COLLEGE OF PHARMACY
GUIDELINES & POLICIES FOR STUDENT ORGANIZATIONS

I. OVERVIEW

All members of student organizations at The Ohio State University are expected to read the Student Organizations Guidelines in order "to completely understand the roles and requirements of student organizations as well as other aspects of student organization operations." Students may also refer to the Resources available via The Office of Student Life Student Activities website.

This document is designed to help student organizations at the College of Pharmacy (COP) navigate college-specific guidelines to help ensure success and superior patient care when applicable.

II. ESTABLISHING A NEW STUDENT ORGANIZATION

1. Meet with program director of professional studies or designee to review college and university requirements.

2. Create a constitution which needs to include the following:

    A. Succession Plan: describes process for change in leadership each year.
    B. Officer Replacement: addresses situations in which officers are unable or unwilling to fulfill duties as outlined.
    C. Conflict Resolution: includes mediation plan that involves the student organization advisor.

3. Register with Student Activities through the Office of Student Life, which requires:

    A. Recruiting and selecting an advisor. The college requires a COP faculty or staff member, but a co-advisor from another college may serve in addition.
    B. Registering within Student Activities' published windows.
    C. Completing mandatory, annual trainings for the president and treasurer roles.
    D. Completing mandatory training for the advisor role every two years.
    E. Completing the online forms for General Information, Organizational Roster, Organization Constitution and Two Annual Goals.
    F. Submission of advisor approval for both registration and goals.

4. Register with COP by completing and submitting this form (go.osu.edu/registermyrxgroup).
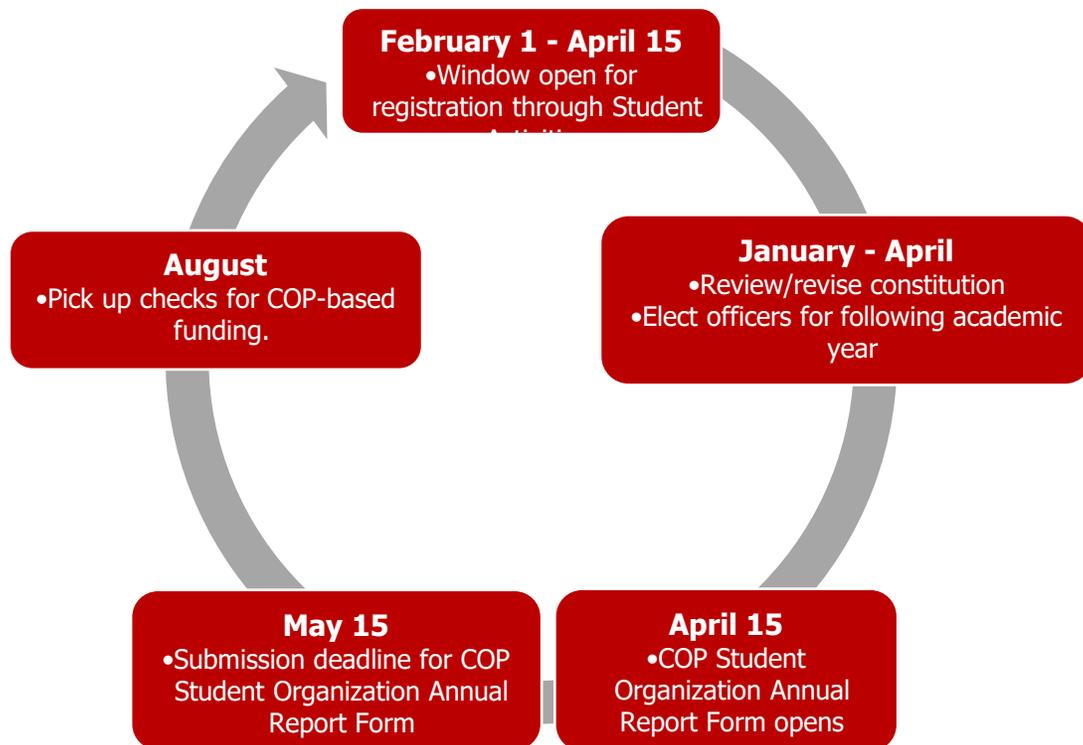
III. COLLEGE FINANCIAL SUPPORT

Based on Membership:

All student organizations at the college must meet the following set of criteria every year in order to qualify for financial support based on membership:

1. Remain "Active," "New/Re-Established," or "Established" through Student Activities in the Office of Student Life for at least one semester. This requires each organization to register every year (refer to 3A in Section II).**

2. Complete and submit the COP Student Organization Annual Report Form (go.osu.edu/pharmreport).**
    A. Executive boards are expected to review and if appropriate, revise their constitution which is then submitted via this form. The document must indicate "last reviewed on {insert date}."
    B. Completing this form makes student organizations eligible for COP funding, **but does not guarantee it.**
    C. Student organizations that don't complete this form by the college's deadline will not be eligible for funding in the following year. Late submissions will not be considered.

