



AMERICAN COLLEGE OF OSTEOPATHIC PEDIATRICIANS

CARING FOR AMERICA'S CHILDREN

American College of Osteopathic Pediatricians
Student Chapter Manual
“How to organize and run your ACOP club at the COM level”

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1) Officers of the ACOP - Student Chapter

Nota Bene: Please see the ACOP student chapter bylaws for descriptions of each of these positions. The bylaws are also available as a downloadable PDF at www.acoped.org in the student section.

- a) President: should be MSII.
 - i) Needs to be MSII to ensure transition of leadership from one year to the next .
- b) Vice-President: can be MSI or MSII.
- c) Secretary/Treasurer: should be MSII.
 - i) Needs to be MSII to ensure transition of appropriate paperwork and financial resources from one year to the next.
 - ii) Please see the section on Membership Dues for specific instructions regarding remittance of national dues to ACOP headquarters.
- d) National Liaison: Please note that this is not a position set forth in the bylaws. It might be helpful, however, to have a fourth leadership position to help delegate the work otherwise assumed by the president of the chapter. This position could either be an MSI or MSII.
- e) When to elect your officers:
 - i) It is probably best to elect your MSII officers (president and secretary/treasurer at the minimum) in the springtime as the MSI's are preparing to become MSII's. It is best to do this well in advance of the June COMLEX administration so that the outgoing MSII officers can make an organized transition before getting swamped with studying as well as prior to the MSI's departure for the summer.
 - ii) It is good to have active leadership in the first year class as the vice-president and national liaison so as to promote understanding of the club in both of the "active" class years. Electing these MSI positions as early in the academic year as possible (i.e. the first meeting in July/August/September) is best.

2) Faculty Advisor

- a) Ideally, this person should be a pediatrician and Professor at the COM. It is also very helpful if this person is an active member of the ACOP.
- b) This person should be actively involved in the club. It is the responsibility of the president to make sure this person is informed of any and all club meetings and activities in advance.

3) Meetings

- a) Monthly meetings are a minimum requirement. While at times this may seem tedious, having a monthly meeting at the same time in the same location is best to ensure continued support and productivity of the members in the club. When meeting frequently like this, actual meeting length can be kept to a minimum, ensuring the happiness of your members.
- b) These can be done at any time, but lunch meetings on days when both MSI 's and MSII's as well as the faculty advisor are available are best for ensuring attendance at the meeting.
 - i) Having a set meeting time and place (ex. 12-12:30 on the 2nd Friday of every month in the 3rd floor small lecture hall) makes it easy for everyone involved to remember to participate.
- c) It is the responsibility of the officers of the club to circulate reminders, agendas, and past meeting minutes for chapter meetings in advance of each meeting.
 - i) Ideally this is accomplished by some combination of work between the President and the Secretary/Treasurer.
 - (1) Try to take advantage of whatever form of electronic communication your school offers for your club. Use more than just email. If your school offers you a website or an area on the school website where you can post documents, websites, pictures, and other important materials, use it! It will cut down on your own time as well as make it easier to transition electronic material from year to year.
- d) Special meetings to organize Club events/activities may be called as needed. This is often helpful when you want to separate and prioritize certain activities away from "regular" club business.

4) Activities

- a) Having a goal of completing 2-4 activities per semester is a great way to make sure your club stays active and at the same time allows for new exposure of your club to other folks who might not otherwise have been interested in pediatrics.
- b) These activities don't always have to be complicated events. Planning a lunch lecture for students interested in learning more about a topic not otherwise covered in class is a great and simple way to keep your club active.
 - i) Often times, clubs will repeat the same event year after year; these are the easy ones to organize as most of the ground work has been done for you in the past. If it is a popular event and easy to plan, why not continue to offer it from year to year?
- c) For new events, it is often ideal to combine with other clubs who might also be interested in the same activity.
 - i) This is good for you because it spread work and responsibility around and gains exposure for everyone involved.
 - (1) Examples would include:
 - (a) Sponsoring a talk on child neurology with the neuro/psych club .
 - (b) Organizing a softball tournament as a fundraiser with the sports medicine club.
- d) Continuing Education/Lunch Lectures :
 - i) Residency Q&A:
 - (1) A great way to make sure your faculty advisor is staying involved as they can usually give this talk .
 - (2) This is also a good way to get residents and/or attending physicians from local pediatrics programs to come "recruit" at your school.
 - ii) OMT in children:
 - (1) A classic talk that should occur every year .
 - (2) Often great if you can get your classmates with kids to bring them in as "guinea pigs".
 - iii) "Specialist" talks:
 - (1) Neonatology, child neurology, pediatric surgery, etc.
- e) Community Involvement :
 - i) Mentoring at local schools :
 - (1) Having a program where med students can act as "big brothers/big sisters" for kids at a local elementary or middle school is a great way to both hone your interactions with children as well as to promote both your school and your club.
 - (2) Holiday parties:
 - (a) Great for children in the community, your classmates' children, and the kid inside all of us.
 - (3) Medical School for kids day:
 - (a) An event where you can invite local children to the med school for an afternoon to learn about:

- (i) Medical equipment: gets both the kids and the students comfortable with stethoscopes, otoscopes, ophthalmoscopes, reflex hammers, etc.
 - (ii) Anatomy: show skeletons, x-rays and combine with the physical exam.
 - (iii) This is also a great event for promoting the field of medicine as a possible career choice for those young, impressionable minds!
- ii) Special Olympics:
 - (1) Contact your local chapter to see what kind of volunteer activities you can get involved with. Also a great thing to combine with other clubs such as sports medicine.
- iii) Make-A-Wish:
 - (1) Sponsor a 5K Fun-Run to benefit this great organization.
- f) Charitable Donation:
 - i) Toys for Tots :
 - (1) Great for Christmas time in concert with whatever holiday party your school has.
 - (2) Organize a raffle where each student who brings in a toy gets a shot at winning a gift certificate to the bookstore to help pay for books or to a great local restaurant.
- g) Stress-relieving activities for members:
 - i) Softball tournament
 - ii) BBQ
 - iii) Volunteering at local children's hospital

5) Membership Dues and Fundraisers

a) Dues:

i) Local

- (1) Optional
- (2) Important to help cover the cost of events done at the local level.
- (3) Can be a small addition to the national dues to augment your yearly income.

ii) National

- (1) Required
- (2) Important to help cover the cost of student travel to and from national meetings as well as to pay for student involvement at the national level.
- (3) Of the \$60.00 collected by the Treasurer for each club member, \$30.00 needs to be sent to the ACOP national office along with a completed membership application for each new student member each year.
 - (a) This is a one-time student membership fee.
 - (b) The other \$30.00 per student stays with each student chapter to be used for funding of local events as well to help defray the cost of student travel to and from national events.
 - (c) This should be coordinated by the Secretary/Treasurer on a bi-annual basis. Each new member should complete a "student application" (available at <http://www.acopeds.org/membership.iphtml>).
 - (d) All applications or completed spreadsheet, along with a check for the new membership (number of completed applications x \$30.00 per application) should be remitted together to:
 - (i) Kim Battle, Membership Manager
American College of Osteopathic Pediatricians
2209 Dickens Road
Richmond, VA 23230-2005
Phone: 804-565-6333
FAX: 804-282-0090

b) Events/Auctions/Sales:

- (1) Be sure to contact your student affairs office to ensure you are following any rules your university may have set in place for fundraising activities

ii) Clothing sale

- (1) T-shirts, shorts, pins, white-coat name-tags/embroidery – The sky is the limit!

iii) Bake Sales

iv) BBQ

- (1) Often times, your school's cafeteria service can you help you organize this type of event for a very low cost. They may even provide you with the grills and other equipment free-of-charge.

v) Softball tournament

- (1) Charge an entry fee per team and provide shirts or other souvenirs. A great way to encourage school spirit and combine fun stress-relieving activities with making some money for your club.

6) Communication with ACOP – National Headquarters

- a) Maintaining contact with ACOP – National Headquarters is important for a number of reasons:
 - i) Helps to ensure that every school is represented at the national level when the ACOP discusses topics pertinent to students such as involvement with national board examinations and residencies in pediatrics.
 - ii) Opens up opportunities for mentoring outside of your region.
 - iii) Allows for greater communication between clubs to share ideas via maintaining a central database of student involvement.
 - iv) ACOP-national is here to help organize your involvement with the national meetings. Please contact them if you need help figuring out how to get your student members to and from the biannual national meetings!
- b) The President (and/or National Liaison) should be involved with this task .
 - i) It is important to establish contact at beginning and ending of each year .
 - (1) Ensures continuity from year to year.
 - ii) Regular contact during the year is important as well to ensure every club is receiving accurate, up-to-date information about ACOP's plans and activities, including the bi-annual national meetings at which students are highly encouraged to participate in.
 - iii) Always contact the membership coordinator at ACOP at any time that there are changes in either the student leadership of the club or the faculty advisor of the club.
 - (1) This is important to do so as to ensure correct contact information for transition materials from the national ACOP office.
- c) ACOP – National Contact(s):
 - i) Kim Battle, Membership Manager
 - (1) kim@acopeds.org
 - ii) Cassidy Foley, Student Trustee
 - (1) cassidyfoley@ymail.com

7) National Meetings

- a) There are two meetings per year.
 - i) Fall meeting is usually held in conjunction with AOA annual meeting .
 - (1) Great way to get involved with ACOP in addition to seeing what the AOA does at a national level.
 - ii) Spring meeting is usually held on its own in various sites around the country.
 - iii) Both are geared to continuing medical education and are great for students to stay involved with current trends in pediatric care .
 - iv) It is important to have at least one representative from your school at each meeting to ensure that your voice and ideas are heard!
- b) Student chapter meeting:
 - i) This is held at some point during each of the ACOP national meetings ; check the students' area of the ACOP website (www.acoped.org) on a regular basis for updates.
 - ii) This is a great way to network with other students interested in the same fields as well as get involved with ACOP on a national level .
- c) Student Chapter Activities Update:
 - i) Poster presentation:
 - (1) Ideally, each club in attendance should present a poster about what they have been doing this year.
 - (a) Great for sharing ideas about activities and fundraisers .
 - (b) Words are great, but pictures are worth a thousand words!
- d) Research updates:
 - i) If you or other people at your school are doing any sort of pediatric research, now's the time to get feedback on it and to show off all of your hard work.
- e) Student lectures/activities at the national meetings :
 - i) If you or your faculty advisor would like the opportunity to teach students about an aspect of pediatrics that you are knowledgeable in, contact the student trustee to set up some time during the national meeting for a "students-only" educational event!
- f) ACOP Committee Meetings :
 - i) Student members of the ACOP can participate in Committee Work:
 - (1) Awards; Bylaws; CME; Finance; GME; Government Relations; Membership; Newsletter; Nominating; Website
 - ii) Student members are non-voting due to transitory nature of student membership, but can still contribute ideas and work to the important efforts of each of these committees.
 - iii) Committee Meetings take place both during the national meetings as well as during the rest of the year via electronic and telephone communication.