



# Student Chapter Handbook

Organization and Operation



Connecting  
Pharmaceutical  
Knowledge



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## ISPE Mission

*ISPE is the global industry leader in connecting pharmaceutical knowledge to deliver manufacturing and supply chain innovation, operational excellence, and regulatory insights to enhance industry efforts to develop, manufacture, and reliably delivery quality medicines to patients.*

## ISPE Vision

*Provide solutions to complex pharmaceutical industry challenges through manufacturing innovation, member and workforce development, technical, regulatory, and compliance collaboration.*



## 1. Foreword

The International Society for Pharmaceutical Engineering (ISPE) is the world's largest not-for-profit association dedicated to educating and advancing pharmaceutical manufacturing professionals and their industry. Our 18,000+ members, located in more than 90 countries around the globe, are dedicated to the development and manufacture of safe and effective pharmaceutical and biologic medicines and medical delivery devices.

ISPE delivers scientific, technical, and regulatory support to Members throughout the entire pharmaceutical lifecycle and across the global pharmaceutical and biopharmaceutical industry in the manufacture of quality medicines for patients.

ISPE is an independent organization led by the world's top pharmaceutical manufacturing professionals. It provides an inviting and neutral environment for experts, technologists, regulators, consultants, and students to exchange ideas and practical experience. As a vibrant community, ISPE's Members work together to improve the industry and help each other make the best choices possible concerning the pharmaceutical industry.

## 2. ISPE Student Membership and Student Chapters

ISPE offers Student Membership and helps support current and developing Student Chapters, which are established by ISPE Student Members at their respective academic institutions and are supported by their local ISPE Affiliate or Chapter. The local ISPE Affiliate or Chapter will supply an Industry Advisor for each college or university and include Student Members in their activities.

This very important program has been developed to meet the stated goals of ISPE and to achieve the following additional defined objectives:

- » To introduce and familiarize Student Members to all aspects of the pharmaceutical and biotechnology industries and other related disciplines
- » To promote educational exchange, career and internship opportunities, and networking capabilities
- » To support the formation of Student Chapters around the world; which provide valuable experiences for career and personal development for ISPE Student Members

*“As a student, being in an ISPE chapter has been a wonderful experience, personally as well as professionally. It was great to interact with young professionals and pioneers in the global pharmaceutical industry during ISPE’s 2017 Annual Meeting. I learned so much.”*

—Himanshu Kathuria, Student,  
National University of Singapore



### 3. Benefits of ISPE Student Membership

As an ISPE Student Member, you join a worldwide family of dedicated professionals who can guide you in your career choices in the pharmaceutical, biotechnology, or other related industries. In this swiftly moving age of technological progress, ISPE fulfills a vitally important function and provides an ever-growing opportunity for personal and professional development for its Members as well as unique benefits for its Student Members.

ISPE offers Student Members important ISPE Member Benefits. This includes access to ISPE website and fundamental on-line Webinars, in addition to free online access to 20+ Good Practice Guides, and member rates for online access to GAMP® and Baseline Guidance Documents –the gold standard in the industry. Importantly, students have access to the ISPE Member Directory, the ISPE Young Professionals Community of Practice, and numerous opportunities to meet, network with, develop, and maintain relationships with the global network of 18,000+ ISPE Members.

There are many additional benefits in being an ISPE Student Member, including:

- » Discounted [Student Membership](#) rates
- » Employment resources ([career search](#), complimentary resume evaluations, mentoring)
- » Networking opportunities with colleagues and industry professionals
- » Webinars, conferences, and training about industry-relevant topics and career development
- » Opportunities to obtain ISPE Foundation [Student Travel Grants](#)
- » Opportunities to publish your research in *Pharmaceutical Engineering*® magazine
- » Participate in Student and Young Professional [EU Hackathon](#), [2019 Hackathon](#) and [Poster Competitions](#)
- » Student Members will receive member-only access to the ISPE Website and *Pharmaceutical Engineering*® online
- » [And more!](#)

### 4. ISPE Student Chapter Organization

#### Student Chapter Name

A Student Chapter, in affiliation with ISPE, may be organized upon favorable vote of the Board of Directors of the local Affiliate or Chapter. The official name of such an affiliated group shall be “The **(school name)** Student Chapter of the International Society for Pharmaceutical Engineering Inc.”

