

**Christian Pharmacists
Fellowship International's
Student Chapter Manual**



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Introduction

The Christian Pharmacists Fellowship International's Student Chapter Manual was developed by the Student Chapter Advisory Committee during the 2009-2010 academic year through integration of information from the CPFI Campus Leadership Handbook, CPFI Student Affiliated Group Handbook, National Student Council's Guidebook, and feedback from committee members. The manual is partially the result of the adaptation of the Christian Medical and Dental Association's Student Handbook, which they so freely allowed us to utilize when first creating the CPFI Campus Leadership Handbook years ago. After thorough review, the manual was approved by the CPFI Board of Directors in June 2010.

We hope this manual will be valuable to you as a CPFI student chapter, chapter advisor, or student leader. Assimilating all of this material will take some time and effort, so a summary might be of benefit. Items that may enhance your leadership skills are: 1) an accurate understanding of CPFI as a whole, 2) exposure to other CPFI student chapters and, 3) resources:

- 1) CPFI is a dynamic and diverse organization. Thus, it would be beneficial to review "History and Ministries" section of chapter 1.
- 2) Interaction with other student chapters in your area can be invaluable. CPFI recommends working with the Student Chapter Advisory Committee to be placed in communication with other local chapters and remain involved through the National Student Council as described in appendix K. Additionally, student regional directors can be very key in maintaining open communication between chapters within a region (refer to appendix K). It can also be beneficial to partner your chapter with an international group detailed in appendix M.
- 3) Though reasons for being involved in leadership and leadership styles will vary, we want all to succeed. Many components are involved in making a leader, such as mentors, experience, spiritual maturity, and good literature. It is wise to have more than one advisor per chapter if possible. Also, local professional members and/or recent graduates can be helpful to serve as mentors and guest speakers for the chapter. Remember, the CPFI Student Chapter Advisory Committee members are available for any assistance you need.

Each student chapter will take on their own distinct personality as the chapter seeks to fulfill the role God has for the chapter at their particular university and in their specific community. Student chapters typically focus on at least one of the following areas: 1) support and fellowship with one another, 2) outreach to classmates, faculty, and staff, and/or 3) outreach to the community or missions. This handbook will provide many practical suggestions for your chapter.

Our desire is to first help you **understand** what is required of a leader, second to **enable** you to better understand CPFI, and third to **assist** you in the leadership of your members and student chapter. In order to succeed in the process of spiritual leadership, one should have a clear understanding of leadership from God's perspective. This brings us to the first section of this manual...

Christian Leadership

Christian leadership begins with a daily relationship with the living Christ. You are, first and foremost, a child of God. Most of those reading this are convinced God had a hand in leading them to the profession of pharmacy. In your professional responsibilities, you will be a Christian pharmacist. Possessing a consciousness based on this perspective will influence all of your decisions, values, and goals. It will also engender a radical view of leadership.

Every one of us has been called to minister, to serve. Mark 10:45 is probably the most complete description of the life of Christ in all of scripture. “For even the Son of Man did not come to be served, but to serve, and to give His life a ransom for many.” (New King James Version) In his classic volume, *Celebration of Discipline*, author Richard Foster makes this striking observation: The most radical social teaching of Jesus was His total reversal of the contemporary notion of greatness. Leadership is found in becoming a servant of all. Power is discovered in submission (p. 101).

Understanding God’s perspective on leadership will help you develop the quality of your life as well as the effectiveness of your leadership skills. Contrary to the fact that all of us have been called to serve, we have not all been chosen to lead. The confusing aspect of this dichotomy between servants and leaders is that even those of us who are **leaders are called to lead by serving**. The ingredients that make leaders distinct from servants is the substance or quality of our lives in tandem with our aspiration “to serve” in this role.

Even a superficial reading of I Timothy 3 and Titus 1 reveals the quality your life should reflect. All the leadership skills offered in seminars will not supplant God’s priority for leaders to first offer themselves to Him in holiness. It is evident from the story of Saul and Samuel in I Samuel 15 that God will not use a leader who lacks integrity. God requires unconditional obedience. Christian character is foundational for a leader to be able to influence others for God’s purposes. Integrity in tandem with humility, commitment, and hard work are the first steps in the growth of a good leader. You should keep the perspective that God is continually developing you as a leader over a lifetime. This role as a student leader will serve as preparation for additional roles of leadership which God will utilize at other stages of your life.

Leadership skills are, for the most part, a learned commodity. Skills in teaching, delegating, organization, administration, conflict resolution, and counseling are not mastered overnight. If you are committed to cultivating these skills, improvement will be the result. Just remember God’s priority on the quality of your life. A proper self image, knowing who you are and what you’re really worth in God’s sight, will enable you to grow in humility and in your willingness to truly consider others more important than yourself.

So, you aspire to lead a CPFI student chapter? Then begin with a holy life, a proper self image, and then lead by example and by serving others.

In Summary

This is the Christian Pharmacists Fellowship International’s Student Chapter Manual. It has been designed as a resource manual, suggesting various ideas, styles, and methods for you to evaluate. No two CPFI student chapters will be identical. Students, numbers, spiritual climates, recent history, campus configurations, and social dispositions of a region will vary,

thus influencing the methods and activities of each campus ministry. Not only will chapters vary from one another, but it is to be expected that an individual chapter will experience fluctuations in activity level or student involvement. Thus, the chapter advisor(s) is/are an invaluable resource to anchor a student chapter throughout the years. As a result, it is essential for chapter advisors to be knowledgeable about CPFI both at the local and national level, dedicated to Christian leadership, supported by local professional members and/or neighboring student chapters, and committed to serving chapter members as God leads.

Chapter One: What is CPFI?

A. History and Ministries

Christian Pharmacists Fellowship International (CPFI) was officially incorporated in Virginia in 1984 after many years of prayerful planning and meetings. The founder, Dr. Warren Weaver, came to know the Lord in 1973. Dr. Weaver's personal journey led him to other persons who had similar visions of the future for an organization focused specifically on Christian pharmacists. Breakfast or luncheon prayer meetings at state and national pharmaceutical meetings were started in 1978. These meetings led into the organization that exists today. Some of CPFI's ministries include:

- Efforts with **practicing pharmacists**, which are geared toward providing leadership and service opportunities, as well as producing resources, conferences and meetings that serve to facilitate pharmacists' integration of Christian beliefs in their professional and personal lives.
- Our **student ministry**, which consists of leadership training, encouragement and resources, which will be further detailed in this manual.
- **Global Health Outreach (GHO)**, a short-term volunteer medical missions group, providing health care for Third World patients through one or two week medical, dental, and surgical projects GHO is an outreach of the Christian Medical and Dental Associations (CMDA), partnering with CPFI, Nurses Christian Fellowship and the Fellowship of Christian Physician Assistants.
- A growing **ministry of written resources** directed at those in the health professions. Our journal, *Christianity & Pharmacy* is one example as is our newsletter, *The Faith Script*.
- **Continuing Pharmacy Education**, which we provide at our national meetings to help pharmacists accrue CE credits necessary to enrich their professional and spiritual lives, as well as to maintain licensure.

B. Mission Statement

- Provide fellowship among like-minded professionals
- Challenge and promote spiritual growth
- Encourage the advancement of knowledge and ethics in the practice of pharmacy
- Encourage evangelism and the integration of faith into practice, and
- Provide support and opportunity for service in both home and foreign missions.

C. Statement of Beliefs: Members adhere to the following beliefs

- We believe the Bible, in its original languages to be the inspired, inerrant Word of God, the only infallible and authoritative rule of faith and conduct.

- We believe in one God, maker of all things, eternally existent as: Father, Son, and Holy Spirit - the Holy Trinity.
- We believe in the deity of our Lord Jesus Christ, true man and true God; conceived of the Holy Spirit, born of the virgin Mary.
- We believe that the Lord Jesus lived a sinless life, performed miracles, was crucified for our sins, was buried, bodily resurrected, and ascended to the right hand of the Father.
- We believe that man is made in the image of God and that since the fall, all men are born as sinners unable to save themselves.
- We believe in the personal salvation of believers through the substitutionary sacrificial death and shed blood of Jesus Christ - being justified by faith alone.
- We believe in the future return of the Lord Jesus in power and glory.
- We believe in the presence and power of the Holy Spirit, indwelling each believer, transforming us and enabling us to live a Godly life.
- We believe in the bodily resurrection of the just and the unjust; those who are saved to everlasting blessedness and those who are lost unto the resurrection of damnation.
- We believe in the spiritual unity of believers in our Lord Jesus Christ.

D. Office and Staff

The staff and volunteers at the CPFI office are a support team for practicing Christian pharmacists and students. They manage membership and fiscal records, print and mail literature, maintain the membership database, and coordinate prayer and information requests. They are also involved in the planning and coordination of conferences, meetings, and prayer breakfasts.

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Chapter Two: Goals, Programs, & Resources

A. Philosophy of Student Chapters

Christian pharmacy students recognize the common need for **support and encouragement** during a very important period in their personal and professional development.

Students have a need for spiritual **stability**. As Christians within their profession, they share common needs, goals, and interests. It is very appropriate to form a student organization; a platform on which to build their ministry to each other and the world.

Forming an official organization gives students **visibility**. Chartered student chapters are recognized as official campus organizations and as such, often qualify for designated monies set aside for all student groups on campus. Scheduled events are given sanctioned visibility by virtue of their formal status on campus. Visibility is useful because it lends credibility to efforts to speak about current issues in pharmacy. With such visibility, student chapters provide a platform from which a witness can be made to others on campus.

Student chapters provide **accountability** between the student chapters and fellowship of CPFI as a whole. This accountability facilitates communication between chapters due to the mutual desire for the success of the ministry. Similarly, it encourages cooperation between chapters because of mutual interests in the reputation of the fellowship. Accountability is essential to the longevity of the student chapter promoting continuity from year to year, as leadership is transferred.

B. Distinctives and Goals

One key aspect that makes a CPFI student chapter appealing is distinctiveness. Nowhere else can a pharmacy student participate with a group so directed to their situation and needs. Given the time constraints and demands of pharmacy school, work, marriage and life in general, students do not need yet another activity added to their agenda, unless, that activity has the potential to add meaning to life. A regular meeting with a group of Christian students can help put life into perspective and time invested can bring wisdom learned from experiences of other students and practicing pharmacists.

CPFI hopes that student leaders will provide worthwhile investments of time for your campus chapter. CPFI does not plan the program, but provides the vehicle.

1. Distinctive Characteristics

As Christians in the body of Christ, we have had few constraints put on us by God. We are told to be holy and to glorify God in all we do (I Cor. 10:31). Within these guidelines, we have great freedom to be responsible and creative.

A student chapter is to be under the guidance of a chapter advisor(s) and led by a leadership team consisting of student officers, local professional members

including graduates, and potentially one student representative from each class. Once the leadership team selection has taken place, the next step is to consider the specific role God has for your chapter for the upcoming semester and/or year. What are the unique needs for the chapter members, classmates, university, community, and so forth? At the start of the academic year it is advised to have the leadership team consider the role(s) God has for their chapter. Consider the distinctive characteristics of your school and students. Each pharmacy school has unique characteristics and needs which may change from year to year. What can your CPFI chapter do to realistically meet these needs? **Do not start with a program; start with a purpose.** Set your goals accordingly.

2. Goal Setting

One key to success is the development of goals. CPFI recommends evaluating your program each year prior to the prayerful consideration of new goals for the coming year. The national CPFI goals should be reflected in the goals your chapter develops.

- a. To create opportunities for students to be challenged by the claims of Christ.
- b. To deepen one's growth in Christ through Bible study, prayer, and learning to set an example for others by living a Christian lifestyle.
- c. To challenge students to consider domestic and/or international mission opportunities.
- d. To be exposed to and develop a Christian view on bioethics issues and learn to put these views into your professional practice.
- e. To provide a climate of service to your campus and community, mutual accountability, discipleship, and support; in essence, a Christian community on campus.
- f. To motivate the integration of one's faith into the professional arena through role models and mentors, thus turning one's pharmacy profession into their ministry.

One manner of goal setting utilized by many chapters is creation of an annual mission statement. At the start of the academic year or when leadership changes, we recommend that the leadership team spends time prayerfully brainstorming a mission statement for the chapter (refer to chapter 3 section A1).

C. Purpose and Programs

There are five basic elements that you should consider as you formulate your chapter's program. These are the "backbone" of your campus ministry.

1. Fellowship

Since Christian students have a common purpose, it follows that they should meet together for encouragement, edification, uplifting, and sharing. The scientific

training involved in pharmacy education may stem from a humanist/agnostic philosophy. Therefore, regular meetings of Christians can help students maintain perspective on the “big picture” God has planned for mankind as He revealed in the Bible.

2. Bible Study/Discussion/Prayer

The need to examine, study, and struggle with social/medical issues has never been greater. Faith rooted in Scripture builds firm convictions about God, man, lifestyle, human relationships, purpose of science, and the nature of a profession. Christian principles taught through the Bible equip pharmacy students to become compassionate pharmacists that go above and beyond to care for the entire patient by meeting their physical, emotional, and spiritual needs. Times of discussion encourage growth of the chapter through shared experiences and individual insights. Prayer helps the chapter to remain dependent on God.

3. Ministry Projects

A young attorney once asked Jesus a test question in an attempt to entrap him. “What shall I do to inherit eternal life?” Jesus responded with a question of his own. “You know the Law. How do you read it? Sum it up in one sentence.” The young attorney quickly answered, “You shall love the Lord your God with all your heart, with all your soul, with all your strength, and with all your mind; and your neighbor as yourself.” (Luke 10:25-29 and Mark 10:17) Jesus complimented the attorney on his succinct answer and told him to do just as he had answered.

“But how do I know who my neighbor really is? I don’t want to go about helping someone and then find out later that he wasn’t my neighbor?” asked the lawyer, wishing to justify his selfish life. Jesus then told the familiar story of the “Samaritan Neighbor”. (Luke 10:30-37) It is interesting to note that while both the Levite and the priest probably were going about *being* religious; they were too religious to stop and do religion (refer to what James had to say about true religion in James 1:26, 27).

One of the characteristics of our society today is the rapid decline of a sense of community in tandem with an epidemic of autonomy. One does not have to travel far to do mission work; many opportunities are available in every community. Wherever God has placed you is your mission field and even closer to “home” are those who sit next to you in class every day. Remember that we are told to start at home (Jerusalem), then work with interfacing cultures (Judea and Samaria), and then distant cultures (ends of the earth).

