

ASHP Student Society of Health-System Pharmacy Recognition Program Application

(Please type or print clearly)



Instructions:

1. The Student Society of Health-System Pharmacy (SSHP) Faculty Advisor should initial next to each item below indicating that *each recognition requirement* has been met.
2. See Application Procedure below for items that must be submitted to ASHP in **ONE (1) electronic submission via electronic application form**. * Applicants must utilize template documents on ASHP Website for items 4-6. (See: www.ashp.org/sshp/recognition)
3. Submit all application materials via **electronic application form** no later than **June 30, 2012**.

*The paper application form may be scanned and submitted electronically.

RECOGNITION REQUIREMENTS

Membership:

_____ Held at least one membership drive during the academic year to recruit members for ASHP, the ASHP state affiliate (if one exists) and the SSHP

Career Development:

_____ Participated in the administration of the school-level Clinical Skills Competition (*your school must be represented at the national competition in December*).

_____ Coordinated at least two (2) events featuring health-system speakers

_____ Coordinated at least one (1) informational session on residency training

Professional Development Project:

_____ Participated in at least one (1) project that related to the ASHP Leadership Agenda

APPLICATION PROCEDURE

The SSHP may submit at any time, but no later than **June 30, 2012**, the following items to be considered for 2012-2013 ASHP Recognition. **Please submit all documents electronically in one (1) transmission via the [electronic application form](#)** *:

1. Paper application form completed and signed by ASHP Faculty Liaison or SSHP Advisor
2. Cover letter explaining your organization's mission and specifically, how the organization promotes the development of health-system practitioners. Describe your organizational structure including any routine committees, sections, interest groups, etc.
3. One copy of any existing organizational documents (ie: charter, bylaws, constitution, or other documents that describe the structure and mission of the organization)
4. Member roster (*Must use [online template](#)*)
5. Officer roster (*Must use [online template](#)*)
6. Description of completed professional development project (*Must use [online template](#)*)
7. Complete [electronic application form](#) to submit all above listed materials

***Recognized SSHPs seeking continuing recognition are not required to submit items 2-3 listed above.**

Please select one of the following:

New SSHP seeking first-time recognition

Recognized SSHP seeking continuing recognition

_____ Date

_____ School/Campus

Please select if filing jointly on behalf of multiple campuses

_____ School Address

_____ City/State/Zip

_____ Daytime Telephone

_____ Fax Number

_____ Full Name of Student Society Seeking Recognition

_____ Name of ASHP Faculty Liaison or SSHP Advisor

_____ E-mail Address of SSHP Faculty Advisor

_____ Signature of SSHP Faculty Advisor

Application Deadline: All materials must be received via the [electronic application form](#) by **June 30, 2012**.

Granting of ASHP Recognition: All SSHP's applying for ASHP Recognition by June 30, 2012 will be considered for 2012-2013 ASHP Recognition. All applicants will be notified regarding ASHP Recognition status after July 15, 2012. Fulfillment of Recognition benefits will also occur after June 30, 2012.