

HOW-TO GUIDE

# **PREDENTAL CLUB TOOLKIT**



## INTRODUCTION TO ASDA

The American Student Dental Association (ASDA) is the largest national student-run association dedicated to current and future dental students.

ASDA has developed resources to help clubs manage their operations, increase opportunities for members and build leaders. This toolkit has incorporated best practices from ASDA leaders to help pre dental clubs develop into strong organizations.

### ***History of ASDA***

#### **ASDA “Then”**

In 1969, dentistry was the only health care discipline without a national student organization and dental students needed to organize. As dental students, Dennis Spain and David Evaskus met at a medical student conference in 1970 and were inspired by the involvement and projects of the other student organizations, so they began to contact dental school deans and students across the country to initiate a student-run organization for dental students. Supportive dental students met in 1970, forming the Student American Dental Association (SADA) to recruit students to serve in federal health care projects, highlight local student issues, coordinate lobbying efforts and establish and promote student positions on professional issues.



Approved at the 1970 ADA Annual Session, one of the first activities was to help organize a dental student convention, which was later held on Feb. 8-9, 1971. The culmination of the conference was the formation of the American Student Dental Association (ASDA), a new national student dental organization. Its first president and other key officers were former SADA leaders. While this new organization had the ADA's approval and support, ASDA's guiding principles and leaders descended directly from the original student organization, SADA.

#### **ASDA “Today”**

ASDA is the largest national organization solely dedicated to dental student concerns.

As a result of passed resolutions, ASDA publishes policy statements on issues, such as dental education, licensure, dental research, midlevel providers and education financing. ASDA notifies groups, such as dental school deans, dental associations, state boards of dentistry and lawmakers, of its position on issues.

ASDA's mission statement is *“The American Student Dental Association (ASDA) is a national student-run organization that protects and advances the rights, interests and welfare of dental students. It introduces students to lifelong involvement in organized dentistry and provides services, information, education, representation and advocacy.”*



## GETTING STARTED

### ***Taking the First Steps***

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If you are starting a pre dental club, take these first steps.

#### **1. *Talk with your school's student activities staff***

Your school most likely must approve all student organizations. Prepare to speak with them by (1) having a core team lined up, (2) knowing who your faculty advisor will be and (3) being prepared to explain why your institution needs an ASDA club. Include specifics of what your club will provide, such as opportunities for outreach, educational events, wellness activities, etc.

#### **2. *Identify a supporting faculty member***

The advisor should understand the role of students in organized dentistry and serve as an advocate for students to the school.

## RECRUITING AND ENGAGING MEMBERS

### ***Membership Cycle***

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Membership in ASDA runs on a calendar year (January 1-December 31). ASDA membership is an annual membership. To join visit [www.ASDAnet.org/join](http://www.ASDAnet.org/join).

### ***Membership Benefits***

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ASDA provides members with both tangible and intangible benefits. Tangible benefits are discounts on products and services. Intangible benefits include having a voice in your profession and the opportunity to meet dentals students from across the country. These benefits serve to recruit members, ensure member satisfaction and help our members develop into professionals. View a [summary](#) of the benefits ASDA has to offer.

### ***Planning your First Events***

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Your first impression to your school as an ASDA club will most likely be perceived through your first event. Whether you are organizing a social, community service event or a fundraiser, it is important to follow some basic planning guidelines.

1. Be professional in everything you do.
  - a. Make sure your school approves everything before holding the event.
2. Make the event relevant.
  - a. Make sure your first event represents you as a club and organization.
3. Publicize!
  - a. Make sure to get the word out through multiple channels and promote the event as sponsored by ASDA. Don't underestimate emails, flyers, social media and most of all, word of mouth. Providing food is a great way to get your members to attend.
4. Invite your administrators and faculty.
  - a. It is always a good idea to reach out to your administration.

## **PLANNING FOR SUCCESS**

### ***Potential Road Blocks***

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As you are starting to build your club, you may come up against common issues.

#### **Disinterested Classmates**

One of the most difficult aspects to work through can be a disinterested or negative classmate. Many students do not understand the benefit of ASDA and organized dentistry. They may see it as just another club they have to join or as a waste of money with no payoff. The best way to approach a student of this nature is through education and by relating the benefits of ASDA directly to them.

Educate them on the accomplishments of ASDA over the past year. Discuss national issues and the advocacy that we are fighting for. Mention the great member benefits and the importance of standing up for our profession. Relate the changes in medicine to dentistry to demonstrate that we are still an independent profession (unlike medicine) and that we are fighting to stay that way for years to come. As hard as it may seem, stay upbeat and excited about the organization. Continue to plan events and even personally invite students that do not seem to be as excited or involved. Chances are that when they see the benefit and good work that ASDA does, they will be likely to jump on board.

#### **Taking on the World**

Remember not to take on the world. Start your first year with a couple of great events that will spark a buzz about ASDA. In between those great events, hold smaller events or do little things to remind the students that ASDA is still around and is working to benefit them. As your club becomes more established, add events, consider forming committees and reevaluate your role among the other organizations within the school. If you feel yourself getting overwhelmed at any time, take a step back and see who is willing to help. Chances are that if you are excited about ASDA, there are many people that feel the same way.

#### **Learning to Delegate**

Give clear expectations and set reasonable deadlines. People will surprise you with the quality of work they produce.

We are all students and the more time and advanced notice you can give another student leader, the better. Establishing a club should be a leadership development opportunity. Everyone involved will have these opportunities if delegation is done well and efficiently.