4. Witness

“But ye shall receive power, after that the Holy Ghost is come upon you: and ye shall be witnesses unto me both in Jerusalem, and in all Judea, and in Samaria, and unto the uttermost part of the earth.” Acts 1:8

Every one of us is a witness for Jesus Christ. The question is, “Are we effective?” Student chapters should consider evangelism as individuals and as a chapter. The chapter should be a source of strength and encouragement for personal outreach.

There is another facet to our Christian witness: The individual who sees himself/herself called by God and who knows Jesus Christ as the Lord of all

creation is vitally concerned about this world and its values and priorities. Our witness involves not only a verbal declaration of the saving power of Jesus Christ, but a promotion of Christian alternatives to secularism and other “isms” which are dehumanizing and degrading to man. The Christian view of life has more than a passing relevance to a discipline concerned with life, death, and the person. A chapter genuinely concerned with its witness must seek to let its light radiate forth in the midst of the healthcare community, piercing every facet.

5. Worship

“Make a joyful noise unto the Lord, all ye lands. Serve the Lord with gladness: come before his presence with singing. Know ye that the Lord he is God: it is he that hath made us, and not we ourselves; we are his people, and the sheep of his pasture. Enter into his gates with thanksgiving, and into his courts with praise: be thankful unto him, and bless his name. For the Lord is good; his mercy is everlasting; and his truth endureth to all generations.” Psalm 100

Though worship may not be the primary goal of your student chapter, it will be difficult to meet regularly as Christians and not spend some time worshipping our Heavenly Father. Worship will often unify a student chapter as no other activity can, and it is greatly encouraged where ever Christians gather. Two outstanding books on this subject are *Worship* by Allen & Borror and *In Spirit and In Truth* by Edgar.

D. Resource Personnel

As with any new venture, there may be a certain amount of apprehension on the part of new student leaders about establishing a new organization. The following section of the handbook is designed to make this process as smooth as possible.

1. Chapter Advisor

The majority of chapters have a Christian faculty member who is committed to the CPFI student chapter at their university. In addition, practicing pharmacists in your city or region are excellent resources with respect to being a chapter advisor. Furthermore, chapter advisor’s spouses are very welcomed to plan and/or participate in chapter activities. Chapter advisors should be CPFI members.

The chapter advisor should meet regularly with the student chapter and be committed to seeking God’s purpose for the chapter at a given university and community. Leadership styles will vary. For example, some advisors will lead Bible studies, others primarily attend for support and counsel, some will coordinate others to speak, and others still will attend as an “equal” under Christ. The important constant is that the advisor is involved and committed to Christ-like leadership.

One of the most important effects of the chapter advisor is the *cohesive community* maintained within the chapter during years of low student interest and when student leadership is in transition. Additionally, the advisor helps maintain a cohesive community between the chapter, CPFI headquarters, and other chapters within the region. Ideally a chapter advisor is a member of the university

faculty or administration as they are in a better position to serve as liaisons between the CPFI student chapter and the college of pharmacy.

Chapter advisors can be of great assistance in the submission of the chapter's annual membership applications. CPFI encourages advisors to empower a chapter officer to collect all the student applications and dues at the start of each semester, and then turn these materials over to the advisor. This will provide the advisor an opportunity to be knowledgeable on which students are applying for membership and to proactively review the applications for any errors or missing dues. Common errors include failing to acknowledge the articles of faith, illegible handwriting, and not including the expected graduation date. After review, the advisor should mail the package to the CPFI office. CPFI encourages student members to use a permanent address on their membership applications, such as a parent's home rather than an on-campus location that changes annually. Additionally, students should include two email addresses in order to enable CPFI to follow up more easily with student members that recently graduated. Incomplete applications and returned student mailings due to an address change, requires much of CPFI's resources in time and postage to resolve. Advisor assistance in preventing or limiting these errors is appreciated.

Finally, the chapter advisor can serve to help meet the unique needs of students in their final year of pharmacy school and those who recently graduated. These recent graduates often feel removed from their chapter's fellowship, which is worsened by the fact that they are going through a transition from student to professional that is riddled with uncertainty. These students can benefit greatly by close fellowship with their chapter, other recent graduates, and more experienced professional members. CPFI strives to meet the unique needs of these recent graduates and facilitate their continued personal ministry in CPFI. For example, student members can gain greatly from recent graduates serving as mentors and/or guest speakers. Please refer to two specific suggestions of an alumni resource book and P4 liaison detailed in appendix L and N.

In appendix E is an article titled "Ten Suggestions to Serve as an Outstanding Student Chapter Advisor", which was created by student members nationwide through the CPFI National Student Council.

Size and activity of student chapters are bound to fluctuate, but the chapter advisor is the often underappreciated yet critically important anchor of the student chapter.

2. CPFI National Student Council

The CPFI National Student Council (NSC) was developed in August 2007 in an effort to advance the concept of community among student chapters, facilitate growth through idea sharing, encourage established student chapters through guidance, and support new or struggling student chapters. The NSC consists of at least one representative from each student chapter or affiliated university. Each chapter determines independently how to appoint or elect their council representative at the start of each academic year. The main responsibility of a

NSC representative is to communicate information from the NSC chair to the chapter and respond as needed.

The NSC provides an exciting opportunity for student chapters to collectively work towards advancing student chapters in a God glorifying manner. The specific activities for the NSC are lead by the chairperson and assistant chairperson(s), who are student members of CPFI that are overseen by the CPFI Board of Directors. The NSC chairperson is elected by student members at the CPFI Annual Meeting. The assistant chairperson(s) is selected by the chairperson and should preferably be a student from a university other than the chairperson's university. Additionally, the NSC chairperson serves on the CPFI Board of Directors as the Student Representative.

For additional information on the NSC including the council's goals refer to "National Student Leadership Opportunities within CPFI" located in appendix K.

3. Local Pharmacist/Mentors

The number one request from student chapters is for more interaction with CPFI professional members/mentors. Students want professional members to share their career experiences and struggles, describe how they incorporate faith in practice, explain how they keep a balanced life, and other advice from their life experiences. A mentor's involvement can be very diverse, such as simply attending a student chapter meeting, acting as a guest speaker, taking the student leaders to lunch, and/or helping a chapter with an outreach.

Mentoring may require a professional member to step out of their comfort zone and it can be challenging to coordinate schedules. Thus, mentor involvement can be discouraging at times due to practical difficulties. However, mentor involvement can be richly rewarding for both parties and is a great way for recent graduates to serve as well as more 'seasoned' professionals. Please refer to appendix O for the professional members guest speaker form.

4. National Office

Our national office is in West Palm Beach, Florida on the campus of Palm Beach Atlantic University. Our goal is to answer questions, send materials, and provide support. Information and assistance is available by contacting the office (refer to chapter 1 section D).

5. Allied Health Student Groups

Many CPFI student chapters have the privilege of sharing a campus with schools of medicine, nursing, medical technology, or other postgraduate studies. Collaboration with Christian students from other academic programs can serve as valuable resources and can strengthen and expand the potential of your chapter. Additionally, pre-pharmacy students are welcomed to join CPFI and become an active part of CPFI student chapters.

6. CPFI Student Chapters

For the vast majority of student chapters, there is at least one other student chapter in your area. Collaborating regionally can provide fellowship, generate new ideas, support one another during years of decreased activity, and so forth. One

unique way to collaborate regionally, is for the chapters within a state to come together to host a CPFI prayer breakfast at the state's professional meeting (please refer to appendix J).

Also, chapters have reached out to universities without a CPFI student chapter. One opportunity is to arrange to host a CPFI booth at the university's welcome week or other start of year events. This provides a great opportunity for students to represent CPFI, develop professionally, and feel they are contributing to the bigger picture.

Many relationships between chapters have been built at CPFI's meetings and student retreats. To help further facilitate regional fellowship between chapters, CPFI created the possibility for student members to serve as **Student Regional Directors**. These student directors are responsible for initiating email or phone communication between the student chapters in their area. This correspondence is intended to share ideas, support one another, and to determine if there is interest in having the students within a region come together for a dinner, outreach event, or mini-retreat. There is more information on the CPFI website regarding regional interactions of student chapters and in appendix K.

Remember to utilize technology. A number of student chapters have created websites and facebook pages specifically for their chapter. In addition, the CPFI student members have created a facebook forum for all student chapters to fellowship. Furthermore, student chapters with multiple campuses have utilized Skype to link for meetings.

E. Chartering a Student Chapter

1. Starting a Student Chapter

The need for Christian fellowship and the desire to get through school by more than just "surviving" is the impetus that stirs small groups of students to form CPFI student chapters. Characteristics of all chapters in CPFI are their inclusive nature, reaching out to all Christians, regardless of denominational/non-denominational affiliation. Faith in "the representative and substitutionary sacrificial death of Jesus Christ as the necessary atonement for our sins" is the common thread that binds Christians together.

The spark for a student chapter can arise from many sources, such as a local professional member who visits the campus, a faculty member making an announcement, or another local chapter reaching out. This spark, in God's timing, results in the catalyst of a few interested and passionate students, who share their vision and passion with others. Each CPFI student chapter is very unique with their own distinct personality as it seeks to fill the role God has for the chapter at their particular university and community.

If you are a faculty, professional, or student member interested in determining if there is interest in CPFI at a particular university, the following are some suggestions:

- Discuss CPFI with the Dean of Student Affairs or other equivalent member of administration to obtain permission to pursue establishing a chapter, seek their guidance, and acquire suggestions for a faculty advisor.
- Contact the CPFI office to obtain support and have a package of materials sent to you or your university.
- With approval of the administration, email the pharmacy school's student body an email such as the following to introduce CPFI and determine student interest:

Christian Pharmacists Fellowship International (CPFI) is a worldwide ministry of individuals working in all areas of pharmaceutical service and practice. CPFI's mission is to provide fellowship among like-minded professionals, challenge and promote spiritual growth, encourage the advancement of knowledge and ethics in the practice of pharmacy, encourage evangelism and the integration of faith into practice, and provide support and opportunity for service in both home and foreign missions. More information can be found at www.cphi.org.

CPFI student chapters are present at over sixty-five universities nationwide plus international student groups. Each student chapter determines the role in which they can best serve at their university. Chapters focus on supporting one another professionally and spiritually, serving the community, participating in missions, and/or supporting their classmates. Student chapters also interact with one another through the CPFI National Student Council and engage in regional interactions between chapters. Additionally, local CPFI professional members serve as guest speakers and/or mentors for student chapters. Also, CPFI provides student focused sessions at its Annual Meeting and hosts an annual student retreat every fall.

If you are interested in learning more about CPFI or assisting in establishing a student chapter at our university, please contact...

2. Chartering a Student Chapter

Once there is student interest and a chapter advisor has been identified, the next step is chartering or applying for official status from the college of pharmacy and university. Students and/or chapter advisor(s) must seek approval from their college of pharmacy's administration and follow the university's official process to establish a student organization on campus. Additionally, students and/or the chapter advisor need to be in communication with CPFI to discuss the emerging chapter. After obtaining approval from the college of pharmacy and university, the next step is to complete the CPFI Student Chapter Application/Update Information Form (available in appendix B) and submit this form to the CPFI office. There is no charge or fee for chartering a chapter. There are numerous advantages to being officially recognized as a CPFI student chapter; the following is a brief list:

- A statement of beliefs to ground your chapter, bylaws template, and several other resources designed to guide and support, not micromanage, your chapter.

- Affiliation with an international organization provides legitimacy allowing students to register as a formal chapter. As a result of formal recognition at a given university, the students are able to obtain the benefits provided to other organizations on campus (i.e. student activity fees, access to meeting rooms, and placement in orientation scheduling).
- Support of a community of Christian pharmacists, including professional members, and other student chapters.
- Opportunities for the student chapter members to advance professionally and serve by co-hosting with CPFI's various events, like the Annual Student Retreat or CPFI prayer breakfast at a state professional meeting.

3. Student Membership

Obviously there are numerous advantages to individual student membership. CPFI does not want a chapter to restrict attendance at their activities/events to only official members; everyone should be encouraged and welcomed to participate. However, at minimum the student officers should be members of CPFI.

To become a member of CPFI a student must complete the membership application and the dues for student membership are \$30 per year. There are two fundamental reasons for student dues. First, there is fundamental value in students giving financially to contribute towards their membership. Second, the \$30 per year contributes towards, but does not fully cover the organization's costs for a student membership and affiliated expenses for student retreats, scholarships, mailings, and other student related activities. As an organization, CPFI views its financial contribution to student members and chapters as a part of its ministry and an investment in the future. The following lists some of the many benefits of CPFI membership:

- Attending the CPFI Annual Meeting, Prayer Breakfasts at state and national meetings, and the Annual Student Retreat.
- Receiving the *Christianity and Pharmacy* journal and CPFI newsletters, along with opportunities to author articles for these publications.
- Support for mission trips, including training, information on opportunities, and the ability to apply for scholarships for a medical missions trip.
- Prayer chain support and opportunity to serve.
- Opportunities for national leadership (refer to the "National Student Leadership Opportunities within CPFI" in appendix K).
- Establishing of relationships with other Christian pharmacy students within your region and partnership opportunities with international Christian pharmacy students.
- Support, fellowship, and encouragement for transforming your pharmacy career into your ministry.

Guidelines for applying for CPFI membership

CPFI strongly encourages student members to utilize the CPFI website to apply for and renew their membership. Utilization of the online application process will help to avoid common errors that can slow or hinder the application process, such as: failing to acknowledge the articles of faith, illegible handwriting, and not including the expected graduation date. Additionally, applying online equips individual student members with the tools needed to use all the resources available on the CPFI website.

CPFI suggest students use a permanent address on their membership applications, such as a parent's home rather than an on-campus location that changes annually. Additionally, students should include two email addresses in order to enable CPFI to follow up more easily with student members that recently graduated.

Students can renew their membership or join online in 3 simple steps:

1. Navigate to the CPFI home page: www.cphi.org
2. Click on the Student Center
3. Click Join Now if you are not already a member or Renew Now for existing members.
 - a. Join Now: New members will be asked to provide an e-mail address. A new member profile will then be generated, and the new member will need to provide the required information.
 - b. Renew Now: Current or previous members will be asked for their username and password. A renewal form will then be populated with member information. Please review your profile to make sure your information is up-to-date.
 - c. When your profile is complete, you will be transferred to a secure site where an electronic check or a credit card payment can be made.

Chapter Three: Program Specifics

After a chapter identifies its needs and defines its goals, a program can be developed. Chapter Three will assist you in planning some of the details by offering practical suggestions and principles to consider as well as many suggestions about resources and conferences.

