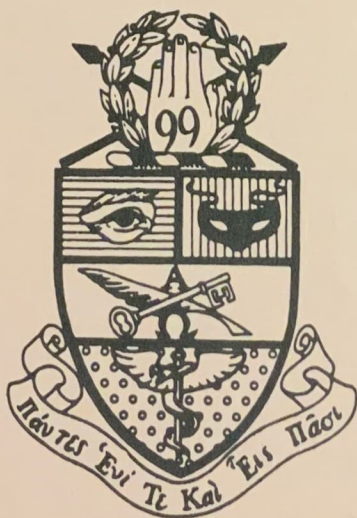


CHAPTER ACTIVITIES HANDBOOK



KAPPA PSI PHARMACEUTICAL FRATERNITY

FORWARD

This Chapter Activities Handbook was prepared by The Central Office from reports on various Chapter activities compiled by Second Grand Vice Regent Edward Krupski. It is by no means a complete listing of all possible activities which a Chapter can undertake, but it provides information on projects which have proven successful to several Chapters in Kappa Psi.

The Handbook outlines the scope of the project, procedures involved in developing the project, changes which were effected to improve upon the success of the project and comments regarding some of the problems involved in carrying-out the project.

We express our appreciation to the Chapters which provided the information regarding their activities and to Dr. Krupski for his work in compiling the information from which this Handbook was prepared.

July 1, 1970

William A. Fitzpatrick
Executive Secretary

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Community Activities

A. **Name of Project:** Poison Prevention Week Project
Beta Psi Chapter, University of Wisconsin

Scope of Project: Beta Psi sought to assist the student Chapter of APhA at Wisconsin in a project publicizing Poison Prevention Week in the local area.

Procedures: Obtained spot announcements on local radio which included short bits on household chemicals and poisons, necessity to keep medicines in cabinets out of reach of children. In addition, surveys of local supermarkets were conducted to ascertain how knowledgeable "Mrs. Housewife" was concerning poisons.

Posters were distributed to pharmacies to remind the pharmacists to participate in the observance. Exhibits of common household poisons and posters on the statistics of aspirin poisoning were set up around the campus.

Changes in Project: Radio coverage was found to be difficult to obtain after the first year of the project. In recent years, the project has been limited to the distribution of posters and the exhibits on campus.

Comments: This project is a prime example of one which can be pursued jointly with at least one other pharmaceutical organization for maximum effectiveness. It seems as though, if the Chapter and the APhA student branch had approached the local pharmaceutical association with their plans, more effective radio support could have been obtained with the assistance of the public services department of the local radio station. In addition, newspaper space could be obtained in the form of press releases with pictures of the exhibits on campus.

Name of Project: Orphanage Christmas Party
Psi Chapter, University of Tennessee

Scope of Project: Sponsor Christmas party for local orphanage.

Procedures: Toys and other gifts, soft drinks, etc. were obtained by donation. The makings for the party were taken to the orphanage by the members at some suitable time during the Christmas

season. The gifts were distributed during the party by a Kappa Psi Brother or a faculty member acting as Santa Claus.

Comments:

The brothers of Psi Chapter considered this to be a very worth-while project and plan to continue with it. In order to obtain a large supply of gifts thought should be given to the party far enough in advance thereby allowing ample time to solicit donations. The gifts may be sought from among family and friends of the Brothers as well as from local pharmacies and suppliers.

C. **Name of Project:** Blood Drive
Gamma Theta Chapter, University of Missouri
Kansas City School of Pharmacy

Scope of Project: Promote Blood Drive on college campus

Procedures: The chapter set up the Blood Drive and provided the necessary promotion and advertising on campus. The Community Blood Bank of Kansas City, a local (professional) blood bank organization, assumed the responsibility of organizing and conducting the blood drive. They provided the necessities of the drive — registered nurses, a physician, equipment and refreshments.

Comments:

The Kappa Psi Chapter and the other cooperating student organizations were able to promote a successful blood drive with a minimum amount of effort. The blood drive was considered to be a very worth-while cause since all of the blood acquired was destined for use by the Armed Forces in Vietnam.

The project could be more successful if the Chapter and the other cooperating student organizations sought to expand the program by increased use of publicity and enlisting the assistance of the Kappa Psi alumni in the area.

