



## **ISPE Women in Pharma<sup>®</sup> Policies for Affiliates and Chapters**

### **Women in Pharma<sup>®</sup> Local Programming**

Affiliates and Chapters who are interested in Women in Pharma<sup>®</sup> (WIP) programming need to contact the WIP Staff Liaison Ciara Durkan at [cdurkan@ispe.org](mailto:cdurkan@ispe.org). The group has numerous resources to help develop programming and can assist in securing speakers.

All Affiliate and Chapter programs must still be coordinated through ISPE HQ to help ensure that any conflicts with other ISPE events can be avoided. Affiliates and Chapters will provide ISPE the dates of proposed events at least 4 months in advance.

Women in Pharma<sup>®</sup> is trademarked by ISPE International, therefore all materials for events must include the trademark symbol <sup>®</sup> anytime the phrase Women in Pharma<sup>®</sup> is used.

WIP is used as an internal abbreviation only and should not be used for marketing purposes.

Please see [ISPE Branding and Visual Guidelines](#) for additional branding policies.

### **Fundraising Button Program**

The driver behind selling the buttons is to raise funds for WIP initiatives. Any time buttons are sold, the promotion should include the fact that individuals are donating to the WIP initiative rather than simply buying a button. In return for a minimum donation, individuals receive a button.

To maintain consistency in the donations received for each button, the minimum donation amount for each button is US\$10 except for students, whose minimum donation is US\$5. This allows students who may not be able to donate US\$10 to participate in the program. These amounts will remain consistent when buttons are sold at ISPE International events.

Affiliates and Chapters will be invoiced US\$5 per button. Affiliates and Chapters can keep the remaining US\$5 per button for non-student sales to help support their local WIP programming.

If anyone donates an amount greater than US \$10 per button, the additional money must be sent to ISPE for deposit into the ISPE Foundation funds for Women in Pharma.

The Women in Pharma<sup>®</sup> name and logo are Trademarked by ISPE and cannot be reproduced.

- All WIP buttons will be produced and distributed by ISPE HQ.
- Violators will be subject to Trademark infringement and ISPE Board of Director sanctions on the Affiliate or Chapter.

### **Additional Fundraising**

To encourage financial support of the Women in Pharma<sup>®</sup> program, participants in WIP events should be directed to the ISPE website where they can donate to the program:

<https://ispe.org/women-pharma>



Promotional and other materials for the event should include this website link for donations.

If Affiliates and Chapters are interested in raising funds for the Women in Pharma® initiative through different methods, they need to contact ISPE HQ for approval. All WIP fundraising efforts must be reviewed and approved by ISPE HQ 60 days prior to any public, paper, or electronic announcement, publication, or promotion

Affiliates and Chapters interested in selling buttons should contact Tracey Ryan at ISPE: [tryan@ispe.org](mailto:tryan@ispe.org).