The following are examples:

- » The Singapore University Student Chapter of ISPE
- » Boston University Student Chapter of ISPE



## How to Qualify for Student Chapter Status and Student Chapter Formation Steps

To be formally recognized as an ISPE Student Chapter, the Student Chapter shall have:

- » A minimum of five (recommended ten) students in a college, university, technical school, or community college interested in establishing an ISPE Student Chapter
- » Each student joining the ISPE Student Chapter must have an active student membership with ISPE
- » Industry and Faculty Advisors, whose duties will be to consult with and advise the Student Chapter on matters to the general conduct, must be chosen by the ISPE Chapter or Affiliate and the Student Officers establishing the Student Chapter
  - The Industry Advisor shall be from the local ISPE Chapter/Affiliate
  - The Faculty Advisor shall be from the sponsoring academic institution, working in a teaching or administrative capacity
- » Student Chapter Committee Officers (President, Vice President, Treasurer, Secretary) should be selected. This founding group of student members shall also:
  - Recruit additional Student Chapter members
  - Complete and sign the ISPE [Student Chapter Formation Application](#)
  - Personalize [Bylaw Template for Student Chapters](#)
  - Complete University requirements for Student Organizations
  - Elect officers and approve Bylaws at the first Student Chapter Meeting
  - Submit required documents to ISPE requesting official approval of Student Chapter

## Student Chapter Membership

Requirements for Student Members shall be in accordance with ISPE Bylaws, as follows:

- » Individuals enrolled full-time at a college, university or other educational institution may join ISPE as a Student Member.
- » Proof of student status must be included. We realize circumstances occur when an individual may not be enrolled full-time as a student; however, if the primary intention of the individual is education, student membership is allowed. Acceptable proof of student status includes:
  - Current semester schedule
  - Transcript (official or unofficial)
  - University letter stating student status
  - University Web page stating the date and student status
  - Copy of a valid and current student identification card
- » Part-time students who are also working as an intern or has a job in a corporation are eligible for student membership.



### **Requirements of an Active Student Chapter**

To maintain an active status, a Student Chapter shall:

- » Hold at least two meetings during each academic period
- » Prepare and send to each Advisor and the ISPE Manager, Professional Communities, comprehensive reports on meetings and events, officer elections, roster of Members, and a President's Report in accordance with the rules of the International Young Professionals Committee of ISPE
- » Maintain a minimum membership of five ISPE Student Members

### **Disbanded and Reinstated Student Chapters**

An inactive Student Chapter may be disbanded if they fall below five members in accordance with the rules of ISPE. ISPE may reinstate disbanded Student Chapters when they have five or more members. If a Student Chapter wishes to be re-established, please contact the ISPE Manager, Professional Communities.

## **5. ISPE Student Chapter Formation Steps**

### **Determine Level of Interest**

The first step in organizing a Student Chapter is to determine the level of interest in forming a Student Chapter at your school by having at least five interested students.

### **Choose Advisors**

If there are at least five interested students, then Advisors, which are required, must be chosen. Selection of Advisors is important. Advisors will provide guidance to the Student Chapter when they are electing officers, scheduling meetings, obtaining materials and information from ISPE, running meetings and working within the college or university rules. It has also been shown that engaged Faculty and Industry Advisors provide greater assurance of the Student Chapters' success.

- » One Faculty Advisor is to be selected from the sponsoring college/university by students and/or an Industry Advisor. Upon application, the Faculty Advisor will receive an honorary membership in ISPE for the duration of their term as Advisor.
- » An Industry Advisor will be appointed by the local ISPE Affiliate/Chapter as the Student Affairs Chair to help the Student Chapter. All Industry Advisors must be Industry Members of ISPE.

### **Active Student Membership**

In order to form a student chapter at least five students must have active ISPE Student Membership. Individuals enrolled full-time at a college, university, or other educational institutions are eligible for [Student Membership](#) with proof of status.

### **Select Steering Committee**

ISPE highly recommends that a minimum of 10 students are involved to serve as officers for the formation and management of the Student Chapter. The Steering Committee must consist of a President, Vice President, Secretary, Treasurer, Member-at-Large, Faculty Advisor and Industry Advisor.



### **Recruit Members**

One of the first activities of the Steering Committee should be to recruit Student Chapter Members. Each of the Committee members should be proactive in signing up new Members, helping them [join on-line](#). Past successes have shown that the more members a forming Student Chapter recruits, the more likely it is to stay active and vital. Try to recruit people at all levels (Freshman, Sophomore, Junior, Senior, Graduate School) to ensure continuity as years progress.