A. Student Chapter Leaders

1. Preparing Student Leaders/Officers

Foundational to the success of a student chapter is the quality and faithfulness of the leaders. At the start of the academic year or after officer elections, it is of great benefit for the new student officers and advisor(s) to prayerfully engage in a planning meeting to focus the chapter on the areas of greatest need for the upcoming year (ideally, the previous or outgoing student officers should participate in this planning meeting). Another helpful tip can be for the student leader to create a yearly mission statement for the chapter during the planning meeting. Some examples are as follows:

- University of Houston CPFI Chapter Mission Statement

We commit to using pharmacy as a tool to bring lost souls to the grace of Jesus Christ, and to build others up in their faith, (Ephesians 4:29) to in turn, run together the race that is set before us. Looking to Jesus, the forgiver of all our sins, the Author and Finisher of our faith (Hebrews 12:1-2), we vow to be the lights of the world as our light may shine before men so they may see Christ (Matthew 5:14-16).

- University of Kansas CPFI Chapter Mission Statement

Our passion and our purpose is to grow in faith as Christian pharmacy professionals. To promote fellowship among Christian pharmacists, pharmacy students, and their friends and families through Bible study, prayer and worship. To identify issues in the profession requiring group prayer. To encourage pharmacists and pharmacy students to share and present the gospel in their pharmacy practice. To promote involvement in the international organization and mission opportunities. To subscribe to the articles of faith as seen in the constitution of CPFI.

- Mercer University CPFI Chapter Mission Statement

The CPFI Mercer Chapter exists as a student organization on the Mercer Atlanta campus that is purely devoted to the glory of God. We hope to serve as a reflection of God's love, patience, and mercy to all our peers, professors, administrators and friends. We hope to accomplish this through meeting weekly and sharing in a message, from social fellowship with one another, Bible study and reaching out to the community.

Throughout the academic year the student officers should plan to engage in regular meetings and pray as a team for the chapter and university. Additionally,

each officer should maintain a folder relating to the responsibilities of their officer position that can be passed onto to future leaders. One of the most important responsibilities for the longevity of student chapters is the nurturing of future leaders. **Prospective officers should be evaluated on the basis of desire, commitment, and I Timothy 3. The importance of prayer for future leaders cannot be overstated.**

2. Potential Student Officer Positions

The officer positions at each student chapter should be tailored to fit the specific needs of the chapter. It is advisable to have the core officer positions (President, Vice President, Secretary, and Treasurer), however other positions may vary. Each chapter should have a National Student Council representative, but this does not necessarily need to be a separate position. For example, The University of Oklahoma made the National Student Council Representative part of the Vice President's responsibilities. Your student chapter may need two vice presidents or an officer for prayer requests. Please refer to appendix N for specific suggested officer positions and potential responsibilities for position.

3. Chapter Committees or Teams

Committees and/or teams are important for focusing on completing specific goals or projects and a key way to involve all members in order to help make membership in the CPFI chapter a part of their personal ministry. For most committees/teams it is well advised to have a Chair who acts as the main point person, delegates responsibilities, coordinates communication, and takes responsibility for any tasks not completed. An Assistant Chair(s) is recommended to assist the Chair with tasks. The committee/team's members are the vital workforce for completing individual responsibilities and providing suggestions for improvement. Refer to appendix L for specific examples of committees and teams for CPFI student chapters.

B. Leadership Principles

Communication is key to a successful ministry. Some tips to improve communication include providing calendars with activities to all members, maintain a bulletin board in the school of pharmacy with information on the chapter, provide regular email updates to the chapter, advisor(s), and mentor(s), utilize technology such as facebook and Skype, and ensure officers and committee members are aware of their responsibilities.

Scheduling can be a large challenge. Given the demands of pharmacy school, pharmacy organizations, and other obligations, finding a time for meetings and activities that works for all members is often difficult. At the start of the academic year, work with the school's administration and other organizations to determine a specific time that can be designated for your chapter's meetings. **Consistency** in your meeting time can be very beneficial. However, utilizing **variety** in both timing and type of other chapter activities, such as outreach events and fellowship activities can help meet the needs of more members. Of course, always remain mindful that the **quality** of your meetings and activities should be of primary concern.

C. Program Ideas

Bible study is one of the primary activities of student chapters. The Bible studies should be relevant, such as dealing with stress, and avoid divisive issues that are not a matter of salvation. Rotating the leadership role for the Bible study can allow more to serve, provide additional insights, and divide the responsibility. Incorporating guest speakers from the community or asking the chapter advisor(s) or mentor to speak can help add to the studies (refer to appendix O). In addition, providing food or even snacks can be appealing to those only mildly interested in the student chapter.

Please refer to appendix M for numerous specific program ideas for outreach, fellowship, publicity, and fundraising.

D. Finances

Fundraising, managing the chapter treasury, and budgeting shall be done according to the student organization policies of the chapter's institution. Each chapter is autonomous from CPFI with respect to financial matters. No payment to CPFI is required from a local chapter to be recognized, and no funding is provided from CPFI to assist with the expenses of a chapter. Student chapters that charge a separate chapter membership fee may not charge an amount greater than the CPFI student membership rate.

School Chapters are not permitted to use the CPFI tax ID number. Chapters may obtain their own tax number or use a number provided by their institution for student organizations.

E. Scholarship Committees

1. Student Committee Scholarship

a. Purpose

The purpose of the scholarships is to encourage Christian pharmacy students to pursue a career that advances the Kingdom of Jesus Christ and the profession of pharmacy. CPFI believes the best way to achieve this goal is to offer scholarships to students who aspire to pursue such a career. Therefore, Christian pharmacy students are invited to submit applications for scholarships and, with the advice of an instructor or mentor, develop a plan or project that will provide the opportunities to develop the perspective, character and skills to achieve this goal.

b. Qualification of Applicants

The applicant must be a student in good standing in an accredited pharmacy college/school or training program. The applicant must be a current member of the national CPFI organization. Preference will be given to students who have been a member over a sustained period of time

and/or a member of a college chapter of CPFI; however, new members are encouraged to submit applications as well.

c. **Contacts for Additional CPFI Student Scholarship Information**

Nena Lindrose, CPFI Administrative Director
Christian Pharmacists Fellowship International
PO Box 24708
West Palm Beach, FL 33416-4708
Telephone: (888) 253-6885
E-mail: Nena_Lindrose@pba.edu

Daniel Spadaro, Scholarship Committee Chairman
UAMS - Slot 522
4301 W. Markham St.
Little Rock, AR 72205-7122
Telephone: (501) 686-6491
E-mail: SpadaroDanielC@uams.edu

2. Missions Committee Scholarship

a. **Qualification of Applicants**

Applicants must be CPFI members and must subscribe to the CPFI Doctrinal Statement. Funding is granted solely in accordance to the funding guidelines set forth by CPFI. The CPFI committee on International Outreach will review and approve all funding requests.

Types of request that might be made include (but are not limited to):

- Assist missionary pharmacists/families with travel.
- Assist pharmacists desiring mission experience (travel).
- Assist student travel to the mission field.
- Provide mission pharmacists with drug information resources (acquisition and freight).
- Provide bibles, testaments, tracts, Sunday School materials, etc. for missionary pharmacists.
- Provide essential equipment to missionary pharmacists.
- Partial payment for emergency medical care for missionary pharmacists and/or family not covered by their supporting agency.

b. **Pharmacy Missions Resources**

The CPFI scholarship application, a collection of pharmacy missions resources, and an article on establishing a missions rotation is located in appendix F through I. A great resource is Global Health Outreach (GHO), a ministry of the Christian Medical and Dental Associations (CMDA). GHO in cooperation with CPFI, the Nurses Christian Fellowship and Fellowship of Christian Physician Assistants organizes and promotes one to two week medical missions projects.

F. National Conferences & Retreats

1. Annual CPFI Meeting

CPFI has an annual meeting generally in June at a rotating location. Like other professional meetings there are educational sessions and networking opportunities, but unique to CPFI's annual meeting is the unlimited time for fellowship, spiritual growth, worship, and fun!! In addition to a chapter advisor and mentor training session, there are specific times and activities designated for students and recent graduates.

Professional members contribute funds toward the cost for students to attend and after the meeting the amount given is divided evenly by the number of students at the meeting. Then a check is mailed to each student.

2. CPFI Student Retreats

a. Annual Student Retreat

In the fall CPFI partners with a student chapter to host the annual CPFI student retreat, which also includes advisors and professional members. In order to host the retreat the chapter needs the backing of the school or at least a couple faculty and/or local professional members to assist with the cost and planning. The retreat incorporates into one weekend fellowship, education, worship, and service.

Generally the retreat starts on Friday evening with a fellowship activity, such as attending a local Christian concert. On Saturday, there is usually a light breakfast and a CPFI board member presents an update from CPFI "headquarters" followed by a time for each chapter to share (struggles, successes, helpful info, etc). Then there is a lunch generally on campus followed by an educational session that is related to integration of faith and pharmacy practice. In the afternoon, there is usually a service project followed by dinner and fellowship (fun) event. On Sunday morning there is another light breakfast and worship service. Please contact CPFI for additional information.

The students attending the retreat are responsible for the retreat's registration fee (generally kept low), travel cost, and housing arrangements. The retreat's registration fee covers the cost of activities and most meals. There is generally a progressively higher fee for students who are not members of CPFI and professional members. There is typically a deficit between the funds collection through the registration fees and the cost of hosting the retreat. This deficit is split by the hosting chapter/university and CPFI. Further details can be obtained by contacting the CPFI Student Chapter Advisory Committee.

b. Regional Student Retreats

CPFI has had a long history of student chapters within a region getting together for regional retreats. This provides a time, in addition to the annual student retreat, for students and advisors to come together for fellowship, encouragement, worship, prayer, and idea sharing. One key way to facilitate these retreats is by ensuring your region has a student regional director. Student regional directors are responsible for initiating

email or phone communication between the student groups in their area. Additional information on student regional directors is included in “National Student Leadership Opportunities within CPFI” located in appendix K and information including a regional map is provided on the CPFI website under the Students tab.

3. CPFI Prayer Breakfasts

a. National Conferences

CPFI hosts prayer breakfasts at many national meetings, including but not limited to APhA, AACP, and ASHP. These breakfasts date back to the very start of CPFI. Since members are already traveling to attend a particular professional meeting, it makes sense to seize the opportunity to have a prayer breakfast in order to facilitate fellowship, spiritual growth, worship, witnessing, and much more. Please check the CPFI website regularly for updates and information will be emailed to you regarding upcoming breakfasts.

b. State Pharmacy Meetings

CPFI currently hosts breakfasts at several of state pharmacy meetings, which provides a wonderful time of worship and outreach. After the great success the University of Wisconsin’s CPFI student chapter had regularly hosting a CPFI prayer breakfast at the Pharmacy Society of Wisconsin meeting, the CPFI Board has agreed to allow student chapters the awesome opportunity to host CPFI prayer breakfasts at pharmacy meetings in their state. This can also serve as an occasion for chapters within a state to serve together. A “how to” document on hosting a prayer breakfast at your state’s pharmacy meeting was created (refer to appendix J) and a CPFI student chapter prayer breakfast point person is ready to assist any chapter.

4. Global Missions Health Conference

Every November over a thousand healthcare professionals at all levels of training and practice attend the Global Missions Health Conference at the Southeast Christian Church in Louisville, KY. Many CPFI members come to the meeting, CPFI has an exhibitor’s booth, and the CPFI Board of Directors has a meeting the day before the conference starts, which is open to all members to attend. Please see the online snapshot of this conference at www.medicalmissions.com to get a sense of who will be there and what to expect. This is an amazing opportunity to explore God’s call on your life and spend time with people following Christ as medical missionaries in the United States and around the world!

G. Typical Year’s Program: A Guide for Chapters to Consider

1. Summer

- a. Over the summer, the **leadership team** should have at least one meeting and correspond via email and/or phone. The leadership team should consist of chapter officers, chapter advisor(s), local professional members including recent graduates, and potentially a student representative from each class.

- During the planning meeting(s) there should be an evaluation of the previous year and goal setting for the upcoming year (consider drafting a mission statement as stated in chapter 3 section A1). This initial discussion should be followed by setting specific goals, deadlines, and delegation of responsibilities.
 - After the planning meeting(s), it is beneficial to email the entire chapter stating your goals, providing important dates, requesting feedback, and notifying the membership of your plans for outreach to the new incoming class of pharmacy students.
- b. Attend CPFI Annual Meeting in June.
 - c. Plan with the administration for outreach to the new pharmacy students. Possibly provide a presentation during welcome week or participate in an organizational fair. Consider prescription bottle outreach discussed in publicity section of appendix M.
 - d. Update your CPFI bulletin board, if your school provides a bulletin board or similar forum. Additionally, update your student chapter's website or facebook space if applicable.

2. Fall

- a. Outreach to new incoming class of pharmacy students.
- b. Plan with administration and other school of pharmacy groups to have a specific time for CPFI meetings in order to avoid conflicts.

During CPFI meetings, a standard design is 5 to 10 minutes for students to talk with one another and have refreshments, 15 to 20 minutes of devotional time, 15 to 20 minutes on chapter activities, and 5 to 10 minutes for prayer requests and closing in prayer. Ensure your meetings are well publicized and make an effort to provide food or snacks, especially for the first couple of meetings. Consider having an officer, such as the secretary, send welcome or thank you for participating cards to those who attend your chapter's meeting.

Contemplate having special meetings/worship services as opportunities or needs arise. Incorporating guest speakers, such as local pharmacists or recent graduates, can be beneficial. Distribute Student Chapter Guest Speaker form in appendix O to local practicing pharmacists the chapter members feel would be valuable speakers and/or contact the CPFI office to obtain a list of guest speakers.

- c. Maintain your formal status as a CPFI student chapter.
 - Ensure your chapter is properly registered with the university and college of pharmacy.
 - Complete the CPFI Student Chapter Application/Update Information Form (refer to appendix B). Follow up with CPFI throughout the year if there are changes, such as a new advisor, and for any needs/questions. If your chapter's National Student Council (NSC) representative does not receive an email from the NSC chair by September, then follow up with the CPFI office.

- Have a chapter officer collect all the student applications and dues at the start of each semester then turn the materials over to your advisor (refer to appendix M).
- d. Consider inviting students, faculty, administration, and local professional members to join the student chapter in an annual induction ceremony to formally welcome new members into the community of faith.
- e. Publicize and plan to attend the Annual CPFI Student Retreat, which generally occurs in September or October.
- f. Through the NSC's coordination, many chapters participate in Operation Christmas Child in early November.
- g. Publicize and plan to attend the Global Missions Health Conference in November.
- h. Conduct other chapter activities as the leadership team planned over the summer and suggestions are available in appendix M.

