Funded Organizations may open bank accounts, independent of College funds, using the tax ID number and information of the affiliated national organization. If an account is opened it must have at least two signatories, including the organizations faculty advisor.

All organizations shall remain financially solvent and limit their spending to their own financial resources (i.e. stay within budget).

- **Cash Handling**

If an organization and its members handle cash money at an event the organization must use a cash box and have two individuals responsible for handling the cash. All money should be counted and deposited immediately after the event with the College business manager or the organizations bank account for use independent of College funds.

- **Charging Admission**

If an organization is charging admission fees for events, the fee must be established at the time approval is requested for the event.

- **Contracts**

Students are not permitted to sign contracts for amounts in excess of $200. If a contract is for more than $200 then the dean must co-sign the contract.

However, in situations where the contract is for less than $200 then the president of the organization may sign a contract for services on behalf of the organization. Before signing a contract, the president of the organization must be certain that the organization has voted to authorize the contract to be signed and that there is complete understanding of the terms of the contract (the president must know and understand what he or she and the other party are agreeing to do). The president's signature on an agreement means that the President (person signing the contract) could be held personally liable for any legal or financial issues which may arise.

Before signing a contract make sure that the reservation for the facility you intended to be used has been confirmed. Never commit yourself or the organization to a contract until it is in writing. Verbal contracts can be legally binding. Do not pay for services before they are received. Do not pay for services with cash or a personal check or personal credit card; request to be billed or request a check from the business manager two weeks in advance.

An individual or organization that enters into unauthorized contracts may be personally responsible legally or financially for the contracts or any damages that may arise.

- **Commercial Activities**

Student groups must consult with the Student Affairs Office before engaging in any agreements or plans for sales, fundraisers or commercial/corporate sponsorships using the event planning procedure. The College's resources support its mission and goals. The College's assets must be used for these purposes, and not for the personal gain of individuals' or outside parties' uses that do not further the College's objectives.

- **Emergency Procedures**

In the event of an emergency please contact 9-1-1.

Also, you may reference the College safety manual for details regarding emergencies for more information.

- **Fundraising**

Students and student organizations through its members are not permitted to solicit College preceptors, board members, or local businesses for money or in-kind contributions without express written approval from the dean. Students, student organizations and clubs wishing to solicit College preceptors, board members, or local businesses must present a written proposal to the dean stating the following:

1. student or Organization wishing to solicit contributions;
2. purpose of the solicitation – how the contribution will be used;
3. the fundraising goal – how much money or what quantity of in-kind items are desired;
4. a proposed list of individuals, businesses and preceptors the student organization intends to contact; and
5. The writing must be signed by the student making the request or the president of the organization making the request.

Student organizations may hold their own events or activities to raise money for their organization. However, such events or activities must be approved through the Activity/Event Planning Approval Process outlined below.

- **Hazing Policy**

Hazing, as defined by Virginia Code Annotated section 18.2-56, is strictly prohibited at the College. No individual, student organization or club or any other College-affiliated group shall plan, engage in or condone hazing activities on or off College property.

Hazing, pursuant to Virginia law, "means to recklessly or intentionally endanger the health or safety of a student or students or to inflict bodily injury on a student or students in connection with or for the purpose of initiation, admission into or affiliation with or as a condition for continued membership in a club, organization, association, fraternity, sorority, or student body regardless of whether the student or students so endangered or injured participated voluntarily in the relevant activity." Va. Code Ann. § 18.2-56 (2007).

Individuals or organizations found in violation of this section shall be subject to disciplinary action by the College up to and including dismissal from the doctor of pharmacy program.

- **High Risk Events**

For liability reasons, the College does not permit high risk activities, such as white water rafting, sky-diving, rock climbing or outdoor survival courses to be sponsored by College departments, groups or organizations. Organizations must consult with the Office of Student Affairs when large, unusual or potentially risky events are planned. In organizing such events the planner of the event may assume responsibility for the safety of participants and may be held personally liable in the case of accidents.

- **Partisan Political Activities**

The College's is a private non-profit corporation organized under section 501(c)(e) with the mission of providing excellent education and improving health in rural and underserved areas. In order to maintain focus on this very important mission the College prohibits the use of its resources and facilities for support of partisan political activities, including but not limited to using a student organization to endorse a candidate, payment of fees to a candidate, on-campus soliciting of funds for a candidate or otherwise campaigning for a candidate.

