AMCP

Optimizing medicine.
Improving lives.



# 2026-27 CHAPTER OPERATIONS MANUAL

## About AMCP

AMCP is the professional association leading the way to help patients get the medications they need at a cost they can afford. AMCP's diverse membership of pharmacists, physicians, nurses, and professionals in life sciences and biopharmaceutical companies leverage their expertise in clinical evidence and economics to optimize medication benefit design and population health management and help patients access cost-effective and safe medications and other drug therapies. AMCP members improve the lives of nearly 300 million Americans served by private and public health plans, pharmacy benefit management firms, and emerging care models.

AMCP advocates at the national and state level for developing and applying evidence-based medication use strategies that improve access to medication, enhance patient and population health outcomes, and safeguard the wise use of health care dollars.

**AMCP Vision**
Optimizing medicine. Improving lives.

**AMCP Mission**

To improve patient health by ensuring access to high-quality, cost-effective medications and other therapies.

## Introduction to this Manual

AMCP has developed the AMCP Student Pharmacist Chapter Operations Manual to answer common questions about chapter membership operations and procedures that may arise throughout the year. It should be used alongside the AMCP Student Resource Center.

If you have any suggestions regarding the material enclosed, please contact AMCP Student Development at studentdevelopment@amcp.org.

## AMCP Student Development Team

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# Table of Contents


Introduction 2

**Section 1 – AMCP Student Chapter Management**

Chapter Operations 4
- Student Pharmacist Chapter Expectations 4
- Growing Your Membership 5
- Your Chapter Logo 5
- Successful Leadership Transitioning 6
- Submitting Chapter Membership Dues 7
- Filing Tax Returns 9

Chapter Meetings & Events 12
- Local Chapter Meetings Overview 12
- Speakers and Your Events 13

**Section 2 – AMCP Membership Experience**

Benefits & Opportunities 16
- Student Pharmacist Membership Benefits 16
- AMCP Leadership & Representation 17
- AMCP Foundation National P&T Competition 17
- AMCP Foundation Summer Internships 18
- Student Leadership Opportunities & the Student Pharmacist Committee 18
- Chapter Collaboration Program 19
- AMCP Diplomat Program 19
- National Meetings Overview 20
- Chapter Leadership Academy 20

Awards & Recognition 21
- Chapter Member of the Year Award 21
- Chapter of the Year Award 21
- Graduation Cords 22
- Chapter Spotlight Submissions 22

**Section 3 – Resources**

Online Resources 23
- Understanding Managed Care Pharmacy 23
- Career Resources 23
- AMCP Student and Chapter Resources 23

Contact Information 23
- Other Student Pharmacist Chapters 24
- AMCP Diplomats 24
- AMCP Student Development Team 24
- AMCP Student Pharmacist Committee 25

# Section 1:

# AMCP Student Chapter Management

## Chapter Operations

### Student Pharmacist Chapter Expectations

AMCP Student Pharmacist Chapters are unincorporated groups authorized by AMCP to meet and discuss matters of mutual interest and further the purposes of AMCP through educational and community service endeavors. An AMCP Student Pharmacist Chapter consists of a group of at least ten (10) AMCP student pharmacist members that is chartered by AMCP with authorization to operate at a specific school/college of pharmacy.

Only one AMCP Student Pharmacist Chapter may be established at a school/college of pharmacy. Official activation of a Student Pharmacist Chapter requires AMCP approval, completion of the activation requirements, adherence to the requirements of an AMCP Student Pharmacist Chapter, and adherence to the AMCP mission and purposes outlined in the AMCP Student Pharmacist Chapter Bylaws.

For an AMCP Student Chapter to stay in good standing once activated, the Chapter must adhere to all provisions of the AMCP Student Chapter Bylaws and meet the following requirements:

- Maintain at least ten (10) AMCP Student Members.
- Hold an annual election of Chapter officers.
- Have a faculty advisor.
- Assure that the Chapter's activities and programs do not conflict with the mission and objectives of the Academy.
- Maintain its name as identified in the Bylaws with no alteration.
- Ensure IRS reporting is completed no later than November 15 annually.
    - **applies only to chapters who have an EIN and bank through a separate financial institution**
- Conduct its business affairs in accordance with federal, state, and local jurisdictions' rules and regulations and with AMCP guidelines for operations.
- Forward all national AMCP membership dues and membership applications directly to AMCP Headquarters for processing. Any portion of the membership fees due to the Student Pharmacist Chapter shall be routed back to the Student Pharmacist Chapter if included in the payment.
- Use the AMCP Chapter logo provided to each chapter in accordance with the Logo Use & Guidelines.