3. Spring

- a. Continue regular meeting times, recruitment of members, and chapter activities.
- b. Consider coordinating a regional student retreat or other collaboration with student chapters in your region (refer to chapter 2 section D6).
- c. Prepare to maintain your fellowship with students who are going on rotation and graduating. Students on rotation and recent graduates often feel removed from their chapter's fellowship, which is worsened by the fact that they are going through a transition from student to professional that is riddled with uncertainty.
 - Refer to specific suggestions of an alumni resource book, rotation roundtable, and P4 liaison position (refer to appendix L, M, and N).
 - Provide graduates with the Student Chapter Guest Speaker forum in appendix O to encourage their continued involvement with the chapter.
 - Consider having a special dinner for the chapter to recognize chapter members who are graduating. The CPFI office can be contacted to obtain a complete list of chapter members who are graduating. Additionally, during this meeting there can be recognition of advisors, guest speakers, and others who contributed towards the chapter throughout the year.
- d. Participate in rotation promotion outreach (refer to chapter 3 section C1).
- e. It is recommended the election of chapter officers should occur in the spring thus allowing time for the outgoing officers to train the new officers and time for the leadership team to make arrangements for summer planning. Specific officer positions and suggested election procedures are detailed in the student chapter bylaw template in appendix C and N.

After elections, email the advisor(s), chapter members, any involved mentors or professional members, and CPFI headquarters to notify of the

new officers. The new NSC representative should email the NSC chair to provide their name, email address, and chapter they represent.

- f. Publicize and plan to attend the CPFI Annual Meeting in June. Encourage members and upcoming graduates to prayerfully consider national/international leadership roles within CPFI (refer to appendix K).

Appendix

A. CPFI Membership Online Application Guide

To become a member of CPFI a student must complete the membership application and the dues are \$30 per year. CPFI strongly encourages student members to utilize the CPFI website to apply for and renew their membership. Utilization of the online application process will help to avoid common errors that can slow or hinder the application process, such as: failing to acknowledge the articles of faith, illegible handwriting, and not including the expected graduation date. Additionally, applying online equips individual student members with the tools needed to use all the resources available on the CPFI website.

CPFI suggest students use a permanent address on their membership applications, such as a parent's home rather than an on-campus location that changes annually. Additionally, students should include two email addresses in order to enable CPFI to follow up more easily with student members that recently graduated.

Renew Your Membership or Join CPFI on the Web in 3 Simple Steps:

1. Navigate to the CPFI home page: www.cpfi.org
2. Click on the Student Center
3. Click Join Now if you are not already a member or Renew Now for existing CPFI members.
 - a. Join Now: New members will be asked to provide an e-mail address. A new member profile will then be generated, and the new member will need to provide the required information.
 - b. Renew Now: Current or previous members will be asked for their username and password. A renewal form will then be populated with member information. Please review your profile to make sure your information is up-to-date.
 - c. When your profile is complete, you will be transferred to a secure site where an electronic check or a credit card payment can be made.

Appendix

B. CPFI Student Chapter Application/Update Information Form

Form Page 1 of 2

CPFI Student Chapter Application/Update Information Form

This form is to be completed annually then faxed to 561.803.2738 or mailed to Christian Pharmacists Fellowship International at Palm Beach Atlantic University PO Box 24708 West Palm Beach, FL 33416-4708

Name of University: _____

Name of Student Chapter: _____

Name of Advisor(s) plus their mailing address, phone number, and email address: _____

Name of Officers and their phone numbers and email address or addresses:

President: _____

Vice President: _____

Secretary: _____

Treasurer: _____

National Student Council Representative: _____

Other Officer Positions: _____

Chapter Website (if applicable): _____

Chapter Facebook or Myspace Page (if applicable): _____

Form Page 2 of 2

What is your chapter mission statement or what is the specific role God has for your chapter?

Prayerfully consider the following:

If a member has a desire to serve as a Student Regional Director, provide their name & contact information:

Would your chapter like to lead a CPFI prayer breakfast at a state pharmacy meeting? Yes / Not at this time

Would your chapter like to be partnered with a CPFI student group in another country? Yes / Not at this time

Please feel free to use the following to share any information you would like about your chapter (such as struggles, prayer requests, praises, activities, request supplies, and so forth):

(Your student chapter name) _____
would like to submit this written request to become or remain a CPFI Student Chapter with the CPFI organization for the academic term beginning _____ and ending _____.

Signature of President or Other Key Officer

Date

Signature of Advisor

Date

Appendix

C. CPFI Student Chapter Bylaw Template

Please adopt the following bylaws template to meet specific needs of your student chapter. CPFI encourages individuality as each chapter seeks to fit the unique role God has for the chapter and its membership; however, the following sections are to remain unaltered:

Purpose

Articles of Faith

Officers: not including subsections “officer positions” and “election of officers”

Remember CPFI is here to help you along the way and may God bless your student chapter!



CPFI Student Chapter Bylaws **(Your School Name) School of Pharmacy**

Purpose

The purpose of CPFI student chapters is to motivate and equip pharmacy students to practice faith in Jesus Christ in their personal and professional lives. The purpose is also to encourage and develop an active Christian witness and evangelism through prayer, Bible study, outreach and fellowship. The chapter should be evangelical in outlook and purpose; and activities consistent with this biblical view are encouraged and promoted. Student chapters are an opportunity for Christian students to have a common affiliation with like-minded students of their school of pharmacy and also with those of other schools of pharmacy throughout the United States and abroad.

Articles of Faith: Members of CPFI adhere to the following beliefs

- ◆ We believe the Bible, in its original languages to be the inspired, inerrant Word of God, the only infallible and authoritative rule of faith and conduct.
- ◆ We believe in one God, maker of all things, eternally existent as: Father, Son, and Holy Spirit - the Holy Trinity.
- ◆ We believe in the deity of our Lord Jesus Christ, true man and true God; conceived of the Holy Spirit, born of the virgin Mary.
- ◆ We believe that the Lord Jesus lived a sinless life, performed miracles, was crucified for our sins, was buried, bodily resurrected, and ascended to the right hand of the Father.
- ◆ We believe that man is made in the image of God and that since the fall, all men are born as sinners unable to save themselves.
- ◆ We believe in the personal salvation of believers through the substitutionary sacrificial death and shed blood of Jesus Christ - being justified by faith alone.
- ◆ We believe in the future return of the Lord Jesus in power and glory.
- ◆ We believe in the presence and power of the Holy Spirit, indwelling each believer, transforming us and enabling us to live a Godly life.
- ◆ We believe in the bodily resurrection of the just and the unjust; those who are saved to everlasting blessedness and those who are lost unto the resurrection of damnation.
- ◆ We believe in the spiritual unity of believers in our Lord Jesus Christ.

History of the CPFI Student Chapter of the _____ School of Pharmacy

(Write a brief history of your chapter)

Officers

While all students, faculty and staff are invited to attend our chapter activities, it is required that all chapter officers of our chapter be members of Christian Pharmacists Fellowship International.

Code of Conduct of Chapter Officers

It is required the chapter officers uphold the policies and ethical statements of Christian Pharmacists Fellowship International.

Officer Positions

(Individual chapters are encouraged to determine the officer positions needed for their chapter. The following list is suggestions only, although CPFI strongly recommends having at minimum a President, Vice President, Treasurer, and National Student Council Representative.)

President

- Oversees all events, teams, and committees
- Prepares for and leads meetings, provides Secretary with information for the meeting agenda
- Seeks to stimulate spiritual growth and regularly commits to prayer for chapter
- Completes the CPFI Student Chapter Application/Update Information Form
- Communicates with administration, student organizations/fraternities, and other CPFI student chapters within the area
- Represents CPFI at university leadership meetings

Vice President

- Assists President; Assume the role when needed
- Oversees/coordinates devotionals and Bible studies
- Leads recruitment of new members and attempts to increase retention rate
- Order annual chapter t-shirts

Secretary

- Types and distributes meeting agendas prior to meetings
- Records and distributes meeting minutes following meetings
- Coordinates food and beverages for meetings
- Creates and updates a chapter member information sheet
- Distributes cards for birthdays and to welcome visitors
- Maintains an alumni book and communicates with chapter alumni

Treasurer

- Manages chapter funds: keeps a log of chapter accounts, procures money from petty cash, handles receipt of refund checks, and assists in distributing any chapter funds raised for mission trips
- Collects student membership applications (assures accuracy) and dues. After collection, mails applications and dues to the CPFI office
- Collects and deposits chapter dues and maintains records
- Assists with election meeting by providing records to assure a quorum is present and members in good standing are allowed to vote

National Student Council Representative

- Responds to email communication from NSC chairperson and communicates NSC announcements to the chapter
- Encourages chapter involvement in national student outreach with Operation Christmas Child
- Updates chapter on events such as CPFI Annual Meeting, CPFI Annual Student Retreat, regional student retreats, and prayer breakfasts.
- Notifies NSC chairperson and the CPFI office of any substantial changes within your chapter (i.e. new advisor)

Events Coordinator

- Plans and organizes fellowship activities

- Creates, distributes, and posts monthly calendars of chapter activities
- Prepares flyers to publicize important events
- Announces meetings and events to the school of pharmacy and pre-pharmacy students

Outreach Coordinator

- Plans and organizes community outreach events, including assisting NSC representative with Operation Christmas Child
- Chairs Prayer Team by promoting prayer cards to student body and leading chapter in prayer over the requests

Missions Promoter

- Maintains a record of members planning missions trips (act as an encouragement and resource)
- Organize missions fundraisers to raise funds for chapter members participating in missions trips
- Research and announce missions opportunities to the chapter
- Encourage attendance at the Global Health Missions Conference in November

Historian/Publicist

- Updates and maintains chapter promotional materials
- Organizes and maintains chapter records (photographs, files, etc.)
- Maintains an electronic forum to exchange chapter photographs, such as Kodak, Snapfish, etc.
- Assists Events Coordinator in announcing events and meetings to all pharmacy and pre-pharmacy students

Webmaster

- Updates and maintains chapter website
- Establishes chapter email listserv at the start of each semester
- Assists Historian/Publicist in maintaining chapter records

P4 Liaison

- Keeps open communication between P4s and the chapter
- Provides guidance to chapter, if needed
- Encourages P4 involvement with the chapter

Election of Officers

Officers will be elected annually during the month of (*name of month*). Prior to this time, the current officers, advisor, and members will be prayerfully preparing for the election meeting and future leadership.

An election meeting can be held during any regularly scheduled meeting, with the condition that the chapter membership is notified at least two weeks prior to the meeting that elections will be held during the meeting. Nominations for a position can be made by anyone prior to or during an election meeting. In order for election results to be validated, a quorum (50% of members in good standing) must be present at the election meeting. After all nominations have been submitted, voting will proceed via a secret ballot and only members in good standing will be allowed to vote. The candidates receiving the majority of votes will serve in the position to which they were nominated. The advisor and current president will count the votes and notify the chapter membership of the results.

Membership

To become a chapter member, a student must first become a CPFI student member through completion of the membership application and payment of annual student dues.

To become a chapter member, (*Will your chapter have requirements or charge dues? If so the requirements should be no more stringent than CPFI's requirements nor should chapter dues exceed CPFI student member dues*)

Amending Bylaws

Bylaws can be amended by presenting the proposed amendment in writing to the chapter membership at least two weeks prior to the meeting in which the bylaw amendment will be discussed. During the meeting the bylaws will be amended by a two-thirds (2/3) vote of the student members in good standing. The amended bylaws will be sent to the CPFI office by the president and sent to the chapter membership via email. The amended bylaws will be effective immediately.

Submission of Bylaws

We submitted a copy of these Bylaws to the Dean of *(name of school)* and to the CPFI office on *(day) of (month & year)*.

Respectfully,

(name)

Campus Advisor

(name)

(Title of officer position)

(name)

(Title of officer position no. 2)

Appendix

D. Example Chapter Constitution

Provided by the Ohio State CPFI Student Chapter

Article I – Name, Purpose, and Non-Discrimination Policy of the Organization

Section 1: Name

Christian Pharmacist Fellowship International at The Ohio State University

Section 2: Purpose

Christian Pharmacists Fellowship International (CPFI) is a worldwide ministry of individuals working in all areas of pharmaceutical service and practice. Our mission is to:

- Provide fellowship among like-minded professionals
- Challenge and promote spiritual growth
- Encourage the advancement of knowledge and ethics in the practice of pharmacy
- Encourage evangelism and the integration of faith into practice
- Provide support and opportunity for service in both home and foreign missions

Section 3: Non-Discrimination Policy

This organization and its members shall not discriminate against any individual(s) for reasons of age, color, disability, gender identity or expression, national origin, race, religion, sex, sexual orientation, or veteran status. We encourage the practice of Christian beliefs and would like to share them with anyone interests. It is highly encouraged that officers personally affirm Christianity.

Article II – Membership: Qualifications and categories of membership

Voting membership is limited to students currently enrolled in the Doctorate of Pharmacy Program at The Ohio State University College of Pharmacy. Students must be up to date on their fees and in good standing in both this organization and in the College of Pharmacy. Others, such as faculty, alumni, professionals, etc. are encouraged to become members, but as non-voting associate or honorary members. For educational and leadership development reasons, this organization is student initiated, student lead, and student run.

Article III – Organization Leadership: Titles, terms of office, type of selection, and duties of the leaders.

Organization leaders represent the Executive Committee and general membership and are elected from the ranks of the organization’s voting membership.

President

Length of term: One year. Elected during the last meeting in May.

Duties: Inform the members of events, keep organization status active, delegate responsibility, promote the spiritual growth of the other leaders, help out other officers where there is need, and take on any other desired responsibilities.

Vice-President

Length of term: One year. Elected during the last meeting in May.

Duties: Take on the duties of the President when he/she is unable to perform them, help out other officers where there is need, and take on any other desired responsibilities.

Treasurer

Length of term: One year. Elected during the last meeting in May.

Duties: Keep track of the budget/checkbook, keep receipts, apply for funding, help out other officers where there is need, and take on any other desired responsibilities.

Events Coordinator

Length of term: One year. Elected during the last meeting in May.

Duties: Organize at least one social event per quarter, help out other officers where there is need, and take on any other desired responsibilities.

Secretary

Length of term: One year. Elected during the last meeting in May.

Duties: Keep general notes of each meeting, help out other officers where there is need, and take on any other desired responsibilities.

Article IV – Executive Committee: Size and composition of the Committee

This Committee represents the general membership and conducts business of the organization between general meetings of the membership and reports its actions at the general meetings of the membership. It is comprised of the organization leaders, faculty advisors, and Standing Committee Chairs.

