

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 check off 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 the [electronic application form](#)**. * Applicants must utilize template documents on ASHP Website for items 4-6. (See <https://www.ashp.org/Pharmacy-Student/Student-Societies/SSHP-Programs-and-Resources/ASHP-SSHP-Recognition-Program>)
3. Submit all application materials via the [electronic application form](#) no later than **June 30, 2018**.

*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 Strategic Plan](#).

ASHP State Affiliate Requirement:

- Collaborated with ASHP State Affiliate on at least one (1) SSHP activity.

PAI Requirement:

- Incorporated PAI in at least one (1) SSHP activity.

APPLICATION PROCEDURES

The SSHP may submit at any time, but no later than **June 30, 2018**, the following items to be considered for 2018-2019 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 Advisor 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. **NEW SSHPs seeking recognition for the 1st time ONLY**
3. One copy of any existing organizational documents (ie: charter, bylaws, constitution, or other documents that describe the structure and mission of the organization) **NEW SSHPs seeking recognition for the 1st time ONLY**
4. Member roster (*Must use [online template](#)*)
5. Officer roster (*Must use [online template](#)*)
6. Description of completed membership drive, career development activities, and professional development project – including collaboration with ASHP State Affiliate and incorporation of PAI (*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 Advisor 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, 2018**.

Granting of ASHP Recognition: All SSHP's applying for ASHP Recognition by June 30, 2018 will be considered for 2018-2019 ASHP Recognition. All applicants will be notified regarding ASHP Recognition status after July 15, 2018. Fulfillment of Recognition benefits will also occur after June 30, 2018.