All Student Chapter Members must have an active ISPE Student Membership. Membership fees are due and payable with the initial membership application depending upon country of residence. Subsequent renewal fees occur annually. The Student Member Rate is extended to all Student Members for one year after graduation. Student Membership rates for students in [Emerging Economy](#) Countries vary.

Student applications are processed [online](#) and cannot be processed without the payment and proof that the potential member is a current student.

### **Student Chapter Application**

Complete and sign the electronic [Student Chapter Formation Application](#).

### **University Requirements**

Another important part of the organization of a Student Chapter is investigating all requirements from the College or University for the formation of student organizations. All institution requirements must be completed before proceeding any further. Your Faculty Advisor will be able to help with this process.

### **Student Chapter Bylaws**

The [Bylaw Template for Student Chapters](#) form must be completed and approved by ISPE.

### **Elect Officers and Approve Bylaws**

When the Student Chapter has at least five Members and the Bylaws have been developed, the Student Chapter should hold a formation meeting at which officers are elected and the Bylaws approved.

*“I joined in university and gained technical knowledge by attending ISPE seminars. Because of those seminars, I got my first job and now I’m a committee chair.”*

—Rachel Anne (Raine) Fernandez,  
ISPE Philippines Affiliate





### **Request Official Authorization**

Following the election and approval of the Student Chapter Bylaws, the Student Chapter President should send an email to the Manager, Professional Communities, requesting official authorization to operate as a Student Chapter. Included with this request should be:

- » Copy of the approved Student Chapter Bylaws
- » List of the elected officers and student chapter members including their name, phone number, email, and expected graduation date
- » Contact information of the Faculty and Industry Advisors including their full name, title, phone number, e-mail, mailing address, and fax number (if applicable)

When the Manager, Professional Communities, has received all required information from the Student Chapter President a written notification will be sent informing the Student Chapter it has been made official. This typically takes approximately one to two weeks, during which time the Manager, Professional Communities, can process the applications and set up the Student Chapter in the ISPE Student Chapter database.

For any questions about registering an ISPE Student Chapter on campus, please reach out to the Manager, Professional Communities:

**Debbie Kaufmann**

Manager, Professional Communities

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6110 Executive Blvd., North Bethesda, MD 20850

*“Since joining ISPE as an undergraduate student more than ten years ago, I have had many opportunities to stay actively involved in ISPE by volunteering with my local chapter and at the international level, allowing me to learn about all aspects of the industry and develop my network around the world.”*

—Jennifer Duffy, Senior Engineer/Shire Pharmaceuticals, Boston, MA



## 6. ISPE Student Chapter Organization and Responsibilities

### Student Chapter Executive Committee

The affairs of the Student Chapter are managed by an Executive Committee consisting of the Student Chapter President, Vice President, Secretary and Treasurer. The Executive Committee is essentially the “Board of Directors” of the Student Chapter. The Student Chapter President is the Chair of the Executive Committee. In the absence of the President, these duties will fall upon the other officers in the following order: Vice President, Secretary, and Treasurer.

Generally, the duties of this committee are as follows:

- » Working with the ISPE Manager, Professional Communities, to establish the ISPE Student Chapter
- » Manage the affairs of the Student Chapter as stated in the officer descriptions in the Chapter Bylaws
- » Approve proposed activities and appointments of the Student Chapter
- » Perform such other acts as may be necessary to carry out the purposes of the Student Chapter and ISPE

In the case of a vacant position, the committee should appoint a successor to hold office for the remaining portion of the term of the vacating member and provide the name and contact information of the successor to the ISPE Manager, Professional Communities.

All Members of the Executive Committee are entitled to vote in the Student Chapter. However, sound parliamentary procedure dictates that the President should exercise his or her vote only when necessary, to break a tie.

The Executive Committee can conduct no business officially unless a quorum is present. The “quorum” refers to the number present, not the number voting. Unless the Bylaws provide otherwise, quorum is five of the Committee’s members. New Members on the Executive Committee may not be thoroughly familiar with all phases of operation.

At the first meeting it is suggested that the scope and objectives of ISPE and the Student Chapter as well as all recent projects be reviewed. This should be handled by one of the Advisors.

The Secretary must record the meeting minutes of the Executive Committee. Each Member of the Committee including the Faculty Advisor, the Industry Advisor, and the local Affiliate/Chapter Student Affairs Chair or Young Professionals Chair should receive a copy of the minutes, approved by the President, as soon after the meeting as possible and at least ten days prior to the next meeting.