Article V – Standing Committees: Name, purposes, and composition

Spiritual Growth Committee

Purpose: Promote the spiritual growth of all members.

Composition: One chairperson appointed by the executive committee and as many dedicated committee members as is deemed appropriate by the executive committee

Grace Clinic Committee

Purpose: Promote Grace Clinic and manage volunteers from the organization

Composition: One chairperson appointed by the executive committee and as many dedicated committee members as is deemed appropriate by the executive committee.

Article VI – Adviser(s): Qualification Criteria

Advisers must be members of the university faculty or administrative & professional staff. The advisers are to support the growth of the members in the practice of pharmacy and the Christian faith.

Article VII – Meetings of the Organization: Required meetings and their frequency

One meeting of the membership is required for each of the months of October, November, January, February, April, and May. Extra meetings are encouraged. One meeting of the executive committee is required each quarter, except summer quarter.

Article VIII – Method of Amending Constitution: Proposals, notice, and voting requirements

Proposed amendments should be in writing, copies of the original and the changed constitution shall be distributed to each member of the executive committee and at least 72 hours must lapse before the students of the executive committee votes on the change(s). Two-thirds of the students of the executive committee or three-fourths of the votes must pass it in order for it to go into

effect. The voting window must be at least 72 hours or until all eligible votes have been received. The President shall acquire the votes and then send out a list of the votes to the executive committee. This is to prevent tampering with the vote and false accusations of tampering with the vote. This constitution should not be amended frequently.

Article IX – Method of Dissolution of the Organization

This organization shall dissolve if there are less than three members or the adviser leaves and no replacement can be found. Members can still be active in the national organization. The executive committee will vote on a charity to distribute the remaining assets.

Bylaws

Article I – Membership

New members must sign-up to become a member. There are no chapter dues, however if the member wishes to become a national member then he/she may request a form from the Chapter President. Members will be terminated upon graduation, expulsion from the University, or their own request to withdraw.

Article II – Method of Amending the Bylaws

The bylaws can be amended at anytime by a simple majority of the Executive Committee.

Appendix E

E. Ten Suggestions to Serve as an Outstanding Advisor

Created by the 2007-08 CPFI National Student Council

1. Pursue God and how He would have you serve as an advisor.
2. Establish a personal commitment to regular prayer for the student chapter and its members.
3. Remain in contact with CPFI.
 - Read the CPFI publications and regularly visit the CPFI website.
 - Seek to attend the CPFI Annual Meeting and the CPFI Annual Student Retreat.
 - Remain in communication with other CPFI members, advisors, and recent graduates.
 - Ensure your student chapter annually completes and submits the CPFI Student Chapter Application/Update Information Form.
 - Review student membership applications and mail them to the CPFI office.
 - Convey your student chapter's needs to the CPFI office.
4. Remain in contact with your student chapter.
 - Have an open door policy to pray and talk with student chapter members as needed.
 - Periodically send emails to the student officers, especially if unable to attend meetings and/or events.
5. Take an active role in developing the leadership within the student chapter.
 - Assist in creating a mission statement for the chapter at the start of the academic year or when leadership changes.
 - Set goals with student chapter leaders each semester and advise on delegation of tasks.

- Assist with elections to provide guidance and ensure an effective, God centered process.
6. Attend the student chapter's meetings and events when possible.
- Assist in the planning for these meetings by arranging for a time to be set aside by your university for CPFI, help publicize meetings, organize for food or snacks, etc.
 - Help arrange for guest speakers by seeking out local pharmacists, faculty, and recent graduates. Also, the CPFI office can be contacted for a list of guest speaker volunteers.
7. Be familiar with and maintain records of the student chapter's outreach, fundraising, and fellowship activities in order to act as a resource for future members.
8. Encourage student chapter members to be involved on a national and international level.
- Support attendance at the CPFI Annual Meeting, CPFI Annual Student Retreat, and Global Missions Health Conference.
 - Maintain your chapter's involvement in the CPFI National Student Council.
 - Encourage one of your student members to serve as a Student Regional Director thus keeping your chapter in communication with other chapters in your region.
 - Promote chapter's involvement in a partnering relationship with an international CPFI student group.
 - Ask your chapter to consider hosting a CPFI prayer breakfast at a state pharmacy meeting or hosting a student retreat.
9. Support publicizing the student chapter within the university and/or college of pharmacy.
- Support participation in organization fairs.
 - Encourage the ordering of chapter t-shirts.
 - Suggest outreach to new pharmacy students at the start of the year.
10. **Please notify CPFI in advance if you will be leaving your current university** and assist in locating, at minimum, an interim advisor. Similarly, if your chapter is struggling, please reach out to CPFI headquarters and other student chapters in your area.

Appendix

F. CPFI Student Scholarship Application

Scholarship Application

**CHRISTIAN PHARMACISTS FELLOWSHIP INTERNATIONAL (CPFI)
SCHOLARSHIP COMMITTEE
REVISED POLICIES AND GUIDELINES 2008**

PURPOSE OF THE SCHOLARSHIPS

The primary purpose of the scholarship is to encourage Christian pharmacy students to pursue a career that advances the Kingdom of Jesus Christ and the profession of pharmacy. CPFI believes the best way to achieve this goal is to offer scholarships to students who aspire to pursue such a career. Therefore, Christian pharmacy students are invited to submit applications for scholarships and, with the advice of an instructor or mentor, develop a plan or project that will provide the opportunities to develop the perspective, character and skills to achieve this goal.

QUALIFICATION OF APPLICANTS

The applicant must be a student in good standing in an accredited pharmacy college/school or training program. The applicant must be a current member of the national CPFI organization. Preference will be given to students who have been a member over a sustained period of time and/or a member of a college chapter of CPFI; however, new members are encouraged to submit applications as well.

APPLICATION

The application includes the following items: (a) completion of the official application form, (b) a description of the plan or project as described below, (c) an email of support from the Dean of your institution, and (d) your resume' or Curriculum Vitae (CV). All items must be submitted electronically via the CPFI website (<http://www.cphi.org>). Preference will be given to plans or projects that are experiential in nature (clerkships, externships, or research involving subjects and patients) and are components of the curriculum, or may become a component of the curriculum. However, applicants are encouraged to submit proposals for other academic projects culminating in scholarly essays or papers on topics or issues relevant to pharmacy and Christian life. The plan or project must be described in sufficient detail in order for the committee to judge the merit of the application and Christian relevance. The plan or project must include the following elements:

1. Title
2. Objectives of the plan, project or essay/paper
3. Method or mode of achieving the objectives, and include a log, notes, or other means of recording data and information
4. Criteria or other means of indicating success of meeting the objectives
5. A typed report of the project or essay should include all of the points in this outline and be emailed to the national CPFI office within a month of completion of the plan or project. CPFI allows students to copyright all reports; papers and essays attached with or connected to a scholarship but retains the first right of refusal to publish all said report, papers and essays.

RESPONSIBILITY OF THE MENTOR AND DEAN

The mentor or dean should give guidance to the student in completing the application, plan or project, and writing the report. The importance of writing and publishing the report or essay should not be minimized because of its inherent value and encouragement to future potential applicants. Failure of a student to submit a report or essay will cause the student to be ineligible for future CPFI scholarships, and will be reported to the dean or administrator of the institution.

AMOUNT OF THE SCHOLARSHIP

The scholarship award will be in \$250 increments up to \$1000 depending on the nature of the plan or project and the number of applications. A budget representative of the cost of completing the plan or project will aid the committee in deciding the amount of the award.

APPLICATION DEADLINES

Applications should be electronically submitted via the website to arrive at the CPFI office as follows:

Deadline	Academic Term (semester or quarter)
October 1	January to April
March 1	May to August
June 1	September to December

Applicants will be notified soon after the committee has made a decision

**CHRISTIAN PHARMACISTS FELLOWSHIP INTERNATIONAL
SCHOLARSHIP COMMITTEE
SCHOLARSHIP APPLICATION FORM**

Name of Student:

Address:

City: State: Zip:

Telephone: email:

Are you a National CPFI member? Yes No How long?
(check one)

Institution:

Course #: Title: Credit Hrs:

Course Description:

Instructor/Mentor: Title:

Dean:

**CHRISTIAN PHARMACISTS FELLOWSHIP INTERNATIONAL
SCHOLARSHIP PROPOSAL TITLE PAGE**

Type of Proposal: (check one)

Experiential Program

Scholarly Project/Research Project

Title of Program/Project:

Date(s) of trip/project:

Objectives:

Brief Statement of the Plan, Project or Research in terms of how you will achieve the objectives:

Budget Item

Cost

\$

Attach additional information as needed to describe the plan or project.

Attach an email of support from the Dean of your institution.

Total: \$

Attach an email of support from your instructor/mentor for this project.

Office Use ONLY:

Date Application Received: ___/___/___

Initials of person who received: _____

Date Sent to Committee Chair: ___/___/___

Appendix

G. Missions' Committee Application

Christian Pharmacist Fellowship International
Missions Committee
APPLICATION

Please note that an acceptance or rejection of this application is not an endorsement or rejection of any denomination, person, or race. **Applicants must be CPFI members and must subscribe to the CPFI Doctrinal Statement.** Funding is granted solely in accordance to the funding guidelines set forth by CPFI. The CPFI Committee on International Outreach will review and approve all funding requests. Normally it will take about one month to approve or reject a request. Typically, the maximum amount that can be funded out of our tithe account is \$500 per request. Requests must be made in U.S. dollars. Generally, individuals will only be awarded one grant per year. This document can be printed and filled out by hand, or completed electronically (you will only be able to type in the shaded boxes). Disbursements will not be made to individuals, only to the sending agency.

Types of requests that might be made include (but are not limited to):

- Assist missionary pharmacists/families with travel.
- Assist pharmacists desiring mission experience (travel).
- Assist student travel to the mission field.
- Provide mission pharmacists with drug information resources (acquisition and freight).
- Provide Bibles, testaments, tracts, Sunday School materials, etc. for missionary pharmacists.
- Provide essential equipment to missionary pharmacists.
- Partial payment for emergency medical care for missionary pharmacists and/or family not covered by their supporting agency.

The grantee is required to submit a report to the Committee on International Outreach about how the funds were utilized and the ministry that was accomplished in the project,

Personal Data

Name _____ Date _____

Address _____

E-mail Address _____

Birth date _____ Sex M F Marital Status _____

If you have children, list full name and date of birth of each:

Church Affiliation (denomination): _____ Church Home: _____

Current Church Address : _____ Length of time at this church: _____

(Street)

(City)

(State)

(Zip)

(Phone)

List your involvement in this church: _____

Support Request

Project Title: _____

Sponsoring Organization (Mission Board or group): _____

(Street)

(City)

(State)

(Zip)

Project Dates (Start and stop or length of term) _____ Date Support begins _____

Total estimated cost of the project: \$ _____ Amount requested in this funding application: \$ _____

Total funding received to date for the project: \$ _____ [If approved funds will be sent to this address.]

***** Please attach a budget and a brief statement about how requested funds will be used. *****

Is your sponsoring organization a member of any of the following: (see note at the end of page 3)

- Evangelical Council for Financial Accountability Interdenominational Foreign Missions Association
 Evangelical Foreign Missions Association Other: _____

Intended Ministry

Geographical location (country, province or state, city or town) _____

People (name of ethnic group and approximate population) _____

Predominant religion _____

Percentage of nominal Christians _____ of Evangelicals _____ (if known)

Responsiveness to the Gospel (check one)

- very receptive positive indifferent negative hostile

What active steps have you taken to acquaint yourself with the area, culture, and people to which you will be going? _____

Type of personal outreach ministry: (Please check the type(s) of personal outreach ministry you expect be involved with.)

- | | |
|---------------------------------------------------------------|----------------------------------------------------------------|
| <input type="checkbox"/> evangelism within the ethnic group | <input type="checkbox"/> media (printing, radio , film, etc.) |
| <input type="checkbox"/> evangelism to a cross-cultural group | <input type="checkbox"/> theological education |
| <input type="checkbox"/> church planting | <input type="checkbox"/> equipping the national church leaders |
| <input type="checkbox"/> discipleship training | <input type="checkbox"/> Other: _____ |

Type of medical outreach:

- | | |
|----------------------------------------------------------------|--------------------------------------------|
| <input type="checkbox"/> Primary care outreach, urban setting. | <input type="checkbox"/> Mission hospital |
| <input type="checkbox"/> Primary care outreach, rural setting. | <input type="checkbox"/> Teaching hospital |
| <input type="checkbox"/> Medical/surgical specialty outreach. | <input type="checkbox"/> Other: _____ |

Qualifications

Education (List the schools you have attended vocational, college, graduate, Bible):

School	Course of Study	Dates	Degree
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Explain how this training relates to the ministry to which you are assigned: _____

What previous missionary experience have you had? _____

Explain how this experience relates to the ministry to which you are assigned: _____

What do you believe your spiritual gifts are and how have you been exercising them? _____

Christian Pharmacist Fellowship International
Missions Committee
APPLICATION

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- Provide Bibles, testaments, tracts, Sunday School materials, etc. for missionary pharmacists.
- Provide essential equipment to missionary pharmacists.
- Partial payment for emergency medical care for missionary pharmacists and/or family not covered by their supporting agency.

The grantee is required to submit a report to the Committee on International Outreach about how the funds were utilized and the ministry that was accomplished in the project,

Personal Data

Name _____ Date _____

Address _____

E-mail Address _____

Birth date _____ Sex M F Marital Status _____

If you have children, list full name and date of birth of each:

Church Affiliation (denomination): _____ Church Home: _____

Current Church Address : _____ Length of time at this church: _____

(Street) (City) (State) (Zip)
(Phone)

Appendix

H. Pharmacy Student Mission Resources

Prepared by Bill Altland

First, I strongly urge that you carefully read the “Pharmacists Handbook for Short Term Mission Projects” by Dr. Ron Herman. Second, read the paper, “Collaborative partnership for clinical pharmacy services in Kenya” by Pastakie, SD, Schellhase, EM and Jakait,B in Am J Health Syst Pharm 2009; 66:1386-90. Virtually every major and many smaller Christian denominations in the US, England and Europe have major commitments to medical evangelism in third-world and developing countries where volunteer pharmacists and student pharmacists might be welcomed as participants. If you will simply Google some phrase like “mission volunteers” you will find far more than you can address. Following are a few examples:

- <http://www.pallotticenter.org> / A Catholic Based program for volunteers
- <http://new.gbmg-umc.org/about/us/mv/> United Methodist Global Ministries Volunteers
- <http://vimtest.macgillicuddy.org/> United Methodist Volunteers in Mission
- <http://www.elca.org/> Evangelical Lutheran Church in America
- <http://www.pcusa.org/nvo/summerservice.htm> A service program of the Presbyterian Church
- <http://going.imb.org/> A huge mission endeavor of the International Mission Board of the Southern Baptist Convention. View this site thoroughly.
- <http://www.gabaptist.org/> Mission Board of the Georgia Baptist Convention
- <http://www.ipsf.org/> The International Pharmaceutical Students Federation currently seeking volunteers for a project in Uganda
- <http://www.transitionsabroad.com/> Has a wide variety of volunteer work abroad
- <http://www.vfp.org/> International Volunteers for Peace. No religious connection. \$330 just to get started plus travel and other fees
- <http://www.timmyfoundation.org/> Medical and non-medical volunteers to Guatemala and Ecuador
- www.medicalmission.ca / Based in Canada, Helps with organizing short term medical and dental trips "working with the local church" Suggested by Brooks Harrell.

