

Starting a New NCPA Student Chapter

You Can Make It Happen

You'll be setting the ground work 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 NCPA Student Affairs Division. The NCPA staff is ready to help you. Contact studentaffairs@ncpanet.org with any additional questions or requests.

Find an NCPA Student Chapter Advisor. This can be a faculty member at the school, or an independent pharmacy owner in your area that is a member of NCPA. The Advisor's role is to guide the officers in the building up the chapter.

Find your Core Group of Students. Find a core group of students that share your passion for independent pharmacy. These students will most likely be your first year officers. It is recommended that you have a minimum of four students to start the chapter: President, President-Elect, Secretary and Treasurer. You are welcome to have more than these four officers; however these are the minimum officer positions that you should expect to have.

Contact NCPA: You will need an Affiliation Agreement (which provides access to the NCPA Student Chapter logo), Bylaws, and the Chapter Operations Manual. You can request these documents by emailing studentaffairs@ncpanet.org, or by calling 1-800-544-7447, and asking to speak to Student Affairs.

Conduct your First Organizational Meeting. Invite your core group of students and NCPA 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.

Conduct your Second Organizational Meeting. Individuals report on their delegated responsibilities. Review by-laws to prepare for voting at First Chapter Meeting and begin planning the chartering and formal induction of this new NCPA Student Chapter. Review [Chapter Operations Manual](#) for more detailed information about running an NCPA Student Chapter.

Promote the formation of the student chapter with flyers, membership drives, etc. Promote the benefits of being an NCPA Student Chapter member, as well as the many types of practice models that independent owners can have. Contact studentaffairs@ncpanet.org, for more promotional information.

Hold First NCPA Student Chapter Meeting. All interested students should be invited to attend. (This may occur prior to or after the induction ceremony.) 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.

Optional: Conduct a Formal NCPA Student Chapter Induction Ceremony. Contact NCPA Student Affairs for information.



YOU ARE DONE! WAY TO GO!

