

2009-2010 Checklist for Updating Your Student Chapter

- **Signed U.S. OR International Operating & Procedural Guidelines.** Please complete and sign the attached forms.
- **Annual Financial Report.** Please record your chapter's financial activity through June 30, 2009. This can be in the form of a bank statement, Excel file, Word document, or other applicable format.
- **Financial Information Update.** Please complete and sign the attached form. **NOTE:* A copy of your chapter's bank statement must be included.
- **Signed Group Exemption Authorization Form.** Please complete and sign the attached form.
- **Chapter Roster.** ****NEW--**Please include the information listed below for *BOTH* AAPS and non-AAPS chapter members (**Note--**at least 10 of your chapter members, including chapter leadership and faculty advisor, must be active AAPS members). In an Excel spreadsheet, please include the following information under the below headings:
 - Title (Mr./Ms./Mrs./Dr.)
 - First Name
 - Last Name
 - Current Address
 - Permanent Address (if different than above)
 - Phone Number (cell phone, if applicable)
 - Email addresses
 - Department (please choose one from the list below):
 - Pharmaceutics and Pharmaceutical Sciences
 - Chemistry (Medicinal, Pharmacognosy, or other)
 - Pharmacology and Toxicology
 - Pharmacy Practice and Administration
 - Biology
 - Mathematics and Statistics
 - Engineering (Chemical, Biological, or other)
 - One main student chapter mailing address is also required.
- **Proposed Activities/Events List.** Please include a list of your chapter's planned activities and events for the upcoming school year, including corresponding dates, if known.
- **Updates for AAPS Website.** AAPS developed individual web pages for each student chapter in an effort to provide them with a stronger voice and presence on the *AAPS Pharmaceutica* site:
http://www.aapspharmaceutica.com/careerCenter/student_center/chapters.asp.

- **Chapter Website:** If your chapter has a website aside from the AAPS page, and it is not currently posted, please provide the URL.
- **General Chapter Information:** This paragraph of text provides a brief history or overview of your chapter, including when it was initiated, the chapter mission, overall goals, etc. Please refrain from using any time-specific information.
- **Chapter Activities:** A list of activities (dates included) of the major events, seminars, meetings, etc. that your chapter has participated in or will be in the future. Please include all activities for the 2008-2009 academic year & proposed activities for the 2009-2010 school year in this format:
 - **September 9, 200X**
 - Chapter Meeting and Elections
 - **October 28, 200X**
 - Guest Speaker
 - Sean Sullivan, University of Florida, *Non-Viral Cancer Gene Therapy*
- **Chapter Picture:** A recent photo in a high-resolution .jpg format.
- **Catalent Pharma Solutions FREE memberships:** Through a generous grant, Catalent Pharma Solutions, formally Cardinal Health PTS, has provided 300 complimentary student memberships for first time AAPS members! Attached, please find five applications for these free memberships. Additional applications can be obtained at:
<http://www.aapspharmaceutica.com/StudentCenter/pdfs/Catalent%20Pharma%20Solutions%20Application.pdf>
 Only 10 memberships are allotted per school, so hurry and APPLY TODAY!
 - These documents are also available on our Student Center at www.aapspharmaceutica.com/careerCenter/student_center/ChapterRenewal.asp.
 - Please email electronic copies to Maggie Motley at MotleyM@aaps.org or mail to her attention at:

Maggie Motley
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