D. **Name of Project:** Rabies Clinic
Gamma Xi Chapter, University of South Carolina

Scope of Project: A city wide rabies clinic for the Columbia, South Carolina area

Procedures: The project was discussed with the pharmacy faculty and a number of veterinarians in several areas of the city. County authorities were con-

tacted, who gave permission to conduct the clinic and agreed to supply the vaccine. A time and place was selected.

Changes in Project: The project was never implemented because the county withdrew its offer to provide free vaccine. County authorities indicated that the county had a contract with the veterinarians which precluded their distribution of free vaccine. In order to proceed with the project the chapter would be compelled to purchase the vaccine which was available only in large quantities and at a price that it could not afford.

Comments: It is unfortunate that the conflicts of commitment arose since the idea of the project is basically sound. Chapters in other cities may wish to investigate the possibility of such a clinic but would do well to obtain a written commitment from the supplying agency prior to promoting the project. The project could have materialized had the Chapter, through the Faculty, contacted the manufacturer(s) of the vaccine to donate the product to the Chapter through the College.

E. *Name of Project:* Christmas Party
Beta Kappa Chapter, University of Pittsburgh

Scope of Project: Sponsor Christmas party to raise funds that are donated to support the Western Pennsylvania School for the Blind.

Procedures: The party is held every year during the week before Christmas and is organized like any other party with refreshments, and a band for entertainment. The party is open to all pharmacy students and all pharmacy organizations are urged to participate. One of the cooperating fraternities supplies a cake, cookies or the like. A one dollar donation is asked at the door and all money above the expenses of the party is given to the school in the name of all people who donated. A Christmas card is signed by all donors. The Chapter adds at least \$50.00 to the money netted from the party.

Comments: This function has never been a failure and in fact each year more money is being donated to the school. The students enjoy the function and at the same time realize that their contributions are for a worthy cause.

F. *Name of Project:* Heart Fund (community)
Gamma Mu Chapter, Northeast Louisiana State

Scope of Project: Assist local chapter of National Heart Fund reach its money raising goal.

Procedures: This is a joint project in which Kappa Psi is one of the participating fraternities. The money raising drive is conducted on the third and fourth Saturdays of February, National Heart Fund Month. The Brothers are assigned stations in shopping centers to man during peak shopping hours. Money is collected and balloons given to all donors. Periodically the money is picked up and the supply of balloons replenished.

Changes in Project: Originally stations were set up city-wide with many stations overlapping each other's territory and with little overall control. The current procedure has Kappa Psi Brothers manning stations only in shopping centers and other organizations taking care of the downtown and busy street corner locations.

Comments: To assure the success of the project there should be ample publicity well in advance of the drive. Publicity can be obtained in many areas by public service announcements on local radio stations. In addition, posters set up in local pharmacies and other places having a high traffic would materially assist the project. The schedule for manning the stations should be well planned and coordinated. A sufficient number of members should be available to provide relief at the stations and to replenish the supply of balloons.

G. *Name of Project:* Christmas Mental Health Project
Beta Rho Chapter, University of Mississippi

Scope of Project: Gifts of toys, food, clothing, fruit and nuts are collected from donors and delivered at Christmas time to the adults at Whitfield and to the children at Ellisville mental institutions.

Procedures: Plan the project early and begin well in advance of the Christmas season. Place posters, prior to the collections, in strategic places giving the time and place of the collections. Place collection boxes in prominent business establishments. Supplement the above by having fraternity members going from house to house asking for

donations. At the close of the drive select several brothers to deliver the contributions to the mental institutions.

Changes in Project: The project was originally set up to receive contributions in boxes at various locations. However, better response is received by combining the box collections with door to door solicitation.

Comments: One must be selective and not collect those items that patients may use to hurt themselves. Since most patients are on strict diets, canned goods should not be accepted. When a potential contributor is uncertain as to what should be given it is wise to suggest money that can be used to purchase selected items to supplement the contributed items.

H. Name of Project: Free Chest X-Ray
Eta Chapter, Philadelphia College of Pharmacy and Science

Scope of Project: Eta Chapter sought to provide a service to the community which would be beneficial to the health of the community, and to promote goodwill between the chapter and the community.

Procedures: Contact the local TB and Health Association, explaining the intent of the Chapter. After making an appointment to meet with a representative of the organization involved, a location was chosen at which to set up a mobile X-Ray unit.