These limitations in no way inhibit the expression of personal political views by an individual in the College community.

- **Publicity**

Use of College and College Names and Logos

Recognized student organizations and groups in good standing are permitted to request the use of the College's names and logos, including the Appalachian College of Pharmacy name and logo to identify themselves as affiliated with the College.

The Appalachian College of Pharmacy monitors and controls all uses of its name, nicknames, and logos, including the Appalachian College of Pharmacy name and logo, which is owned by the Appalachian College of Pharmacy. In order to protect the use of the College's names and logos, student organizations must follow the guidelines below:

- Groups may not use the College's name or logos, including the Appalachian College of Pharmacy name and logo for commercial activities or to register as the name of a charitable tax-exempt organization.
- When using the name or logos, including the Appalachian College of Pharmacy name and logo or other trade or service marks on merchandise, including but not limited to shirts, bumper stickers, cups, etc., all designs must be approved by the Associate General Counsel.
- Groups must purchase merchandise by a licensed vendor approved by the College President.

Use of Banners, Posters, Flyers, etc.

- All proposed publicity materials for an event must be submitted for approval through the event planning process. This includes all proposed flyers, newspaper advertisements, press releases, flyers, posters and banners.
- All promotional or publicity materials must clearly state the sponsoring student organization.
- Advertising for an event is prohibited prior to approval of the event.
- Promotional materials may not promote alcohol as the focus of the event; such materials shall not be approved.
- Promotional materials may not be hung on building walls, doors, windows, trees, trash cans or paved surfaces on campus.
- Promotional materials may only be hung on bulletin boards in the student lounges in College buildings.
- Materials posted in inappropriate places or materials left up after the event will be removed and the sponsoring organization may be subject to disciplinary action including being charged for the removal cost, if any.
- Notices for events may be sent out by email. However, only two "invitation" or notice/reminder emails may be sent out per event.
- Student organizations may request to have their event announced or covered after the fact in the College's quarterly newsletter. Such requests must be made to the Associate General Counsel in writing and contain the proposed material to be included and be made fifteen (15) days in advance of the publish date of the newsletter.
- No outside vendors or agencies may post flyers or posters at College facilities unless they have scheduled the use of the facilities.
- Student organizations who wish to hang banners on the foot bridges at the Garden Campus must make a specific request in writing through the event planning process. Otherwise, no student organizations are permitted to hang banners on the foot bridges at the Garden Campus.

- **Overnight Trips & Student Travel**

Student representation at local, state and national meetings activities and events is encouraged by the College. To that effect, when students who will to travel more than forty (40) miles away from campus on behalf of the College (using College funds) to a meeting, activity or event, the student must complete a Student Travel Form to be approved by: the student; the sponsoring organization's president and faculty advisor; the block coordinator or preceptor; chief financial officer and the dean. Students who are approved to travel shall be given an excused absence for classes missed for the purpose of the travel. The student remains responsible for the class material presented in his or her absence for examination purposes.

Students on academic probation or otherwise not in good academic standing will not be approved to travel on behalf of the College.

The Student Travel Form must be submitted with approval signatures in place, to the Dean at least fourteen (14) days in advance of the meeting, seminar or conference. Approval signatures must be acquired from the student attending the event, the organization President/Regent, the organization faculty advisor, the chief financial officer, the

coordinator(s)/Instructors/preceptor(s) for the block(s) from which the student will be absent, the Assistant Dean of Student and Alumni Affairs and the Dean of the College. In order to be eligible for reimbursement, requests must be made in advance.

Students should take extra care and precautions when making plans for out of town trips. All travel arrangements should be confirmed in writing prior to departing for the trip Students should plan to carpool, ride-share (generally 4 adults per vehicle) and share rooms to defray costs; reimbursement will be predicated on these principles whether the students elect to do so or not. In cases where airfare is a consideration for travel to an approved event, the student will be reimbursed the lesser of the cost of per mile reimbursement or cost of air travel.

College vehicles are available for faculty advisors to drive to approved events when driving is the most economical means of transportation. Students may ride as passengers but may not operate the vehicle. Standard reimbursement procedures govern the use of the College Car versus use of a personal vehicle.