#### **Finding Balance**

You already have a very busy schedule, be sure to prioritize what is important for you. Many national leaders pick one day during the week that is dedicated to completing their ASDA tasks. This way, they can spend the rest of the week doing everything else. Each person has their own views on what it means to be balanced. Determine early on what you want your life balance to be and you will find yourself happier, healthier and much less stressed while accomplishing more than you could have ever imagined.

### ***Celebrate Your Success***

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It is no easy feat to start a club. Start with the basics, such as establishing a leadership team, setting goals, and holding one event to expose students to ASDA. If you can accomplish those things in your first year, you are doing great and should celebrate your success.

Remember that there are many people who are here to help so don't be afraid to reach out. Good luck!

### ***Key Contacts***

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Contact ASDA at [Membership@ASDAnet.org](mailto:Membership@ASDAnet.org).

## GETTING STARTED

Congratulations on your decision to start a predental club at your school. Doing so says a lot about your character, which will be recognized by dental school admission officers and appreciated by your school's predental students. However, before you commit, make sure that you are willing to devote the time and are truly passionate about this endeavor. Since starting a club does take time, do as much as you can during the summer so you are not too distracted from your studies.

### ***Step One: Do Your Research***

It is a good idea to find a peer or two to help you through the process of starting the club and to be your sounding board for any difficult decisions. Next, find out the needs your club should address. This can be accomplished by meeting with the predental advisor(s) at your college in order to round-up your fellow predental students. These meetings are also a wonderful time to discuss the kind of resources that are offered to students. For example, your advisor might have access to the ADEA Guide to Dental Schools, DAT study materials and other resources that could be beneficial.

After you have the names of interested predental students, meet with them to see what their concerns are and what they would like to get out of the club. If your school offers a pre-med club, check with the officers to see what they do for their pre-med members, how many pre-med members they have and collaborate on how to meet the needs of these students together. Contact a few other predental clubs in your state and ask what kind of meeting topics and speakers they have, what they do for volunteering, etc. You may also find dentistry-related volunteer events on your state dental association's website. Finally, do some thinking about what the needs are in your community and brainstorm how your predental club can help.

Use the answers you gathered to set goals for the club. One of your main goals should be to make your club as relevant to members as possible to attract and maintain as many members as you can. Make it a point to gather resources valuable to your members, especially if the resources provided by the predental advisors at your school are lacking.

### ***Step Two: Formalize your Club***

Now that you have met with fellow predentals and have come up with some ideas for the club, you will need to check your school's guidelines for student organizations to make your club official on campus. *See the Sample Constitution in Appendix for help.* This may include appointing a faculty member as your club's sponsor. Make sure to find the right fit and keep the advisor informed of your club's goals and activities.

Schedule the first meeting of your new organization. Invite the predental students you gathered from the advisor meetings and possibly local high school students. Promote your club by creating a Facebook page. This can be a wonderful resource for your club members to keep them up to date on meeting dates, volunteer opportunities, local predental events held at dental schools and much more. You may want to set up a general email for your organization so members can contact you with questions or suggestions.

### ***Step Three: Continue the Momentum***

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From here on out, you will need to keep the ball rolling for your club. Continue to promote your organization. Make brochures and t-shirts, design a logo for the club, etc. Continue to find new ways to attract new members and retain current members. Some ideas include:

- Create an incentive program for members to attract new members.
- Present membership certificates to your members at the end of the school year.
- Develop awards such as “Most Involved Member,” “Perfect Meeting Attendance” and “Most Recruited Members.”
- Investigate the possibility of holding a year-end banquet for the club. Some schools have banquet facilities that may accommodate your needs. Sell tickets to the event for members and guests to defray the costs.
- Create other leadership positions within your club to get more members involved and to delegate the work.

## Leadership Structure

### ***Qualities of Great Leaders***

Throughout history, great leaders have demonstrated many types of qualities. Listed below are qualities most successful leaders have in common. Predental officers are no different and should express these characteristics to lead their undergraduate predental community. Myers-Briggs Foundation offers great personality indicating tools and can be used to assess these qualities in aspiring leaders.

Passion: Organizing a club requires hard work and time sacrifices; the last thing you want is to lose sight of the goal in the process. Your passion for dentistry will motivate you to start the club chartering process and complete it as quickly as possible. The officer's commitment does not go unnoticed by their members, but also serves to fuel the passion of future club leaders.

Vision: Envisioning future events are key to the growth of the club. Even though these ideas might not all work out, some will. Each officer should develop a list of ideas to enhance their role in the club. Almost always, visionaries will tend to win the election for that certain position. Steve Jobs quoted, "Innovation distinguishes between a leader and a follower."

Communication: Learning to exchange ideas and provide insightful remarks helps officers choose which events to run. Remember that a one-year term goes by rather quickly, especially when preparing concurrently for the DAT. Having monthly board meetings is an ideal way to go about sharing ideas. Teamwork is integral to success, and individual members should be neither too passive nor too aggressive when addressing his/her opinion.

Honesty: Honesty allows leaders to admit their faults, which shows true courage. This not only benefits the club but also increases mutual respect among the officers. Officers must lead by example, and adopting humility tends to encourage that. Honesty also encourages better teamwork dynamics within the group, optimizing decision-making process and event execution.

