

Looking to add/change content? Fill out this [Google Form!](#)

# Student Pennsylvania Pharmacists Association

---

AN AFFILIATE OF

---



Pennsylvania  
Pharmacists  
Association

## Student Leadership Toolkit

**A Guide to Your Chapter's Success**

# Student Leadership Toolkit

Looking to add/change content? Fill out this [Google Form!](#)

## Table of Contents

Overview.....	2
Description of SPPA and the Student Advisory Board.....	3
- Unique Chapter Positions.....	4
Events.....	5
Fundraising.....	9
Conference Attendance.....	12

**\*Page numbers may change as content is added\***

# Student Leadership Toolkit

Looking to add/change content? Fill out this [Google Form!](#)

## Overview

The Pennsylvania Pharmacists Association Student Advisory Board created this *Student Leadership Toolkit* in order to better serve current and future leaders through the sharing of information.

The *Student Leadership Toolkit* was authored during the 2019-2020 school year by members of the Student Advisory Board as well as various Directors and leaders within the organization. This guide contains key information on ambassador roles, recruiting, social events, fundraising, boosting conference attendance, and more.

Your current student leaders can be found at:

<https://www.papharmacists.com/page/StudentLeadership>

# Student Leadership Toolkit

Looking to add/change content? Fill out this [Google Form!](#)

## SPPA and the Student Advisory Board

### Student Pennsylvania Pharmacists Association (SPPA)

All student members are automatically members of the SPPA.

### Student Advisory Board

The Student Advisory Board (SAB) is comprised of a Director East (one student from either Temple University, Philadelphia College of Pharmacy, or Wilkes University and Thomas Jefferson University) and a Director West (one student from either the University of Pittsburgh, Ohio Northern University, Duquesne University or LECOM).

The SAB is also made up of a Foundation Director, Chair, Vice Chair, Corresponding Secretary and Recording Secretary who shall be elected from the student membership in the spring of each year by the same process as the PPA officers are elected and shall serve terms of one year commencing from July 1 through June 30 of the following year. All student members of PPA are automatically part of SPPA and entitled to vote for all officers. All officers are members of the Student Advisory Board (SAB).

Each of the Schools of Pharmacy also have both a Director and Alternate Director who are members of the SAB. Each school is to select the individuals to serve in this capacity in late spring of each year, with the selected student to begin service on July 1. *It is recommended that the selected student not be in their final year and on rotations for it is crucial for the student to be on campus to be an effective leader.*

The Student Advisory Board regularly holds business meetings at each of PPA's two conferences and provides students with a sounding board to have a voice in PPA policy and activities.

Each school also has a Communications, Membership, and Government Relations Ambassador that aids with promoting these areas for their PPA chapter. These individuals do not serve on the Student Advisory Board but are important in influencing chapters throughout the year. Descriptions for these chapter positions can be found [here](#).

Job descriptions for each SAB position can be found [here](#).

# Student Leadership Toolkit

Looking to add/change content? Fill out this [Google Form!](#)

## Unique Chapter Positions

### Treasurer

Created at Wilkes University, the Treasurer position is not recognized by SPPA. However this person serves in a capacity paramount to a chapter's success, fundraising. The Treasurer shall have the following duties and responsibilities:

- Keep an accurate and up-to-date record of finances
- Give reports to the school's PPA chapter including itemized expenditures, transfers of money, and finalized account standings.
- Authorize fund requests for the chapter
- Create, implement, and execute fundraisers for the benefit of the individual chapter and PPA

# Student Leadership Toolkit

Looking to add/change content? Fill out this [Google Form!](#)

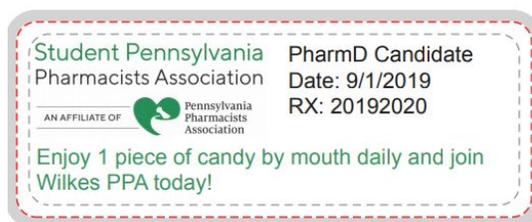
## Events

### Recruiting Events

The events listed below have assisted various PPA chapters in recruiting members before and/or during the school year. For more information, please reach out to the individual contributor (listed at the end of the event detail) or the chapter's current Director at the time of reading.

