

COMPREHENSIVE GUIDE for CHAPTER LEADERS



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About ASDA

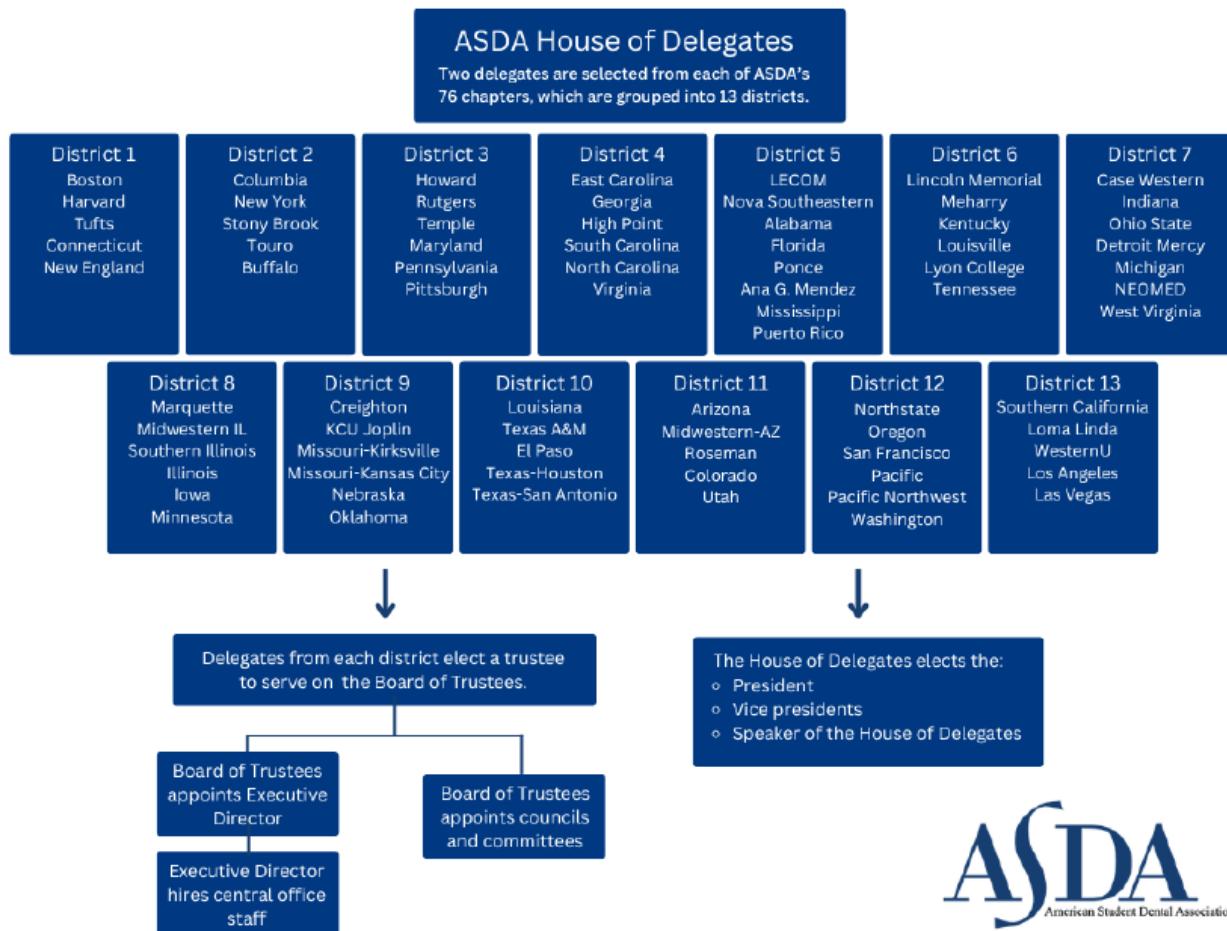
Mission Statement

The American Student Dental Association 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.

Vision Statement

To advance the dental profession by developing exemplary leaders and inspiring member advocacy.

Governance Structure



Role of the Chapter

The chapter is a very important component in ASDA's national organizational structure. Each chapter has an Executive Committee that manages the local chapter, represents ASDA in the program, and maintains an open dialogue with national ASDA.