Respect: With individual leaders working towards the same goal, respect will bind them together. A hard working officer that focuses only on his/her gain, but not the team's, is not a team member. With great respect towards other members, events should flow smoothly and members will be delighted to join.

### ***Officer Roles and Responsibilities***

Most often, undergraduate institutions require that a club executive board consist of the four officers: president, vice president, treasurer and secretary. Listed below are typical responsibilities that each officer may have.

#### President:

The president's actions will dictate the direction and success of the club. They are held responsible for all events, meetings and affiliations the club may have.

- Serve as chair of the executive board, preside at club meetings and oversee all activities.



- Assist and supervise other executive board officers in any way needed for the betterment of the organization.
- Find appropriate speakers for club meetings and appoint committees for events.
- Update the organization's status with the pre-health advisors of the institution.
- Acts as an ambassador for the club and encourages other pre-dentals to join.

#### Vice President:

The vice president is the president's right hand; their cooperation on tasks will ensure the club's progress on a variety of difficult issues.

- Assist the president and preside at club meetings in the absence of the president.
- Aid in maintaining the organization's status with the pre-health advisors of the institution.
- Assist in the organization and conduction of club meetings.
- Locate and reserve rooms for club meetings.
- Assists in membership recruitment efforts for the club.

#### Treasurer:

The treasurer manages the club's finances; this position requires attention to detail when completing paperwork to strategically spend the club's funds.

- Act as the official custodian of the funds of the organization and dispenses funds as directed by the executive board.
- Design a budget to be approved by the executive board.
- Maintain a record of all paying members and collect membership dues from all returning and new members.
- Provide accurate reports of funds to the institution and executive board.

#### Secretary:

The secretary serves to connect the club with its members by providing updates on worthwhile opportunities.

- Take accurate minutes at executive board meetings and maintain records of ideas and businesses.
- Keep copies of all contacts of the organization, including members.
- Send meeting minutes and pertinent information to all members of the club.
- Prior to each meeting, provides members information regarding meeting location and time, as well as a description of the meeting.

Once the club experiences considerable growth, additional leadership positions may be necessary, including directors, webmasters, committees etc. For example, a director of shadowing position could sensibly develop alongside a club's decision to begin offering shadowing arrangement services. This director can be held responsible for organizing convenient times for students to shadow dentists. To reach out to more students, a director of publicity position could develop, responsible for using marketing tools to advertise the club's role and events throughout the campus via flyers or the college newspaper.

In the digital age, social media such as Facebook and Twitter can be used to connect with potential members. A webmaster can design a website to communicate the benefits of joining

the pre dental organization or to update members on the latest events and activities. Committees can also be formed to run temporary activities such as community outreach events, cancer walks, charity acts, etc. The benefits of creating committees are that it offers members an opportunity to gain leadership experience and it can increase the number of volunteers who don't want a large time commitment. The committee members may be interested in pursuing future opportunities within your club and other organizations.

### ***Elections***

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This is a fundamental step to ensure the organization is served by an executive board that meets the mission and annual goals. It is recommended that elections be held annually at the end of each academic year so that officers serve a one-year term. To assure fairness, elections should be held for all club positions. For beginning clubs, it might be best to not have limitations on allowing candidates to run. However as more candidates decide to run, you might implement a rule that only members may run, require a minimum GPA of a 3.0 or that candidates must have attended a certain number of meetings.

Promotion of the election should be done at least one month to guarantee that a sufficient amount of students are interested in running. The traditional method for elections has been students preparing oral speeches and delivering it to the entire club. Following the speeches, only members would be allowed to participate in ballot voting. The present executive board would count the votes and release the names of the future officers.

An alternative is an electronic election. Since ideally elections are held during the end of the spring semesters, finals often prohibit some members from participating. To ensure that all members can vote, candidates can prepare PDF documents on why they think they are the best person for the job. Such a document should include a brief biography, future ideas for the club, experience relative to the position, and other qualities. Members can be given two weeks to compare speeches and be permitted to vote on sites such as [www.doodle.com](http://www.doodle.com) on Election Day.

### ***Transitioning Leadership***

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Once the new executive board is elected, they should not reinvent the wheel and should be able to start where you left off. That means passing all the knowledge that you have gained during your term to them. A great way to transition this knowledge is to have a meeting with the outgoing and incoming executive boards. Each outgoing officer provides a summary of their responsibilities and the accomplishments during their term. This allows all new executive board members to understand the duties of each officer. After each officer provides a summary to the group, officers can break into pairs with the outgoing leader to learn specifics of the role.

This meeting is most productive if the new board prepares questions and the outgoing board comes up with helpful tips. Changes and adaptations may be necessary over time so duties from one generation of executive board to another may not be identical. Adopting more efficient ways to carry out the same responsibilities are necessary to strengthen your organization. Nevertheless, all pre dental clubs have the same mission: to provide the best experience for their members and community and to increase their members' chances of getting accepted into dental school.

## Meetings and Events

### ***Regular Club Meetings***

Depending on the size of your pre dental club, you may wish to have weekly, biweekly or monthly meetings. It is important to consider the meeting dates of other organizations that potential members might already be involved in. Meetings should be informative and interactive to hold the attention of members and ensure maximum turnout. Some clubs may choose to establish membership requirements in which a certain number of meetings must be attended to be considered an official member.