Criteria for eligibility and restrictions for travel funds from the College's General Student Travel Account Funds are as follows:

1) The Student Travel Form must be completed and submitted no less than 14 days in advance of the meeting, seminar or conference. The Student Travel Form can be found in Appendix XI at the end of the Student Organizations Handbook and Guide.
2) Meal costs during travel are the responsibility of the traveling student and will not be reimbursed by the College under any circumstances.
3) Students will be expected to pay for the cost of travel themselves and submit reimbursement materials to the Business Office. The College will not pay for travel costs upfront on behalf of students requesting travel funds.
4) In order for any part of student travel to be reimbursed from the College's General Student Travel Account Funds, the student must be involved in a competition, mandatory attendance, or presentation at a professional meeting as outlined below:
    a. ACP contest winners representing the College in local, state or national competitions necessitating travel will be eligible for all-expenses paid for the trip from the General Student Travel Account Fund (excluding meals). General travel arrangements, such as car pooling and room sharing, as outlined earlier in this section, should still be observed to defray costs.
    b. Students who are requesting funds for travel to meetings to give formal presentations are eligible for travel reimbursement. If the presentation is an oral presentation, such as a talk, that individual who is delivering the oral presentation is eligible for travel funds. If the presentation is for a poster or other non-verbal presentation, the number of individuals eligible for travel funds is restricted to two (2).
    c. Students who represent ACP or their state/national chapter at meetings, events or activities where the school must/should be represented to officially vote on behalf of the College may request funds for travel. This is restricted to one (1) individual per meeting as approved by the organization advisor.

d. Student Organization officers who have mandatory attendance at meetings as a component of their obligations to their position are eligible to apply for travel funds and represent ACP at those events. This eligibility extends to Officers for both College-funded and non-College funded organizations, including Kappa Psi, Phi Delta Chi and Rho Chi. Documentation of the obligation must be submitted along with the Student Travel Form. This number is limited to two (2) per meeting.

e. All situations not formally identified above are not eligible for travel reimbursement from the General Student Travel Fund.

f. Each student organization also has their own fund which may be used to support student travel when pre-approved by the individual student organizations administrative team and faculty advisor. The same approval process as outlined above must be used to notify all parties of the student organization reimbursement limits for pre-approved funding and noted on the application for student travel.

g. All reimbursement requests for student travel must be submitted on a Student Expense Report form. Expense reports must be received by the 25th of each month to be reimbursed by the end of that month. Overnight travel expenses should be submitted within 5 days of return from the travel.

- **Scheduling Facilities**

Use of all College facilities shall be scheduled through the Executive Vice-President, Dean, or Assistant Dean of Student and Alumni Affairs offices at the College depending on the room or facility requested. Use of facilities shall be described in the event planning submission required for event approval. Forms for scheduling facilities may be found in the Appendix or online at the Student Affairs web site. Forms for scheduling facilities may be updated or revised periodically.

- **Statement of Non-Discrimination**

All recognized student organizations will abide by the College's Non-Discrimination Policy, which states:

The Appalachian College of Pharmacy does not discriminate on the basis of race, color, creed, religion, ancestry, age, sex, marital status, national origin, disability or handicap, sexual orientation, or veteran's status.

Failure to abide by this policy may result in disciplinary action, including but not limited to loss of College recognition or dismissal of students involved.

Some organizations (i.e. Greek Social-Letter Organizations) under Title IX and Title VII of the United States Code and section 501 of the Internal Revenue Code may be exempt from the mandates against gender discrimination and/or religious interpretation.

- **Student Organization Web Pages**

One of the benefits available to recognized organizations is the hosting of web pages for student organizations through the College's web page. If a student organization is interested in obtaining a web site account through the College, the president of the organization should make a written request to the chairperson of the Library and Technology Committee. The organizations must comply with all Library and Technology Committee policies regarding use of the College's website resources. Failure to do so may result in disciplinary action up to and including loss of recognition or dismissal of individual students.

Recognized student organizations shall not have web pages independent of the College web page or the national organization to which the organization is affiliated.

The following is a list of information that should be included on each student organization website:

- The format required by the Library and Technology Committee shall be used, including the name of the College and required links.
- Description of the organization's mission and what it does on campus.
- List of the organization's goals and what it hopes to accomplish.
- List of officers and the organization's faculty advisor.
- Description of how a student may become a member of the organization.
- List of scheduled meetings to include dates, times and locations.
- List of scheduled and approved activities and events.