- Ensure that AMCP Student Pharmacist Chapter Bylaws, approved by the Academy, continue in force and effect until revoked or until notification is received from the chapter of its dissolution.
- The AMCP Student Chapter must not enter into any contracts that would bind the Academy. Under no circumstances may the Chapter use AMCP's name without the chapter name for events, programs, activities, or contracts.

**A Chapter may be subject to deactivation by AMCP if any of the following occur:**

- The Chapter fails to hold elections or report current Chapter Officers to AMCP headquarters.
- The Chapter no longer has a Faculty Advisor.
- The Chapter's membership falls below 10 AMCP Student Pharmacist Members.
- The Chapter fails to comply with Internal Revenue Service reporting requirements.
- Written notification of dissolution is received by AMCP.

A Chapter may be reactivated if it follows all steps required to activate a new chapter. Please see the Chapter Activation Manual for these steps. It does not need to apply for a new EIN if the old chapter's EIN is available. A reactivated chapter is not eligible for the new chapter start-up grant.

## Growing Your Membership

Both recruiting and retaining members are important parts of running your chapter. Chapters are sent a Fall Membership Kick-off kit in late summer. This kit will have brochures, managed care pharmacy bookmarks, and other types of giveaways. In addition, AMCP has social media and other templates that you can easily customize for ads, social posts, t-shirts, and more that you can customize to your chapter.

The Student Pharmacist Committee has also developed E-board toolboxes to support your chapter throughout the year.

## Your Chapter Logo

As part of the AMCP family, we must communicate with a unified look and feel. Therefore, AMCP has created logos and brand guidelines for each chapter. To create a unified brand family, AMCP has created master brand extensions for each of our student chapters. We have also developed social media avatars, letterheads, and a PowerPoint template for each chapter. If your chapter cannot locate your logo package, please email studentdevelopment@amcp.org.

Please do not attempt to re-create or alter your chapter's identities. We have also identified an AMCP Student Chapter Identity Guide to guide you using your branded materials. If you have any questions, do not hesitate to reach out.

# Successful Leadership Transitioning

Succession planning is vital for your Chapter to ensure its continued effective performance through leadership continuity.

1. Document, Document, Document!

    - Develop a timeline of what you did and how you did it
    - Include best practices and if there was anything you would have done differently
    - Share meeting minutes with the incoming officers (this will help them in case questions arise about specific tasks/practices of their chapter).

2. Do not reinvent the wheel: Transparency saves time and energy

    - Have a central location for all board members to access previous materials, such as Dropbox, SharePoint or Google Drive, to share resources and develop new ideas.
    - Create a specific email account for each position to help keep track of communication and responsibilities each year.
    - Ensure all board members know these documents exist and how to access them.
    - For example, the P&T Coordinator could keep a log of all emails sent out to your local Chapter about the competition timeline. Then, the next P&T Coordinator can save time drafting these emails from scratch and instead can work on building out new supportive content for the competition. Tools such as Dropbox, SharePoint, Google Drive, or Trello help keep everything in one accessible place.

3. Take some time to talk

    - Dedicate an executive board meeting or transition event (social/dinner) to allow incoming and outgoing board members to chat.
    - Exchange contact information in case questions come up later.
    - Develop a plan to effectively transition required tasks/action items to the incoming board members. For example, some chapters have developed a shadowing/transition period where incoming board members can observe and learn before officially taking on their new roles.

4. Stay in the loop!

    - Update the incoming executive board members' contact information with AMCP headquarters by July to ensure they get access to new announcements and resources. Officer information can be updated using the Chapter Officer Contact Form.
    - Check the AMCP Student Pharmacist Center for access to more resources, including the Chapter E-Board Toolbox that you can share with your executive team!

Remember to hand off your chapter diplomat's contact information.

# Submitting Chapter Membership Dues

The fastest and easiest way to join AMCP is online at https://www.amcp.org/become-member. Each chapter member should join individually and pay via credit card online. **Students can join, renew or reinstate their AMCP membership online.** We highly encourage your chapter to encourage individuals to join between September and December.

If you are collecting separate dues for your local school chapter, you can collect that money separately from the AMCP membership dues.

AMCP Student Development (studentdevelopment@amcp.org) can send you a chapter roster to check your current chapter members.

**The second way is for members to join through the AMCP Chapter as a group.** If a chapter is submitting one lump payment to cover a group or all chapter members, please follow the instructions below:

1. **Create a profile for each NEW chapter member.**

   Each chapter member must have an AMCP profile completed online. Renewing members should already have a profile and ID number (please see the roster included). The membership chair (or another chapter officer) should create a profile for each new chapter member OR have the member create the profile. Once the profile is created, each student member must log on and update their information to include personal address and graduation date/year.

   - On the AMCP homepage, click "Sign in"
   - Select the "Create a Profile" link to create your profile.