At the beginning of each semester, meeting dates should be scheduled and a meeting space reserved. Once the dates are determined, it would be a good idea to post a calendar of meetings and events on a website, Facebook page or sent out in an email so all club members can plan their activities accordingly. When deciding on meeting dates, there are a few factors to be considered. First, you may want to see if there are any classes that are popular among pre dentals that may interfere with your meeting time. For example, if there is a general chemistry class every Tuesday/Thursday evening, you may want to consider having your meetings on Wednesdays. Secondly, it is a good idea to check when other popular clubs are meeting, such as Pre-medical Club, Relay for Life, etc. Lastly, if you only have a few members, a survey should be taken so that a time that is conducive to their schedules is chosen. At the beginning and end of the semester, a survey could be sent to members asking what they liked about the club and what changes they would like to see. This keeps all of the members involved and will ensure they are getting the most out of the club.

The first meeting of each semester should be advertised around campus. It is a good idea to supply pizza or some type of food to ensure a good turnout. At this meeting, a plan of activities and goals should be reviewed along with membership requirements, such as dues and mandatory number of meetings. Additionally, the names and emails of attendees interested in joining the club should be collected and added to a listserv or email group. If your school does not offer a listserv, emails of club members may be collected during meetings and a mailing list created. The executive board should introduce themselves and give an explanation of their positions. Finally, provide a point of contact for members' questions.

At the start of each meeting, attendance should be taken either via a sign-in sheet or roll call depending on the size of your club. Meeting minutes should be taken and posted on your website or sent out through a listserv. Announcements, surveys, meeting reminders and minutes can be sent to this list. A meeting reminder should be sent a few days prior to the meeting and the minutes should be sent no longer than a day after the meeting. See the meeting minutes and other templates at the end of this guide to help manage your club.

### ***Benefits of Events***

Events are an integral part of any pre dental organization. There are many different reasons why you should consider holding a variety of events. They can help raise money, which can be put towards the operational costs of your organization or given to designated charities. Events are a great way for your members to get to know each other, especially at the beginning of the year

as new students are arriving on campus. They also provide opportunities for new members to become more involved in the organization if you encourage them to participate in the event planning process. Events provide an outlet for your organization to become involved in the community and raise awareness of important dental issues. Finally, they provide a means for your members to become more informed about current issues facing the dental field, the dental school application process and so much more. Below you will find everything you need to help you start planning events.

### ***Types of Events***

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As a new organization, it is best to start with simple events (bake sales, student panels, etc.). As you get more event-planning experience, you can dive into larger and more costly events (community outreach, fundraising, etc.). Below you will find a list of the types of events that your organization might want to run. Remember, start small and expand when ready.

#### **1. Fundraising events (*see fundraising section on page 19 or download ASDA's [Fundraising How-to Guide](#)*)**

##### Athletic Events

- Walk/run, dance marathon, etc.
- You can either organize your own or encourage your members to create a team and participate in an existing event that raises money for a cause your organization supports (ex: Relay for Life).

##### Sales

- Baked goods, t-shirts, calendars, raffles, etc.
- If donating to a charity, provide information about the cause to those purchasing your product.

##### University Funds

- Partner with an existing organization, help promote your collaborative event and then donate a percentage of the proceeds to your designated charity.
- See if your school allocates money to student organizations and if there are additional resources available for certain types of events. Schools will often have discretionary funds that student groups can apply for, especially for charitable events.

#### **2. Community Service Events**

##### Collection Drives

- Blood drive through American Red Cross or your state's blood center.
- Collect dental care supplies to donate to a charity of your choice.

##### Volunteering

- Spend time at a local hospital or clinic.
- Give a presentation about dental hygiene to community organizations/schools.

#### **3. Educational Events**

##### Presentations

- Show a film or documentary about current dental issues.
- Show a clip about a new piece of dental equipment or technology.

### Informative Lecture Style Meetings

- Invite a local dentist to share their experience in their practice, a day in the life of dentist and give advice to members.
- Invite recruiters from different branches of the military along with the Public Health Service Corps to discuss different scholarships offered.
- Review specialties and other options available after graduation.
- Discuss current topics that dentists and dental students are facing (utilize ASDA's website and publications for topics and talking points).
- Hold an ASDA informational meeting and discuss the benefits of the organization and how members can be more involved.
- Present a timeline for applying to dental schools and what members can do to make themselves stronger applicants.
- Present an overview of the DAT and different study materials and methods.
- Present a review of dental schools and the different factors that are important when selecting a program.
- Invite a dental school admissions counselor to speak about their school and what they look for in prospective students.
- Partner with Crack the DAT, Coursesaver or another test prep company to sponsor a scholarship and provide more tips on taking the DAT.

### Interactive Meetings

- Hold a meeting to discuss which courses to take and which professors are the best at the beginning of each course request season.
- Invite a guest speaker from your university's writing center to hold a personal statement workshop.
- Make cards for a local nursing home or children's hospital around the holidays.
- Hold mock interviews and discuss appropriate attire and etiquette.
- Invite dental students to give a tutorial like suturing bananas.
- Discuss dental blogs (e.g., ASDA's Mouthing Off, Curious Dentist, Excursives, ADA New Dentist, etc.)

### Panel Style Meetings

- Invite local dental students to answer questions about dental school and the admissions process.
- Organize a panel of accepted students from your club to give advice to members.

## **4. Recruitment Events**

### In conjunction with another organization or function

- Set up a booth at a school-wide club fair
- Promote your predental organization via pre-health courses and other more broad pre-health organizations.
  - Partner with one of these organizations on an event to give your predental organization more publicity.