#### 1. Oprah Winfrey Giveaway Recruiting Event

- a. **School:** Wilkes University
- b. **Author:** Cody Morcom
- c. **Cost:** \$10-\$25
- d. **Description:** The Oprah Winfrey Giveaway recruiting event is done each year at Wilkes University within the first few weeks of the semester. This event is mainly aimed at recruiting first-year pharmacy students (P1s) but can be utilized for any class year. The event takes place during the first few minutes of a class (or beforehand). After a short introduction about PPA and its benefits, 1-2 gift cards are given away to students in the class. Then, when everyone believes the giveaway to be over, the speaker announces, "Today, everyone's a winner. Check under your seats!" at which point, amber vials filled with candy and a PPA sign up form/QR code are revealed to be taped under each desk.
- e. **Implementation:**
  - Purchase 1-2 bags of candy and gift cards each worth about \$5 for a favorite campus location. Wilkes utilizes Starbucks because it has a location on campus.
  - Inquire at your local pharmacy to see if they have an extra box of size 13 or 16 vials and caps.
  - Purchase a box of [Avery 1" x 2-5/8" Blank Rectangle Labels](#) or of similar size either online or at Walmart. These will be used to wrap the amber vials with a custom message! Example below:



# Student Leadership Toolkit

Looking to add/change content? Fill out this [Google Form!](#)

- Fill with candy, membership form, and/or QR code to [https://www.papharmacists.com/general/register\\_member\\_tye.asp?](https://www.papharmacists.com/general/register_member_tye.asp?)
- Using strong tape, place under desks before the class.
- Showcase PPA to the class, make sure to reiterate it is AFFORDABLE, and then reveal the prize!

## 2. Membership Drive

- a. School: LECOM
- b. Author: Erica Jackson
- c. Cost: \$0
- d. Description: Current members sit in the LECOM Cafeteria and help students join the club. They are there to answer any questions that potential new members have about the club and to promote the benefits that PPA has for students.
- e. Implementation
  - i. Fill out the event request form ASAP
  - ii. Advertise through email and the P1 and P2 class Facebook pages
  - iii. Send sign-up sheets through Google Docs so that the cafeteria has a member available to staff the table throughout the Membership Drive

- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.
- 11.

# Student Leadership Toolkit

Looking to add/change content? Fill out this [Google Form!](#)

## Social Events

The events listed below have assisted various PPA chapters in introducing members to each during the school year to enjoy company and relax from the rigors of school. For more information, please reach out to the individual contributor or the chapter's current Director at the time of reading.

### 1. SkyZone Social

- a. **School:** Wilkes University
- b. **Author:** Cody Morcom
- c. **Cost:** Varies (chapter can cover cost or individuals may pay)
- d. **Description:** Students from the Wilkes University PPA chapter enjoyed 2 hours of fun and games at [SkyZone Trampoline Park](#). This included trampoline jumping, SkySlam, and Ultimate Dodgeball. Students also made a Black Beatles Challenge video at this event!
- e. **Implementation:**
  - Send out a sign-up Google Doc to the chapter indicating date, time, location, description, and cost. Make sure to discuss this during a chapter meeting so everyone knows about it!
  - Wilkes usually subsidizes the cost for its members. They simply pay \$5 which they will normally receive back once they arrive at the event. The \$5 is simply a placeholder to make sure the member attends.
  - Arrange transportation if possible.
  - Enjoy the event and make sure to take pictures!

### 2. Happy Hour Social

- a. **School:** Pitt and Duquesne
- b. **Author:** Elizabeth Leonard
- c. **Cost:** Various, but for us it was no cost to reserve the space for a few hours.
- d. **Description:** Students from the University of Pittsburgh and Duquesne PPA chapters got together and reserved the rooftop bar at Carson City Saloon. We had it to ourselves from 7-10 PM. This could also be used as a fundraiser because we charged students \$5 to enter and we split the profits among our chapters and used it to donate to the building fundraiser.
- e. **Implementation:**
  - i. Find a local bar or restaurant that will be willing to let you reserve a space for a few hours. If you use it as a fundraiser they may not charge you anything. A Friday or Saturday night reservation is preferable.

