



Starting a New NHPA Student Chapter

You Can Make It Happen

You will be setting the groundwork for the future. Establish your organization with broad-based goals in mind and think long-term. Your effort will bring you immediate rewards and will carry on to the pharmacy students who follow. Review the material presented here. Then contact the NHPA National Office. The NHPA staff is ready to help you. Contact nhpa@nhmafoundation.org with any additional questions or requests.

1. **Find an NHPA Student Chapter Advisor.** The Advisor must be a pharmacist member of NHPA in good standing, who may be on school's faculty. The Advisor's role is to guide the officers in building up the chapter.
2. **Find your Core Group of Students.** Find a core group of students who share your passion for pharmacy and the mission of NHPA. These students will most likely be your first year officers. It is recommended that you have a **minimum of five students** to start the chapter: President, President-Elect, Vice President, Secretary, and Treasurer. These are the minimum officer positions that you should expect to have.
3. **Contact NHPA.** You will need an Affiliation Agreement (which provides access to the NHPA Student Chapter logo), Bylaws, and the Chapter Operations Manual. You can request these documents by emailing nhpa@nhmafoundation.org, or by calling 202-628-5895 asking to speak to one of our staff.
4. **Conduct your First Organizational Meeting.** Invite your core group of students and NHPA Chapter Advisor to discuss and delegate responsibilities for the following items:
 - Determine what you want the student chapter to be: goals, projects, programs, etc.
 - Obtain university student organization recognition.
 - Review governing documents.
 - Briefly discuss the chartering of the student chapter.
5. **Conduct your Second Organizational Meeting.** Individuals report on their delegated responsibilities. Review bylaws to prepare for voting at First Chapter Meeting and begin planning the chartering and formal induction of this new NHPA Student Chapter. Review the NHPA Student Chapter bylaws for more detailed information about running an NHPA Student Chapter.
6. **Promote the formation of the student chapter** with flyers, membership drives, etc. Promote the benefits of being an NHPA Student Chapter member. Contact nhpa@nhmafoundation.org, for more promotional information.
7. **Hold First NHPA Student Chapter General Body Meeting.** All interested students should be invited to attend. Initial business should entail:
 - Chapter constitution and by-law approval.
 - Officer nominations and elections.
 - Discussion of goals and projects of the chapter.
 - Committee sign-up.

**CONGRATULATIONS! YOU ARE NOW WELL ON YOUR WAY AS AN
NHPA STUDENT CHAPTER!**