*“I got involved with ISPE in 6th grade through a STEM school project and now I’m the Chapter president. ISPE has definitely played a positive role in my career.”*

—Danielle Vassalotti-Rebori,  
Senior Associate, JacobsWyper Architects



### **Faculty Advisor**

The Faculty Advisor is the liaison to the educational institution and its resources. The Faculty Advisor plays a significant role in the success and stability of an ISPE Student Chapter. A Faculty Advisor must be a faculty member who has a strong interest in the students as well as an interest in the mission of ISPE. The Faculty Advisor will serve as a liaison between the educational institution, the Student Chapter and the local Affiliate or Chapter. A Faculty Advisor must be an ISPE Member (he or she will be awarded free Honorary Membership status) and at least 21 years of age. The Faculty Advisor is encouraged to utilize the services of an ISPE Student Chapter Industry Advisor. The Faculty Advisor will have the following responsibilities:

- » Encourage students in the sciences and related fields to become Student Members of ISPE
- » Assist with the coaching of new Student Officers when they are elected and ensure the continuity of the Student Chapter
- » Assist student officers with the development of Student Chapter activities and programs which stimulate interest in the profession
- » Facilitate networking events between students and professionals, with assistance from the local ISPE Affiliate or Chapter
- » Publicize ISPE programs and opportunities for Student Members
- » Mentor Students
- » Maintain a current Student Chapter roster
- » Encourage each Student Member to continue their membership in ISPE after graduation and remain active in the organization
- » Oversee the completion of all Student Chapter reporting requirements and ensure they are sent to the Manager, Professional Communities within the specified deadlines ([Appendix C](#))
- » Monitor financial status of Student Chapter if there is a Student Chapter bank account

### **Industry Advisor**

The Industry Advisor is the liaison to the Student Affairs Chair or Young Professionals Chair of the local Affiliate or Chapter and its resources. The Industry Advisor plays a significant role in the success and stability of an ISPE Student Chapter. The Industry Advisor must be an energetic ISPE Member who has a strong interest in the students as well as an interest in the mission of ISPE. The Industry Advisor will serve as a liaison between the Student Chapter, the local Affiliate or Chapter, and ISPE. The Industry Advisor must be an ISPE Member and at least 21 years of age. The Industry Advisor will have the following responsibilities:

- » Consult and advise the Student Chapter on matters relating to the general conduct of the Affiliate or Chapter
- » Facilitate networking events between students and professionals, with assistance from the local ISPE Affiliate or Chapter
- » Publicize ISPE programs and opportunities for Student Members
- » Receive and distribute all correspondence from ISPE Member Relations and Student Affairs Chairs/Young Professionals Chairs
- » Review Student Chapter Website and enforce ISPE Website Policy and Guidance; periodically monitor all Student Chapter social media use
- » Monitor financial status of Student Chapter if there is a Student Chapter bank account
- » President



The President is the chief executive officer of the Student Chapter. Generally, the duties of the President are to:

- » Lead the formation of the Student Chapter.
- » Supervise and promote the affairs of the Student Chapter with the help of the Executive Committee.
- » Preside at meetings of the Student Chapter, of the Executive Committee, and be an ex-officio Member (with voting rights) of all committees.
- » Call meetings of the Executive Committee as needed.
- » Maintain the records and correspondence of their office and turn over all records to their successor.
- » Appoint chairpersons of various committees, subject to the approval of the Executive Committee.
- » Require periodic progress reports of all committee chairpersons.
- » Appoint a nominating committee at least 30 days before the annual elections and begin accepting nominations 15 days prior to annual elections.
- » Submit to each the Chapter's roster of Student Members between November 15 and December 15 and submit a President's Report as outlined in the guidelines at least two weeks prior to the end of the school year.
- » Submit member rosters to ISPE Manager, Professional Communities each semester and provide any changes to the Executive Committee as they occur.

### **Vice President**

The Vice President is the second chief executive of the Student Chapter. In the absence or disability of the President, all duties of the President fall upon the Vice President. Generally, the duties of the Vice President are to:

- » Assume all duties of the President in case of absence or disability.
- » Serve as first assistant to the President.
- » Accept responsibility for specific Student Chapter activities, at the President's direction.
- » Serve as ex-officio Member (with voting rights) of all committees.
- » Review all correspondence from the local Affiliate/Chapter and ISPE Training and Operations Center.
- » Bring to the attention of the President all correspondence, bulletins, notifications and matters affecting the Student Chapter's activities, especially those that should be discussed at meetings of the Executive Committee.
- » Submit a tentative calendar of activities/events at the beginning of each semester or quarter to each Advisor and ISPE Manager, Professional Communities.

