

HOW-TO GUIDE

ON-BOARDING



Introducing D1s to ASDA

This on-boarding program assists chapters in introducing new members to ASDA. At many chapters new students are unaware of what ASDA is and the benefits of being a member. An onboarding program is focused on educating members about ASDA during their first year of school.

Below is a checklist of activities for chapters to do throughout the year. Following the checklist are templates (marked as appendices) that can be used for each activity.

Find additional membership template emails and presentations, videos, handouts and more at <https://www.asdanet.org/index/get-involved/chapter-management-resources/Membership-amp-Recruitment>.

Find How-To Guides on ASDA Fever, Virtual ASDA Fever and this guide on the Chapter How-To Guides page: <https://www.asdanet.org/index/get-involved/chapter-management-resources/Chapter-How-To-Guides>.

Pre-Fall (before August)

- ✓ **First-year letter:** Send a welcome letter/email to the incoming class before school starts to introduce ASDA (*Appendix A*). Recruited chapters can use this opportunity to recruit first-year students.
- ✓ **Social media:** Create or invite the new members to all ASDA social media sites that your chapter uses. Check out the [social media How to Guide](#) for content ideas.
- ✓ **Welcome packet:** The ASDA central office will send materials in July or August to distribute during orientation or a membership lunch and learn with the welcome letter (*Appendix B*).
- ✓ **National Leadership Conference:** Promote NLC to members using videos and presentations from previous year's event (*Appendix C*). When registering for the conference, leave room to bring at least one first-year student.

August/September

- ✓ **Membership drive:** Hold a lunch and learn or have an event for first-year students to promote ASDA and share what being a member is all about. Distribute the "welcome packets" at this event. Find membership recruitment materials including templates and videos here: <https://www.asdanet.org/index/get-involved/chapter-management-resources/Membership-amp-Recruitment>.
- ✓ **ASDA communications:** Send members links to ASDA's website, social media, and other communication resources to encourage connection, learning and engagement (*Appendix D*).
- ✓ **Promote local leadership opportunities:** Send out a call for applications to members and encourage them to apply for leadership positions at your chapter (*Appendix E*). Give a breakdown of the leadership opportunities by explaining what ASDA does at the district and at the national levels.
- ✓ **Create an ASDA Fever Week** during the first week or two of the semester in order to get students engaged and involved early on through events and socials. Read the [ASDA Fever How-to Guide](#) for ideas.
- ✓ **Celebrate Wellness Month** by organizing activities that focus on ASDA's five dimensions of wellness: emotional, physical, intellectual, occupational and environmental. Find ideas at [ASDAnet.org/wellness](https://www.asdanet.org/wellness).

October

- ✓ **Continue to promote local leadership opportunities:** Ask committee chairs to create subcommittees for large projects to delegate responsibilities and give new members a sense of belonging and value.

November

- ✓ **Celebrate Advocacy Month:** Promote advocacy and why it is important to have a voice in the profession. Find ideas at <https://www.asdanet.org/index/programs-events/virtual-events/Advocacy-Month>.
- ✓ **National leadership opportunities:** Encourage members to apply for [national leadership opportunities](#) (*Appendix F*). Ideas include:
 - ✓ Promoting opportunities at membership meetings or on social media and assuring members that national positions are not out of reach. Chapter leaders should help those who are thinking of applying and put them in touch with people to talk to like district trustees or other members from their local chapter that held district or national positions in the past.
 - ✓ Showing a history of chapter leaders who had national positions in the past (even if they are a few years out of dental school) or bring in some that can talk about their experiences.
 - ✓ Showing videos available on ASDA's website of past leaders talking about their experience and what they got out of leadership in ASDA.
 - ✓ Encouraging members to apply for district positions.
- ✓ **National Leadership Conference:** Share videos, resources and presentations from NLC with members. Promote the dates of next year's event and track members that may be interested in attending in the future.
 - ✓ Schedule a lunch and learn and ask attendees from NLC to share content and what they learned from the conference with members.

December

- ✓ **ASDA member benefits:** Remind members of their tangible benefits and make sure they have their membership number to take advantage of their benefits.
 - ✓ For recruited chapters, remind members to renew by Dec. 31 or their benefits will expire.
- ✓ **Annual Session:** Promote annual session and encourage members who are interested in attending to let you know (www.ASDAnet.org/AnnualSession). Consider an application process or contest to determine who attends annual session. For example, ask members to fill out an application explaining how they'd benefit from going or award a member for an accomplishment (recruiting members, writing the newsletter, etc.) by funding them to annual session. Be creative!
 - ✓ Encourage students to attend by providing photos, videos and presentations from prior years.

