

## **Appendix G – Determining Membership Numbers**

### **Description**

The goal of the Membership Structure & Benefits section is to provide reviewers clarity on the chapter's size and structure of the membership drives. Membership numbers requested includes:

- List the total number of chapter members for the 2023-2024 reporting cycle.
- List the total number of chapter members enrolled during the 2023 Fall Membership Drive.
- List the total number of chapter members enrolled in the Transitioning Membership during the 2024 Spring Membership Drive.

Outlined below is how each of the above numbers can be determined or found.

## List the total number of chapter members for the 2023-2024 reporting cycle.

This number is the specific to the number of members for the 2023-2024 academic year. This is the cumulative number of student pharmacists registered during the 2023 Spring Membership Drive and 2023 Fall Membership Drive. The below instructions can be utilized for determining this number:

1. Go to [www.pharmacist.com](http://www.pharmacist.com) and click *My Account* in the top right corner to log in to your account.
2. Once logged in you will see a *My Groups* tab above your account information. Click on *My Groups* to open up the Committee Management page.
3. Click on the *View Reports* button, as shown below.

Committee Management

My Account My Groups: University of Saint Joseph School of...

University of Saint Joseph School of Pharmacy

Last Name: First Name: Email:

City: State/Province: Country:

Position: Status: Date to:

☒ Current ☐ Future Date from:

Search Clear

Actions: Reappoint Go View Reports Add Committee Member

4. Select report **MBR9005-2MSR** and then click *View/Download Report in Excel*.

Reports

\* Select Group: University of Saint Josep

\* Select Report:

MBR9012  
MBR9001-MAY  
MBR9001-NOV  
MBR9005-2MSR  
MBR9005-2MSP

View/Download Report in Excel

Chapter Report Codes
Roster of Members Enrolled Thru 2023+ (Replaces Chapter Roster)
Roster of Members Enrolled Thru 2022 (Up for Renewal)
Dues Reimbursement (Payments from November - May)
Dues Reimbursement (Payments from June - October)
Non Renewed/Expired Members (Current Expiration Year)

5. Once you open the report add the total number of individuals in each category to calculate the total number of members for the 2023-2024 reporting cycle. When determining this total, do not include *MSREGF: Final Year Transitioning Members (2025 Grads)*.

## List the total number of chapter members enrolled during the 2023 Fall Membership Drive.

This number is the total number of individuals recruited during the 2023 Fall Membership Drive. This number can be determined by downloading report **MBR9005-2MSR** and adding up all member categories excluding the MSREGF: Final Year Transitioning Members categories.

## List the total number of chapter members enrolled in the Transitioning Membership during the 2024 Spring Membership Drive.

This number is the total number of individuals recruited during the 2024 Spring Membership Drive. This number can be determined by downloading report **MBR9005-2MSR** and adding up the total number of individuals listed under category *MSREGF: Final Year Transitioning Members (2025 Grads)*.