*"I started as an undergrad student. The connections I made through ISPE helped me get both my first and second jobs."*

—Brody Stara, Senior Consultant,  
Ernst & Young



## Secretary

The Secretary is the official correspondent for the Student Chapter. In their absence, these duties fall upon the other officers in the following order: President, Treasurer and Vice President. Generally, the duties of the Secretary are to:

- » Maintain the correspondence and records of the Student Chapter and turn over all records and correspondence to their successor.
- » Serve as Secretary for all meetings and prepare minutes of each.
- » Prepare agenda, under the direction of the President for all meetings and distribute meeting notices in a timely fashion.
- » Preside at meetings in the absence of the President and Vice President.
- » Provide copies of minutes of all meetings to Executive Committee Members and Advisors as soon after the meeting as possible, and at least ten days prior to the next meeting.
- » Turn over all income, bills, receipts, and other financial matters to the Student Chapter Treasurer.
- » Send any membership applications received, proof of student status, and payments for dues covering memberships to ISPE Member Services ([ask@ISPE.org](mailto:ask@ISPE.org)) for processing in a timely manner.
- » Maintain a current roster listing addresses, telephone numbers, and e-mail addresses of all Student Chapter Members. A list of current officers, Faculty Advisors, and Industry Advisors with complete contact information is due to each Advisor and ISPE Manager, Professional Communities, between November 15 and December 15 and updated between April 25 and June 1.

## Treasurer

The Treasurer is the official keeper of the Student Chapter funds. The Treasurer receives and disburses Chapter money only upon orders made by the Executive Committee. In the Treasurer's absence, the President will take over the Treasurer's duties. In the absence of the President and the Treasurer, the Vice President administers the duties. Generally, the duties of the Treasurer are to:

- » Be responsible for receipts and disbursements of Student Chapter funds.
- » Maintain Student Chapter financial records and turn over all records and correspondence to their successor at the end of each semester.
- » Prepare and submit to each Advisor the Student Chapter budget at the beginning of each school year, and the Student Chapter Year End Income/Expense Statement ([Appendix C](#)) two weeks prior to the end of every semester (May 15th and December 15th).
- » Attend meetings of the Executive Committee and provide periodic reports as requested.

*“As a student, I received a sponsorship to go to the ISPE Annual Meeting. There I met my mentor, who is still with me 10 years later.”*

—Tiffany Coleman, IYPC Regional Leader, Lilu’s Garden



- » Arrange for safekeeping of the Student Chapter fund in a checking or special funds account as approved by the Executive Committee. Arrange a satisfactory method, approved by the Executive Committee, for the management of the Chapter checking account with approved officer signatures for withdrawal, etc. The bank account should be carried as the “(Name of School) Student Chapter of ISPE,” to avoid any possible confusion with International funds. If you are opening a new account in the United States, here is information on [how to get a Tax ID Number, also known as an EIN](#). Groups should download Form SS4 from the irs.gov website and fill out the organization name, mailing address, and county. The type of entity is “other nonprofit organization” (student organization). The reason for applying is “banking purpose.” Then visit TeleTin at <http://www.4-refund.com/fein.html#D> to obtain the phone number to call in your region (USA only). They will take the information on your form over the phone and will grant you a tax-id number immediately. Check with your bank to see if they offer accounts for student or not-for-profit groups. The Faculty and Industry Advisors should also monitor the financial status of the Student Chapter.
- » Deposit all monies in the bank account as soon as received.
- » Reconcile the monthly bank statement.
- » Obtain invoices or receipts for disbursements.

#### **Optional Committee Officers**

- » Charities Chair
- » Communications Chair
- » Membership Chair
- » Programs and Events Chair
- » Publicity Chair
- » Social Committee Chair
- » Social Media Chair

#### **Semester Report, Current Rosters, Executive Board Contacts and Meeting Minutes**

These reports, described above, and the Student Chapter Executive Board Contact list must be completed in full and provided as directed in the Student Chapter Reporting Schedule ([Appendix C](#)) to the Manager, Professional Communities and Advisors in order to stay in active status.