## **5. Organized Dentistry Events**

### ASDA Meetings

- Try to get a group to register and attend the National Leadership Conference ([ASDAnet.org/nlc](http://ASDAnet.org/nlc)) or Annual Session ([ASDAnet.org/annualsession](http://ASDAnet.org/annualsession)). Plan group travel to help make the trip more manageable and fun.
- Look up what district you are in ([ASDAnet.org/map.aspx](http://ASDAnet.org/map.aspx)) and contact your district trustee to inquire about district events that members of your club can attend.
- Reach out to your local ASDA club and ask what events they have for predentals. Many clubs organize preidental days or preidental conferences.

#### Local and State Dental Association Meetings

- Contact the local or state dental associations to ask if members of your club can attend any meetings or volunteer to help out with the meetings or CE courses.

## **6. Recreational Events**

### Related to dentistry

- Try to combine with a community service event—your members will be having fun while also raising money and awareness for an important cause.

### Unrelated to dentistry:

- Bowling, movie screening and ice-skating are great ideas. These events are important for your members to get to know each other and allow for the exchange of ideas in an informal setting.

## **Steps in Planning Events**

Below is a checklist of the tasks involved in planning a successful event.

### How Do I Start?

At least 2-3 *months* before your event:

- Pick a date: this will allow sufficient time to research costs, organize the event, advertise, etc.
- Reserve the room through your school's room request service.
- Hold a pre-planning meeting to start assigning responsibilities and make a timeline for when each step of the event planning should be completed.

### What Do I Need?

- **Facility**
  - Size (do you want a large venue or more intimate setting?)
  - Time of year (indoors or outdoors)
  - Target crowd (do you want your event to be near the freshman dorms, biology building, popular hangout area, etc.)
- **Money**
  - Do you need to pay to use a space on campus?
  - How much will supplies for your event cost?
  - Does your school allocate funds for all student organizations or do you need to raise the money on your own?
- **Advertising**
  - Include your event in a school/class/pre-health email blast or calendar.

- Hang posters, hand out flyers, etc.
- Ask a professor to announce your event at the beginning/end of a lecture.
- Create a Facebook group or event.
- Place an ad in your college newspaper.
- **Food/Beverages**
  - Free food will always attract people to your event.
  - How fancy is your event? Do you need cookies or catering?
- **Supplies and Decorations**
  - Always have sign-in sheets, markers and nametags.
    - It might also be helpful to have people sign up in advance for the event.
  - Recreational event: balloons, streamers, music, etc.
  - Guest speaker: microphone, water, PowerPoint accessibility, thank you gift.
    - If you want to be creative, consider handing out toothbrushes, floss, mini-toothpaste, etc.
- **Manpower**
  - Form committees to be in charge of different events throughout the year.
  - Try to assign specific responsibilities to each committee member.
  - This is a great way to get new members involved in your organization!

#### How Do I Get Supplies?

- Check to see if your organization has any leftover supplies from previous events.
- Visit the local dollar store for great finds!
- See if you can get a discount at your school store because you're an on-campus organization.
- Try co-sponsoring your event with another group so you can share some of the expenses.
- Research if there are any organizations on campus that will help fund your event if it meets certain criteria and you apply in advance.

#### How Do I Advertise?

- Prepare fliers as early as possible to allow for enough time to design, print and distribute them (3 weeks is usually sufficient).
- Try to advertise in strategic areas, such as bio/chem/physics departments.
- Reserve tables at high-traffic areas like dining halls, libraries, cafes, etc. during the week of your event. You may have to reserve these tables in advance, and it would be most effective to reserve them for multiple days.
- Create a Facebook event a week prior to the event so it's fresh in people's minds.
- Newspaper ads should run the day of the event.
- Posters may have to be approved before they are hung—make sure you research this policy several weeks in advance.

#### Running the Event

1. Confirm your room reservation/setup, food and any guest speakers a few days before the event.
2. Arrive at the location at least an hour in advance to set up.
3. Try your best to start the event on time!

4. Follow up—get feedback from attendees (in person or survey), send thank-you notes to organization members who helped with the planning and set-up and to any guest speakers who attended.
5. Pat yourself on the back—be proud, you just ran an effective event!

### ***Examples of Successful Events***

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**1. Project Smile:** Present oral hygiene skits or read an oral hygiene or dental-related book to elementary school classes. Make costumes of a giant tooth, an apple and a can of soda. The giant tooth has Velcro attached to it so you can attach balls which represented bacteria and sugar onto the tooth after the tooth character drank the can of soda. Make a giant toothbrush that the students can use to brush off all of the bacteria. For this event, you can order supplies from Crest or Colgate. You may even be able to get them donated from the companies. Contact a local elementary school to see if they would like to have an event like this.

**2. Raise money** for a noteworthy organization. Pick a key location on campus and spend a few afternoons asking students for donations or try selling baked goods or t-shirts. If you fundraise for an organization like Operation Smile or Smile Train, you can then put the money toward funding cleft palate surgeries.

**3. Invite ASDA representatives from different dental schools** to come and speak to your members about their school and the application process. You can also have seniors who have already been through the application process run a question and answer panel for the younger members.

**4. Organize a shadowing schedule** so your members can gain exposure to dentistry by shadowing local dentists. Dentists are often happy to have students come in and observe. Create a list of local dentists from all specialties that are willing to host students and for how many hours. (Some will look for one day and others will be open for once a week for a few weeks). Also, draft a sample letter and contact info form for your club and drop off at local dental offices asking them to mentor a student. Your initial contact can be in person or over the phone, but the dentist may need something to remind them about the program. See *Shadowing: Confidentiality and Guidelines* page 29 and download the [Shadowing Guide and Log](#).