Chapter membership consists of the active members of each dental school. The purpose of the chapter is to:

- Promote and serve the mission of ASDA
- Recruit, inform and involve local members in the activities of the association at all levels
- Provide local members with representation by sending two delegates to the association's House of Delegates
- May function as a form of local student government
- Support the leadership development of its members for the local, district and national level

Each individual ASDA chapter affords the opportunity for the student body to become engaged in leadership roles through chapter activities such as: fundraisers, lunch and learns, state lobbying events, vendor fairs and chapter communications. Additionally, each chapter can be broken down into committees such as: predental, membership, health and wellness, activities, community service, communications, professional development and leadership.

Chapter Success

ASDA chapters must follow the chapter policies as stated in national ASDA's bylaws. ASDA chapters must abide by ASDA's governing documents, support ASDA's mission, submit required materials annually and ensure chapter members are members of national ASDA. To support chapter leaders in reaching these thresholds ASDA created the chapter standards checklist. Below are the minimum recommended standards chapters should meet.

National ASDA Chapter Requirements

ASDA chapters must follow the chapter policies as stated in national ASDA's bylaws. Per ASDA's bylaws ASDA chapters must abide by ASDA's governing documents, support ASDA's mission, submit required materials annually and ensure chapter members are members of national ASDA.

ASDA's predoctoral chapter policies include:

- Abiding by ASDA's national governing documents.
- Supporting ASDA's mission, including but not limited to, chapter programming and initiatives.
- Submitting current chapter bylaws annually to national ASDA.
- Submitting current chapter leaders annually to national ASDA.
- Ensuring chapter members are members of national ASDA.

Recommended Annual Chapter Operations

- Hold at least 2 all member meetings
- Hold at least 4 Eboard meetings
- Hold at least 4 member programming events
- Meet with administration at least 2 times
- Maintain a chapter budget
- Complete a leader transition meeting or retreat to successfully transition new leaders into roles
- Submit roster updates including new D1 information and updated D2-D4 lists
- Maintain up to date social media. Consider recommendations in the social media how to guide
- File taxes through group exemption or through 990 form

Participation

- Engage in national ASDA initiatives including Week of Service, Wellness Month, Advocacy Month and Advocacy Certificate Program
- Send chapter representatives to national ASDA meetings including NLC and Annual Session
- Apply for ASDA awards programs including the Gold Crown Awards, Grants, Advocate Award and ASDA Fever Event Challenge
- Hold an ASDA Fever Week, welcome week or ASDA orientation at the start of the academic year

SMART Goals

- Set goals to achieve chapter success
- Executive Committee should determine what goals your chapter focuses on for the year
- Ensure goals are measurable
- Ensure the goal relates to ASDA initiatives like membership, communication, organization & leadership, fundraising, organized dentistry and advocacy

- Set a deadline for each goal
- Assign a board member the responsibility for overseeing the goal

In preparation for the upcoming leadership year use the following outline to help you determine a few goals for this year. All goals should be “SMART”. A SMART goal is:

1. Specific: defines exactly what is expected in clear and unambiguous terms.
2. Measurable: applies criteria to determine if a goal has been met.
3. Attainable: the outcome should be attainable and realistic.
4. Results Driven: goals need to be part of the overall strategy of success.
5. Time Sensitive: goals must have definite start and ending points and must have milestones along the way.

Example:

A non-SMART goal might be “Our chapter wants to host a successful fever week.”

A SMART version of this goal would be “Tufts ASDA wants to host an ASDA fever week with one event each day and at least 20 members present at each event, during the week of August 7th.” It is specific, measurable, attainable and there is a time deadline.

Write two or three SMART goals to guide your chapter for the upcoming year.

See Appendix A. for SMART goals worksheet.

Timeline of Events

Month	Event
January	Service Month
February	Annual Session
March	Leader Transition Leader Survey Excellence and Advocate Awards Open
April	Leader Transition Bylaws Due
May	Leader Transition Predental Month
June	Leader Transition Leader Information Due Chapter Leadership Academy: ASDA 101
July	Fever Week Challenge Opens
August	Fever Week Chapter Grants Open Chapter Leadership Academy: Session1 NLC Scholarships & Registration
September	Fever Week Wellness Month Gold Crown Awards Open Chapter Leadership Academy: Session2
October	Chapter Grants Close Fever Week Challenge Closes National Leadership Applications
November	Advocacy Month NLC Trustee Applications
December	Gold Crown Awards Close Annual Session Scholarships & Registration

Member Benefits

ASDA members have access to member benefits that help you succeed in school and your career.