Posters and flyers were supplied by the TB & Health Association. Information found on the flyers included date, time, location and sponsoring organizations. Arrangements for electrical hook-up were taken care of by the TB association. Electricity was supplied free of charge by the local electric company. Arrangements for a "No Parking" zone were taken care of by the Association.

Posters and flyers had to be distributed by personnel of Kappa Psi. Postcards were mailed to various local radio stations requesting an announcement be made as a public service. Local newspapers were contacted and asked to include an announcement concerning the above

named project. Area college newspapers were also contacted and requested to pass along the information to the student body of these institutions.

On the date of the project, the services of two volunteers were required for each hour the unit was in operation. Particulars required of these volunteers were to take down names and addresses of the people being X-Rayed in order that the results could be mailed directly to each individual.

Comments: This project is easily handled by a small group. In order to be successful, in terms of numbers who utilize the service, this project should be carried out during the warmer months of the year. The TB association should be contacted well in advance of the target date for the project as mobile units are available to local units only during certain weeks of the month. This project is an excellent starting point for becoming involved in serving the community. Radio and news media should be contacted at least ten days in advance of the project.

II. Campus and Professional Activities

A. Name of Project: Pharmacy Recruitment in High Schools
Gamma Zeta Chapter, Birmingham, Alabama
Samford University

Scope of Project: To inform the students in the area high schools about pharmacy and their future in the profession, if they should choose it as a career.

Procedures: The Chapter set up an information booth at a "Career Day" sponsored by the Birmingham, Alabama area high schools. This booth was manned by the Gamma Zeta Brothers who talked with the students concerning the study of pharmacy.

A local pharmacist was also present to explain the nature of his work.

Changes in Project: It was found that most of the students misunderstood the profession and were unaware of the many opportunities offered in pharmacy. Nonetheless, the response to the program was quite satisfactory. Plans have been made to

continue this project by sending students directly into the high schools. They plan to expand the nature of the program to include discussion on drug abuse.

Comments:

Projects of this type are examples of worthwhile efforts to promote the profession which is one of the goals of our Fraternity.

Thought should be given to the possibility of adopting a program of this nature on a national level by updating work already done in this area by former Third Grand Vice-Regent Pierre F. Smith and his Committee.

Perhaps establishing a working relationship with other pharmaceutical organizations in this area would help to achieve some measure of success in this type of project.

B. Name of Project:

Sweetheart Ball
Gamma Chi, Ferris State College

Scope of Project:

A campus-wide dance centered around a Valentine's Day theme

Procedures:

The normal routine of planning for a dance is followed. Early and careful attention is given to budget and procurement of hall, music, tickets and entertainment. Since there is a contest associated with the Sweetheart Ball, wide publicity must be given to the contest soliciting various organizations to enter candidates. Rules for selection of the queen must be established early to prevent misunderstanding. Decorations must be planned to augment the theme of the ball.

Changes in Project: A big name "rock" group was featured, instead of a big name orchestra. It was felt that a "rock" group would draw a larger crowd. A change is being contemplated in the manner of selecting the queen. In the past the balloting was conducted at the ball with each person casting one vote. The proposed plan calls for a campus-wide vote on the Thursday or Friday prior to the dance. The proposed plan may contribute to a smaller attendance but would decrease the confusion at the dance.

Comments:

The success of a Sweetheart Ball will be determined by the amount of advance planning

and by the amount of interest generated prior to the function. It is also necessary to secure the cooperation and support of other campus groups especially sororities. Gamma Chi has sponsored this function for almost twenty years and has gained considerable experience plus the fact that the ball has gained tradition status. Success is more assured for Gamma Chi than for an organization instituting such a function.

C. Name of Project:

National Pharmacy Week Open House
Gamma Epsilon Chapter, University of Nebraska

Scope of Project:

Gamma Epsilon cooperating with other student organizations to put on a College of Pharmacy Open House.

Procedures:

The College of Pharmacy Open House is held during National Pharmacy Week under the auspices of the A.Ph.A. Student Branch. The Brothers of Gamma Epsilon work on the departmental displays and also set up a display of their own. The display showed briefly the objectives of the organization, its publications, and photo scenes of chapter activities. The Kappa Psi display was in the same location as the Rho Chi display on Careers in Pharmacy, the two supplementing each other. The Open House is a two day affair that is held on Saturday and Sunday. The enormous amount of work in putting on a successful Open House would preclude a Kappa Psi Chapter attempting it alone. With the cooperation of the entire student body, it can be a successful affair.

