

## **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 2022-2023 reporting cycle.
- List the goal number of chapter members for the 2022 Fall Membership Drive.
- List the total number of chapter members enrolled during the 2022 Fall Membership Drive.
- List the goal number of chapter members for the 2023 Spring Membership Drive.
- List the total number of chapter members enrolled in the Transitioning Membership during the 2023 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 2022-2023 reporting cycle.

This number is the specific to the number of members for the 2022-2023 academic year. This is the cumulative number of student pharmacists registered during the 2022 Spring Membership Drive and 2022 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 Joseph

Select Report:

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

View/Download Report in Excel

Report Codes	Chapter Report Codes
Roster of Members Enrolled Thru 2023+ (Replaces Chapter Roster)	MBR9005-2MSR
Roster of Members Enrolled Thru 2022 (Up for Renewal)	MBR9005-2MSP
Dues Reimbursement (Payments from November - May)	MBR9001-MAY
Dues Reimbursement (Payments from June - October)	MBR9001-NOV
Non Renewed/Expired Members (Current Expiration Year)	MBR9012

5. Once you open the report add the total number of individuals in each category to calculate the total number of members for the 2022-2023 reporting cycle. When determining this total, do not include *MSREGF: Final Year Transitioning Members (2024 Grads)*.

## List the 40% enrollment of chapter members goal number for the 2022 Fall Membership Drive.

This number is the goal that was set for your chapter during the 2022 Fall Membership Drive. Specifically, we would like you to report the 40% enrollment goal that was set for your chapter. This number was shared with Chapter Advisors, Chapter Presidents, Presidents-elect and Membership Vice Presidents via email from Elise Damman ([edamman@aphanet.org](mailto:edamman@aphanet.org)). The title of the email was *2022 Fall Membership Goals and Incentives*.

## List the total number of chapter members enrolled during the 2022 Fall Membership Drive.

This number is the total number of individuals recruited during the 2022 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 goal number of chapter members for the 2023 Spring Membership Drive.

This number is the goal that was set for your chapter during the 2023 Spring Membership Drive. This number was shared with Chapter Advisors, Chapter Presidents, Presidents-elect, and Membership Vice Presidents via email from Nne-Nne Abanobi ([nabanobi@aphanet.org](mailto:nabanobi@aphanet.org)).

## List the total number of chapter members enrolled in the Transitioning Membership during the 2023 Spring Membership Drive.

This number is the total number of individuals recruited during the 2023 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 (2024 Grads)*.