- Connection to ASDA through your chapter, district and national organization.

- [Education](#) on Wellness, Advocacy, Career Resources and Clinical & Cutting-Edge topics
- Development of leadership and interpersonal skills which you'll need when you begin practicing
- Opportunities to [Get Involved](#).

Advocacy

ASDA protects and advances the rights and interests of members. Get informed on the issues impacting the profession and ways you can advocate for change. ASDA Advocacy give you [access to legislators](#) to influence and educate them about dental care, delivery modes, licensure and reimbursement policies

National Programs and Events

Interactive experiences with seasoned dental professionals and dental students at chapter, district and national ASDA events. ASDA's programs and events, whether in person or virtual, offer an opportunity for members to learn, get involved, and engage.

Publications

Membership includes print and electronic [publications](#), offering perspectives and information on the association, dental news and trends in the profession.

Deals and Offers

Use your ASDA membership to get a discount. ASDA has collaborated with businesses and organizations to offer our members discounts and deals to make life a little more affordable while in dental school. We've got some great deals for you. [Bookmark the page today!](#)

Podcast: Life in Loupes

Hear past ASDA members share how they've navigated from dental students to successful clinicians, business owners, advocates, department heads, and c-suite officers – and all the roles in between. [Listen now](#).

Membership with the American Dental Association (ADA)

Predoctoral and international dental student members of ASDA are [also student members of the ADA](#).

Chapter Finances

Your chapter is a component of the national organization, but it operates independently and must manage its own business affairs including updating bylaws, managing and reporting finances and filing taxes with the IRS. This section provides information and templates to assist you in managing an effective chapter.

Chapter Constitution and Bylaws

All chapters are required to have a current set of constitution and bylaws. ASDA has a [template](#) that chapters can use as a reference. All updated versions should be sent to the [Membership Department](#) in ASDA's national office.

Affiliation Agreements

All chapters are required to have a signed copy of their [affiliation agreement](#) on file with the ASDA national office.

IRS Exempt Status

Your chapter may be required to file tax forms with the IRS. Filing for group exemption with ASDA is the easiest way for chapters to obtain tax-exempt status from the federal government, exempting them from paying federal income tax on certain activity. If your chapter is not part of the group exemption but would like to be, please reach out to ASDA's [finance department](#) for information.

[Review a list of chapters](#) under ASDA's group exemption to see if your chapter is listed.

Important IRS filing information

ASDA chapters that are part of the group exemption have tax exempt status with the Internal Revenue Service (IRS) under the IRC 501(c)6. The IRS requires that your chapter submit a Form 990 by May 15 every year. By February 28 each year, information will be sent to the chapter president and vice president as well as treasurers of the participating chapters explaining the process for filing the 990 for the previous calendar year. It is imperative your chapter keep detailed records of all income and expense transactions.

If your chapter has \$50,000 or less in annual deposits for the previous calendar year, Form 990-N will need to be filed with the IRS.

If your chapter has more than \$50,000 in annual deposits for the previous calendar year, Form 990-EZ will need to be filed with IRS.

These rules apply to all chapters — and all exempt organizations — whether or not they are part of a group exemption. The group exemption only grants tax-exempt status on a group basis. It does not in any way change the IRS filing requirements for chapters. Contact ASDA's [finance department](#) with questions.

Chapter Bank Account

If your chapter collects money for chapter dues, fundraisers or sponsors and incurs expenses, the chapter can consider opening a bank account. To open a bank account, you will need a Federal tax ID number, also known as an EIN or TIN. Please contact ASDA's [finance department](#) for information prior to opening a chapter bank account.

Chapters should check with their school administration to confirm that opening a bank account is permissible.

Chapter funds should never be kept in a student's personal bank account.