     (Input the student's personal address, not the school's address.)
   - Input the student's email address (which will be the username) and create a temporary password. *** If the chapter officer creates the profile, make sure to email each new member informing them that you have created an AMCP profile for them with their temporary password.**
   - Enter the following when prompted:
     - Job Title- **Student**
     - Employer Type- **College/University**
     - Primary Position- **Student**
     - Job Role- **Student**
   - Once the profile is created, click "my profile" & be sure to enter the following information under my demographics:
     - School of Pharmacy- **Current school attending**
     - Grad Year- **Input expected graduation year**
     - Be sure to click "SUBMIT" to finalize your changes. **Complete the above steps for each NEW member.**

***(Please note the email address cannot be the same for each member – you must use each new member's individual email and not a chapter email address)***

2. **Complete a spreadsheet and send it to AMCP.**

| AMCP ID# | First Name | Last Name | School Year Address | City | State | Zip Code | Phone Number | Email | Expected Graduation Year | School/Chapter |
|---|---|---|---|---|---|---|---|---|---|---|
| 12345 | Sarah | Vizcaino | 100 N. Pitt Street #400 | Alexandria | VA | 22314 | 800-827-2627 | svizcaino@amcp.org | 2015 | University of AMCP |
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The spreadsheet must be completed in its entirety to be accepted by AMCP. Each member's AMCP ID number is required. Fill in new and returning members' information (using the ID numbers created above, or for renewing members – using the ID numbers included in the roster attached).

This spreadsheet should be emailed to LaChelle Smith at lsmith@amcp.org and the Student Development Team at studentdevelopment@amcp.org.

3. **Send in payment and a copy of the spreadsheet to AMCP.**
   Send in payment with the spreadsheet (previously emailed to LaChelle) to AMCP:
   AMCP
   Attn: Membership Department
   675 North Washington St., Suite 220
   Alexandria, VA 22314

**IMPORTANT -** Please note that AMCP will not collect chapter dues for your chapter. Please only send in payments to cover AMCP membership at $45 per person. Also, local membership dues do not qualify someone for national membership.

Please let your chapter members know to keep AMCP updated if contact information (such as a mailing address or email address) changes. For each member to update their AMCP profile, follow the instructions below.

- From AMCP's homepage, click "Login"
- Enter your username and password
- Under "Welcome (name)" select "My Profile"

If you have any questions, don't hesitate to get in touch with LaChelle Smith at lsmith@amcp.org or 703-684-2626.

# Filing Tax Returns

**All AMCP Chapters must meet the tax filing requirements of the IRS by filing their tax returns on their own, filing under their school or college of pharmacy, or filing with their university.** If your chapter has a bank account with a separate financial institution, it must maintain its EIN and file a 990 e-postcard with the IRS each year. If your chapter uses the school/university to manage its finances, please check with the university, school or college of pharmacy, or business office to inquire how taxes need to be filed annually.

**List of Chapter Tax FAQs:**

1. What is an Employer Identification Number (EIN)? Does my chapter need to have one?
2. Does my chapter have to file taxes, and if so, how do I file them?
3. Does AMCP pay taxes or receive a refund from chapter tax returns as the parent organization?
4. What IRS Forms are necessary to file my chapter's taxes, and where do I access them?
5. When is my chapter's tax return due?
6. What should I report for our chapter's membership revenue related to state and national dues?
7. Where do I find my chapter's net assets or fund balances at the beginning of the year?
8. How do I accurately list my chapter's contributions, gifts, or grants received?
9. What happens if my chapter does not file a tax return with the IRS?
10. Where can I find contact information for the IRS?

**CHAPTER TAX FAQs**

**1. What is an Employer Identification Number (EIN)? Does my chapter need to have one?**

The IRS and Social Security Administration issue federal tax identification numbers to businesses (Employer Identification Number - EIN) and individuals (Social Security Number - SSN) to administer federal tax laws. The IRS uses an EIN to identify a business entity on tax returns, statements, and other tax-related documentation.

As a general rule, if your chapter has a separate bank account or operates as an independent financial entity from your university, school or college of pharmacy, or other organization, then your chapter would need to have its own EIN. AMCP keeps a record of all Chapter EINs and requests your Chapter's EIN be sent to the Academy immediately upon receipt from the IRS. It is important to note that all AMCP Student Pharmacist Chapters with an EIN must file annual tax returns.