*“My involvement with ISPE has helped me gain and develop numerous skills I wouldn’t have learned in school, has helped me grow an extensive network, and has offered me training and education courses in dozens of areas I would not have know about otherwise.”*

—Tony Le, Validation Engineer, CAI



## 7. Ideas for Student Chapter Programs and Activities

### Meetings

- » Invite manufacturers and distributors of equipment to present a lecture, films, exhibits, and perhaps a demonstration.
- » Conduct group discussions on selected articles in *Pharmaceutical Engineering*®.
- » Have Student Members prepare and present a paper at the Student Chapter meeting, followed by discussion.
- » Invite Members from the local ISPE Affiliate or Chapter to attend Student Chapter Meetings.
- » Hold career panels with industry representatives to discuss career opportunities.
- » Hold “regional” Student Chapter conferences for networking, idea sharing, and problem solving among several other Student Chapters. The site for these conferences could be rotated among the participating Student Chapters for each to have the opportunity of hosting one.
- » Hold resume and interview preparation and techniques workshops.

### Projects

Projects are one of the best methods for creating team spirit among Student Chapter members. These types of activities give the Chapter a feeling of doing something worthwhile and are also good public relations for the school, its programs and the Student Chapter.

Some projects to be considered are:

- » Community service programs, many of which can be held in conjunction with local Chapters (such as Toys for Tots, Habitat for Humanity, races/runs for various cures, etc.)
- » Annual Student Poster Competition; an annual regional contest, with winners displaying their posters at ISPE’s Annual Meeting Student Poster Competition (see [Student Resources](#))
- » Local Hackathons, which if used as an Affiliate/Chapter Competition, could provide the opportunity for the winning student(s)/team to attend the Annual Meeting and Expo and participate in the International Student and YP Hackathon (see [Student Resources](#)).
- » Technical projects or design contests
- » Campus activities
- » Resume writing clinics
- » High school visits by a recruiting team for their school
- » Visits to elementary or middle schools to get young students interested in the life sciences and STEM programs
- » Interview preparation clinics

*“If I could describe my experience at the ISPE Poster Competition in three words, they would be: exhilarating, engaging, and enlightening.”*

—Kinza Hussain, Student Member,  
MCPHS University



### **Facility Tours and Field Trips**

Facility tours and field trips can be a high point of the year for Student Chapter Members. Most companies are willing to arrange tours through their facilities for educational purposes.

- » Coordinate facility tours in conjunction with another Student Chapter in the area and the local ISPE Affiliate/Chapter.
- » Plan a group trip to ISPE conferences, programs, seminars or meetings.

### **Social Activities**

- » Organize an annual dinner party, picnic, beach party, or dance.
- » Arrange social outings (movie night, sporting events, happy hours, etc.). Invite local Young Professionals and Industry Professionals in addition to students to create, maintain, and grow your network! Students and YPs have gotten interviews, internships, and job offers through these meetings.

### **Student Chapter Website**

A website is an excellent tool for publicity for the Student Chapter and its activities. It is strongly recommended that a Student Chapter website be organized early in the Chapter formation process. The local ISPE Affiliate or Manager, Professional Communities can offer guidance in this effort.

**The Student Chapter website and Student Chapter social media sites must be approved by ISPE and then can be linked to the International, Affiliate, and Chapter Websites.**

How the Local Affiliate or Chapter can support Student Chapters

- » Appoint a Student Affairs Committee Chair to act as the liaison between the local ISPE Affiliate or Chapter and Student Chapters and their Industry Advisor.
- » Provide guest speakers, either from within their membership ranks or by sharing a regular monthly speaker.
- » Provide speakers for Student Chapter meetings through local Affiliate or Chapter Board Members.
- » Make one local Affiliate or Chapter meeting a year a special “Students Night” with a speaker who can discuss career opportunities. Allow plenty of networking time.
- » Offer a reduced rate for Student Members who attend local Affiliate/Chapter meetings.
- » Present awards or grants to Student Members or Student Chapters for outstanding achievements.
- » Sponsor specific projects that can be implemented by the Student Members.
- » Sponsor a student essay contest and submit winning essay to the Manager, Professional Communities.
- » Sponsor Student Members’ attendance at ISPE’s Annual Meeting, a Young Professionals Leadership Forum, or other ISPE International meetings and local Affiliate or Chapter meetings.
- » Sponsor a local Affiliate or Chapter Student Poster Competition or Hackathon winner(s) each year; the winners go to the ISPE Annual Meeting to display their posters and participate in the ISPE International Student and YP Hackathon (expenses paid by the Affiliate or Chapter!).
- » Sponsor a Career Fair.