Direct Deposit

ASDA offers chapters the opportunity to sign up for direct deposit for their local dues and incentive payments from ASDA. Chapters may also request for ASDA to withdraw funds from the chapter account to pay for national dues and registration fees. To participate, an **ACH form** and copy of a voided check must be sent to the ASDA **finance DropBox account**. Contact accounting@asdanet.org for the account link.

Sample Budget Spreadsheets

It is important for your chapter to track your annual revenues and expenses. Below are sample spreadsheets to use as templates:

- [12-month chapter budget](#)
- [Schedule of income and expense tracking](#)

How to Guides

These [guides](#) provide helpful steps on a wide range of topics. Each guide is filled with ideas from other ASDA chapters and offer insight into how to make your chapter thrive. Below is a list of these guides.

Chapter Handbook

Predental Recruitment

Chapter Advocacy

Starting a New Chapter

State Dental
Associations

Virtual Chapter Events

Fundraising

ASDA Fever Week

Community Service	On-Boarding	Chapter Newsletters
Vendor Fairs and Dental Conferences	Chapter Leadership Retreats	Chapter Websites Social Media
Diversity & Inclusion Workshops	Chapter Leader Transition	Chapter Wellness

Promoting ASDA at Events

- ASDA introduces students to **lifelong involvement in organized dentistry** and provides services, information, education, representation and advocacy.
- ASDA helps grow your leadership abilities. As future dentists, you are oral health leaders and ASDA is your path to gaining skills beyond those learned in dental school.
- With ASDA, whatever your interest, you'll find ways to put it into action.
- As an ASDA member you have access to member savings including discounted or no-cost financial and insurance services, savings on apparel, school supplies and shipping, student loans, personal loans and banking, test prep and more. These savings are exclusive to ASDA members.
- Your ASDA Chapter connects you to the larger community within ASDA and organized dentistry.
- ASDA's mission is focused on dental students. Dental students, who are members, set the course in identifying concerns, policies and legislative objectives. ASDA exists for its members and its members, you, guide ASDA.

National Leadership Positions

ASDA introduces students to organized dentistry and provides opportunities to develop leadership skills. National leaders are responsible for furthering ASDA's mission and completing tasks aligned with the council or committee mission.

ASDA national leaders have gone on to serve on ADA's New Dentist Committee, state and local societies and as presenters at ASDA, ADA and Academy of General Dentistry national meetings.

Applications for national councils, the editorial board, and executive committee:

- Open in October
- Close in December

Applications for district trustee:

- Open in December
- Close in January

Meeting Requirements

National leaders must participate fully (whether it be virtual or in-person) in council business via email, meet deadlines, and attend all council calls. Please refer to each specific [council's and position's meeting requirements](#).

To Apply

You must be an active ASDA predoctoral member. Review position descriptions for complete eligibility.

Determining Who Should Attend National Meetings

Your chapter may have more students interested in attending meetings than you can afford to send. It can be a difficult decision to select those that best represent the chapter and have the potential to bring back value to the chapter. Here are some ideas to make the selection process easier:

- Have interested attendees write a 300-word essay why "leadership training is important to me." Top essay writers are selected by chapter leaders or faculty to attend.
- Build out an online application asking students to explain how they would benefit from attending.
- Send 2-3 members from each class (D1, D2, D3, D4) to ensure legacy training. Encourage them to attend sessions related to their experience level or interest in holding future leadership positions at chapter.
- Cover the hotel and registration fee for the event but require members to cover the transportation costs.
- Host a contest where the top xxx winners receive registration (recruiting new members, writing for your chapter newsletter/website, selling raffle tickets, etc.).
- Have interested members fill out a short "blind" application and either have your eboard evaluate. Applications should not have a name associated so that it is truly based on the application that utilizes short essays and prior leadership roles.
- Raffle off the cost of one registration package based on levels of participation in ASDA. More participation = more times your name is in the raffle = more chances you will be selected to attend.

Regardless of who attends, it is important that they share what they learned so it benefits your entire chapter. Members will feel more vested in the association if they know that the local dues they pay are being used to strengthen the chapter. Consider requiring those who attend to present a lunch & learn or write recap on their experience at the meeting. It is also important to thank your dean and administration and share the knowledge you gained to ensure their continuous support of students' attendance at future events.