**2. Does my chapter have to file taxes, and if so, how do I file them?**

The simple answer is yes. All AMCP Chapters have to file a tax return every year via one of two methods:

If your chapter **banks through the school/university**, please check with the university, school or college of pharmacy, or business office to inquire how taxes need to be filed annually*. **If you bank through the school, you may stop reading. The remainder of this Filing Tax Returns subsection addresses chapters banking through a separate financial institution.*

If your chapter **banks through a separate financial institution**, the type of tax form that must be filed with the IRS depends on revenue. The IRS recognizes AMCP Chapters as a subordinate unit under AMCP's group exemption number 3545. As the parent organization, part of AMCP's responsibility is to notify chapters of their obligation to file tax return information with the IRS. The IRS has two methods by which AMCP Chapters can fulfill their tax filing requirements:

A. **990-N E-Postcard (for chapters with revenue less than $25,000)** – For chapters with total revenue of less than $25,000, you may use the 990-N E-Postcard. The 990-N E-Postcard is filed electronically through the IRS Website, and all information is completed online. The questions on this form are minimal, and the filing process is user-friendly. The E-Postcard asks for only a few basic pieces of information: the organization's taxpayer identification number, its tax period, legal name and mailing address, any other names used, an internet address, if one exists, the name and address of a principal officer, and a statement confirming that the organization's annual gross receipts are normally $25,000 or less.

B. **990 or 990-EZ (for chapters with revenue of more than $25,000)** - For chapters that have a total revenue of $25,000 or more, an individual return specifically designed for exempt organizations can be filed. The IRS forms, 990 and 990-EZ, have different levels of complexity, revenue thresholds, and requirements. Most chapters use the 990-EZ form because it is designed to be more user-friendly than the 990 form. The upper revenue limits on the 990-EZ are $500,000.

**3. Does AMCP pay taxes or receive a refund from chapter tax returns as the parent organization?**

No, AMCP does not pay taxes for chapters, nor does AMCP receive a refund. The reported expenses, cash receipts, disbursements, and revenues listed on your tax form are exempt; therefore, no taxes would be due to the IRS. The IRS requires this for information purposes only. The IRS then reviews this information to ensure that the Academy and the AMCP Student Pharmacist Chapters operate under the appropriate tax guidelines.

**4. If our chapter has to file with the IRS on our own, what IRS Forms are necessary to file?**

Here are links to the instructions and actual forms used to file tax returns with the IRS:

- How to File 990-N E-Postcard
- 990-N E-Postcard Information
- Form 990-N User Guide

- Form 990-N Login (for filing)
- 990-EZ Instruction
- 990-EZ Form
- 990 Instructions
- 990 Form

Miscellaneous Forms and Fact Sheets:

- Schedule B Form
- Form 990 Schedules with Instructions

5. **When is my chapter's tax return due?**

   The 990-N must be completed at the end of each fiscal year. AMCP operates on a calendar fiscal year. Per the IRS regulation, your 990-N tax filing must be completed and submitted by April 15.

6. **What should I report for our chapter's membership revenue related to national dues?**

   You should report only "Chapter Dues" collected. Do not report "National Dues" as part of your tax return, as this revenue is passed through to the national organization.

7. **Where do I find my chapter's net assets or fund balances at the beginning of the year?**

   An easy way to identify your chapter's net assets or fund balances at the beginning of the year is to check the amount listed on the previous year's tax return. That way, you start at the same point that you left off within the last year. If you haven't filed in the past, check your account balance as of January 1 of the fiscal year. For example, filing for FY 2024(1/1/24-12/31/24), you would use your account balance as of January 1, 2025 and compare it to the amount listed on the previous year's tax return.

8. **How do I accurately list my chapter's contributions, gifts, or grants received? (This is only necessary if income is greater than $25,000)**

   Please seek advice from a tax professional.

9. **What happens if my chapter does not file a tax return with the IRS?**

   Most tax-exempt organizations, other than churches, must file a yearly return or notice with the IRS. If a chapter organization does not file as required for three consecutive years, the IRS will revoke its EIN. Your chapter will be required to do all paperwork and pay all fees to have it re-established. You cannot maintain a bank account at a separate financial institution without an EIN. Failure to file an annual tax return will lead to deactivation of the chapter.

10. **Where can I find contact information for the IRS?**

- IRS Help Desk: 877-829-5500. Since the tax department is extremely busy, a person will not always answer the line. Therefore, you will need to leave a message. A representative will call back with the answer(s) to the chapter's tax question typically within five (5) business days.
- IRS Website: www.irs.gov

# Chapter Meetings & Events

## Local Chapter Meetings Overview

Chapter meetings should be held at the discretion of the Executive Committee. There are four types of meetings that chapters have. Each of these meetings is important to inform chapter members of chapter business and projects and solicit input from the general body.

