



American College of Clinical Pharmacy
13000 West 87th Street Parkway · Lenexa, KS 66215-4530
Phone: (913) 492-3311 · Fax: (913) 492-0088
E-mail: accp@accp.com

Checklist to Organize and Establish a New ACCP Student Chapter

Additional information can be found on the ACCP Web site at <http://www.accp.com/stunet/studentliaisons.aspx>. Questions? Contact us at accp@accp.com.

1. Identify your school's ACCP College of Pharmacy Faculty Liaison. You can view a list of current faculty liaisons at <http://www.accp.com/stunet/liaisons.aspx>. If your school does not have a liaison, members of your SCCP can identify one to serve in this capacity. He or she must be a current ACCP member who is willing to be actively involved and provide guidance and advice to the student chapter.
2. Establish your student chapter's officers (President, President-Elect, Secretary, Treasurer, and ACCP College of Pharmacy Student Liaison), and verify that each of these individuals are members of the ACCP national organization. The ACCP student membership application can be found at www.accp.com/join.
3. Compile a list of charter chapter members who are students at your school committed to joining the chapter. A minimum of 5 ACCP student members is required to form a student chapter. All chapter members must be ACCP members.
4. Download and complete the New ACCP Student Chapter Application at <http://www.accp.com/docs/stunet/StudentChapterApplication.pdf>.
5. Create a set of bylaws for your chapter. You can download a sample set of bylaws at http://www.accp.com/docs/stunet/Bylaws_for_SCCP.pdf.
6. Make a copy of your New ACCP Student Chapter Application, proposed bylaws, and a list of charter chapter members, and send the originals to:

Jonathan Poynter, Pharm.D.
Senior Project Manager, Membership
American College of Clinical Pharmacy
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