3. All members must be COP students.

*For a detailed timeline, refer to the figure below.

February 1 - April 15
• Window open for registration through Student Activities

January - April
• Review/revise constitution
• Elect officers for following academic year

April 15
• COP Student Organization Annual Report Form opens

May 15
• Submission deadline for COP Student Organization Annual Report Form

August
• Pick up checks for COP-based funding.

Based on professional meeting attendance:

All student organizations at the COP must meet the following set of criteria every year in order for individual members to be reimbursed for professional meeting registration:

1. Remain in "Active," "New/Re-Established," or "Established" status by registering with Student Activities in the Office of Student Life (refer to 3A in Section II).

2. Members requesting reimbursement must be COP students.

3. Each individual student member may be reimbursed for **registration costs of one professional meeting per fiscal year** (July 1 through June 30).
    A. Students must complete and submit the PharmD Student Conference Registration Award Program form to the College Business Office (CBO).
    B. CBO provides the student member's organization with the reimbursement check, which the officers are then responsible for distributing.

4. If a student is not a member of a student organization, then the Director of Academic Programs & Administration must sign the form.

5. The following professional meetings are currently eligible for reimbursement:

 - Academy of Managed Care Pharmacists / AMCP

 - American College of Clinical Pharmacy / ACCP
 - American Pharmacists Association / APhA-ASP
 - American Society of Consultant Pharmacists / ASCP
 - American Society of Health-Systems Pharmacists / ASHP
 - Great Lakes Pharmacy Conference (Pre-pharmacy)
 - Rho Chi Annual Meeting

 - College of Psychiatric and Neurologic Pharmacists / CPNP
 - National Association of Specialty Pharmacy / NASP
 - National Community Pharmacy Association / NCPA
 - National Pharmaceutical Association / SNPhA
 - Ohio Pharmacists Association / OPA

 - Phi Lambda Sigma Annual Meeting

IV. EVENTS

1. Reserving a space:
    Reservation requests for the majority of Parks and Riffe conference and classroom spaces must be submitted via the online Room Request Form. For other options, students may contact the College Registrar. For any building emergency during off-business hours, call 614-292-HELP (4357) to reach Service2Facilities. For all other emergencies, call 911.
    A. The set-up of tables in front of the Student Lounge (Parks 104) glass walls across from the lecture halls is NOT permitted as this is a fire/emergency evacuation route that must be kept clear. Instead, the hallway space west of the Student Lounge is to be utilized.

2. Promotion and Advertising:
    Several channels are available to promote student organization events including the college's newsletter, the digital signs located in the Student Lounge, Parks Hall and Riffe, the wellness board, as well as the COP website and social media accounts. Students need to contact the college's Director of Communications, at least two weeks in advance with information including name of event, time, date, location, a two to three sentence description, and who/what it benefits if applicable.

3. Fundraising & Philanthropy:
   Resources and information are available in the Fundraising Resources for Student Organizations document through The Office of Student Life Student Activities.
   A. If the COP community's voluntary participation and/or financial contribution will be requested, COP students are expected to first research any external organization whose cause they wish to support.

4. Media Presence/Participation:
   The COP Marketing and Communications Office is the liaison to the college's many public audiences, partners, stakeholders and news media. As such, prior approval of media presence in COP spaces is required at least one month prior to the event. Requests must be sent to the Director of Communications to determine whether a location agreement will be required by the university and ensure compliance with the university's media filming policy as necessary.
   A. Per the University Communications' Filming on Campus Guidelines: "All requests will be evaluated and assessed based on alignment with the mission of the university, impact to the university's reputation, conflicts with existing agreements, and adherence to the university's no endorsement advertising policy and other governing standards."
   B. Black-out dates: No filming is permitted during mid-terms, finals and other time-sensitive areas.

5. Photography: Taking Photos:
   Students are not permitted to take photos of patients without a photo release as it is a serious HIPPA violation. Minors must also have a photo release signed by their parent/guardian in order to be photographed. If photos are needed of COP students, faculty or staff, the photographer must obtain verbal permission from the photo subjects prior to dissemination. For a copy of the COP photo release or to ask any questions, contact the Director of Communications prior to the event.

6. Photography: Having Photos Taken:
   Contact the Marketing and Communications Office to check availability at least two weeks prior to the scheduled event.