**General Membership Meeting -** The General Membership meeting includes all chapter members, committee members, and executive board members. Many student chapters use this forum to invite speakers, solicit input from the group, and for voting purposes. Make sure to plan these meetings at the start of the school year and inform all members to ensure maximum attendance. A sample agenda for a general membership meeting may include:

1. Call to Order/Announcements
2. Approval of Meeting Minutes
3. Reports from the Executive Board, Committees, and Officers
4. Old or Unfinished Business
5. New Business/Program (e.g., speaker)
6. For the Good of the Order/Open Discussion
7. Adjournment

**Executive Committee Meeting -** The Executive Committee comprises chapter officers including Chapter President, President-Elect, Vice President(s), Secretary, Treasurer, and other officers essential to the chapter's operations. Meetings should be held at the officers' discretion at least one week before the General Membership Meeting or once a month to discuss chapter operations, finances, and business. Ensure that one person is always taking meeting minutes. An agenda is recommended to be sent out a few days before the meeting, so officers can add topics they want to discuss. A sample Executive Committee agenda may include:

1. Call to Order
2. Approval of Meeting Minutes
3. Reports from Officers and Committees
    a. Old Business or Unfinished Business from Previous Meeting
    b. New Business
4. Brainstorming/Discussions
5. Next Meeting Date
6. Adjournment

**Committee Meeting - If your chapter has committees,** committee meetings should be held as needed, depending on specific tasks. Committees report to the Executive Board, and typically one Executive Board member is present at each committee meeting. One person should take meeting minutes to keep track of ideas. A sample committee agenda may include:

1. Call to Order
2. Progress Towards Completion of Tasks
3. Next Steps
4. Open Discussion
5. Adjournment

**Educational or Professional Development Events:** These are events planned by a committee or an executive board member for students as educational sessions on managed care topics. These events can coincide with a chapter meeting if appropriate. For event ideas, check out what other chapters around the country have been doing at the links listed below:

- Chapter Leadership Academy Project Toolkits

Additionally, this is a great opportunity for the chapter to invite managed care pharmacy professionals to visit with chapter members. Bringing in experienced professionals allows chapter members to ask questions about the industry and receive career advice.

## Speakers and Your Events

Tips for Finding Speakers

1. Utilize your school resources or other schools' resources that you are collaborating with.
    - Reach out to your chapter advisor and alumni affairs to see what connections they might have in managed care.
    - Reach out to the schools you are paired with in the chapter collaboration program.
    - Reach out to professors that teach managed care topics
2. Reach out to your AMCP Chapter Diplomat.
    - If you do not know who this is, ask your advisor or check the list of diplomats on the AMCP website.
3. Search the AMCP Membership Directory for members in your area.
4. Reach out to managed care and pharmaceutical companies near your school.
5. Explore non-traditional managed care roles.
    - Managed care exists in more places than you think. Some non-traditional roles are pharmacists who host P&T committee meetings in the hospital system, retail pharmacy payer relations, and consultants with a PharmD background. Think outside the box!

6. Seek advice from other local AMCP student chapters.

    - Connect with other AMCP Student Chapters near you to see what they have done. Trade ideas and collaborate for future events.
    - Follow AMCP on social media channels (AMCP Student Center LinkedIn)

7. Go to AMCP conferences! You are bound to meet many friendly managed care professionals who love to help students.

Three Methods to Engage with Speakers

1. Invite speakers to come to your campus

    - This is the most common method. Speakers will come in and present a prepared presentation or just talk with a group of students face-to-face in a more casual environment.

2. Host a conference call

    - Sometimes it isn't always possible to have certain speakers come in. You can consider utilizing a conference call with a smaller audience. This can also potentially allow for a more intimate discussion.

3. Host web-based speakers

    - Another great option when it isn't possible to have speakers come in is to ask your school if they provide an online meeting service. Some examples include GoToMeeting, WebEx, join.me, or BlueJeans.

Suggestions when Inviting Speakers:

1. Invite speakers far in advance

    - A good rule of thumb is to invite them at least one month before the date you are asking them to speak.
    - Follow up with the speaker a few days before the event to answer questions about time, location, or content.

2. Be courteous of their time

    - Double check that everything is ready to go at the designated time, and moderate time if discussions start to go late.

3. Thank the speaker after the event

    - This can be as simple as a follow-up thank you email.

Sample Outreach Email:

Dear [Speaker Name],

My name is [Your Name], a current student pharmacist and AMCP student chapter [insert leadership position] at [Your School]. I am reaching out to you today because I am looking for a speaker involved in [insert topic of event] to share their experiences with our AMCP chapter. [Insert date and time if needed] Please let me know if you are interested.

I look forward to hearing from you! Sincerely,

[Your Name]

# Section 2:
# AMCP Membership Experience

## Benefits & Opportunities

### Student Pharmacist Membership Benefits

AMCP Student Pharmacist Membership offers countless networking opportunities and multiple services and benefits. In addition, student publications, conference discounts, and other professional services reserved for active members are available.