Appendix – Forms

I. Student Affairs Organization Chart

II. Student Organization Sample Agenda

III. Committee Form

IV. Event Follow-up Form

V. Outline for Meeting Minutes

VI. Event Proposal Form

VII. Organization Room Request (sample provided: room requests are available online)

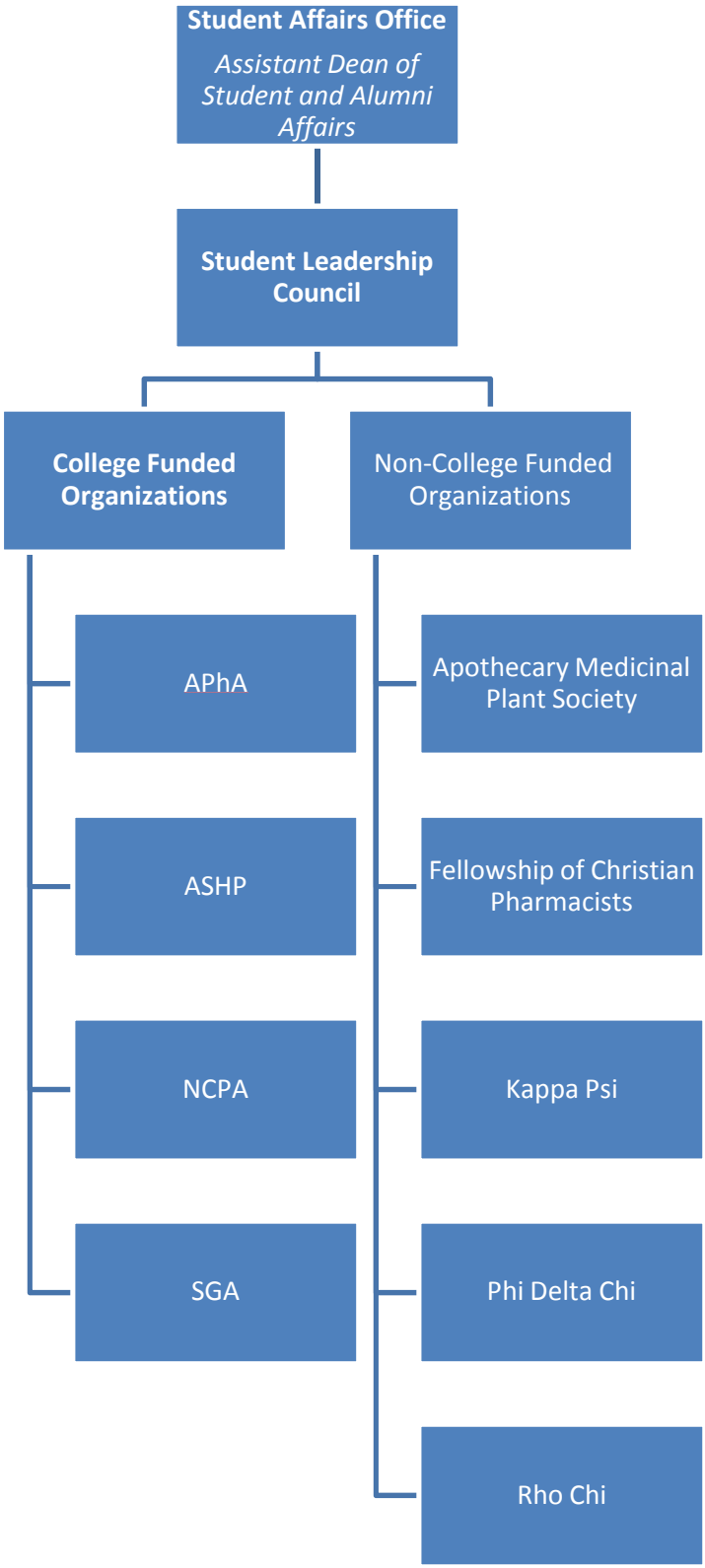
VIII. Student Calendar

IX. Executive Officers Agenda

X. Organization Officers Listing

XI. Application for Student Travel Form (sample provided; form available online)

Appendix I: Student Affairs Organization Chart



Appendix II: Student Organization Sample Agenda

Organization's Name
General Meeting Agenda
Date

I. Call to order and Quorum Call

II. Announcements

III. Old Business

IV. New Business

V. Program (speaker)

VI. Question and Answers

VII. Adjournment

Appendix III: Committee Form

Organization's Name
Committee Form

Committee Name: _____

Committee Purpose: _____

Committee Head: _____

Responsibilities:

Setup:
Delegated to _____
Sub-committee members: _____
_____
Notes:

Decorations/Supplies:
Delegated to _____
Sub-committee members: _____
_____
Notes:

Publications:
Delegated to _____
Sub-committee members: _____
_____
Notes:

Food:
Delegated to _____
Sub-committee members: _____
_____
Notes:

Clean-up:
Delegated to _____
Sub-committee members: _____
_____
Notes:

Other:
Delegated to _____
Sub-committee members: _____
_____
Notes:

Appendix IV: Event Follow-up Form

Organization's Name
Event Follow Up Form

Date/Time: _____ **Place:** _____

Nature of Activity:
___Professional Program
___State/Local Meeting
___Community Service Project
___Fundraising Activity
___Social Activity
___Legislation Activity
___Other:_____

Description of Activity:

Problems Experienced:

Benefits Provided:

How often was the activity/program sponsored?
___First Time
___Annual
___As needed

Location event was held?
___School/college of pharmacy
___Local/State meetings
___Other:_____

Contact Info of Facilities used:
Primary Contact: _____
Phone Number: _____
Email: _____

Secondary Contact: _____
Phone Number: _____
Email: _____

Contact Info for backup facilities that was not used:
Primary Contact: _____
Phone Number: _____
Email: _____

Secondary Contact: _____
Phone Number: _____
Email: _____

How many participated?
___Students
___Faculty
___Practitioners
___Others: _____

Involvement by other groups/organizations?
___Local/state organizations
___Other pharmacy student organizations
___Fraternities/sororities
___Others:_____

Cost:
Decorations/Supplies: _____
Food: _____
Publications: _____
Other: _____

Deposits: _____
Facility Cost: _____
Total: _____

Signatures:
President:_____
Advisor: _____

Appendix V: Outline for Meeting Minutes

Organization's Name
Minutes

Date and Time of Meeting

Present

Absent

Call to order time/date including place (room and campus)

Adjourn time

Details of the meeting following the order of the agenda

Attachments:

- **Include:**
  - **Any and all Proposals**
  - **Budget**
  - **Minutes presented from last meeting**
  - **Advertisements**
  - **Committee Forms (updated or added new committee)**

Appendix VI: Event Proposal Form

Organization's Name
Official Activity Proposal

Date/Time: _____ **Place:** _____

Nature of Activity:
___Professional Program
___State/Local Meeting
___Community Service Project
___Fundraising Activity
___Social Activity
___Legislation Activity
___Other:_____

Description of Activity (please be specific; continue on second page if more space is needed):

How often is the activity/program sponsored?
___First Time
___Annual
___As needed

Location?
___School/college of pharmacy
___Local/State meetings
___Other:_____

Who is involved or attending?
___Students
___Faculty
___Practitioners
___Others: _____

Involvement by other groups/organizations?
___Local/state organizations
___Other pharmacy student organizations
___Fraternities/sororities
___Others:_____

Benefits:

Students:
___Community Involvement
___Socialization
___Development of Leadership skills
___Development of Pharmacy Practice

College:
___Advertising the School
___Community Involvement

Community:
___Education
___Health Services

Additional Financial support required?
___Yes ___No
Explain (include projected budget/cost for event):

Pharmacist in Community Service (PICS) Hours Approved (if applicable):
_____Yes

PICS Director Signature _____ Date:_____

Contact Info:
Primary Contact: _____
Phone Number: _____
Email: _____

Secondary Contact: _____
Phone Number: _____
Email: _____

Signatures:
Student Submitting: _____
President:_____
Advisor: _____

Appendix VII: Organization Room Reservation Form

http://www.acpharm.org/studentaffairs/roomreservation.shtml

Name:

Email:

Name of Organization/Group:

Organization/Group Faculty Advisor:

Approved by Advisor? ☐ Yes ☐ No

Number of Individuals Expected to Attend:

Date of Event:

Reservation Details: Please include (Start Time, End Time, Room Number/Name, Backup Room Number/Name)

Is this a standing request (requires authorization from Assistant Dean of Student and Alumni Affairs)? ☐ Yes ☐ No

Building (required): ☐ Garden (Old Building) ☐ Academic (New Building)

Do you plan on having food at your event? ☐ Yes ☐ No

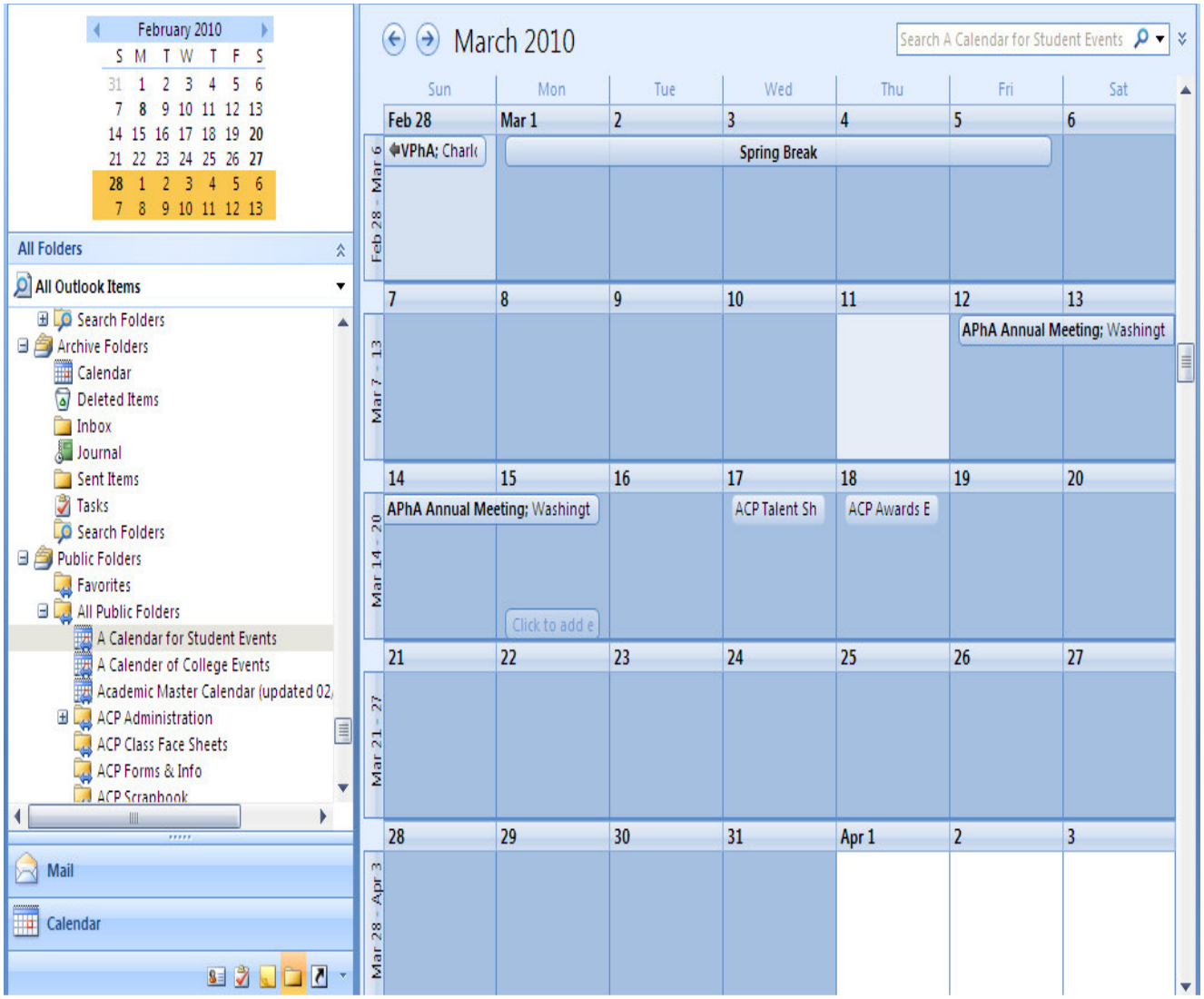
Do you require any special set-up for the room/event? ☐ Yes ☐ No