Comments:

The Open House may serve a number of functions; it may orient new students in the college, it may be utilized to support a recruitment effort, and it may also display the role of the various student organizations in the college.

Kappa Psi participation in or sponsorship of a Pharmacy Open House is an excellent way for a Chapter to fulfill part of its obligation to serve the campus on which it is located and benefit the Chapter by developing a rapport with prospective members.

A successful open house will be assured if the Chapter or other sponsoring group enlists the assistance of guidance counselors at the local high schools for potential candidates for a career in pharmacy. Furthermore, if the individ-

ual Brothers have brothers and sisters of high school age, these can be of enormous assistance in getting a "turnout" at such a function.

- D. *Name of Project:* Blood Bank
Gamma Pi Chapter, St. Louis College of Pharmacy
- Scope of Project:* Collect and deposit blood in a blood bank that is then available for the members and their families.
- Procedures:* Contact the local Red Cross Chapter and inform them that the Kappa Psi Chapter wishes to start a blood bank. They will require that twenty-five per cent of the chapter's membership give a pint of blood per year. This will cover all chapter members and their immediate families for all the blood they may need for one year after the twenty-five per cent quota has been met. Blood may be given any time during the year to meet the quota for the following year.
- Comments:* This is a commendable project that requires a certain amount of promotion to meet the quota. In order to be of even more value this could easily be made into a campus project and include all students on campus. This would entail much more work for the Kappa Psi Chapter but certainly many more people would benefit from their efforts.

III. Fund Raising Projects

- A. *Name of Project:* Ad Book
Theta Chapter, Medical College of Virginia
Richmond, Virginia
- Scope of Project:* The scope of the project is to provide enough revenue for the Chapter's Annual Formal Initiation, by publishing a program ad book.
- Procedures:* A committee chaired by the Chapter's First Vice Regent assigns to the Brothers on the basis of their home towns, certain ads to be obtained from their local pharmacies, suppliers and graduate members of the Chapter.

A folder containing ad contracts, a copy of the previous book and a list of ads assigned is prepared for each Brother.

The contract itself is a simple one, consisting of two halves with space for duplicate information. This consists of ad copy, purchase agreements binding advertiser and the Chapter.

The ads are sold on the basis of full page, half page, quarter page, and eight pages with predetermined prices for each. Efforts are made in the case of repeat business to obtain ads which are identical from year to year to keep costs down.

If the ads are not prepaid, the committee is responsible for billing within 30 days of the date of contract.

It is the chairman's responsibility to select the printer, work out the layout details and due dates, as well as prices. The printer is selected on the basis of quality and competitive price.

Prices of the individual ads is determined by what the market will bear.

Changes in Project: Through the years there have been no major changes in the project except expansion of the book itself to include such items as a review of the year's activities and an alumni directory.

To insure success, it is necessary that planning is started early for a June publication and see that all deadlines and due dates are kept.

Comments: A project of this scope would be, by its very nature, a difficult one for a small Chapter to undertake. An adaptation based on local conditions could be attempted on a smaller scale, however.

- B. *Name of Project:* Lab Coat Sales
Gamma Nu Chapter, University of the Pacific
- Scope of Project:* Sale of lab coats at the beginning of each semester as a fund raising project.
- Procedures:* Order a supply of lab coats during the summer months and at the beginning of each semester display in the halls of the Pharmacy Building. It was found that the smaller sizes sell much better than the larger sizes, especially when dealing with coats for women students. Lab coat sizes 34 through 42 were found to be the best sellers.

Gamma Nu encountered a problem in that they had competition from a chemistry professional fraternity that also sold lab coats on campus. This led to some price cutting in order to obtain sales which adversely affected the profits.

Comments:

Since lab coats are required in all Colleges of Pharmacy it would appear that this could be used as a fund raising project by many Kappa Psi chapters. If Kappa Psi is not already doing it then it should be investigated to make certain that some other organization is not already involved. As indicated above this is an excellent project for one organization but is not nearly as productive if there are competing organizations or where these items are available at the "College Book Store". In most instances, a chapter will find that it is unable to purchase for resale in quantities sufficient to obtain maximum discounts to compete with the school. Also in some states, a chapter may incur difficulties in obtaining exemption from collecting the state or local sales tax.