Listed below are many of the benefits and services that AMCP Student Pharmacist Members receive for the annual membership fee of $45. Questions about the benefits and services of AMCP Student Membership may be directed to AMCP through its website at http://www.amcp.org/ or studentdevelopment@amcp.org

**AMCP Student Member Benefits and Services:**

- **AMCP Student Pharmacist Chapter Competitions**
  - AMCP Foundation Pharmacy & Therapeutics Competition
- **AMCP Communications**
  - Chapter E-Link (student e-newsletter)
  - AMCP Daily Dose (daily email)
  - AMCP News & Views (monthly e-newsletter)
  - Facebook, LinkedIn, and Twitter
  - AMCP Collaborate
  - www.amcp.org
- **Awards and Leadership Opportunities**
  - Chapter Member of the Year Award
  - Chapter of the Year Award
  - Chapter Leadership Academy
  - Student Pharmacist Committee
- **Conferences: Discounted Registration for AMCP Student Members**
  - AMCP Annual Meeting
  - AMCP Nexus
- **Mentoring Opportunities**
  - AMCP Conference Buddy Program

- AMCP Mock Interview Program

Student Pharmacist Members can access PowerPoint presentations, chapter resources, and project toolkits regarding chapter operations such as the P&T competition, networking events, and fundraising ideas on the AMCP website! Please make sure to view all the resources that are available to you and your chapter.

## AMCP Leadership & Representation

AMCP members are well represented by members in leadership roles. AMCP Chapter Officers are encouraged to get to know their elected and appointed representatives.

- The **AMCP Board of Directors,** composed of nine Active elected members and the AMCP CEO, provides strategic direction for AMCP and representation for all members.
- **AMCP Committees** direct AMCP's activities, ranging from professional practice to planning the educational programming for AMCP national meetings.
- **AMCP Student Pharmacist Committee** is charged with providing guidance on topics of importance to pharmacy students, recommending programming ideas, and initiating projects related to student meetings, resources, and chapters.

## AMCP Foundation National P&T Competition

The local and national competition is intended to give students an opportunity to hone various skills, including critical analysis, presentation, and research skills. More importantly, the competition will allow students to view different styles and processes used in effective formulary management and provide exposure to and a working knowledge of AMCP's Format for Formulary Submissions. Students must have national AMCP membership to participate.

Formulary management is uniquely dynamic and requires extensive and timely pharmaceutical knowledge and an understanding of the medical community practice standards within the health care system. A Pharmacy and Therapeutics Committee (P&T Committee) is ultimately responsible for developing, managing, updating, and administering the formulary system utilized by managed health care systems.

Pharmacists who serve on P&T Committees must know how to evaluate the best available scientific, clinical, and economic evidence, weigh its use and its impact on patient population outcomes, be able to conduct cost/benefit analyses and relate drug therapy choices to practice guidelines. The development of these necessary formulary management skills will help managed health care systems achieve the challenging goals of improving the quality of patient care while controlling scarce healthcare resources.

Chapters often host local competitions within the school, which is a great membership recruitment strategy. In addition, the team that wins the local P&T Competition is often submitted on behalf of the chapter in the National P&T Competition. Five (5) AMCP Chapters from the submissions will be selected to compete the national competition held in conjunction with the AMCP Annual Meeting & Expo held in the spring.

More information can be found here.

## AMCP Foundation Summer Internships

Through exposure to industry experts and impactful research, our interns are well-trained for their futures. AMCP Foundation interns have unique, immersive experiences in which they can observe, take part in, and learn about all sectors of the industry. At the close of each program, our interns move on with the confidence and tools needed to become forward-thinking pharmacists.

Applicants must submit the online application (including an essay), two letters of recommendation, and a letter of good academic standing from their institution.

Currently, three internship programs are available:

- AMCP Foundation/AbbVie, Inc. Specialized Summer Internship Program in Health Outcomes
- AMCP Foundation/Pfizer, Inc. Managed Care Summer Internship Program
- AMCP Foundation/Pfizer, Inc. Oncology Summer Internship Program

More information regarding AMCP Foundation Summer Internship program and requirements for each can be found here.

## Student Leadership Opportunities and the AMCP Student Pharmacist Committee (SPC)

AMCP Student Pharmacist members are eligible to serve on the Student Pharmacist Committee. The purpose of the Student Pharmacist Committee is to ensure awareness of issues, policies, programs, and services that impact student pharmacists, as well as provide oversight and guidance to the AMCP Student Chapter program.

The committee includes 15 student pharmacist members. They guide topics of importance to pharmacy students. In addition, they recommend programming ideas and initiate projects related to meetings, resources, and Chapters. The Student Pharmacist Committee holds a meeting in conjunction with the AMCP national meetings and monthly conference calls. They are also available as a resource for individual chapters to act as liaisons connecting with other chapters and the Academy.