## Appendix A—Student Chapter Start-Up Kit

The Student Chapter Start-Up Kit includes this Student Chapter Handbook and the online [Student Chapter Resources](#).

- » You may wish to share copies of [Pharmaceutical Engineering](#)<sup>®</sup> Magazine with potential Student Members.
- » Also for Student Member recruitment efforts, please direct student to [join](#) on the ISPE website.
- » Brochure and print in color, two-sided copies, and fold twice to create a tri-fold brochure for distribution:
  - [ISPE Student Member Brochure](#)
  - [ISPE Student Member Brochure - A4](#)

Please contact your Student Affairs Committee Chair and the Manager, Professional Communities to obtain contact information (Names, emails and addresses) of your local Affiliate or Chapter Board of Directors and Faculty Advisors; it will be helpful for you to have this information readily available as you create, launch, and build your Student Chapter.

## Appendix B—ISPE Student Chapter Resources

- » Student Chapter Handbook
- » [Student Chapter Kick-off Preparation](#)
- » Student Chapter Reporting Schedule
  - [Spring Semester Report](#)
  - [Fall Semester Report](#)
- » [Student Membership Application](#)
- » [ISPE Student Roadshow](#)
- » [ISPE International Student and YP Hackathon](#)
- » [ISPE Student Chapter Best Practices](#)



# Appendix C—ISPE Student Chapter Reporting Schedule

Below is a list of documents, reports and requests that are required of Student Chapters. Reports should be e-mailed by the required date to the Manager of Professional Communities and the Student Chapter Faculty/ Industry Advisor.

<b>Documents/Reports/Requests - Spring Semester</b>	<b>Due Date</b>
Roster of Student Members for the Spring Semester	January 30
Student Chapter tentative semester calendar of events/meetings	January 30
Student Chapter tentative spring semester calendar of events/meetings	January 30
Roster of Officers and Advisors with contact information for the fall term	Between April 25 and June 1
Student Chapter Spring Semester Report	May 15
Latest Spring Meeting Minutes	May 15
Student Chapter 202_ Spring Semester Income/Expense Statement	May 15
Bylaws	When updated
List of Event Attendees Name and Email (Members and Nonmembers)	Within two weeks after event
Elections Results for spring and fall term	Within two weeks after the election

<b>Documents/Reports/Requests - Fall Semester</b>	<b>Due Date</b>
Roster of Student Members for the fall term	September 30
Student Chapter tentative fall semester calendar of events/meetings	September 30
Roster of Officers and Advisors with contact information for the fall term	Between November 15 and December 15
Latest Fall Meeting Minutes	December 15
Student Chapter Fall Semester Report	December 15
Student Chapter 202_ Fall Semester Income/Expense Statement	December 15
Bylaws	When updated
List of Event Attendees Name and Email (Members and Nonmembers)	Within two weeks after event
Elections Results for spring and fall term	Within two weeks after the election

# Appendix D—ISPE Student Chapter Forms

- » [Student Chapter Formation Application](#)
- » [Student Chapter Spring Semester Report](#)
- » [Student Chapter Fall Semester Report](#)
- » [Student Chapter 202\\_ Spring Semester Income/Expense Statement](#)
- » [Student Chapter 202\\_ Fall Semester Income/Expense Statement](#)
- » [Bylaw Template for Student Chapters](#)



# Appendix E—Annual Student Chapter Standard of Excellence Training

## Planning Meeting Review Sheet

The purpose of this document is to assist ISPE Student Chapters in:

1. Preparing their Annual Business Plan
2. Marketing their Student Chapter for membership growth; and
3. Easing turnover for the following year's Board of Directors or Executive Council.

It is strongly recommended that two meetings be held for developing the Annual Plan. The first meeting will be held at the beginning of the school year in September, and the other at the end of the school year in April or May. The September meeting will establish the specifics for the upcoming year, while the purpose of the April or May meeting will be to establish a smooth turnover for the incoming officers. It is recommended that the initial program for the upcoming school year be established at the April/May meeting.