C. *Name of Project:* Basketball Game
Beta Eta Chapter, West Virginia University

Scope of Project: Promote a basketball game between a pro-football team and a team composed of outstanding university alumni athletes.

Procedures: Contact a representative of a pro-football team to arrange for a basketball team. Beta Eta contacted Bernard Regan of the Pittsburgh Steelers. The Steelers sent 8 men to meet a team of outstanding West Virginia University alumni athletes. Among other lesser responsibilities the biggest task is selling tickets. In order to meet expenses many tickets must be sold which requires a great deal of time on the part of chapter members. Interested chapters are advised to write to Beta Eta Chapter for a copy of the contract and other detailed information.

Comments: This is a fund raising project that involves considerable expense; therefore it is essential that many tickets be sold to meet expenses. There is an incentive to the sponsoring chapter however in that the more time it devotes to the effort and the more tickets it sells the greater is going to be the net profit.

While this is a worth-while function, it may be too great a task for the average Chapter to undertake. Aside from the great expense involved in underwriting a "guaranteed minimum gate", problems with collecting and accounting for the federal entertainment tax and state and local tariffs, if any, are more than a chapter should become involved with.

IV. Social Functions

A. *Name of Project:* The Annual Pi Chapter Sweetheart Dinner-Dance, Purdue University

Scope of Project: The project consisted of planning a banquet and dance to serve two purposes. First, to recognize the new actives, old officers, and newly elected officers, and secondly, to keep the Pi Chapter Annual Sweetheart Dance a tradition.

Procedures: Most of the arrangements were made by a social director. He was in charge of time and place, dance favors, entertainment and guest invitations. A decorations chairman was appointed to handle the decorations, favors for the sweetheart and her court, and to aid the social chairman when necessary.

The affair was held at a large hall near the campus. A dinner was served and after the dinner, the new actives were introduced and the old officers were recognized. The new officers were then installed. The dance began at 9 p.m. and lasted until 12. During the dance, the sweetheart was crowned.

Changes in Project: The only change that was made to the project was the opening of the dance to anyone from the pharmacy school.

Comments: A well established pre-dance publicity campaign is essential — radio, TV, and school and local papers.

B. *Name of Project:* Clam Bake
Beta Delta Chapter, Albany College of Pharmacy

Scope of Project: A day long social function scheduled shortly after the start of the fall term to get the brothers reunited after the summer vacation.

This event also affords the opportunity to discuss the agenda for the forthcoming year, make plans for new events and discuss general fraternity matters.

Procedures:

The annual Clam Bake is a complete day of social entertainment, 1 p.m. through 9 p.m. At 1:00 p.m. clams, beer, clam chowder, hamburgers, and hot dogs are available. At 5:00 p.m. a sit down dinner is served. In the past, dinner has consisted of steak with family style servings of potatoes, vegetables, salad, corn on the cob, dessert and coffee. After dinner, clams, clam chowder and beer are available until 8:30 at which time the party starts to break up.

The Social Committee Chairman handles all reservations and deposits which is taken care of before the close of the school year. Late in the summer he sends an announcement of the event, the date and price to all of the brothers. When the members return to school a final count is made and submitted to the restaurant. The function is open only to brothers and their dates. The restaurant selected for this function is one that has ample room outside for softball, football, etc.

This is not a fund raising project. It is a social function and highly successful in that it affords an opportunity for both graduates and undergraduates to reunite almost immediately after the summer vacation. This function strengthens Beta Delta in that events on the agenda for the forthcoming year are discussed, also, plans for new events and general fraternity matters are considered.

The fraternity collects about \$5.00 per person (\$10.00 per couple) attending the function, and in order to meet expenses the fraternity contributes \$5.00 for each brother. Up until this time this has covered the cost of the event. In this manner the fraternity is supporting the brothers' social calendar which gives the brothers the initiative to work and participate in other Beta Delta functions thus making it a stronger chapter.

Changes in Project:

No changes are contemplated. The time of the year makes it a bit hectic but to change the date to later in the fall would defeat the purpose for

which the project was developed.

Comments:

This function serves a number of excellent purposes but primarily it gets the brothers back in the swing of chapter activities and also, by including the graduates, keeps up their interest in the chapter.