The following is the names and addresses of former missionaries with whom I worked. It is my belief that everyone would be happy to respond to a request for information or advice. I believe

that several have now returned to the US for various reasons and some are no longer serving on the mission field.

- Ralph and Vivian Boyle, recently returned from 25 years of service as educators and church planters in Tanzania (yesuhai@gmail.com). Now living in Oklahoma, Ralph is interested in contact with students and has spoken at colleges of pharmacy.
- Patrick Brunson, former missionary hospital pharmacist and administrator in Tanzania for 10 years (brunson@ardmore.net). Has been a preceptor for students but not able to do that now, but is available for advice to students.
- Brooks and Brenda Harrell, long-term missionaries to Thailand (bbharell@mailcentral.biz). No longer involved in medical missions but involved in building up believers and new churches in northern Thailand. Available to correspond with students interested in Thailand.
- Dr. Anne Hendrick, currently involved in a major way with the Jesus Film Project in East Asia (ahendrick@pobox.com). She was formerly missionary pharmacist now working full-time in evangelizing. She would be glad to correspond with students, especially about the Jesus Film and East Asia.
- Harry and Pam Porter, established homes for AIDS orphans in northern Uganda and the Sudan (tentmakersonthego@hotmail.com). Harry is a pharmacist and Pam is a pharmacy tech. Involved now with Community Health Evangelism in Jinga, Uganda. Interested in corresponding with students and well as helping coordinate short term medical missions teams.
- Dr. Charles Sands, Dean, McWhorter School of Pharmacy at Samford University, who has done significant work in China and Korea and has placed pharmacy students on rotations in those countries(ccsands@samford.edu). He "would be delighted to correspond with pharmacy students."
- Ray & Sylvia Skinner, served as Director of Pharmacy Services for the government of the Solomon Islands. They are now residing in Western Australia (rayskinner@ymail.com). Ray encourages students and pharmacists to think about visiting and serving in the SI's (Solomon Islands) and will correspond with students who might be interested. Ray is a great resource for creative itineraries for traveling to the SI's.
- Dr. Christine Birnie, former chairlady of the CPFI Committee on International Outreach, who has organized numerous mission trips for groups of students of pharmacy (cbirnie@sjfc.edu). She is also chair for the Pharmacy Issues Group for the Global Health Missions Conference (GHMC). Contact Christine for more information on this conference or establishing a mission rotation. (Note: the GHMC is a great place to make mission contacts and become equipped for mission work. The conference is held annually every November in Louisville, KY)
- Dr. Ronald Herman, current President of CPFI who has served Chairman of the Missions Committee of CPFI, and he has conducted numerous trips with students and pharmacists to underserved areas of the world (Ronald-A-Herman@uiowa.edu).

- Bill and Sarah Altland are both pharmacists currently in Alaska www.whaletailpharmacy.com (bsaltland@hotmail.com). Bill and Sarah have served as long term missionaries in Congo and Haiti, and short term medical mission team member (Bill) to China and Brazil. They would be more than happy to correspond with any students.
- Keith Allhands, is/has been very active with CPFI (kwa@dch.org). Keith will work with Colleges of Pharmacy through CPFI as well as with CMDA's Global Health Outreach to help get educational credits for students who wish to participate on medical missions rotations.

One final suggestion: Join CPFI, attend annual seminars where you will meet and enjoy chatting with current and former missionaries and their families.

Appendix

I. Establishing a Mission Rotation

Christianity and Pharmacy

Volume 10, Number 2

Fall 2007

Planning a Pharmacy Missions Elective as an Advanced Practice Experience

Authors Christine R. Birnie, Ph.D. and Dana Brown, Pharm.D.

Many students and faculty members from around the country have posed the question: "Is it possible to participate in a medical missions trip as part of the fourth year rotation experience?" With an increased interest in participating in such projects, we thought it would be useful to provide readers with some of our findings from conducting medical missions elective rotations.

The possibility of setting up missions rotations depends upon the individual school's policies and regulations, as well as any state licensing restrictions that may apply. Starting the preparations early and talking with the school's experiential director are key components for this process.

For both students and preceptors, initial steps to be taken include:

1. Locate a mission destination, hospital and/or clinic that can serve as a location for the mission trip.
2. Identify students who are willing to participate in this type of rotation.
3. Identify a preceptor who is willing to oversee students on the rotation.
4. Ensure that both the school and its experiential director are supportive of this type of elective rotation.

1. Locate a mission destination or hospital/clinic

One of the best options is to locate a short-term medical mission trip during the timeframe of interest. There are numerous organizations and groups that conduct such trips each year. Groups such as Global Health Outreach, which works in partnership with CPFI, conduct 20-30 trips a year around the world (www.cmdahome.org) and have frequently taken students from various health professions on their trips. Mission Finder (www.missionfinder.org), a portal website for mission information, might also be a great resource in locating a site. In addition to pre-arranged short-term trips, mission hospitals and clinics often allow short-term medical visitors to come and serve at their facility. Associated mission organizations or local missionaries from area churches should be contacted to identify these opportunities. Additionally, attending the Global Missions Health Conference (www.medicalmissions.com) is another way to network and help identify missionaries or organizations participating in short-term trips.

2. Identify interested students

The next step is to identify students who are interested in the rotation, and to promote it among others so as to increase student interest. Advertising to the students via e-mails, fliers, and class announcements have proved to be a successful means of generating interest. Additionally, fundraising as a school or as a mission team, as well as regular team meetings will help with some of the expenses, build teamwork skills and help alleviate many of the concerns the students may have in considering a rotation such as this. Additionally, a faculty member may be willing to help secure grant funding for these types of trips.

3. Identify Preceptors

In order for a rotation to be established, it is imperative that a preceptor be identified. One option is to ask faculty members (practice or science faculty, or an administrator who may not usually precept) in the students' school to be a preceptor. If it is not possible to find a faculty member from the school, other options are to recruit a pharmacist from the local community or church,

or to determine if a pharmacist has already applied to serve on the same mission trip or site and see if he/she would be willing to serve in that capacity.

Additionally, some schools may allow other licensed health care practitioners such as physicians and dentists to precept. Consult individual school policies and procedures regarding this matter. If none of these options are successful, some schools' experiential directors may allow any of the above candidate preceptors to precept remotely. In this last option, the preceptor is not required to go on the mission trip with the student, but is allowed to oversee and assign tasks and projects from afar.

4. Gaining the support of the school and the Experiential Director

It is best to start working with the school and the experiential director as soon as possible. Their support for a rotation such as this should be confirmed and reaffirmed. State and other related rules and regulations should also be consulted to ensure that all requirements are met and all rules are followed with respect to eligibility of preceptors and rotation sites.

Rotation Schedule: An example rotation plan designed for a four-week rotation is listed below. Please note that the duration of the mission trip is not required to be the entire four weeks. From our experiences, the trips have ranged in duration from seven days up to three weeks.

Example Rotation Plan:

Week 1: Planning, preparing and researching the area of travel for the trip

Weeks 2 and 3: Mission trip

Week 4: Debriefing and finishing assigned projects

Projects that are typically assigned to students include a host of writing and speaking assignments in addition to the trip. Before leaving for the trip, during the first week of the

rotation, students are asked to design and prepare a Pharmacy Evangelism Tool (PET) to be used in the pharmacy setting that will further the Christian witness. Students have used wordless bracelets, Bible verses attached to pharmacy dispensing bags, Christian poems, hand-made crafts with verses inscribed on them, and evangelism pins, among others. Additionally, before leaving for the trip, they are asked to prepare a short paper or a presentation on the area or people group for which they will be working, and if applicable, to design a team building activity for the mission team to use prior to departure.

While on the trip, students are asked to complete a few other projects - keeping a journal, recording a patient case with both physical and spiritual assessments, implementation of their PET, and leading a devotional for the team. Upon their return, the rotation students will spend time writing about the use of the PET and the patient case, and will submit their journal. Additionally, students write an article for the CPFI Journal, and prepare a formal PowerPoint presentation to be given at the school upon their return. All of these projects and numerous one-on-one discussions help the students to process their experience and examine how they will continue to serve in missions long after they have graduated from pharmacy school.

Although each trip and rotation is unique, this has been the basic format that has been implemented successfully for several rotations. We hope that this information is useful to those looking to set up an elective mission rotation. We would be happy to answer any questions others might have and help customize a rotation that is appropriate for your needs.

Appendix

J. Guidelines for Student Chapters Desiring to Host a CPFI Prayer Breakfast

Created by Mande Williams

- Prayerfully consider hosting a prayer breakfast at a state pharmacy association meeting & reflect on the theme of the breakfast (i.e. “Believing in Our Profession”).
- Contact the state association to explore the feasibility of a prayer breakfast with leaders of the state association, find out what the challenges are, and identify whom to work with at the association. All planning should then proceed accordingly, in concert with the association including having the breakfast added to the meeting’s schedule of events.
- Obtain volunteers including students at your college or neighboring colleges, faculty, & local professional members then divide tasks.
 - Message: prepare message or arrange for guest speaker
 - Food: arrange for the food & beverage
 - Communication/Publicity: work with CPFI, correspond with the state association, & make arrangements with the facility
 - Funds: handle all funds for breakfast
 - Set Up & Clean Up Committee
- Contact CPFI to notify of your intent to host the breakfast & to obtain CPFI’s support, such as publicity for the breakfast (i.e. post breakfast on CPFI website).
- Come up with a menu (continental breakfast, coffee, juice, etc easiest) and contact local businesses for donations of food/beverages, paper items, etc.
- Contact hotel/conference center to determine the services, facilities, & associated cost.
- Prepare short devotion/message (practice on CPFI group at school) or arrange for a guest speaker.
- Prepare invitations to prayer breakfast to place in envelopes distributed to the attendees.
- Call conference center several days ahead of time to ensure plans are in place.
- Arrive at conference early to set up and ensure brochures are on tables for attendees.
- Also have sign-up sheets on each tables for attendees to sign with their name and contact information (afterwards please fax or mail this sheet to CPFI headquarters at 561.803.2738).
- Consider writing article about the breakfast to be published in the CPFI newsletter or journal.

Remember CPFI & the Student Chapter Prayer Breakfast Point Person are available to help you!

Appendix

K. National Student Leadership Opportunities within CPFI

CPFI encourages students to become a part of the organization's national/international leadership. The following will highlight some of the key forums for student leadership and opportunities after graduation.

CPFI National Student Council (NSC)

The NSC provides an exciting opportunity for student chapters to collectively work towards advancing student chapters in a God glorifying manner. The specific activities for the NSC are lead by the chairperson and assistant chairperson(s), which are student members of CPFI and are overseen by the CPFI Board of Directors. The NSC chairperson is elected by student members at the CPFI Annual Meeting. The assistant chairperson(s) is selected annually by the chairperson. The NSC consists of at least one representative from each student chapter or affiliated university. Each chapter determines independently how to appoint or elect their council representative. The **main responsibility of a NSC representative** is to communicate information from the NSC chair to the chapter and respond to the chair as needed.

The NSC's **general goals** include:

- Facilitate communication among the student chapters and CPFI headquarters
- Coordinate and lead student sessions at the CPFI Annual Meeting
- Coordinate a national student outreach event, such as Operation Christmas Child
- Serve as a personal resource for pharmacy students with concerns or problems
- Provide guidance to student chapters
- Promote fellowship between student chapters

Opportunities for student leadership through the NSC include serving as a chapter representative, chairperson, and assistant chairperson. Additionally, the NSC chairperson serves on the CPFI Board of Directors as the Student Representative.

Student Regional Directors

The rapid growth of student chapters has provided the opportunity for more regional interactions between CPFI student members. To help facilitate relationships between chapters, CPFI has created the opportunity for student members to serve as student regional directors, who are responsible for initiating email or phone communication between the

student groups in their area. This correspondence is intended to share ideas, support one another, and to determine if there is interest in having the students within a region come together for a dinner, outreach event, or mini-retreat. The student regional directors will be working with the assistance of a CPFI Student Chapter Regional Coordinator. The student regions are currently divided into the following regions, but subject to change as chapters expand:

South-Atlantic(S)	Southernmost	South(N)	South Midwest(N)
South-Atlantic(N)	North	South	South Midwest
South-East(E)	North-East(N)	North-Central	South-Central
South-East(N)	North-East(S)	North Midwest	South-West

On the CPFI website under the Students tab there is additional information on the student chapter regions, including a regional map. To serve as a Student Regional Director, a student should contact the NSC chairperson or the CPFI Administrative Director.

Opportunities for Students and Recent Graduates in Advancing Student Chapters

CPFI has been working on many outreaches to serve student chapters, students, and recent graduates/new professionals. The following are some of the leadership positions available for students and recent graduates to serve and description of the associated responsibilities. Furthermore, opportunities exist for students to serve under the following leadership positions. If you would like additional information, please email the CPFI office to be directed to the appropriate person.

- Student Chapter Regional Coordinator: Facilitate student chapter regional support networks and encourage/oversee student regional directors.
- Student Chapter Mentors/Guest Speakers Director: Recruit and coordinate professional members as chapter mentors and guest speakers to support the chapter advisor(s), sustain student chapters over time, build relationship with students, and encourage students by sharing how they keep a balanced life, incorporate their faith in practice, and so forth.
- Point Person for Student Chapter Led Prayer Breakfasts: Act as a resource and guiding source of encouragement for student chapters with a desire to host a prayer breakfast at a state professional meeting.
- Student Chapter Technology Committee: Work on utilizing technology to support and expand the ministry of student chapters, encourage nationwide/international fellowship between student chapters, and provide a support network for recent graduates (i.e. facebook and skype).
- International Chapter Partnership Coordinator: Manage the partnership of student chapters within the United States with international student affiliated groups to establish long-term relationships that foster fellowship, encouragement, sharing of testimony, and so forth.