**5. Plan a group trip to a nearby dental school.** Many ASDA clubs hold events for predental students, including tours, simulation workshops, mock interviews and outreach events. Create a mentoring program with a local dental school. Contact the nearest ASDA club and see if they would collect a list of people who would be willing to be matched up with a predental student and mentor them through undergrad, taking the DATs, and applying. Contacts for ASDA club leaders can be found on ASDA's website.

**6. Host guest lecturers** who are local dentists and specialists to describe their jobs and other professional dental experiences.

**7. Attend events** hosted by your state's dental association. Visit your state dental association's website for more information.



**8. Volunteer at Mission of Mercy Projects or Remote Area Medical**, which provide free health and dental care to rural communities in need. Also many dental societies and schools will welcome volunteers for [Give Kids A Smile Day](#).

**9. Dental Access Day** is an event organized annually by many states in which dentists and dental students offer free dental care to community members in need.

**10. Lunch and Learn-** you can host an organization (i.e., American Academy of Periodontology) to give a presentation for your members. They often pay for lunch, which is a great incentive for your members to attend.

**11. Hands-on activities** such as a waxing event at a local dental lab or soap carving to give student's an idea of what it's like carving the anatomy of a tooth

## Fundraising

The process of receiving and allocating money for an event can be an arduous process. Therefore, it is best to start planning your use of funds at least 2-3 months prior to an event. For more tips and ideas for fundraisers, download ASDA's [Fundraising How-to Guide](#).

### ***Purpose of Fundraising***

There are several reasons why you should be raising money for your organization. First, you need to cover the operational costs of your pre dental organization. Every school allocates different amounts of funding to their student groups, but this often needs to be supplemented by your own fundraising. Second, you should raise money to donate to your organization's designated charities. As members of the pre dental community, it is important to start contributing to important causes in the dental community. Finally, large-scale fundraising events are also a great form of publicity and a great way to raise awareness about current dental issues.

### ***Use of Funds***

Many pre dental clubs choose one particular charity to partner with. The partnership often includes both advocacy and fundraising. Fundraising events can often serve the dual purpose of exposing the students on your campus to prominent dental issues while raising money. Another approach would be to choose a different organization to support each semester, which will spread funding and exposure to many different causes. Either way, fundraising for a charitable organization should be an integral aspect of your pre dental organization.

Examples of noteworthy dental organizations include: Give Kids a Smile; Operation Smile; Smile Train; Global Medical and Dental Brigades; Mission of Mercy (this varies by state); Team Smile; Oral Cancer Foundation; and Donated Dental Services.

Although many schools provide funds for the operations of student-run organizations, fundraising may be necessary for your club to hold events and manage operations. It is crucial for your organization to maintain a careful budget. In the Appendix at the end of this guide, you can see a sample internal expenses worksheet and funding request form as an example of how to request funding for certain events from your school.

## **Important Forms**

This collection of sample forms can be used to jump start a newly formed predental organization. Each of them serves basic, but important purposes, for organizing the different functions and operations of the club. Not all forms may be necessary for your organization. Check with your school for the list of required documents.

### **Constitution**

This document delineates the typical responsibilities of a collegiate organization, including predental societies wishing to be founded or developed. The constitution must also list a specific agreed-upon set of missions and objectives for the organization.

### **Meeting Minutes**

This document can serve as a guide both to how meeting minutes should be taken and the flow of a typical club meeting. You should add or remove sections specific to your club.

### **Budget Proposal Form**

This form is used to outline the projected costs of all planned events taking place in an upcoming semester. The form is submitted to the university's association for student organizations at the beginning of the semester to gain approval for allotted funds for planned events.

### **Event Proposal Form**

In addition to the budget proposal form submitted at the beginning of the semester, the event proposal form is submitted for each planned event to provide greater detail surrounding the objectives and required budgets.

### **Internal Expenses Worksheet**

This form can be used internally by predental clubs to track expenses and allotted budgets, both at the overall and more detailed level. Budgets can be organized by the event as well.

### **Shadowing Form**

This is given to all predental students who have arranged shadowing and work opportunities with dentist supervisors. It reiterates the necessity of discretion of privacy and confidentiality, as well as provides general shadowing etiquette and guidelines. Download the [Shadowing Guide and Log](#) for information on arranging and preparing for shadow opportunities and a log to track your time.

See Appendix for examples of each of these forms.

# **SAMPLE CONSTITUTION**

## **Article 1: Name of Organization**

1.01. The name of the organization shall be \_\_\_\_\_. (The "Organization").

## **Article 2: Objectives and Purposes**

2.01. The purposes for which the Organization is to be organized shall be consistent with the aims and objectives of an education pursued at the College. No purpose or objective of the Organization shall be in conflict with applicable state or federal laws presently in force or hereafter enacted.

2.02. The specific purposes and objectives which the Organization shall be organized to pursue include (insert statement of aims and objectives).

2.03. Hazing practices within the organization are prohibited pursuant to State laws.

## **Article 3: Membership**

3.01. Membership in the Organization shall be open to all members of the Collegiate Community without regard to race, color, creed, sex, physical ability, sexual orientation, or national origin. The organization must have X amount of undergraduate members. All officers must be undergraduates at the College.