# Student Leadership Toolkit

Looking to add/change content? Fill out this [Google Form!](#)

- ii. After the date is reserved, advertise the event on social media and at meetings.
- iii. We opened up the event to everyone in the school of pharmacy so as to recruit new members as well.
- iv. Enjoy the event and have fun!

## 3. Ice Skating Social

- a. **School:** PCP, Jefferson, Temple
- b. **Author:** Brooke Witmer
- c. **Cost:** ~ \$12 / person
- d. **Description:** Students from PCP, Jefferson, Temple PPA chapters met up at the Rothman Rink in Dilworth Park. It may depend on the ice rink, but here we were able to get a discounted group rate. This particular outdoor ice rink has an attached restaurant (Rothman Cabin) with appetizer and beverage specials on certain week nights.
- e. **Implementation:**
  - i. Choose a date that works best for the chapter officers and call ice rink to ensure a discounted group rate.
  - ii. Advertise the event through email, school newsletter, and social media.
  - iii. Open to the entire school of pharmacy to help promote membership.
  - iv. Send out a sign up Google Form to gauge attendance and coordinate public transportation.

## 4. Happy hour social at Independence Beer Garden

- a. **School:** Jefferson College of Pharmacy
- b. **Author:** Ashling Cook
- c. **Cost:** Varies per person
- d. **Description:** Students from Jefferson College of Pharmacy went to Independence Beer Garden during the first week of the semester to get to know the incoming class as well as members of other classes. We also discussed upcoming events that our chapter of PPA and APhA had coming up for the school year. This also is a great way to recruit new members.
- e. **Implementation:** Planned in connection with the APhA-ASP e-board to recruit new members and network.

- 5.
- 6.
- 7.
- 8.

# Student Leadership Toolkit

Looking to add/change content? Fill out this [Google Form!](#)

## Fundraising

The following information details various chapter fundraisers either for chapter benefit or for PPA-led initiatives (i.e. PharmPac, Building Fund, Educational Foundation, etc). **Fundraisers can be difficult because college students do not always have deep pockets, so utilize the greater university/college campus, especially faculty and staff inside and outside of your School of Pharmacy!**

### 1. Beef Jerky Fundraiser

- a. **School:** Wilkes University
- b. **Author:** Cody Morcom
- c. **Cost:** \$0 (the company will allow you to pay after the sale ends)
- d. **Description:** Everyone sells candy bars and does bake sales, right? Well, not everyone sells beef jerky. Utilize this fundraiser to make **40% profit** by selling beef jerky for just \$1/stick!
- e. **Implementation**
  - Visit <https://www.countrysmeats.com/> and check out their products.
  - Pick flavors and the quantities you wish to sell.
  - Utilize club members to sell 20-30 beef jerky sticks over the course of 1-2 months.
  - Utilize posters (from the company) and make sure to market to faculty/staff as snacks during the school day!

### 2. Flower Fundraiser

- a. **School:** Duquesne University
- b. **Author:** Elizabeth Leonard
- c. **Cost:** Bouquets are \$10 and single roses are \$2.50. We sell the bouquets for \$20 and single roses for \$5 so that we make 50% profit. We also sell 5x7 picture frames that say "Duquesne University School of Pharmacy" along with our logo on them. The picture frames are \$15.
- d. **Description:** At the White Coat and Graduation ceremonies we have a table set up at the entrance to the venue. We have flower bouquets, single roses, picture frames, and car magnets all available for sale. Our target audience for these items is the parents instead of the students, since it's hard to get college students to buy things when we're all struggling for money right now. Parents love the items we have for sale.
- e. **Implementation:**

# Student Leadership Toolkit

Looking to add/change content? Fill out this [Google Form!](#)