- Student Missions Coordinator: Act as a resource for students with questions related to mission trips and help connect students with specific missionaries in the field or reputable mission organizations.
- Outreach to Recent Graduates Director: Outreach to those preparing to graduate to congratulate them, determine their career plans, and encourage their personal ministry with CPFI.

Opportunities on the CPFI Board of Directors and/or Committees

- CPFI Board of Directors: As stated previously the NSC chairperson serves as the Student Representative on the board. Additionally, student members are welcomed to attend board meetings and recent graduates have much to offer serving on the board. In June of 2009, two of the fifteen board members graduated pharmacy school in May of 2008.
- The CPFI Board of Directors has a variety of committees that offer opportunities for non-board members to serve. The committees are listed on the CPFI website under the Membership tab.

Appendix

L. Potential Chapter Committees/Teams

Committees and/or teams are important for focusing on completing specific goals or projects and a key way to involve all members in order to help make membership in the CPFI chapter a part of their personal ministry. For most committees/teams it is well advised to have a Chair who acts as the main point person, delegates responsibilities, coordinates communication, and takes responsibility for any tasks not completed. An Assistant Chair(s) is recommended to assist the Chair with tasks. The committee/team's members are the vital workforce for completing individual responsibilities and providing suggestions for improvement.

Welcoming Committee

Positions: 1 Chair, 2-6 Members

Goals and Description: Members are in charge of being extra friendly at meetings, holding open the door for attendees, and generally being 'welcoming.' Members also promote the meetings (post flyers, make announcements, invite classmates, etc.). The committee prepares and distributes prescription bottles during the first week of school when P1s are in orientation (refer to Program Ideas Section 3 Publicity).

Alumni Resource Book Committee

Positions: 1 Chair, 1 Assistant Chair, and at least 2 members

Goals and Description: Each spring P3 student chapter members fill-out their contact information and also sign a form which states they can be contacted by the chapter in the future regarding events and fundraising. The hope is to help the chapter keep in touch with alumni and gain additional support for the chapter. Additionally, it might open-up more doors for guest speakers/mentors for the chapter as alumni may be interested in sharing with students about their careers and faith.

Prayer Team

Positions: 1 Chair, 1 Assistant Chair, and 6 Members

Goals and Description: Encourage pharmacy students to submit prayer requests. The Chair will design and print the prayer cards (free at www.vistaprint.com). Establish and maintain prayer cards in various locations within the School of Pharmacy, such as the front of the classroom on the lecture boards, in the restrooms, etc. Prayer cards will be distributed to each school of pharmacy student at the start of each semester. The Chair will coordinate prayer meetings as needed/able and will divide prayer requests given to the members. Collection of prayer requests is the responsibility of the Chair and submission of prayer

requests can be done through designation of on-campus locker as the drop off location. The highest level of confidentiality is needed by all members.

Disaster Aid Team

Positions: 1 Chair, 1 Assistant Chair, and at least 3 Members

Goals and Description: Establish a system to communicate the needs of students to the team members, who will then work with chapter members to meet these needs following a disaster (i.e. provide rides, help with minor housing repairs, etc.). Team members need to ensure the pharmacy students are aware of this team and feel comfortable contacting the team.

School of Pharmacy Newsletter Committee

Positions: 1 Chair/Editor, 1 Assistant Editor, and at least 3 members

Goals and Description: Produce 2 publications per semester for the school of pharmacy. Each school of pharmacy organization, fraternity, and any other groups will be asked to submit upcoming events, announcements, pictures, or articles to the Chair/Editor. The committee members will prepare a devotional and/or other material for spiritual growth to be included in the newsletter. The committee will also prepare the CPFI student chapter information (upcoming events, announcements, articles, etc.) for the newsletter. The school's administration is also welcomed to include information. The Editor and Assistant Editor will compile all of the submitted items into a newsletter and seek the school's assistance in printing the newsletter. The newsletter will provide one source for information on all school of pharmacy news and challenges for spiritual growth/outreach through the devotional written by the team.

Chapter Affairs Committee

Positions: 1 Chair (elected by committee members), 1 Assistant Chair (appointed by Chair), 4 Members (to be elected by the chapter), and overseen directly by chapter advisor

Goals and Description: In the Fall, review the chapter bylaws and ensure all paperwork required by CPFI headquarters is completed. The committee will head elections, including coordinating the election meeting time and location with the chapter President. This committee will handle any issues that may arise within the chapter and will work closely with the chapter's officers and advisor(s). To be nominated as a member of this committee a member must be a member of CPFI and the student chapter.

Appendix

M. Specific Chapter Program Ideas

Bible study is one of the principle activities of student chapters. The Bible studies should be relevant, such as dealing with stress, and avoid divisive issues that are not a matter of salvation. Rotating the leadership role for the Bible study can allow more to serve, provide additional insights, and divide the responsibility. Incorporating guest speakers from the community or asking the chapter advisor(s) or mentor to speak can help add to the studies. In addition, providing food or even snacks can be appealing to those only mildly interested in their student chapter.

The following are specific program ideas for outreach, fellowship, publicity, and fundraising as provided by student chapters nationwide through the CPFI National Student Council.

Outreach

Finals Week Bags of Encouragement

Outreach To: Fellow Students

Submitted By: Virginia Commonwealth University

Members brought in bags of candy. One person printed up a short note of encouragement for the upcoming week of finals, also include some pencils and a few pieces of candy, and a note was put into a baggie that was then tied closed with a ribbon. Each person in the P1 through P3 classes then had a bag placed in their School of Pharmacy mailbox. University of Arkansas for Medical Sciences utilized the same type of outreach, but placed 2 scripture verses on each ziploc bag and then filled the bags with goodies, such as popcorn, candy, granola bars, and nuts then distributed all of the bags on finals week.

Special Speakers

Outreach To: Fellow Students

Submitted By: University of Arkansas for Medical Sciences

This semester we had two "special meetings," in which a pastor from a local church came and spoke to our chapter during lunch. One pastor spoke on suffering, and the other spoke on finances. The two churches that participated sponsored the meetings and purchased lunch for everybody. We invited the entire college to attend these meetings, and our attendance tripled that of our usual meetings. It was awesome to see God at work in the college. *To locate speakers in your area contact the CPFI office*

Rotation Roundtable

Outreach To: Pharmacy School Students

Coordinate a time for chapter members on rotation to come on campus for a roundtable discussion. Each student on rotation shares about their current experience, what they wish they knew before beginning rotations, and so forth. At the end there is a time for questions.

October Fun Visit to Children's Hospital

Outreach To: Children in Hospitals

Submitted By: Joy Givers in Jupiter, Florida

Ask local stores (CVS, Wal*Mart, Walgreens, etc.) to donate store supplies. Contact a local hospital to seek approval for a visit and the small gifts being considered, and ask the number of hospital beds. Prepare goody bags for the children and their siblings with coloring books, small toys like party favors, puzzles, silly glasses, etc. (no candy). Also bring face paint, at this time of year all of their friends are dressing up in costumes so face paint is a fun way to help them dress up and provides an opportunity to connect with the children. In addition, bring Bibles or tracts for the families. If there are infants in the hospital, you may want to bring stuffed animals, the nurses claim the infants like to cuddle with the animals and ones that play music are the best. This is one of my favorite outreaches!

Fellowship Dinners

Outreach To: Fellow Students

Submitted By: University of Mississippi

Officers prepared a dinner once a month in which all students were invited to join. They took turns hosting the dinner at their places and everybody brought one part of the meal. After the meal, a brief message was shared, and we took prayer requests. Our advisor also graciously offered to host a dinner for the students and shared a message with us. It was just nice to fellowship outside of the school environment and to take a break from studying to focus on developing relationships and encouraging fellow classmates. ***Consider a fellowship dinner at the end of the academic year to recognize graduating members, advisor(s), guest speakers, and others***

Praise and Worship Night

Outreach To: Fellow Students

Submitted By: Midwestern University at Glendale, Arizona

Our CPFI student group was just established last fall, and as a "kick-off" event we held a night of praise and worship one Friday night in our school cafeteria. Prior to the event we put up fliers all over campus and sent out e-mails inviting all students, faculty, etc. to come. A band from a nearby church came to lead worship, and we provided desserts and coffee. We could not have put on the event if it weren't for the amazing band members. They

worked so hard helping to rearrange the cafeteria and bring in all their sound equipment. They even brought in large screens and projected song lyrics onto them. Students and faculty members from all different programs attended. Prior to beginning worship and in between songs we prayed, talked a little bit about CPFI, and one of the band members, who is also a pastor, gave a brief message. The whole night was absolutely amazing - very spiritual and moving. It was a great way to get people together to bring glory to His name.

International CPFI Student Group Partnering

Outreach To: Christian Pharmacy Students

Submitted By: CPFI

The majority of CPFI student chapters are located in the United States, but there has been tremendous interest in Christian pharmacy student fellowship through CPFI from many countries, including but not limited to Pakistan, Ethiopia, Nigeria, Rwanda, India, Taiwan, Australia, and Iceland. A chapter can partner with one of these international groups to form a long term relationship that fosters fellowship, encourage one another, share ideas and experiences, and so forth. Chapters should prayerfully consider partnering then contact CPFI for assistance.

Easter Service and Memorial

Outreach To: Fellow Students and Faculty

Submitted By: Campbell University

Our student chapter hosted an Easter Service on campus. During this time, a memorial service was held for our professor, Dr. Lewis Fetterman, Jr. Faculty and students shared their experiences of Dr. Fetterman and a pastor from a nearby church gave the sermon. It was a wonderful time of remembrance and fellowship.

Appreciation Cookies

Outreach To: Faculty and Staff

Suggested By: Ohio Northern University

Members volunteered to bring different types of cookies, and then at our meeting some people put together about 40 mix-and-match plates (using gloves) with 4 or so different kinds of cookies per plate, while the other members made personalized cards with verses, encouragement, and thanks to each of the pharmacy faculty and staff. Altogether, it went wonderfully, and the faculty and staff absolutely loved it. A few members delivered the cookies and cards the next morning. It was an amazing way for us to get to share God's love with the people we encounter every day.

Shoeboxes for Operation Christmas Child

Outreach To: Children in Need

Submitted By: Virginia Commonwealth University

As part of the broader CPFI effort, we set up a collection effort for Operation Christmas Child. In addition to getting donations from students, we also spoke with Dean Ellen Byrne at the VCU dental school. They donated a large number of personal dental care supplies that we were able to add to the boxes. Refer to the CPFI webpage under Students - National Student Council - Outreach to find summaries from other universities.

Health Fair

Outreach To: Community

Submitted By: Virginia Commonwealth University

The School of Pharmacy has been working with the Medical College of Virginia's broader community to be more involved with Health Fairs that reach downtown Richmond. This spring, we are participating as part of a School Health Fair at the VCU hospital, which is a major health care center for the indigent in Richmond. We are also participating as part of a larger MCV/VCU Health Fair in the Richmond Convention Center.

OTC Supplies for Mission Trip

Outreach To: El Salvador

Submitted By: Virginia Commonwealth University

We just completed a project to collect OTC items that were given to underserved patients going to mobile clinics in El Salvador. Medical, dental & pharmacy students from VCU/MCV went on a mission trip during spring break to serve at these clinics. We collected about \$500 in OTCs that were then packaged and given to take on the mission trip.

Student Chapter Led CPFI Prayer Breakfast

CPFI currently hosts breakfasts at a couple of state pharmacy meetings, which provides a wonderful time of worship and outreach. After the great success the University of Wisconsin's CPFI student chapter had regularly hosting a CPFI prayer breakfast at the Pharmacy Society of Wisconsin meeting, the CPFI Board has agreed to allow student chapters the awesome opportunity to host CPFI prayer breakfasts at pharmacy meetings in their state. This can also serve as an opportunity for chapters within a state to serve together. A "how to" document on hosting a prayer breakfast at your state's pharmacy meeting was created (refer to appendix J) and a CPFI student chapter prayer breakfast point person is ready to assist any chapter.

Rotation Promotion

CPFI annually purchases post-it notepads with the CPFI logo, the statement "ministering to the hearts of pharmacists", and the CPFI website. These post-its provide a simple nonintrusive way to share CPFI with others. Through the National Student Council, CPFI

provides student chapters with these notepads for students to distribute during rotations. In this way, students can introduce others in various fields of practice to CPFI that may not have otherwise known about our great organization.

Fellowship

Movie Night

Invite students to join you in a movie at a local theater, at a member's home, or in the evening played in the school of pharmacy. It is worth considering, that when events are at member's homes generally nonmembers will feel less comfortable where as public location is less intimidating. However, any location has positives and negatives that will appeal to different people.

Amazing Race

In a local downtown area, find locations and challenges then create clue cards. For example: Clue "Think like a mouse and get some cake" should send them to Cheesecake factory for a challenge "Which does not belong? Adam's Peanut Butter Cup Fudge Ripple, Vanilla Bean, White Chocolate Peanut Butter Truffle, Craig's Crazy Chocolate Cake, or Chocolate Peanut Butter Cookie Dough" - students have to search the menu to find the one that doesn't exist as an option. Once students answer the challenge they are given the next clue. When students arrive for the race, divide them randomly into teams in order that students meet new people. Ideally you would provide each team a colored t-shirt (solid t-shirts in a variety of colors can be purchased for nominal cost at Wal*mart). Typically 5 to 8 locations is enough for a fun game, but you will need 3 to 4 people helping with handing out the clues at the various locations (more locations means more helpers).

Christmas Party

Organize a potluck type dinner at a member's house. You may want to incorporate a white elephant gift exchange.

Spring Break Trip

Plan a weekend trip to go camping and bring lots of games, smores, etc. Invite other chapters in your area to participate.

Fellowship Dinners

Refer to description in outreach section.

Fundraising

Sweatshirts or T-shirts for School of Pharmacy

Develop a sketch for a sweatshirt or t-shirt with your pharmacy school name, logo, and a fun saying (i.e. "Instant pharmacist just add coffee"). Get quotes on price for the shirts and set your price for sale. Pass around a sheet of paper with the design and chart then have students and faculty interested in the shirt sign-up on another sheet with the desired size. This has been a very successful fundraiser for Mercer University and Palm Beach Atlantic University.

Chili Cook Out

For our fundraising for our mission trip, we organized a chili cook out with the participation of our faculty. It was \$ 5.00 per person and at the end of the lunch, everybody voted for their favorite chili. This was also a good time of fellowship.