3.02. Membership in the Organization shall be determined by attendance at meetings of the Organization. All Members shall have equal rights and privileges with respect to the election of the Officers of the Organization.

## **Article 4: Officers and Duties**

4.01. The Officers of the Organization shall consist of a President, one or more Vice Presidents, a Treasurer, a Secretary, and a faculty Advisor to the Organization.

4.02. No non-collegiate undergraduate student shall be eligible to be an Officer of the Organization.

4.03. Any undergraduate eligible to be an Officer of the Organization shall not be permitted to hold more than one office in that organization at any one time.

4.04. The Officers of the Organization shall be elected by majority vote of the Members present. A list of the Officers shall be provided to the College following the election.

4.05. The President shall call all meetings of the Membership, and shall serve as the chairman of such meetings. In addition, the President shall, with the advice of his Officers, plan and coordinate the events to be sponsored by the Organization; with the Treasurer, prepare and present an annual budget request, and shall in all events serve as a liaison with the College.

4.06. In the absence of the President, the Vice President shall assume the responsibilities of the President. In addition, the Vice President shall preside over all meetings of the Executive Committee and shall also perform other duties as the President may assign from time to time.

4.07. The Treasurer shall be responsible for maintaining accurate financial records of the Organization and shall be allowed to request checks or purchase orders on behalf of the Organization. The Treasurer, with the President, shall prepare and present any budget requests to the College. The officers shall insure that all funds are properly kept within the College accounting system.

4.08. The Advisor to the Organization must be either a faculty member or administrator of the College. The Advisor shall provide guidance and administrative assistance.

4.09. The Executive Committee shall prepare a program of events to be sponsored by the Organization in forthcoming semesters.

4.10. Any Officer of the Organization may resign at any time by delivering a written notice of such resignation to the President, or in the case of the resignation of the President, to the Vice President.

4.11. At the next regular meeting of the Membership of the Organization, an election shall be held to elect an Officer to fill the position made vacant by such resignation.

#### **Article 5: Miscellaneous**

5.01. This Constitution shall have been presented to the Membership of the Organization and shall be ratified by a majority vote thereof.

5.02. This Constitution may be amended or repealed by a two-thirds (2/3) majority vote of the Members of the Organization.

5.03. Any amendment to this Constitution shall be attached hereto and made a part hereof for all purposes.

# **Predental Club Meeting Minutes**

## **Date and Time**

## **Location**

### **I. Call to Order**

### **II. Announcements**

a. In this section you should provide an update on events that have taken place. For example, if there had been a fundraising event since the last meeting was held, you could tell the club how much money was raised and other specifics of the event.

- President
- Vice President
- Treasurer
- Secretary

### **III. Overview of Meeting**

a. If you had a guest speaker, you can highlight the main points from the presentation and provide contact information if the speaker made it available. Detailed notes should be taken during the meeting so members who are unable to make it to the meeting can gain the same information as the club members who were present. Any handouts from the meeting should also be provided along with the minutes.

### **IV. New Business**

a. Announce what will be happening at the next meeting as well as any events that may be coming up.

## BUDGET PROPOSAL FORM

1. Name of Organization:

\_\_\_\_\_

2. Budget Period (Semester):

\_\_\_\_\_

3. Officers' Names

\_\_\_\_\_

Print Name, President

\_\_\_\_\_

Print Name, Treasurer

\_\_\_\_\_

Signature, President

\_\_\_\_\_

Signature, Treasurer

\_\_\_\_\_

E-mail Address

\_\_\_\_\_

E-mail Address

\_\_\_\_\_

Address

\_\_\_\_\_

Address

\_\_\_\_\_

Telephone #

\_\_\_\_\_

Telephone #

4. Size of Membership \_\_\_\_\_

Years in Existence \_\_\_\_\_

Frequency of Meetings \_\_\_\_\_

5. Formal Purpose of Organization

a) Tentative name/type, date of event: \_\_\_\_\_

b) Total cost of event: \$ \_\_\_\_\_

6. Other funding sources:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

7. Department Advisor \_\_\_\_\_

8. Location of Organization \_\_\_\_\_

9. Phone # of Organization \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

TITLE: \_\_\_\_\_

LIST BELOW, UNDER EACH CATEGORY, AN ITEMIZATION OF EXPENDITURES AS TO EVENT, DATE, CONTRACTOR, ETC. WHEREVER APPLICABLE. All budget modifications and line transfers must be approved by the College.

### 1. CONTRACTUAL SERVICES

DESCRIPTION	AMOUNT
List total cost for all events:(indicate type of event and anticipated month of event) <i>Ex. Open house for new members (Oct 2012)</i>	
Refreshments for Meetings	
Advertising and Promotion (campus media, outside media, giveaways, etc.)	
Bus or Car Rental (list destination, number of students going and indicate how they were selected. Proof of insurance must be provided to the College before trip.	
Membership Fees ( <i>Organization fees only and list the organization(s). Individual membership fees will not be paid from student activity fees, but could be paid by the individual or through a fundraiser.</i> )	
Other	
<b>TOTAL CONTRACTUAL SERVICES</b>	

### 2. PERSONNEL SERVICES

All individuals listed in "Personnel Services" must be named and their student/non-student status indicated on this budget form.

