

HOW-TO GUIDE

ASDA FEVER WEEK

Hosting an ASDA Fever Week is key to opening students' eyes to all the great benefits and opportunities available in ASDA, and getting them involved in your chapter early!

ASDA chapters are asked to host an ASDA Fever Week – one event each day to orient student to ASDA's mission, purpose, activities and benefits. ASDA Fever Week is a great way to introduce the structure of ASDA and organized dentistry to new dental students. Activities should touch on wellness, membership, and advocacy.

Having issues with hosting an ASDA Fever Week or ASDA Orientation? Contact your District Trustee and connect with National ASDA at Membership@ASDAnet.org.

BEFORE THE EVENT

Timeline

Allow plenty of time to brainstorm and plan for your event. Use the following timeline as a guide to planning the week of events with your chapter leaders. This may vary depending on the time of year your school decides to host the week, but it is typically recommended to plan Fever Week in the beginning of the academic year. Remember to take into account summer and fall breaks where you may be away from school and not able to take care of logistics.

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| 6 months | Determine which week to host the event (see "Scheduling" section) |
| 4 months | Reserve all rooms where the event will be hosted Reserve all outside locations such as restaurants and bars |
| 2 months | Have committee begin to plan logistics of each day Fill out necessary paperwork for your school's administrative offices |
| 1-2 months | Confirm all guest speakers |
| 1 week | Send out reminder email about the event Order food for each day |
| Night Before Event | Send out final reminder email Send out logistics email to committee members |

Scheduling

Get started early and connect with other clubs and school administration to schedule ASDA Fever Week in advance to try and make sure there are limited conflicts with other organizations' "rush weeks", and give plenty of time to advertise your event. Once the week is selected, determine which days and times you will host events.

After determining when to hold ASDA Fever Week, contact your school's administration and reserve the rooms, halls or areas to host the events. Make sure you have any of the necessary paperwork concerning the events completed in a timely manner. **Know the rules and regulations concerning on-campus or off-campus events at your particular institution.**

Expenses

Plan for the amount of food, drinks, and supplies that are needed at each planned event. For events with full meals, consider sending an RSVP to ensure you have an appropriate amount of food. Don't forget to ask for donations from vendors and other sponsors.

ASDA understands that chapters may experience funding challenges due to strict vendor policies or administrative issues that prevent them from holding local events. Chapters can apply for a Membership Outreach Grant to help fund local events that promote membership and involvement in ASDA. Up to five grants of a maximum of \$500 each are awarded to ASDA chapters based on the criteria in the application. To find out more information and apply, visit www.ASDAnet.org/index/programs-events/chapter-grants.

Events

ASDA Fever Week events should cover areas such as wellness, advocacy and membership to fulfill ASDA's mission. Chapters are encouraged to hold additional events. Find a list of relevant events for ASDA Week and more in the Appendix.

Speakers: If you are bringing in guest speakers, contact them well in advance so that they have plenty of time to work it into their schedules. If they are not a regular dental vendor at your school, make sure to discuss any accommodations that they will be needing for the visit (travel/hotel/food/parking fees), as well as if they have a speaking fee.

Food: Give restaurants an estimate of people with your order to ensure you will have enough. Ask if they will be providing plates, napkins and serving utensils so you know if you have to purchase those items. Advertise that you will be serving food in your reminder emails, and consider mentioning that the first 50, 60, or whichever number you determine will get food upon arrival. One less expensive option to purchasing food for a large group is to provide desserts or appetizers only. This will still entice students to attend while keeping the cost down.

Advertising

There are various ways to advertise your event, such as Facebook, Instagram, fliers, class announcements, newsletters, school television, etc. Be creative in how you promote ASDA Fever Week. For example, provide a goodie bag to first-year students on their first day and include a schedule for ASDA Fever Week. Send reminder emails or notifications prior to the event and each night during ASDA Fever Week to promote the next day's lecture or activity. Don't forget to include your chapter's logo so current and potential members will know who is hosting the event. Also, consider reaching out to D1s by email or letter prior to the start of the school year.

AFTER THE EVENT

Feedback

Gather feedback on your week of events from students, asking what they liked/didn't like, and what improvements they would suggest. You can also ask what type of events/opportunities they are looking for in the future.

Feedback Form for Chapter Members to Chapter Members (See Appendix)

Feedback Form for Chapter Leaders to National ASDA. Please complete after the conclusion of your chapter's ASDA Fever Week events: <https://www.surveymonkey.com/r/DT6PKS9>.

Gathering Membership Information

The key to getting members signed up on the ASDA website is gathering their contact information and dues. This might be in the form of automatic enrollment through the school or personal payments to your chapter's treasurer or membership chair. Gather name, email, and necessary contact information to use for future contact and chapter alerts. Login in to the Chapter Portal to access the file to upload new students. Be sure to connect with national ASDA at Membership@ASDAnet.org for instructions and guidance.