Lunch Buffet

For our mission trip to El Salvador, we had an Italian Lunch Buffet. Foods were mostly donation from the faculty and staff. Not only was it a successful event and all the attendees had a lot of fun, but we have been able to raise a decent amount of money. Submitted by St. John Fisher College

Valentine's Flower and/or Candy Sales

For our New Orleans mission trip, we organized another fundraising where we took orders for roses and delivered them to the designated person with a personal message on February 14th. Submitted by St. John Fisher College

Flower Sales at Graduation Ceremony

Ask your university if your student group can sell flowers at graduation. We typically order 500 for a fall graduation and 1200 for a spring graduation. The night before graduation we wrap the roses with fern in tissue paper and tie with a bow in clumps of 1 or 3 flowers. Overnight the roses are kept in an air conditioned room in a bucket with water in the bottom. Then we have a table at graduation with large posters stating what the funds raised will be used for (mission trip) and the flower cost (1 rose = \$5 and 3 roses = \$12). Remember to bring change and send some outgoing students out to walk around where graduation guests are seated before the ceremony begins.

Silent Auction

Items such as gift certificates, picture frames, books, gift baskets, etc. are donated by faculty and administration. These items are then placed on a table with a sheet of paper taped next to the item with a minimum bid written at the top. Then anyone is able to bid for items; then an announcement is made that the auction will close in 30 minutes, 20 minutes, and so forth. When the auction is closed the items are given to the winners and the funds are collected. This activity is best held during another event such as a university carnival or health fair.

Publicity

Prescription Bottles with Candy

During the first week P1s are at the School of Pharmacy for orientation. Many chapters pass out prescription bottles with candies, such as Skittles inside and contain labels similar to the picture below. The prescription bottles and often the candy can be donated by local pharmacies. Additionally, CPFI brochures are passed out with the bottles. Brochures can be mailed to your chapter by requesting them from CPFI at 561.803.2737 or emailing at info@cpfi.org.



Student Group T-Shirts

Every year our student group orders t-shirts with our student group name and a Bible verse or our chapter mission statement. Then the chapter members are free to purchase the shirts (usually for about \$5 each) and we all wear them once a month. Some members end up ordering a couple t-shirts. This activity helps our members to feel unified and our classmates usually end up asking us about CPFI.

Appendix

N. Suggested Chapter Officer Positions

Individual chapters are encouraged to determine the specific officer positions needed for their chapter. The following list is suggested positions and potential associated responsibilities. CPFI strongly recommends having at minimum a President, Vice President, Treasurer, Secretary, and National Student Council Representative (the NSC representative role can be merged with another position such as president).

President

- Oversees all events, teams, and committees
- Prepares for and leads meetings, provides Secretary with information for the meeting agenda
- Seeks to stimulate spiritual growth and regularly commits to prayer for chapter
- Completes the CPFI Student Chapter Application/Update Information Form
- Communicates with administration, student organizations/fraternities, and other CPFI student chapters within the area
- Represents CPFI at university leadership meetings

Vice President

- Assists President; Assume the role when needed
- Oversees/coordinates devotionals and Bible studies
- Leads recruitment of new members and attempts to increase retention rate
- Order annual chapter t-shirts

Secretary

- Types and distributes meeting agendas prior to meetings
- Records and distributes meeting minutes following meetings
- Coordinates food and beverages for meetings
- Creates and updates a chapter member information sheet
- Distributes cards for birthdays and to welcome visitors
- Maintains an alumni book and communicates with chapter alumni

Treasurer

- Manages chapter funds: keeps a log of chapter accounts, procures money from petty cash, handles receipt of refund checks, and assists in distributing any chapter funds raised for mission trips
- Collects student membership applications (assures accuracy) and dues. After collection, mails applications and dues to the CPFI office
- Collects and deposits chapter dues and maintains records
- Assists with election meeting by providing records to assure a quorum is present and members in good standing are allowed to vote

National Student Council Representative

- Responds to email communication from NSC chairperson and communicates NSC announcements to the chapter
- Encourages chapter involvement in national student outreach with Operation Christmas Child
- Updates chapter on events such as CPFI Annual Meeting, CPFI Annual Student Retreat, regional student retreats, and prayer breakfasts.
- Notifies NSC chairperson and the CPFI office of any substantial changes within your chapter (i.e. new advisor)

Events Coordinator

- Plans and organizes fellowship activities
- Creates, distributes, and posts monthly calendars of chapter activities
- Prepares flyers to publicize important events
- Announces meetings and events to the school of pharmacy and pre-pharmacy students

Outreach Coordinator

- Plans and organizes community outreach events, including assisting NSC representative with Operation Christmas Child
- Chairs Prayer Team by promoting prayer cards to student body and leading chapter in prayer over the requests

Missions Promoter

- Maintains a record of members planning missions trips (act as an encouragement and resource)
- Organize missions fundraisers to raise funds for chapter members participating in missions trips
- Research and announce missions opportunities to the chapter
- Encourage attendance at the Global Health Missions Conference in November

Historian/Publicist

- Updates and maintains chapter promotional materials
- Organizes and maintains chapter records (photographs, files, etc.)
- Maintains an electronic forum to exchange chapter photographs, such as Kodak, Snapfish, etc.
- Assists Events Coordinator in announcing events and meetings to all pharmacy and pre-pharmacy students

Webmaster

- Updates and maintains chapter website
- Establishes chapter email listserv at the start of each semester
- Assists Historian/Publicist in maintaining chapter records

P4 Liaison

- Keeps open communication between P4s and the chapter
- Provides guidance to chapter, if needed
- Encourages P4 involvement with the chapter

Appendix

O. Student Chapter Guest Speaker Form



CHRISTIAN PHARMACISTS FELLOWSHIP INTERNATIONAL
Dispensing Hope and Encouragement

Interested in Being a Guest Speaker?

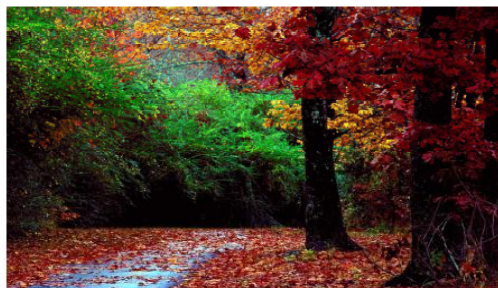
Most people do not relish the idea of public speaking, but you can truly play an integral part in the CPFI student ministry. In fact student chapters would love to form relationships with practicing pharmacists in their community. Simply be open to sharing a little about yourself, your faith, and be ready for some mutual encouragement!



“Therefore encourage one another and build each other up, just as in fact you are doing.” 1 Thessalonians 5:11

Please complete this form then mail or fax the completed form to the CPFI office. Once received, the Student Chapter Guest Speaker Director will send you a confirmation email. Your willingness to volunteer is deeply appreciated and you will be richly blessed through your involvement with students.

Name	Your City, State	Distance Willing to Travel	Email Address	Phone #
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____



Mail To:

Christian Pharmacists Fellowship Intl.
 at Palm Beach Atlantic University
 PO Box 24708 West Palm Beach, FL
 33416-4708

Phone: (888) 253-6885
 Fax: (561) 803-2738

P. Student Chapter of the Year Information & Judging Criteria

CHAPTER OF THE YEAR SUBMISSION INFORMATION

To be considered for the CPFI Student Chapter of the Year award, please submit a detailed description of your chapter's activities over the past school year, including:

- How many meetings or Bible studies you've held this year
- Total numbers of members in your local chapter
- Number of members in your local chapter who are also members of CPFI national
- Number of students from your school that attended the annual CPFI student retreat
- Number of students from your school who are registered for or plan on attending the CPFI annual meeting
- Outreaches: description of each, approximately how many people were reached, how many students were involved in serving in the outreach
- In-reaches (serving those within your school): Description of each, how many students were involved in serving in the in-reach
- Fundraisers: description of each, charity fundraiser or chapter fundraiser?
- Community health fairs: Did your chapter participate in any? Was your chapter responsible for organizing any?
- Health Campaigns (i.e. R-U Aware, smoking cessation, AIDS Awareness, etc) : Did your chapter conduct any health campaigns? Did your chapter participate in any health campaigns put on by another group or organization? Description of the campaign, targets of the campaign (school, local community, national), etc.
- Missions Trips: Did your chapter organize any international or domestic missions trips? Did your chapter participate (as a group) in a missions trip put on by another organization? Description of the trip, how many attended from your chapter, how many attended altogether, etc.
- Miscellaneous: Description of anything not covered above (game nights, Christmas parties, prayer box, student mentoring program, etc.)

CPFI STUDENT CHAPTER OF THE YEAR JUDGING CRITERIA

Criteria	Points	Total
Meetings/Bible Studies		
How many	Each meeting = 1 point	
Membership		
Number of chapter members	0.25 points per member	
Number of chapter members who are CPFI National Members	+0.25 additional point per National member	
National Meeting Attendance		
2010 Student Retreat	1 point per attendee	
2011 Annual Meeting (registered)	2 points per attendee	
Outreaches		
How many	Each outreach = 2 points	
Number of people reached (For each outreach)	0 to 20 = 1 point 20 to 49 = 3 points 50 to 99 = 5 points 100+ = 7 points	
Number of students involved (For each outreach)	0 to 5 = 1 point 6 to 10 = 2 points 11 to 15 = 3 points 16+ = 4 points	
In-reaches		
How Many	Each in-reach = 3 points	
Number of Students Involved	0 to 5 = 1 point 6 to 10 = 2 points 11 to 15 = 3 points 16+ = 4 points	
Fundraisers		
Chapter Fundraiser	1 point each	
Charity Fundraiser	2 points each	
Community Health Fairs		

Conducted a health fair	5 points each	
Participated in a health fair as a chapter	2 points each	
Health Campaigns		
Conducted a campaign	5 points each	
Participated in a campaign	2 points each	
Extent of Campaign	School-wide = +1 point Local Community = + 3 points Beyond Local community = +5 points	
Missions Trips		
Organized a trip	International = 8 points Domestic = 6 points	
Participated as a Group	International = 5 points Domestic = 3 points	
Number of Students on the trip	0 to 4 = 1 point 4 to 8 = 2 points 9+ = 3 points	
Miscellaneous		
One-time events (i.e. game night, Christmas Party)	1 point each	
Ongoing Projects (i.e. prayer box at school, student mentoring program, prayer partner program)	3 points each	
Grand Total		

DESCRIPTION OF JUDGING CRITERIA

Meetings/Bible Studies – This includes official chapter meetings and/or Bible studies that each chapter held. If the chapter meets on a weekly basis, then they will receive 1 point for each meeting. Officer meetings are not included.

Membership – 0.25 points will be received for each student who is a member of their local chapter (based on whatever criteria by which the chapter determines membership). If the student is also a member of CPFI national then the chapter will receive an additional 0.25 points per student. Example: the chapter has 20 members total. 12 of those members are members of CPFI national. The chapter will receive 8 points for that category. $[20 \times 0.25] + [12 \times 0.25] = 8$

National meeting attendance – The chapter will receive 1 point for each student and/or advisor that attended the 2010 CPFI student retreat at the University of the Incarnate Word, and 2 points for each student/advisor from their school that has registered for and plans on attending the 2011 CPFI annual meeting.

Outreaches – For each outreach, each chapter will receive points for the events itself, the number of people that were reached, and the number of students (members or not) who volunteered their time to help out. If the event was co-run with another organization, then the chapter will only receive points for how many CPFI members participated rather than the total number of participants. An “outreach” is defined as any event where time and/or resources are donated to serve those outside of the school setting, with the intention of demonstrating the love of Christ. Health fairs are not included in this category. Operation Christmas Child is considered as an outreach, and the number of boxes made correlates with the number of people reached. If an outreach is repeated multiple times, the chapter will receive points for each event (i.e. working in a homeless shelter once a month).

In-reaches – An “in-reach” is defined as any activity where time and/or resources are donated to serve, encourage, or reach out to students within the student chapter’s school, as a means of demonstrating Christ’s love. This could be finals care packages, a welcome party for the incoming first years, goodbye party for the graduating fourth years, etc. It must be designed to serve the student body, regardless of if the students are members of CPFI. For each in-reach, a chapter will be awarded points for the event itself and the number of students (members or not) who volunteered their time to help out. If the event was co-run with another organization, then the chapter will only receive points for how many CPFI members participated rather than the total number of participants.

Fundraisers – Chapters will receive points for each fundraiser in which they participate. If a fundraiser is tied in with another event, like an outreach or health fair, then the chapter will receive points for this fundraiser in addition to the points they received for the event.

Health Fairs – Student chapters will receive points if they organize a community health fair or set up a booth at a health faire as a chapter. If a chapter co-organizes a health fair with another organization, they are still eligible to receive the points for conducting a health fair.

Health Campaigns – Health campaigns include any events that help raise awareness regarding a specific health-related issue. Examples of health-related issues include diabetes, emergency contraception, medical abortifacients hypertension, etc. Points are based on whether the chapter conducted/organized the campaign themselves or if they participated in an already active campaign, and also on the extent of the impact of the campaign. Events “beyond the local

community” can involve campaign efforts that were printed in a newspaper, broadcasted on a radio or TV network, put on an internet news source, spread/distributed through a nation-wide network, etc. Social networking and “blog” posts are considered as part of the “Local community.”

Missions Trips – Chapters will be awarded points if they were involved in missions work as a chapter. A mission trip involves a trip with a specific purpose, intended to benefit specific people or groups outside your normal surroundings or culture through service and the sharing of the gospel.

Miscellaneous – Miscellaneous events are awarded points based on whether the event was one-time or recurrent/continuous. One-time events can include “socials” such as game nights or holiday parties that are not intended as outreaches or in-reaches, participation in National Day of Prayer, etc. Recurrent events involve programs that are put into place and are ongoing throughout the year. This can include systems for taking prayer requests (i.e. a prayer box), weekly prayer times, mentoring or tutoring programs for the first or second year students, prayer partner programs, etc.

INSTRUCTIONS FOR DETERMINING THE CPFI CHAPTER OF THE YEAR

All CPFI student chapters are eligible for the chapter of the year award. Each participating chapter will submit an entry containing information on their chapter’s activities for the 2010/2011 school year and will be judged based on their entry. Points will be added up for each event within each category and totaled. If there are multiple events that take place within the same category, the chapter will be awarded points for each event. The chapter with the most points will receive the chapter of the year award, to be presented at the 2011 CPFI annual meeting.

There will be at least two judges who will independently score each entry. Their results will be compared to ensure consistency in judging. If a consensus cannot be reached between the judges to determine the chapter of the year, then an additional judge or judges will be utilized who will also score each of the entries

These judging criteria are meant to provide an objective means of determining the 2011 CPFI chapter of the year.