STUDENT TRAVEL POLICY
Reviewed Aug. 17, 2015

The Harrison School of Pharmacy strongly supports student pharmacist’s participation in professional pharmacy organizations. This activity is an important part of professional education and development. In support of this philosophy this policy is being established to support travel activities financially. All student pharmacists participating in sanctioned HSOP activities are eligible to receive funding to the professional meetings. Points which may be redeemed for financial support to attend meetings are earned by participation. Funds that are distributed have been raised by the students and donations specifically directed to the travel fund. None of the funds that are distributed are given by the university, but rather are funds raised by student pharmacists for student pharmacists.

Each year the executive committee of the Student Council is responsible for establishing the maximum value of point based on the total funds raised.

Please Note: All point values are subject to reevaluation each year and can be reallocated based on experiences as the travel fund matures.

An Ad Hoc Points Committee will be appointed by the Student Council President. Proposals for changes in point values can be submitted by the Points Committee and presented to the Executive Committee for approval.

Points Responsibilities

♦ Harrison School of Pharmacy Student Council President and Vice-President: Responsible for the following:
  1. Allocation of the dollar amount per point based on the funds available - This will take place no later than April 9 of each year
  2. Determine ceiling placed on reimbursement amount

♦ Recording Secretary: Responsible for the following:
  1. Student Council attendance points
  2. Totaling points accrued by each student pharmacist
  3. Reporting point totals to the Harrison School of Pharmacy treasurer no later than April 1 of each year

♦ Treasurer: Responsible for the following:
  1. Distribution of points reimbursement checks
  2. Distribution of checks no later than April 15 of each year
  3. Issuance of one reimbursement check per member per year

♦ Committee Heads/Chairs: Responsible for the following:
  1. Recording attendance of committee members for activities within their respected organization.

  1. Giving copies of event reports to the Student Council President once a semester. The Director of Committees will make a copy and give original to Recording Secretary.
Awarding of Points

1. **Redemption of Points:** Recording of accumulated points is the responsibility of each student pharmacists on their honor. VIOLATIONS WILL BE THE PURVIEW OF THE HONOR CODE.

2. **Exception to the Awarding of Points:** If a student wishes to submit that an exception be made to any of the following, the explanation should be made in writing to the executive committee prior to the event.

3. **Point Cut-off:** April 1 of each year will be the last date to earn points for the present academic year.

4. **Travel expenses:** Will be reimbursed to students who attend 1 of the following meetings: APhA Annual, ASHP Mid-Year, NCPA Annual, or any other national meeting approved by the Executive Committee. Also included are state meetings such as AlSHP and APA.

5. **Distribution of Funds:** The Executive Committee will establish a cap on allocated funds (2007-2008: 100 pts = $250.00). As funds become available this can be readjusted based on the decision of the Executive committee, interest in the student body, expected expenses to conferences/meetings, etc.

6. **Executive Committee:** 90 Points

   - Student Council President
   - Student Council Vice-President
   - Student Council Secretary
   - Student Council Treasurer
   - President AUSSH/ASHP
   - AUSSH/ASHP President- Elect
   - President APhA/ASP
   - President-elect APhA/ASP
   - SNPhA President
   - SNPha President-Elect
   - NCPA President
   - NCPA President-elect

   This point allocation was chosen due to the following:
   a) These are elected positions
   b) The Executive Committee members are responsible for running the organization
   c) Do not receive additional points for attendance at Executive Committee Meetings
   d) Do not receive additional points for completing their responsibilities as an officer.
7. **Committee Participation:** Committee Heads (possible 60 points cap)

<table>
<thead>
<tr>
<th>Committee</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operation Diabetes</td>
<td>60</td>
</tr>
<tr>
<td>Operation Immunization</td>
<td>60</td>
</tr>
<tr>
<td>Heartburn Awareness</td>
<td>60</td>
</tr>
<tr>
<td>PSS Committee</td>
<td>50</td>
</tr>
</tbody>
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a) Committee Participation Points will be earned by committee members on a *per hour* participation basis, **NOT** on a *per event* basis.
b) Committee Chair must **organize events per semester** in accordance with the parent organization to earn points.
c) Committee Chair does not have to be present at events, but must appoint a responsible member of the committee to take attendance for points.
d) Committee Chairs are not limited to one committee; they may earn points by participation in other committees.
e) Committee Heads are to involve all committee members, therefore this requires the delegation of work among members.
f) Committee Heads are **required** to attend two meetings per semester with the Executive Committee. No points will be awarded for attending these meetings.
g) Committee Co-Chairs will be allocated ¾ the amount of points stated above.

8. **Bi-Weekly Student Council Meetings:** 1 Point
   a) Attendance sheets circulate each Wednesday
   b) **All** student pharmacists are entitled to these points, unless this is previously part of your elected position (i.e. Organization/Fraternity President or SGA representative)

9. **Universal Activities:** 1 Point per Hour of Participation
   a) Health Fairs
   b) Student Council Activities
   c) Lee County Pharmacists Association Meetings (Meetings are generally held on Tuesdays at 7:00 pm)
   d) APA district meetings
   e) Special Projects (i.e. quilt raffle, ball drop: 2 tickets= 1 point)
   f) School Tailgates (clean up, talking with sponsor representatives, etc.)
   g) Harrison School of Pharmacy Annual Golf Tournament (participation, clean-up, set-up)
   h) **All** student pharmacists are entitled to these points
      - Must be attended in order to receive participation points.
      - Therefore, this is an **all or nothing** concept.

10. **Professional Meeting Attendance:**
   - For each meeting, the student must attend 4 to 5 specific sessions as predetermined by the Executive Committee for students in order to secure points.
   - No points will be awarded if all sessions are not attended.
   - Therefore, this is an **all or nothing** concept.
      a) APfA Annual meeting: 7 Points
      b) APfa-ASP Mid-Year Meeting (MRM): 5 Points
      c) ASHP Mid-Year Clinical Meeting: 7 Points
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d) NCPA National Meeting: 7 Points
e) ASHP Annual meeting: 5 Points
f) ACCP Meeting: 7 points
g) APA Annual Meetings: 10 points
h) AlSHP Meetings: 10 points
i) All meetings: participation in presentation of posters, etc.: 10 points.
j) Other meeting may have points assigned at the discretion of the Executive committee.

11. Professional Organization Offices:
   a) Run for Regional Office: 3 Points: If elected will receive additional 3 points for holding office
due to partial reimbursement by APhA
   b) Regional or National Chapter Delegate: 2 Points
   c) National Standing Committee Representative: 10 Points
d) Run for National Office: 5 Points, if elected will receive additional 5 points for holding office.
e) State Standing Committee Representative: 10 Points