### 1. Annual Planning Meeting (August/September):

#### a. Attendees (Recommended):

Local Chapter Student Affairs Chair, Faculty Advisor, Industry Advisor(s), President, Vice-President, Treasurer, Secretary

#### b. Meeting Tools (Recommended):

- PowerPoint of Planning review and discussion items with copies in note format
- "Student Chapter Cheat Sheet" copies (found in Handbook)
- Review ISPE's Web site Policy and Branding/Logo Use Guidelines
- Copy of "Chapter Excellence" form for review
- Copies of literature from ISPE including membership benefits, applications, etc. (available through local Chapter, ISPE HQ, and download from Web site)

#### c. Meeting Agenda (Recommended):

- I. Introduction of Faculty Advisor, Industry Advisor(s) and new board officers
- II. Review of organization and responsibilities (Student Chapter Handbook)
  - Note specifics for financial responsibilities and financial reporting with dates due
  - Note specifics for meeting minutes

### 2. Review dates for upcoming board meetings and Chapter meetings

### 3. Communications:

- Web site policy review (Student Chapter Handbook)
- Marketing practices review (for upcoming programs at Student Chapter level and Local Chapter level) - Program advertising posters and best locations, email, updating Web site, etc.



#### 4. Programs (Student Chapter Handbook)

- Establish at least two (2) per semester with specific dates and topics. Ideas can be never-ending with assistance from Industry Advisor(s). Establishing these programs now will allow release of information to Web site for year's events. Student Affairs Chair should have list of dates and programs from local Chapter planning meeting to assist coordinated efforts (as listed below).
- Recommend that at least one program per year shall have a planned local Chapter Board Meeting at Student Chapter location. Chapter Board Meeting shall be followed by regular Student Chapter program. Pizza networking reception shall follow program with attendance from local Chapter board, enabling students to connect to board industry professionals. A few program suggestions for that afternoon/evening could be:
  - » PowerPoint presentation (ISPE Road Show)
  - » An evening with Industry Professionals (the local Chapter board)
  - » A presentation by a local FDA representative—*note there is a required 6-month lead time through ISPE HQ.*
- Recommend that at least one program per year be combined (if possible) for a student tour of a local facility (set up through local Chapter board industry professional)
- Recommend established PowerPoint presentations that can be found on "Campus Connection," ISPE's Web site section especially for Student Members.
- Discuss involvement with attending local Chapter events (if possible)
- Discuss doing a joint event with another Student Chapter that is in close proximity (if possible)
- Market to non-scientific disciplines
  - » *Talk to your friends about ISPE*
  - » *Make arrangements to speak at other club meetings about ISPE, its purpose, its membership benefits, announce upcoming meetings/events that are planned (be sure to mention free food).*
- **Topics could include:**
  - » Current ISPE Members speaking about industry
  - » Biotechnology
  - » Pharmaceutical Terminology (Lingo)
  - » Validation
  - » Recent Graduates in the industry speaking about their experience
  - » Resume Workshop

#### 5. Student Poster Competition

- Have the Poster Competition Guidelines in hand so that you can review them with the students who are at the meeting.
- Discuss the benefits of presenting a poster, both on the local and international levels.
- Explain that the poster's focus/content does not have to be related to Chemical Engineering.
- Discuss date(s). Logistics are typically established by the local Chapter.
- Place flyers and posters up around campus about the Poster Competition with contact name, email and phone number for additional information. Since the entrants need to be ISPE Student Members, this could be a great way of getting the word out about ISPE and increasing membership.

#### 6. Community Outreach

- This can often be done in conjunction with the local Chapter (for example, Habitat for Humanity, Christmas in April, Toys for Tots, Food Bank Drives, Clothing Drives, Coats for Children, etc.). Teaming up with your sponsoring ISPE Regional Affiliate or Chapter is a great way to get involved in these events and also get additional exposure to industry leaders.
- Visit local secondary schools to discuss life sciences and ISPE (could be done during college break period).

#### 7. Chapter Growth

- Establish methods of marketing to "Get the word out" on the benefits of membership in an ISPE Student Chapter
- Participate in Campus Clubs/Activities introduction day at beginning of school year. Set up a table with the ISPE Banner displayed, along with information about the benefits of ISPE student membership, student membership applications, and listings of jobs available in the industry. Display the names of research and biopharmaceutical companies as well as vendors and service providers in the area of your Student Chapter. *Make sure that you obtain proper permits from your University so that you can have a table and display ISPE information.*

#### 8. Election of Officers and Turnover for the Upcoming Term

- Establish dates for April/May meeting for elections, turnover, and then plan for the first program of the following student year.