Find resources to assist with your ASDA Fever events that introduce ASDA to your members on ASDA's website: <https://www.asdanet.org/index/get-involved/chapter-management-resources/Membership-amp-Recruitment>. Information includes ASDA videos, sample letters to D1s and more.

Appendix

| Event Category | Event Name | Event Description |
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| Advocacy | Advocacy Bites | "Passive" program, get individually wrapped snacks and tape/tie on a piece of paper with 1-2 sentences ("bites") about advocacy - facts for your state, new legislature, etc. Have a mix of 10-12 different "bites." |
| Wellness | Hike 'n Pint | Organize a group hike in a metro park or recreational area near you, followed by going to a bar/brewery. |
| Social | "Braces (your mascot)" | Have your college/university's marketing team make a design of your mascot sporting braces, and launch an apparel/swag sale |
| Leadership Development | Leadership Summit | "Mini NLC", bring in high quality speakers, organize workshops, plan sponsored evening social. |
| Leadership Development | Business Cards | Free for members, nonmembers pay. Work with marketing/printing company for your school to use official logo/symbol, allow students to customize information on cards. |
| Leadership Development | Head Shots | Free for members, nonmembers pay. Hire photographer (professional or student/faculty with good camera/skill) to take professional headshots. |
| Education | Clinic Orientation | Free for members, nonmembers pay. Work with clinical faculty to organize a clinic orientation for class entering clinic. Compile useful information (commonly used ADA codes, clinic flow chart, pathology terms, PSR codes, denture steps, etc.) into handbook/binder/USB to give out. Review each rotation, give useful tips, warnings, etc. |
| Social | Amalgames | Field-day style competition where members compete in pun filled games and relays to compete for a grand prize. |
| Wellness | Spikeball/Basketball/ Dodgeball Tournaments | Can charge a fee to enter the bracket and use it as a fundraiser or to donate to a charity. Can also charge a \$5 admission to go toward an ADPAC registration. |

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| Membership | Welcome to ASDA Lunch and Learn | Gear this L&L toward DS1's. Have your president or president-elect talk about your chapter, national ASDA, etc. Invite board members end the talk 10-15 minutes early to allow DS1's to walk around, talk to the Exec Board members, and join committees to get involved with planning events. |
| Advocacy | Welcome to ASDA Advocacy Lunch and Learn | Invite faculty who are involved in organized dentistry and/or speakers from your state dental society to host a panel/debate about a hot topic such as licensure, midlevel providers, etc. |
| Wellness | 5k Run | Host a 5k run and invite all students, faculty, and staff, as well as students from other health programs on campus. Can be used as a fundraiser, a charity donation, or both. Have a celebration fair at the finish line with vendors, activities, and food. |
| Social | ASDA Talent Show | Invite students to prepare acts for a talent show and invite students, faculty, and staff. Get people to MC, print programs, and have faculty judges award prizes for the best talents/acts. |
| Education | Study Clubs | Host study clubs based on business, finance, or practice management topics and invite speakers who have successful practices, etc., to share their knowledge. Have dinner or snacks for attendees. |
| Wellness | Yoga/Hikes | Host regular yoga sessions and/or organize group hikes for members as part of your chapter's health and wellness programming. |
| Advocacy/ Education | State/Local Dental Society Events | Work with your local/state dental societies to have them host events for your chapter. Also, invite your members to their events geared for new dentists. |
| Social | Ice cream social | Host a social with free ice cream to create an opportunity for D1's to meet other classes and learn more about ASDA and dental school in general. |
| Social | Hay rack ride | Organize a group hay rack ride in the fall. Possibly supply s'mores, hot drinks, candy, and even a DJ/source of music. |
| Social | Dental dance (Dental prom or Mandiball) | Host a school dance with appetizers, drinks, and a DJ. |

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| Advocacy/ Education | Pontics & Politics | Utilizing faculty/administration/ASDA leaders to debate hot topics in dentistry & advocacy. |
| Social | Tailgate | Host an ASDA tailgate for a local sporting event. Supply drinks and food. |

Feedback form for individual chapters to chapter members after Fever Week

1. Name
2. Year of Graduation/Class
3. Are you an ASDA member? (auto-enroll chapters can remove this question?)
4. What days of Fever Week did you attend?
 - a. Monday
 - b. Tuesday
 - c. Wednesday
 - d. Thursday
 - e. Friday
 - f. Other days if applicable
5. What event was your favorite part of the week/did you find most applicable?
6. What could we improve for future ADSA Fever Weeks?
7. Did Fever Week inspire you to become more involved with ASDA or become a member of ASDA (for recruited schools)?