

Phi Lambda Sigma Alpha Epsilon Chapter Activities Time Line

Fall semester

August

- Select at least 1 fund raising activity for the year and select organization to donate proceeds
 - Set aside money to pay for all members to attend induction ceremony dinner
 - Historical activity has been OU/OSU bedlam t-shirts
- Collect annual dues from current members (\$10 from current members)
- Work on at least one fall leadership activity/project
- Set dates for fall monthly PLS meetings
- Set up attendance sheets to be distributed at every meeting
- Secretary should announce meeting schedule at the beginning of the semester and day before meeting
- Secretary should take minutes at every meeting and distribute minutes via email to all members within 2 days after the meeting is held
- PLS college website should be developed

September

- Distribute PLS applications to students by September 15
- Remember to distribute attendance roster
- Fundraising – T-shirt sale
 - Create design for OU/OSU Bedlam t-shirts
 - Determine company to produce shirts
 - Receive approval for OUHSC student services –from PLS advisor, OUCOP student affairs **and** Kate Stanton from OUHSC Student Services

October

- New Member Drive
 - PLS application deadline October 1
 - Review PLS applications from October 1-15
 - Officers tally points using point scoring rubric (see advisor for current rubric)
 - President creates excel spreadsheet of grading results to facilitate member voting.
 - Hold special meeting for current member grading of essay questions
 - All essays (nominee name blinded) graded by 2 current members.
 - Hold special meeting for voting of new members
 - Distribute letters of acceptance and rejection to applicants
 - Select initiation date and schedule induction ceremony for new members

October continued

- Initiation ceremony
 - Create program for induction ceremony to include new inductees names
 - Invite all PLS members to attend induction ceremony (including P4's)
 - Submit names of new initiates to National Office to receive pins and certificates for initiation ceremony (at least two weeks before the initiation – to avoid penalty)
 - Send check for initiation fees to national office (National office has a vendor number – See Lance Leonard in Deans office)
 - Select and invite speaker for induction ceremony
 - Select from P4 class or current faculty PLS members
 - Collect dues from new members
 - \$60 for initiation fees
 - \$15 for national and chapter dues
 - Deposit dues in PLS general account
- T-Shirt sale
 - Select dates for t-shirt sale and advertise
 - Ask current members to help sell t-shirts at Student Union
 - Collect money for t-shirts
 - Deposit money into PLS donation account (see Lance Leonard in Deans Office)

November

- Host PLS initiation
 - Reserve restaurant large enough to hold new and current members
 - Check supply of green and gold candles
 - Bring PLS banner to dinner
 - Distribute officer ceremony roles and responsibilities
 - Create and print programs
 - Confirm speaker for ceremony to deliver brief (5 minute) talk about leadership
- Fall fundraising project
 - Confirm recipient of fall fundraising project
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- Explore interest in Leadership Challenge competition
- Select spring leadership project/activity

December

- Set spring goal for chapter
- Send out attendance warning letters to members.
- Make sure website is current by adding new members, chapter activities and photo gallery

Spring semester

January

- Work on spring leadership activity/project
- Select chapter member of the year for ASP/PLS annual meeting
 - Submit name to National Office
- Make arrangements for at least one member to attend APhA national meeting in March and to represent college at PLS luncheon, meeting and awards ceremony
 - Attendees should have cost covered by our chapter
- Applications due to National Office for AFPE First Year Graduate Scholarship and for the PLS Proctor and Gamble Leadership Award
- Set dates for spring monthly PLS meetings if change needed
- Order new honor chords if needed

February

- Elect new officers for next academic year (new members should attend at least one meeting prior to elections)
 - Consider taking nominations at a meeting and then conduct an email poll so that all members have the opportunity to vote
 - Distribute officer responsibilities to members prior to nominations
- Check stock of PLS honor chords for graduating seniors and faculty alumni to wear at graduation (and keep)
 - Place order if necessary (new chords are needed now)
- Once new leaders are elected, outgoing treasurer needs to log out of checking account next door to allow incoming treasurer to take over)
- Applications due for National Leadership Challenge
- Applications due for chapter member of the year
- Nominate delegate for House of Delegates at PLS/ASP annual meeting in March

March

- Attend ASP convention and attend House of Delegates -REQUIRED
- Select student leader of the year for COP - ASP awards luncheon (held during Pharmacy week)
- Select faculty leader of the year for COP - ASP awards luncheon (held during Pharmacy week)
- Nominate and designate P1 leadership certificates
 - **(need to develop criteria for selecting these individuals, including percentage of class to nominate)**
- Prepare script (or use annual report to National Office) to read at ASP awards banquet during pharmacy week.
 - Outgoing PLS president will read report and distribute awards

April

- Distribute honor chords to graduating seniors (prior to last senior seminar)
- Set at least one chapter goal for upcoming fall semester
- Submit new officer/advisor lists to EC, M. Medina and National Office
- Submit chapter reports to National Office
- Have newly elected officers shadow current officers
- Provide new officers with handbook at the last chapter meeting of the semester
- Select and discuss fall leadership activity/project
- Treasurer need to make sure that all money is deposited (check with M. Medina)
- Make sure website is current by adding new officers, chapter activities and photo gallery