NLC Meeting Timeline

Involve administration in your chapter's attendance to National Meetings as early as possible. Create check-in points to connect with administration about the learning outcomes, and how you will be able to connect your learning immediately to your dental school experience.

Use this outline to help your chapter connect with administration and show the value in attending NLC.

- August
 - NLC program schedule available on asdanet.org.
- September
 - Connect with administration to share the program schedule. Ask your administrators and faculty what sessions they recommend attending and highlight those courses that are eligible for continuing education (CE) credit. This collaboration with administration helps them see the value of members attending NLC.
 - Learn more about CE credits you can earn at NLC [here](#).
 - Discuss how you can report on your learning and growth after the meeting. Consider the following:
 - Sharing details in different formats (for example, written, presentation, video)
 - Providing different reports to key stakeholders detailing information that's relevant and important to them (members, faculty, alumni)
 - Reports may include: ways you developed as a leader, represented the program and advocated for the future of the profession; key takeaways that your peers could also benefit from learning; new connections you made with school/chapter alumni and others in the industry.
- October
 - Registration closes.
 - ASDA publishes a pre-meeting survey for registrants. This survey will assess your education interests and career goals. ASDA will share customized session and event recommendations with you based on your responses.

- November
 - Connect with administration to finalize your meeting and session attendance. Finalize how you will report on what you learn.
 - ASDA publishes education report templates. You can use this information to create your post-event reports detailing what you learned and gained from the conference experience.
- December
 - Share your NLC recap based on the format(s) and group(s) agreed to with administration.
 - Continuing education (CE) verification letters sent to attendees.

The Value of National ASDA Meetings

The American Student Dental Association (ASDA) has focused on advancing the dental profession by developing exemplary leaders and inspiring member advocacy throughout its over 50-year history. ASDA strives to provide education that complements the dental school curriculum to more than 23,000 members across the country.

Why is it important for the [fill-in] ASDA Chapter to attend national meetings?

- **Representation:** Every U.S. dental school has an ASDA chapter. Over 95% of ASDA chapters attend ASDA's national meetings. Attending a national ASDA meeting brings representation for the dental program. We represent the ASDA chapter and program in voting on ASDA policy, meeting with dental professionals, and advocating for the profession.
- **Education:** We get to learn about topics that are critical to our success as dental professionals today. Topics we do not learn in the classroom such as financial management, leadership fundamentals, personal development and wellness, organized dentistry, advocacy and advancements in technology.
- **Community:** We meet other dental students and dental professionals who are going, or have gone through, the same issues we are—all striving to improve our broader communities through our dedication to oral health. We connect, learn and support each other.
- **Career planning:** We are provided with information to make informed decision for post-graduation life including residency, career options and financial planning. We learn from recent and seasoned dentists from across the country, practicing specialties and practicing as general dentists. We understand our career options, so we can plan now for what is ahead.

- **Leadership development:** As future leaders of the oral health team, we learn valuable skills in areas such as having critical conversations, balancing life and work, emotional intelligence, building an oral health team, and more.

How To Write a Resolution

A resolution is a formal request or action that is presented to the House of Delegates for consideration. Delegates present discussion for or against a specific resolution, then the House votes to determine the outcome.

A resolution is the appropriate course of action if you need to:

- [Identify a problem or need for action](#)
- [Update or amend existing policy](#)

Resolution writing may seem daunting but if you follow these easy steps, you'll be on your way to making your mark on ASDA.

Deadlines

All resolutions need to be submitted to resolutions@asdanel.org to be considered.

Resolutions submitted by a specific date each January will be considered by the Board of Trustees for comments. Any resolutions seeking to amend the Bylaws must be submitted by this specified date.

All resolutions must be submitted before the start of the first House of Delegates session in a given year.

1. Do some research.

- Review ASDA's [Current Statements on Position or Policy](#) – there might already be a policy in place that captures what you want to do (or you might find a similar policy that you believe needs a revision).

2. Draft your resolution.

- Please use the resources below to write your resolution.
 - [Resolution Tips](#)
 - [Blank Resolution Template](#)

- Please refer to [these guidelines](#) if considering developing a resolution that creates a task force.