January

- ✓ **ADA Dentist and Student Lobby Day:** Promote Lobby Day and encourage members who are interested in attending to let you know (www.ASDAnet.org/LobbyDay).

February/March

- ✓ **Membership “value” survey:** Distribute a survey to your members to find out what your chapter is doing well and where there are opportunities to improve (*Appendix G*). Hold a meeting after you tally the results to discuss some of the improvements you plan to make based on the survey.
- ✓ **Annual Session:** Every chapter has two delegates that vote as part of the House of Delegates on policy and national leaders.
- ✓ **ADA Dentist and Student Lobby Day:** This meeting typically is held in March. Students get the opportunity to connect with dentists and lobby for issues affecting the dental field.

April/May

- ✓ **Leadership Training:** Find out if any D1s are interested in leadership but have not yet gotten involved. Take time to talk to them about their leadership path. Are they considering a district or national position in their future? Are there current or recent alumni you can connect them to so they can learn more?
- ✓ **District Leadership Opportunities:** In the early spring, the newly elected District Trustees start forming their district cabinets. Connect with your District Trustee on the process and share with your chapter members.

Summer

- ✓ **Prep for the Upcoming Year:** Use this time to review the past year. What should be changed to enhance engagement with the incoming D1s?

Chapter Engagement Events for D1s

Event/Program/Service	In-person (following program guidelines)/Virtual/Hybrid	Description
Email D1s Prior to Start of School Year	Virtual	Use the Welcome Letter to D1s as a template to email D1s prior to the start of the year, <i>Appendix A</i> .
Week of Welcome (ASDA Fever Week type event)	In-person (following program guidelines)/Virtual/Hybrid	
Cuspid Cup	In-person (following program guidelines) Outside	Olympics by grad year. Occurs outside.
Dental Supplies Kit	In-person (following program guidelines) / Centralized pickup area / Mailed	Small dental supplies with a welcome note
ASDA/ASDA Chapter Stickers	In-person (following program guidelines) Centralized pickup area / Mailed	
ASDA/ASDA Chapter Laynard	In-person (following program guidelines) / Centralized pickup area / Mailed	
Branded Drinkware	In-person (following program guidelines) / Centralized pickup area / Mailed	
D1 Student Club Fair	In-person (following program guidelines)	Use a stamp for students to show that they've visited each booth. Provide an incentive through a drawing.
Market the Chapter to D1s	Virtual or In-person (following program guidelines)	Use ASDA video, chapter's PFM video and resume to showcase what ASDA is to D1s.

Appendix A

**Include chapter logo if
you have one**

Class of **[year]**:

Congratulations on your acceptance to **[School]**. You should be proud of your choice to attend one of the best dental schools in the nation!

I would like to take a moment to introduce you to the American Student Dental Association (ASDA). ASDA is the nation's largest student-run association for dental students, representing over 23,000 members attending all U.S. dental schools. As an ASDA member, you receive student membership into the American Dental Association. It combines your single voice with those of your professional student colleagues to create a more powerful statement.

[Write up a piece about your chapter. How can the student become a member? What is currently going on with your chapter? How can they get involved? What is the structure of your chapter's leadership?]

[Write about the district meeting/or a big event and let the new class know how they can attend.]

We have a lot of events scheduled for the beginning of the semester, including:

[Create a list of upcoming local/national events and write a brief description about them all.]

Connect with the chapter on social media, come to an event, register to volunteer and attend an upcoming **[Your Chapter Name]** member meeting!

We look forward to having you join us.

[Name]

ASDA President

[Email]

[Name]

Vice-President

[Email]

Appendix B



Welcome to the American Student Dental Association! We are so glad to have you as a colleague in dentistry and we congratulate you on your journey.

Transitioning into dental school from college, from a previous job or from some well-deserved relaxation time, can be hard. Luckily, we are here to help... and this packet has everything we could think of to get you through the next four years!

The American Student Dental Association is the nation's largest student-run association entirely devoted to dental student concerns and the student viewpoint on professional issues. ASDA represents over 23,000 students attending all dental schools in the U.S. and Puerto Rico. We want you to be part of it.