DESCRIPTION	AMOUNT
Stipends (list purpose)	
Honoraria (list purpose and /or event)	
Speakers for events	
Advisors	
Employees	
Other	
<b>TOTAL PERSONNEL COSTS</b>	



### 3. SUPPLIES

<i>Ex: pens, pencils, paper clip, staples, stapler, tape, paper, decorations for end-of-semester party.</i>	
<b>TOTAL SUPPLIES</b>	

### 4. TRAVEL EXPENSES

DESCRIPTION	AMOUNT
Registration/Conference Fees	
Transportation Costs	
Meal Allowance for Travel	
Other	
<b>TOTAL TRAVEL EXPENSES:</b>	<b>\$0.00</b>

**GRAND TOTAL OF ALL LINES:**                      **\$ X**

## EVENT PROPOSAL FORM

---

Name of Organization: \_\_\_\_\_

Event Title/Item Name: \_\_\_\_\_

Date(s) of Event: \_\_\_\_\_

Location: \_\_\_\_\_

---

Anticipated number of attendees: Undergraduates \_\_\_\_\_ Community Members \_\_\_\_\_

Description of Event:

How does this Event connect to the mission/purpose of your organization?

**Additional Information:** Please include any additional information that would assist the College in making the best decision possible.

**Date**

**Print/Type Name**

**Signature**

**Preparer of Form:**

\_\_\_\_\_

\_\_\_\_\_

**Treasurer:**

\_\_\_\_\_

\_\_\_\_\_

**Advisor:**

\_\_\_\_\_

\_\_\_\_\_

## INTERNAL EXPENSES WORKSHEET

Organization  
Name: \_\_\_\_\_

President: \_\_\_\_\_

Organization  
Account  
Number: \_\_\_\_\_

Treasurer: \_\_\_\_\_

Date	Event Description	Allotted Budget / Funds Raised	Expenses				Remaining Balance	Comments
			\$ A	\$ B	\$ C	\$ D		
			Contractual Services	Personnel Services	Misc- Supplies	Misc- Travel		
	First Event of Semester	200.00	150.00				50.00	
	XYZ	100.00		100.00			50.00	
	XYZ	200.00	100.00			100.00	50.00	
	Fundraiser	300.00					350.00	
	Last Event of Semester	200.00	400.00		50.00	100.00	0.00	Remaining Balance
	<b>Totals</b>	1,000.00	650.00	100.00	50.00	200.00	1,000.00	Total Expenses

# **SHADOWING: CONFIDENTIALITY AND GUIDELINES**

## **SCOPE AND DEFINITION OF CONFIDENTIALITY**

Confidentiality applies to all students intending to participate in or volunteer on shadowing opportunities involving live dental and oral surgery procedures. It applies to all types of personal health information. Health information is information relating to someone's past, present, or future physical or mental health or condition, or the provision of or payment for health care provided to someone. Personal health information is any item containing health information about a patient that reasonably could directly or indirectly identify the patient.

## **OBLIGATIONS**

During your experiences, you may receive or create Confidential Information. In consideration of your exposure to dental procedures, you acknowledge and agree to the following:

- You have no right or ownership interest in any Confidential Information which you may receive.
- Your obligations under this Agreement with respect to Confidential Information shall continue after termination of your experiences.
- The use and disclosure of Confidential Information is governed by Federal and State laws and regulations.
- You shall actively participate in educational opportunities made available to you concerning proper safeguards for Confidential Information and uses and disclosures of Confidential Information as part of your job duties.
- Your use or disclosure of Confidential Information for any reason other than the performance of your assigned job duties or your failure to conform to applicable policies and procedures shall constitute misuse of Confidential Information. Any misuse of Confidential Information may be grounds for discipline against you.

## **GUIDELINES**

### **1. Practice Respect for Persons**

- Treat those whom you serve, with whom you work, and the public with the same degree of respect you would wish them to show you.
- Treat patients and colleagues with kindness, gentleness, and dignity.
- Include patient preferences for treatment in the plan of care to the fullest extent possible.
- Respect the privacy and modesty of patients.
- Do not use offensive language, verbally or in writing.
- Do not harass others physically, verbally, psychologically, or sexually.
- Do not discriminate on the basis of gender, religion, race, disability, age, sexual orientation, national origin, or marital status.

2. Maintain Patient Confidentiality

- Do not share the medical or personal details of a patient with anyone except those health care professionals integral to the well-being of the patient or within the context of an educational endeavor.
- Do not seek confidential data on patients unless you have a professional "need to know."
- Do not discuss patients or their illnesses in public places where the conversation may be overheard.
- Do not publicly identify patients, verbally or in writing, without permission or adequate justification.
- Do not invite or permit unauthorized persons into patient care areas.
- Do not share your confidential computer system passwords with unauthorized persons.

3. Protect Confidential and Proprietary Information

- Do not share details of employee or staff grievances.
- Do not share the personal compensation data of others beyond those with a need to know.
- Do not discuss personal information about patients or their families, colleagues or coworkers.
- Do not discuss business negotiations outside of the context of the negotiation itself.
- Use electronic mail responsibly.

4. Maintain Personal Honesty and Integrity

- Be truthful in verbal and in written communications.
- Acknowledge your errors of omission and commission to colleagues.
- Do not mislead others.
- Do not cheat, steal, plagiarize, or otherwise act dishonestly.
- When using information that is not your own in verbal or written communication or in medical records, give proper attribution, including the sources and date.
- Do not abuse privileges
- Confirm with your supervisors appropriate dress code, with business casual and closed toed shoes recommended.

Student Signature

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Dentist Supervisor Signature

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