7. Websites & Social Media:
   Student organizations are not permitted to use The Ohio State University or College of Pharmacy logo for their student organization pages. The use of these logos will result in a notification from the college requesting they cease usage. If still not removed, the incident will be reported which will result in the university sending a cease and desist letter. To request the COP social accounts to post about an event (either before or after the event) or be featured in social media takeovers, please contact the Director of Communications.

8. Guest Speakers:
   Academic Affairs will provide student organizations with a bottle of water and if external to the university, a parking garage voucher for each speaker. These items will be available for pickup in Parks 150.
   A. Alumni: If an Ohio State alumnus is invited as a speaker, the Director of Alumni & Consistent Engagement must be notified at least two weeks in advance.

9. Student Supervision:
   Refer to the Student Outreach and Engagement Supervision Policy for more information.

10. Career Services:
    Student organizations may request to collaborate with Career Services if the event is open to all COP students and Career Services is listed as a partner in all promotion. Events with limited space may use an early registration system with organization members before opening it up to the college.

11. Minors:
    Refer to The Ohio State Office of Human Resources Policy for more information.

12. Class Attendance:
    Refer to the Doctor of Pharmacy Attendance Guidelines to request an excused absence if there is a potential conflict with a didactic course.

V. PROMOTIONAL ITEMS AND APPAREL

The university takes branding very seriously and the appropriate permission must be obtained. Student organizations are required to follow the university's branding guidelines for usage of any Ohio State or COP marks or logos on any promotional items or apparel. The student organization should plan for the approval process to take at least two to three weeks.

1. College Approval:
   Student organizations should reach out the Marketing and Communications office (cop-website@osu.edu) to request apparel for student organizations. Requests should include:
   - A proof of the requested item (PDF picture of the design on the item or apparel
   - The company the student organization plans to use
   - A copy of an email to identity@osu.edu requesting approval (*if using trademarked items, logo, buckeye leaves or shell)
   - Deadline to have printed

2. University Approval:
   Student organizations must contact identity@osu.edu with a proof the item they wish to sell. If permitted to move forward, only university-approved vendors may be used in printing any Ohio State or COP marks or trademarked items.
   A. For more information about the approved vendor list, refer to the Trademark and Licensing webpage.

VI. OTHER INFORMATION

1. Storage:
   Student organizations have access to storage in Parks 531. To access storage, keys may be checked out and loaned for 1 hour from the Office of Academic Affairs (Parks 150) during business hours (weekdays 8am-5pm). If time is exceeded, a reminder call/text will be sent to the student in possession of the keys, asking them to return. If returned outside of business hours, keys must be placed in the gray drop box across the hallway from Parks 150. Additionally, student organizations are expected to regularly

clean-out the items in storage and participate in the annual storage clean-out organized by Pharmacy Council.

2. Lockers:
   Student organizations may reserve first floor lockers by visiting the Office of Academic Affairs (Parks 150). It is the responsibility of the student organization to provide a lock on their assigned locker, as the college is not responsible for any items contained in the lockers. Similarly, the organization should regularly clean-out this locker where NO food, beverage, or other perishable items should be stored.

3. Kitchen & Refrigerators:
   The Student Lounge Kitchen (Parks 104), including all surfaces and counters, must remain clear of student organization materials, as this space is not to be used as storage. Additionally, the refrigerators in the Kitchen (Parks 104) and Vending Room (Parks 124) are not to be used to store leftovers from student organization events. These refrigerators are for use by all COP students, therefore leftovers from an event are to be taken home or disposed of.

4. Dean's Lunch:
   A dean's lunch will be held once a semester for student organization leaders to meet with the Dean, Associate Dean of Academic Affairs, and Program Director of Professional Studies to provide updates and discuss any challenges facing their organization. It is also an opportunity for the organization leaders to interact with one another.
   A. Presidents from each PharmD class as well as those from registered COP student organizations (including undergraduate organizations) must attend. If the President is not able to participate, they should send another officer in their place.

VII. COLLEGE CONTACTS REFERENCED

Dean: Henry J. Mann – email Taylor-Goldsmith.1@osu.edu
Associate Dean of Academic Affairs: Jim McAuley – mcauley.5@osu.edu
College Registrar: Michael Bowman – Bowman.797@osu.edu
Director of Academic Programs & Administration: Cesar Seguil – Seguil.1@osu.edu
Program Director of Professional Studies: Megan Sayres – Sayres.2@osu.edu
Director of Marketing and Communications: Brittany McClaskey – McClaskey.25@osu.edu
Director of Alumni & Consistent Engagement: Michelle Thomas – Thomas.1463@osu.edu