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Date\_\_\_\_\_

Dear Pharmacy Colleagues:

So you want to start a Chapter of AAPT ....Fantastic news!

I am excited that you are interested in starting a Chapter in your area and will be joining us as a new member. I have attached the documents necessary to start signing up new members for AAPT to get things rolling! You will find the attached documents most helpful in answering questions from prospective members and will also provide the framework for chapter formation. AAPT is here for you and ready to provide whatever guidance needed. It is the Chapters working at the local and state level that make AAPT the leading choice in professional membership for Pharmacy Technicians.

I have notified the AAPT Executive Board that the Guidelines for Starting a New Chapter have been sent to you. An Area Director will be assigned to be in touch with you to offer any assistance you may need and answer your questions.

Feel free to copy and share the brochure, any of the handouts or membership application. Please contact me if you have any questions or I can assist you in any way. I look forward to working with you to build a Chapter. It would be great to introduce you and some of your new chapter members at our national conference this summer, which will be held in Pittsburgh, PA! Our national conference is a great place to see how AAPT supports technicians and the advancement of the profession.

Sincere best,

AAPT Representative\_\_\_\_\_

CC: AAPT Executive Board

## **AAPT Packet contents for New Proposed Chapter:**

1. Welcome Letter
2. Checklist of Requirements to Form a Chapter
3. Individual Member Application (separate file)
4. Establishing a Regional Chapter (article by Founder- Fred Shackelford)
5. Chapter Policy Guide
6. Letter of Petition to Affiliate
7. Model Chapter Bylaws (separate file)
8. AAPT Brochure (separate file)

## **Checklist of Requirements to Form a NEW Chapter :**

- 1) **Basic Membership:** Send us membership applications for 10 members.  
Members can be pharmacists, technicians, or students. Pharmacists would join as Associate Members. Pharmacy Technicians who are currently working in the pharmacy profession in some capacity would be considered Active members. Student Members are technician students currently enrolled in a pharmacy technician education and/or training program. A chapter can be any combination of the aforementioned. It is suggested that the first slate of officers include a selection of those who will remain active in the pharmacy profession in your area for at least the first two years to help establish and grow the chapter.
- 2) Hold at least THREE meetings where you elect officers for your chapter
- 3) Send the following documents to our National Office:
  - A) Minutes of these meetings
  - B) Name of Chapter
  - C) Letter of petition to affiliate
  - D) Chapter Bylaws signed by President of new chapter

## ESTABLISHING A REGIONAL CHAPTER

**Wanted: AAPT member who is enthusiastic, knowledgeable, and willing to share the benefits of AAPT membership with other. Perks include professional development and influencing the future of the pharmacy technician profession.**

As the number of members in AAPT increases, more Regional Chapters throughout the country are needed to expand AAPT's foundation for making informed decisions on legislation, policies, and education. Members need to become involved in initiating new chapters in areas not currently being served by a Regional Chapter Affiliate.

Regional Chapters (also known as local Chapters) are building blocks to an effective national organization. Acting as communication links to members and the policy and planning body of AAPT, Chapters reflect the needs and interests of pharmacy technicians across the country.

### DETERMINING INTEREST

Starting a Chapter in your area can be a simple and rewarding activity. Similar to any project, however, you will need to make a personal commitment before devoting your time and energy. Before proceeding:

- Talk with other pharmacy technicians in the area to find out:
  - Would they be willing to participate and become involved in a local Chapter? If possible, try and gauge the enthusiasm of those you talk to. Find out what you're up against, whether it's lack of time, money, or interest, and then tailor your Chapter to fit their needs.
  - What would they like to get out of a local Chapter? You will be surprised by how many pharmacy technicians share common ideas and concerns.
  - Are they willing to help in forming a local Chapter? Ask for volunteers to spread the word about the Chapter to their friends and colleagues.

When talking about the Chapter with other pharmacy technicians, they too will begin sharing in the excitement and enthusiasm. However, keep in mind that a new organization takes time to build momentum. Talk with other pharmacy personnel and supervisors. Ask for their suggestions, words of wisdom, and support. It's never too early to ask for guest speakers for your meetings.

## **GETTING PREPARED**

Once you have decided to proceed with the Chapter, begin making plans for the first meeting. This is the most important gathering of your Chapter, so publicize it well in advance. A month to six weeks is usually enough time for people to schedule. A few easy ways to publicize your meeting:

- Post notices and flyers on employment bulletin board. Do not ignore area hospitals, pharmacies, personnel departments, industries, colleges, and universities.
- Contact manufacturer representatives, wholesalers, and secondary suppliers for flyer distribution. Many representatives are happy to distribute flyers to places they usually visit on their route (also talk to them about funding).
- Contact the AAPT National Office. They have names and addresses of pharmacy technicians within your state or area. Send a letter notifying them of the meeting.
- Contact local newspapers and radio stations for publicity in event sections.
- Submit notice to employment newsletters.

## **THE FIRST MEETING**

At the first meeting, make sure you are prepared with information about AAPT, its goals, objectives, history, etc. Simply notify the National Office of the meeting and they can mail copies of the necessary publications. Others will want evidence that AAPT is a solid organization with growth potential. Distribute membership brochures, (for those that are not yet AAPT members), the Constitution & Bylaws, and recent AAPT Newsletters. Remember, the more information distributed, the more materials they can share with their colleagues and supervisors.

In addition to the tangible benefits, do not neglect discussion of intangible benefits of joining a Chapter — opportunity, education, and professional growth. The Chapter is an excellent forum for area pharmacy technicians to meet, discuss, and share their concerns with others. With a different set of problems and expectations in each state, a Chapter can reach solutions that best fit technician needs at the local level. Another significant reason for becoming active in a Chapter is the personal fulfillment received by being a pharmacy professional. The more a member puts into her/his profession, the more they can expect to get out of it.