Applications are sent out annually in the fall as a “Call for Volunteers” to AMCP members. You must be a current AMCP member at the time of your application. The deadline to apply for committee service is in November of each year. Learn more about the Student Pharmacist Committee here.

In addition to the Student Pharmacist Committee, student pharmacist members can serve on other AMCP committees as voting or non-voting members, depending on the committee. A complete list of committees and descriptions can be found here.

## Chapter Collaboration Program (Chapter Collab)

The purpose of Chapter Collab is to provide a forum for student pharmacists to collaborate, exchange ideas, and network with students from other chapters. Whether explaining managed care pharmacy to first-year students, hosting a Pharmacy & Therapeutics Competition, or recruiting new members, we all face similar challenges.

New chapters may struggle to figure out best practices while established chapters seek new ideas and programs for their members. Although student chapters may be geographically close, members may not have the opportunity to collaborate with one another. Through Chapter Collab, chapters will have a chance to share resources, achieve goals that cannot be achieved alone, and learn about best practices. As they learn from one another, chapters will be able to gather, modify, and implement new programs to achieve their goals and overcome their challenges.

How to Get Involved:

It's important to update AMCP with your chapter presidents' contact information. We will contact your chapter's president during the summer, asking if their student chapter is interested in participating.

We ask all chapters interested in participating in Chapter Collab to fill out and submit the Chapter Collab Survey. Information from the survey is used to help the Student Pharmacist Committee (SPC) best pair you with another chapter. The survey will take about 5 minutes to complete and is due before the start of each school year. Paired chapters will be notified in August by their designated SPC Member.

## AMCP Collaborate

AMCP Collaborate is a way for members to discuss common issues virtually, exchange ideas, and learn from each other. In addition to the Open and Student Forums, a group is set up exclusively for chapter officers. We encourage you to use this to reach out to your fellow student pharmacists for ideas and solutions throughout the year.

## AMCP Diplomat Program

The AMCP Diplomat Program is an excellent resource for AMCP Chapters because it puts chapter members in contact with real-world managed care professionals! How does it work? An AMCP member volunteers to be assigned to a school/college of pharmacy to serve as a resource on managed care pharmacy information and opportunities. Diplomats can speak or find speakers and assist with projects or meetings. To learn more about the AMCP Diplomat Program, visit the Diplomat Center on the AMCP website.

## National Meetings Overview

AMCP hosts two national meetings annually: the **AMCP Annual Meeting** in April and **AMCP Nexus** in October. AMCP members receive a substantial registration discount.

Both events draw thousands of the nation's top managed care pharmacy leaders, feature renowned keynote speakers, an array of educational sessions, extensive networking opportunities, and an exhibit hall of companies and organizations sharing their latest innovations and services. To view upcoming meetings, visit https://amcp.org/amcp-annual-conferences

National AMCP meetings are a great place to expand your knowledge and network with future colleagues and decision-makers in managed care pharmacy.

Student pharmacist-specific educational and networking events are organized by the Student Pharmacist Committee and AMCP staff at each conference. Student pharmacist-specific opportunities are listed below:

**AMCP Annual Meeting (Held in March/April)**

- Poster Presentations
- AMCP Foundation National P&T Competition
- Chapter Leadership Academy (see below)
- The Expo
- Student Pharmacist Sessions
- Over 30 educational sessions

**AMCP Nexus (Held in October/November)**

- Poster Presentations
- AMCP Managed Care Pharmacy Residency and Fellowship Showcase
- AMCP Student Pharmacist Hackathon
- The Expo
- Student Pharmacist Sessions
- Student Pharmacist and New Practitioner Networking Reception
- Over 30 educational sessions

## Chapter Leadership Academy

AMCP Chapter Officers are invited to participate in the half-day AMCP Chapter Leadership Academy held each year in conjunction with the AMCP Annual Meeting & Expo. Up to four Chapter leaders will learn the needed "how-to's" to ensure a successful AMCP Student Chapter. In addition, a limited stipend to apply for travel and hotel accommodations is provided to two of the four leaders from each Chapter.

The half-day event aims to arm AMCP chapter officers with tools that can be used upon return to

their chapter. It is recommended that the chapter officers who attend are those who will hold office in the upcoming academic year. The AMCP Chapter Leadership Academy features a keynote address, chapter projects, and networking with other chapter leaders. Invitations will be sent to each faculty advisor in mid-January.

Chapters are also asked to submit their chapter events for presentation at Chapter Leadership Academy. Information will be included in the invitation. Additional project toolkit information can be found here.

# Awards & Recognition

## Chapter Member of the Year Award

The AMCP Student Pharmacist Chapter Member of the Year Award is an annual recognition presented each spring to honor one AMCP student pharmacist member at each of the AMCP Student Chapters who, by the selection of his/her Chapter, has made outstanding contributions to the AMCP Student Pharmacist Chapter. This award allows AMCP Student Pharmacist Chapters to recognize one of its members for outstanding work on behalf of the Chapter.

