Date

Name of State Executive

Name of Pharmacy Association

Address

Dear XXX:

We are writing to make you aware of a new, innovative *Pharmacy Student Leadership Development Program* that we would like to conduct as a dedicated student programming track at the title of meeting in Month of Year. This program has been presented at several different state society meetings since its inception and has been well received by pharmacy students across the country.

The primary goal of this program is to spark student awareness of and interest in leadership opportunities within our profession. This program would be conducted as a 3 hour session and we would like to encourage all pharmacy student attendees to participate. The first half of the program would be didactic, covering many leadership involvement opportunities to advance the profession. The second half of the program will be a workshop with small-group breakout sessions whereby students would explore contemporary leadership topics in depth, with facilitated discussion and large group summary presentations on each topic discussed. The breakout sessions will cover themes such as: a­) management versus leadership, b) influencing change, c) career advancement, and d) mentoring leaders. In addition, following the workshop, students will have access to a selection of landmark pharmacy leadership articles that are available on a website designed for the program.

This entire session will be provided and facilitated by XXX. We believe this program will be different from any experiences offered as part of pharmacy school curriculum. Since we are passionate about the need to develop leaders in the profession (and we are well aware of the need to judiciously control costs for Name of State Society), we will offer our services at little to no expense to the organization!

We believe this program is congruent with the goals of Name of State Society. As we move into the next generation of pharmacy practice, future leaders are needed to advance the profession. We feel that providing a foundation through creating awareness of leadership and its opportunities to students is important for our profession’s future leaders. This program will offer students insight into the different leadership opportunities that our profession offers and the skills needed to advance practice. It will also strengthen their awareness of the importance of professional organization involvement at the state and national levels!

We have included a copy of the didactic presentation and an example of one of the cases for your review. Please feel free to contact us with any questions that you may have regarding the material. We would appreciate the opportunity to present this workshop to our student members at next year’s title of meeting.

Sincerely,

Name of Facilitator

Title and Institution