- i. Reach out to a local florist and meet with them at the shop and let them know that you would like to do a fundraiser. You have to give them plenty of heads up so I would recommend reaching out at least 1 month in advance so that they can order enough flowers.
- ii. Create an order form for the flowers and coordinate with your school's administration so that they can create address labels for you for the students' home addresses. Mail the order forms to the parents and you can take pre-orders for flowers this way.
- iii. The website that we used for the picture frames was Brucelli Advertising and this is the link to the frame that we chose: [https://www.pcna.com/leeds/en-us/leeds-desktop-photoframes/product/1070-56\\_reg](https://www.pcna.com/leeds/en-us/leeds-desktop-photoframes/product/1070-56_reg). The frames were \$7.50 ea. for 72 of them. We ordered 150 of them and the total cost, including the set up charge and shipping, was \$1278.14. Pitt also sells similar frames at their white coat ceremony. If you would like to see a picture of what they look like or the order form that we use, let me know!

### 3. Yankee Candle Fundraiser

- a. **School:** Jefferson
- b. **Author:** Ashling Cook
- c. **Cost:** \$0
- d. **Description:** Yankee candles provides a 40% profit for their fundraising services. They have items priced between \$6-28 and allow for easy online ordering and ship directly to people who purchase online.
- e. **Implementation:**
  - i. Get approval from the advisors as well as student life.
  - ii. Work with the APhA-ASP Finance VP to implement the sale on campus .
  - iii. Advertise in the class Facebook groups, E-mails, as well as at general body meetings.
  - iv. Wrap up in time so the candles can be used as holiday gifts (By November 15th).

# Student Leadership Toolkit

Looking to add/change content? Fill out this [Google Form!](#)

## 4. White Coat Fundraiser

- a. **School:** LECOM
- b. **Author:** Erica Jackson
- c. **Cost:** \$0 to PPA, \$37 for each white coat, \$40 for a PA pharmacy pin (ordered in bulk through Wilkes in 2017), \$5 for a PA pharmacy pin
- d. **Description:** We order official LECOM white coats that are personalized with each student's name, the LECOM patch, and "School of Pharmacy" or "School of Medicine." This past year, the sale was expanded to the medical students at LECOM. The white coats cost \$29 each and are sold at \$37 for a \$8 profit.
- e. **Implementation:** Several weeks before the sale, we obtain approval through the school and verify the information that the bookstore needs from each student. The sale is advertised via email and on the class Facebook pages. Members sign up for time slots to sit in the cafeteria and help students fill out the order form (done on Google sheets, but Google forms is also an idea) and collect money. We accept cash, checks, and Venmo. Payment is required before the order is placed so that the club does not lose any money.

- 5.
- 6.
- 7.
- 8.
- 9.

# Student Leadership Toolkit

Looking to add/change content? Fill out this [Google Form!](#)

## Conference Attendance

The following information details practices in organizing conference attendance to make the process easier for students and chapters. This may allow for increased conference attendance through ease of access. **Make sure to look into your university's policies on reimbursement for conferences.**

ex.) Wilkes University utilizes a [Mentoring Grant](#) which allows up to \$3000 per conference. This money is used to reimburse students for registration/hotel costs. Your school may have something similar!

### Wilkes University Example

After the first meeting of the year in which we discuss the conference, benefits, etc, we send out a separate Google Form in which we simply ask one question: **Are you interested in attending the (insert conference title here)?**

1. In this first form, details are provided such as dates, cost, a link to the website for registration, etc.

Then, these numbers let us know how many vehicles we should reserve. Not all schools have this, but we are lucky enough to have 4 Chevrolet Traverses that can fit 8 people each. Students can take them for free at zero cost to any conference/event within 400 miles.

While other schools may not have these, if the attendance looks large and money from the organization is not an issue, a bus can be rented which we have seen in the past.

2. Next, we send out this [Google Form](#) a few weeks before the conference.

This form allows us to collect information on who has registered (note: students individually register themselves) but they note what type of registration they selected.

It also allows us to see if they are interested in staying in a hotel. Our chapter will usually reserve about 10 rooms **weeks ahead** of the conference and then change the numbers once we have final attendance and accommodation requests. They can also select roommate preferences to make rooming assignments easier.

3. We use this [Google Sheet](#) to organize all of that information including transportation schedules. This is shared with members a few days before the conference!