The recipient must be an AMCP Student Pharmacist in good standing with AMCP nationally and at the Chapter Level. Each Chapter will establish additional eligibility criteria such as officers, seniors, committee chairs, etc. The selection is made at the discretion of the AMCP Student Chapter. See below for the sample criteria and scoring guide.

The Chapter will notify AMCP Headquarters of its recipient and date to be presented by March 1 each year (or two weeks prior to presentation, if it is earlier than March 1). An award report form that requires the recipient's name and presentation date will be sent with the annual fall award launch materials. The award will be presented locally by each Chapter. In addition, the Chapter will determine when and how to present the award at the school's award recognition event, at graduation, etc.

AMCP will provide a personalized Award Certificate to each Chapter Member of the Year and publicly recognize the award recipients in an issue of *AMCP News and Views*, a poster to be displayed at the AMCP Annual Meeting & Expo, and other appropriate vehicles.

Additional information can be found here.

## Chapter of the Year Award

The Chapter of the Year Award aims to recognize all that AMCP Student Chapters accomplish yearly. Furthermore, the award encourages and inspires chapters to strive for new, innovative Managed Care student programming ventures.

The Chapter of the Year Award will be given yearly to the Student Chapter that establishes quality and innovative managed care programming for students. By conducting these events, each Student

Chapter will aid in the progress of the Mission and Vision of the Academy of Managed Care Pharmacy.

The Top-3 Chapters will be notified before AMCP Nexus each year. The Chapter of the Year Award will be presented during the Annual AMCP Nexus Meeting. The winning Student Pharmacist Chapter will also be recognized at the AMCP Annual Meeting at the Student Pharmacists Award Ceremony.

Additional information can be found here.

## Graduation Cords

To acknowledge and reward the exceptional leaders within our Student Chapters, AMCP offers qualified active student members AMCP Graduation Cords.

AMCP has set the criteria to determine who will be eligible to receive an AMCP graduation cord. Chapter advisors and/or Diplomats will be responsible for determining which student members meet the criteria and submitting the order to AMCP. Graduation Cord Request Form may be submitted by Chapter Advisors, Diplomats or Chapter Presidents.

An email is sent to the Chapter Advisors in early January to request cords. They are shipped to the chapter's address on file, and each chapter is responsible for distributing them. More information can be found here.

## Chapter Spotlight Submissions

Submit your event to the AMCP chapter activity reporting form. You may be contacted to be highlighted for the monthly national chapter spotlight. Past chapter spotlights may be found here

# Section 3:
# Resources

## Online Resources

AMCP's website has the information you need on managed care pharmacy. It also has several resources available to our chapters and student pharmacists to help you succeed on AMCP's website. These include:

**Understanding Managed Care Pharmacy**

- "What is Managed Care Pharmacy?" webinar and recording – offered live every September, and the recording is posted on the website
- Managed Care Glossary
- *AMCP Fundamentals of Managed Care Pharmacy* certificate program – special pricing for student members!
- PowerPoint Presentations on managed care topics
- AMCP Learn – AMCP's online learning platform with numerous offerings free or discounted for AMCP members
- AMCP's Webinar Program – AMCP offers webinars throughout the year on a wide variety of topics, including special webinars for student pharmacists. Free for AMCP members.
- AMCP Podcasts with Pop Health Week – listen to the stories behind today's advancements in managed care, as told by top industry leaders.

**Career Resources**

- AMCP's Residency & Fellowship databases
- Managed Care Internships database
- APPE/IPPE Directory
- Managed Care Pharmacy Careers
- AMCP Career Center
- AMCP's Conference buddy program – AMCP meeting attendees can sign up to be matched with a seasoned managed care professional
- AMCP's Mock Interview program – AMCP student pharmacist members can sign up for a mock interview to help them better prepare for Residency & Fellowship interviews
- AMCP Foundation Internships

**AMCP Student and Chapter Resources**

- AMCP Student Pharmacist Center
- AMCP's Student Pharmacist Chapter Resources
- AMCP Student Pharmacist Chapter Contacts

# Contact Information

## Other AMCP Student Pharmacist Chapters

A complete list of the **AMCP Student Pharmacist Chapters** - with the president, advisor contact, and diplomat information – can be found here.

## AMCP Diplomats

The AMCP Diplomats are an excellent resource for AMCP Chapters because it helps put Chapter members in contact with real-world managed care professionals!

To learn more about the AMCP Diplomat Program and to access a roster of Diplomats, visit the Diplomat Center on the AMCP website.

## AMCP Student Development Team

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Committee Roles
Task 1: Courses and Evaluations
Task 2: Resources
Task 3 Communication
Task 4: Membership