If so, please describe:

Submit

By making this reservation you are automatically agreeing to the terms outlined in the ACP Room Reservations Policy and accept full responsibility for all actions taken during the reservation. You are responsible for reading the policy and may face disciplinary hearings for disturbances or inappropriate activity that took place in the room which was reserved. The College has the right to deny any reservation request. The College also reserves the right to reschedule, reassign or cancel any room reservation at any time. It is the responsibility of the contact person to submit the Room Reservation request form in a timely manner (minimum 48 hours prior to the scheduled usage of the room). Forms received less than 48 hours prior to the event may not be approved in time for the requested event.

Appendix VIII: Student Calendar (ACP Public Folders)



Appendix IX: Executive Officers Agenda

Organization's Name
Executive Officers Agenda
Date

I. Call to order

II. Approval of Minutes of Previous Meeting

III. Report of Officers Activities/Responsibilities (Includes Financial Report)

IV. Report of Committees (by the officer as the ex-officer member)

V. Old Business

VI. New Business

VII. Discussion/Brainstorm

VIII. Next Meeting Date

IX. Adjournment

Appendix X: Organization Officers Listing

Organization's Name
Officers

President: _____
Address: _____
Phone: _____
Email: _____

President-Elect: _____
Address: _____
Phone: _____
Email: _____

Vice-President: _____
Address: _____
Phone: _____
Email: _____

Secretary: _____
Address: _____
Phone: _____
Email: _____

Treasure: _____
Address: _____
Phone: _____
Email: _____

Other: _____
Address: _____
Phone: _____
Email: _____

Other: _____
Address: _____
Phone: _____
Email: _____

Other: _____
Address: _____
Phone: _____
Email: _____

Advisor: _____
Address: _____
Phone: _____
Email: _____

Advisor:_____
Address: _____
Phone:_____
Email: _____

Advisor's Signature: _____ Date: _____

Appendix XI: Application for Student Travel Form (sample)

Online form may be found at:
http://www.acpharm.org/studentaffairs/organizations.shtml

Application for Student Travel

Please complete and submit for approval NO LESS THAN 2 WEEKS PRIOR to the event/meeting.

Student Name		
Student Organization		
Date Submitted		

Travel Details

Purpose/Justification of Travel (In order for any part of student travel to be reimbursed from the College's General Student Travel Account Funds **the student must be involved with a competition, mandatory attendance, or presentation at a professional meeting.** Individual student organization funds may be used at the discretion of that organization's governing leadership with the additional approvals noted below.

Dates of Departure/Return		Dates of Conference		
Location of Departure				
Mode of Transportation		Air	Automobile	Other
# of Miles by Ground travel 1-way		Estimated Airfare		

For air transportation, supporting documentation must be attached indicating cost benefit of air vs. automobile. For travel by personal automobile, only the amount up to the lowest available airfare will be reimbursed (See handbook). Car pooling and room sharing are expected and should be reflected in your reimbursement request.

Comments (highlight carpooling and room sharing specifics):

Anticipated Expenses (All receipts must be submitted for reimbursement)

Type of Expense	Description of Expense	Daily Expenses	# of Days	Total Expenses
Air Fare and/or Ground Mileage (round trip)				$0.00
Conference Registration Fees				$0.00
Lodging (see guide for applicable caps)				$0.00
Meals are not eligible for reimbursement.				
Miscellaneous (specify below)				$0.00
Grand Total Required for Travel				$0.00
Amount reimbursed by student organization (Must be authorized below)				
Amount that will be paid by the student				
Total Amount Requested				$0.00

Required Signatures

Authorization by Organization President (*Sign & Date*):

Authorization by Organization Advisor (*Sign & Date*):

Absence Authorized by Block Coordinator/Preceptor (*Sign & Date*):

Authorization by Asst. Dean of Student Affairs (*Sign & Date*):

Chief Financial Officer Signature (*Indicating availability of funds*):

Authorization and Approval by Dean (*Sign & Date*):

Travel NOT Approved by Dean (*Sign & Date*):

Reason:

Student Signature (*Sign & Date*):