Other topics for discussion are:

- Organizing the Chapter: Have attendees make the decision to start a Chapter.

- General interests: Have attendees state what educational, social, and professional needs they would like the Chapter to fill.
- Fundraising: Think of methods for generating a budget to keep the Chapter growing.
- Name of Chapter: Before the Chapter can be formally recognized, an official name must be adopted.
- Nomination of Chapter Officers: Officers do not need to be voted in at the first meeting, but have members think of whether or not they would like to run for an office. If the decision is made to start the Chapter at that meeting, the Officers should be picked at that meeting.
- Best meeting times and places: Make necessary arrangements for future dates, accommodating as many people as possible.

### **FUTURE MEETINGS**

After the first meeting, the Chapter's goals and direction will begin to emerge. At future meetings, begin to implement the members' expectations into the Chapter planning. For example, if members stated their interest in certification issues, invite a guest speaker to address the topic followed by a question/answer session, or a reception. Members will quickly realize what the Chapter can offer.

Also keep in mind the potential for corporate support. Workshops, meetings, t-shirts, and social events can all be funded through soliciting funds from area representatives. Have members contact the sales representative at their workplace for financial backing.

### **PAPERWORK**

After electing officers, the Chapter will need to be formally recognized by AAPT. Simply submit a letter to affiliate to the AAPT Board of Directors with the Chapter officers listed, active and/or student members (at least ten members are required with at least 2 being active members), names, addresses, and telephone numbers. Include the Chapter approved Bylaws. A suggested Chapter Bylaws is available through the AAPT National Office. Once all conditions are met, the group will formally be recognized as an official chapter of AAPT.

### **INVOLVEMENT WITH OTHERS**

As the Chapter faces challenges and unfamiliar situations, you can contact other Chapter Representatives, the AAPT Executive Board, and the AAPT National Office with questions and for resources. A list of other Chapter presidents can be obtained from the AAPT National Office. AAPT will also be in contact with the Chapter. At the House of Representatives meeting at the Annual Convention, Chapter officers have the opportunity vote on AAPT policy and decisions, to express their opinions, to offer changes for the national organization, and to inform others of news in their

area. Your Chapter is part of the foundation of AAPT. Together we can provide a future for pharmacy technicians that will include a successful balance of personal opportunities, and national representation. We wish you the best of luck!

## **AMERICAN ASSOCIATION OF PHARMACY TECHNICIANS (AAPT)**

### **AAPT Chapter Policy Guide**

#### **Request for Chapter Affiliation**

1. Any group of technicians interested in becoming a Chapter of AAPT must have at least ten (10) Active and/or Student AAPT members in order to qualify for Chapter affiliation.
2. At least 2 members must be Active members, even if the group will be a Student Chapter.
3. A letter of petition for Chapter affiliation is initiated by the president and secretary of the Chapter, and is directed to the AAPT Executive Board for approval. The application must include a list of officers and members, minutes of the meeting at which the request for affiliation was approved, and a copy of the Bylaws of the Chapter.

#### **Chapter Responsibilities**

1. The Chapter secretary shall send a copy of the minutes of every business meeting to the AAPT administrative office no later than 60 days following the meeting. Copies of all Chapter mailings shall be sent by the secretary to the AAPT administrative office.
2. The Chapter treasurer shall establish an account in the name of the Chapter for purposes of maintaining Chapter funds. All accounts must be in the name of the Chapter, and there shall be no co-mingling of Chapter and personal funds. (disregard if no account established)
3. The Chapter treasurer shall request a Federal Tax I.D. Number for the bank account. This may be done by calling the local Federal Tax Information telephone number for instruction. The Chapter treasurer will also check with the state tax authorities to determine if a State Tax I.D. is required and if a non-profit or not-for-profit status is required. (disregard if no account established)
4. The Chapter must have a representative attend the AAPT House of Representatives meeting at the AAPT annual Convention. If a Chapter representative cannot be in attendance at the House or Representatives meeting, the Chapter must communicate the reasons for absence to the AAPT President or Secretary. The Chapter must send a representative at least every 3<sup>rd</sup> year, or it will be considered for inactive status.
5. Acts of the Chapter shall in no way commit or bind AAPT.

6. The Chapter officers are responsible for reading and following the AAPT Constitution and Bylaws. They may make any suggested changes at any House of Representatives meeting.

*(Sample: Letter of Petition to Affiliate)*

Date

American Association of Pharmacy Technicians  
Executive Board  
PO Box 391043  
Omaha, NE 68139

Dear Chairperson,

This letter is to inform the AAPT Executive Board that an agreement has been reached to organize an official Chapter of the American Association of Pharmacy Technicians in the \_\_\_\_\_ area, hereafter known as the \_\_\_\_\_ Chapter of the American Association of Pharmacy Technicians.

Pursuant to Chapter V, Article I, Sections B and C, we have met the requirements necessary to form a Chapter, and are hereby petitioning the Executive Board for affiliation.

Please find enclosed \_\_\_\_ member applications and dues, a list of officers and their Active or Student status, minutes showing the approval of the affiliation request, and committee chairpersons.

We look forward to this petition being approved, and to a close working relationship with the AAPT Executive Board.

Professionally,

\_\_\_\_\_, Chapter President

\_\_\_\_\_, Chapter Secretary

Chapter Name  
Chapter Address  
Appropriate Officer telephone numbers and email addresses