We know that the beginning of school can be overwhelming, and we've all been there. Finding a place to live, making new friends, getting oriented with a plethora of tools that look like medieval torture devices, you get the picture. Included in this packet are many resources that let you know that ASDA is here to help and how you can become a part of our family. ASDA will be with you all four years of dental school and we hope that you will be with us too.

If you have any questions about ASDA or dental school in general, please do not hesitate to contact us. We look forward to your involvement in our chapter.

[NAME]

[CHAPTER TITLE]

[EMAIL]

Appendix C

Attend ASDA's National Leadership Conference

We encourage members to attend ASDA's National Leadership Conference (NLC). This conference is offered to ASDA members and is a great opportunity to expand your personal and professional leadership skills that will benefit our chapter and your future as a dentist.

This conference offers several tracks of programming, including career planning, leadership fundamentals, personal wellness and more. Choose a track to build upon a specific skill set or mix it up and combine tracks to what suits you best. ASDA utilizes small group settings to promote networking and facilitate discussion on these topics.

[Share what you've learned and connections you've made attending NLC.]

To learn **more** about NLC, visit ASDAnet.org/NLC.

Speak with **[your chapter leaders]** if you are interested in attending!

Appendix D



Welcome new and returning **[ASDA or insert local chapter acronym]** members!

We are excited to kick-off another great year and wanted to provide you with some links you may find helpful:

- 1.) ASDA website: www.ASDAnet.org
The website is a central hub for information on ASDA and the dental profession. This site includes information on:
 - Member benefits and discounts
 - Career Compass to help you transition from graduation to your career
 - Current dental issues (debt, midlevel providers, licensure)
 - Events (National Leadership Conference, Annual Session)
 - National leadership position opportunities (executive committee, councils)
- 2) Find ASDA on [Facebook](#) and [Instagram](#)
Stay up-to-date with ASDA events and interact with members from other chapters!
- 3) [ASDA's blog](#) Read about ASDA and current dental news from current dental students.
- 4) [Contour](#) is dedicated to sharing the dental-student voice and addressing your needs as you prepare to enter the workforce as dental professionals.
- 5) [Getting through Dental School](#) This handbook offers resources for navigating the transition into dental school. Topics covered include study habits, preparing for graduation and so much more.
- 6) [E-newsletters](#) Each month, members receive Word of Mouth and The Advocacy Brief. Word of Mouth contains information about upcoming association events, deadlines and new benefits. The Advocacy Brief features advocacy and legislative updates related to dentistry.
- 7) [ASDA Action](#) ASDA Action is ASDA's text alert system that informs members about critical issues.
- 8) Visit our chapter's site for info on upcoming events **[insert link to local chapter website]**

We encourage you to use these resources to your advantage and to stay connected with ASDA!

Appendix E



Our chapter offers many opportunities for you to serve in a leadership role. Whether you are skilled at creating websites or newsletters, you enjoy community outreach or are passionate about legislative issues in dentistry, there is a position for you. Each position varies in responsibilities and time commitments so that there is something for everyone. Below is a list of the positions available.

If you are interested in applying, **[explain application process]**. Applications are due **[date]**.

Chapter Leadership Positions:

[List open positions and one line description]

Appendix F



ASDA offers nearly 50 elected and appointed positions at the national level each year. We encourage members of our chapter to apply for these positions to represent our chapter at the national level. You will have the opportunity to network with students and dentists from across the country. You will also develop leadership skills that will be an invaluable asset to your career in dentistry!

Here is a list of students from **[School]** that are/were national leaders in ASDA. Please contact any of the students below to find out more information about their experience.

[Create a list of students, the position they held, their contact info]

If you are interested in getting more involved as a national leader, you can find more information by talking to **[Chapter President]** who will put you in contact with our District Trustee **[Trustee Name/Contact info]**. You can also visit www.asdanet.org/index/get-involved/National-Leadership-Positions to find more information about each position, applications and a list of meeting dates. The deadline to apply is **[Date]**.

Appendix G

ASDA Membership Value Survey

1. What is one thing you **would** change about your chapter?

2. What is one thing you **would not** change about your chapter?

3. Rate your satisfaction of your local chapter's performance on a scale of 1-10 (1 = extremely dissatisfied – 10 = extremely satisfied).

4. List three reasons why you joined or got involved in ASDA:

- ---
- ---
- ---

5. Have you had any contact with other chapters in your District?

a. If so, through what connections or events?

6. What could we do to encourage more student involvement in ASDA?