3. Reach out the Speaker of the House.

- The job of the Speaker of the House is to assist with drafting resolutions that not only achieve your objective but help delegates understand what they are voting on.
- All resolutions are reviewed by the Speaker of the House. The Speaker will provide comments and suggestions for you to consider.
- Once you and the Speaker agree that the resolution is final, it will be submitted for processing. If submitted by January 8, your resolution goes to the Board of Trustees for comment.
- The Board of Trustees is elected to manage the administration of the association in between House of Delegates meetings. They have knowledge, experience and perspective that can be helpful to delegates when reviewing resolutions.
- The Board of Trustees provides a comment and a vote recommendation. This is consistent with other dental associations that have a House of Delegates, including the American Dental Association.

4. Your resolution is assigned to a reference committee.

- At Annual Session, your resolution will be assigned to a reference committee.
- Reference committees are tasked with reviewing each resolution before it is voted on at the House. The reference committees are comprised of an executive committee member, trustees and delegate reviewers from each district.
- Resolutions will be presented at Annual Session during reference committee hearings. **All attendees** have the opportunity to comment on resolutions during these hearings.
- Resolution authors are strongly encouraged to attend the hearings so they may answer any questions about the intent or direction of the resolution.
- The reference committees will then meet to discuss the testimony received and offer any revisions or substitutions.

- Reference committees deliberate after reference committee hearings and take into account the testimony provided at the hearing before making their recommendation.
- Offering revisions, substitutions and recommendations is consistent with other dental associations that have a House of Delegates, including the American Dental Association.

5. **Your resolution is voted on by the House.**

- The resolution will be voted on in the House on the final day of Annual Session.
- Delegates from every chapter will discuss and debate the resolution and you'll see how far your idea will go!

Advocacy Certificate Program

ASDA advocacy is vital to the protection and welfare of dental students and the dental profession. Whether you're new to advocacy or an advocacy expert, the [Advocacy Certificate Program](#) will help you become a lifelong advocate.

Earn points by participating in various advocacy initiatives listed below. The person with the most points at the end of the program earns the Excellence in Advocacy Engagement Award.

Membership Processing

- ASDA opens the membership year in September
- \$5 of predoctoral membership dues goes to the ADA for your ADA student membership
- All members have an online ASDA member profile
- 2026 Membership dues are \$99

Fever Week

- One event each day to introduce ASDA benefits and opportunities to your members
- Introduce organized dentistry
- Build involvement and engagement
- Share chapter goals and ideas
- Strengthen the chapter experience

Key steps to holding a successful fever week:

- Have a confident and well-informed team, make sure your leaders and event planners know and understand all ASDA offers
- Use this time to recruit and engage incoming first-year students (begin identifying students who may want to serve as Class reps or in any D1 positions on your board.)
- Target D2, D3 and D4 students individually
- Sign up current members for another year of membership or make sure students know they are members and how they can benefit from their membership
- Set up an ASDA table at each event throughout the week
- Engage in one-on-one recruitment
- Consider a real time one-on-one dues collection process

Contact Information

- **Sarah Murphy, CAE, Director of Membership**
 - Sarah@ASDAnet.org
- **Kylie Weller, Senior Manager of Chapter Engagement**
 - Kylie@ASDAnet.org
- **Anna Tytus, Membership Coordinator**
 - Anna1024@ASDAnet.org
- **Calendly Check In Scheduling**
 - calendly.com/asdaleadercheckin
- **Membership Email**
 - Membership@ASDAnet.org

American Student Dental Association

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Appendix A.

SMART Goals

CHAPTER LEADER NAME:		POSITION:	DATE OF REPORT:
Chapter Goals (List a specific chapter achievement or challenge. You will be responsible for discussing these at chapter meetings.)		<p>Please explain what progress your chapter/position is making toward its goals. Please include the following information:</p> <ul style="list-style-type: none">• What part of the goal is in progress right now?• What do you have left to do and what are the upcoming deadlines?• Have you encountered any unexpected challenges?	
		July	Sept.
<i>Goal #1</i>			
<i>Goal #2</i>			
<i>Goal #3</i>			
<i>Goal #4</i>			
<i>Goal #5</i>			
Identify a chapter strength and weakness			
Concerns you have for your chapter or leader position.			
List any resources you need from chapter eboard, school admin, ASDA staff, ASDA Board or EC.			

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