

HOW-TO GUIDE

*VIRTUAL*

**ASDA FEVER**

**WEEK**

**ASDA**  
American Student Dental Association

The American Student Dental Association's (ASDA) first priority is the health, safety and well-being of everyone. Please follow the COVID-19 guidelines in place at your program.

To assist with virtual ASDA Fever Week planning, please find ideas throughout the guide on planning. Event ideas are listed at the end of this guide.

As your chapter considers ASDA Fever Week events virtually, the Council on Membership encourages your chapter to consider the quality of events rather than the quantity.

Not sure where to start or having a hard time? Contact your District Trustee and connect with National ASDA at [Membership@ASDAnet.org](mailto:Membership@ASDAnet.org).

## PLANNING

### ***Timeline and Scheduling***

Scheduling virtual events is most likely less involved than in-person events. Be sure to check with your program on if your chapter needs to submit for approval before hosting a virtual event.

Add a mix of events to your ASDA Fever Week schedule. For example, social, membership, advocacy, wellness, and diversity and inclusion. This will help students become familiar with all that ASDA has to offer.

While many chapters have typically held a week of events, you may find that you need to expand beyond a week.

### ***Expenses***

The expense of a virtual event may be different than an in-person event. Your chapter may be able to save costs on speaker fees and lunches by hosting virtual events. However, with a virtual event, your chapter may decide to spend on incentives to get students to attend. For example, does the chapter want to provide an incentive for attendance through offering raffles? Does the chapter have funds to send those in attendance a gift card towards lunch? Many incentives can be sent electronically.

While in past years vendors may have been able to offset the costs of in-person events, consider that some vendors and sponsors may not be able to offer the same level of monetary donations as they have in past years.

Looking for funding? Find information on the 2020-2021 chapter grants on ASDA's website, <https://www.asdanet.org/index/programs-events/chapter-grants>.

### ***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. (Coordinate for Student Affairs and/or faculty to have for a time when D1s may come into school.) 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.

### **Gathering Membership Information**

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. [Download flyers](#) from ASDA's 2020-2021 Membership Drive.

### ***Membership – Auto Enroll Chapters***

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- Typically auto enroll chapters register for ASDA membership through the dental school.
- School administration may ask chapter to assist with – address collection, conducting an orientation for D1s, uploading new students to Chapter Portal.
- If administration staff or chapter leaders have questions, or run into issues, email [Membership@ASDAnet.org](mailto:Membership@ASDAnet.org).
- ASDA will email information to the chapter's membership contact in August 2020.

### ***Membership – Recruited Chapters***

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- Typically hold recruitment events during the fall semester.
- Because of COVID-19, add a membership recruitment component to ALL chapter virtual events. Include information on chapter website, newsletters and emails.
- If administration staff or chapter have questions, or run into issues, email [Membership@ASDAnet.org](mailto:Membership@ASDAnet.org).
- ASDA will email information to the chapter's membership contact in August 2020.

## Appendix

Note for all chapters – Be sure to engage and welcome D1s. As new dental students, they do not have a history with ASDA. Consider chapter events and programs specifically to introduce them to ASDA and your ASDA chapter. Also, help them learn more about national ASDA. For example, ASDA’s [Exploring Dental Specialties](#) webinar series or [national ASDA meetings](#).

Note for recruited chapter – Add a recruitment/renewal component to every ASDA Fever Week event encouraging students to join or renew their membership with ASDA. Reach out to national ASDA at [Membership@ASDAnet.org](mailto:Membership@ASDAnet.org) with any questions.

Category	Event Name	Event Description	Additional Notes
Membership	Welcome 2024 Grads	Coordinate with program to communicate a welcome to the 2024 grads.	Example – Ask faculty of class all D1s take to have a 1 minute call out for ASDA to welcome 2024 grads. Or, at the start of an ASDA Fever Week event, have a special welcome for 2024 grads. Or, create a Zoom background for 2024 grads to use during ASDA Fever Week events.
Wellness	Virtual 5K	Host a virtual 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.	Students who complete the 5K can be entered into a raffle and/or award medals and/or have t-shirts.
Wellness	Morning Yoga Sessions / Mindful Monday Yoga	Local yoga studio hosted class with poses/stretches in areas targeted towards dental students. Or, member with yoga training provides class.	
Advocacy	Online Advocacy 101	Work with ASDA leadership/state dental organization to host an informative advocacy focused lunch and learn.	
Leadership	Book Exchange	Exchange books on leadership books to members.	Coordinate through a designated space at school if sharing physical books. Create a reading list and develop book club for a virtual option.
Social	ASDA Trivia	Tested this out in the District 9 Retreat. Online Trivia Session to replace a large social gathering.	Involve chapter members by asking a group to develop the questions.

Social	Tuesday trivia	All categories of trivia hosted via Zoom and Kahoot. Took the time between questions to ask people on the leaderboard or people with streaks to introduce themselves and do ice breaker questions.	<a href="https://kahoot.com/">https://kahoot.com/</a>
Social	Watercolor Wednesday	Found YouTube paint tutorial to stream for students. Supplied all art supplies for pickup at school.	
Social	Throwback Movie Thursday w/ Goodie Bag	Provided movie goodie bags (popcorn, candy, coke, ASDA marketing flyer) and people will log in to Netflix party to watch Monty Python.	Poll members ahead of event and most popular movies wins. Ask members to Instagram their watching setup. Could potentially ask sponsor to send a goodie that could be shown in photo.
Wellness	Goodie Bags	Delivered/pickup bags full of self-care goodies (fabric face mask, metal straw, sticky notes, etc.) to first years at a Starbucks parking lot.	Keep in mind social distancing guidelines of your area.
Social	Social Media Giveaway	Share why you love the ASDA chapter on IG/FB and we gave away enamel pins and stickers (from @vcoterie) lots of engagement because of the cute prizes!	This was GREAT! Made custom graphics for this and the entire week to stay within a theme helped advertise it and reach people better.
Social	Speed Dating/Game Night	Utilized Zoom's break out rooms feature to play games and have a mix of D1s/D2s/D3s in each breakout room. Had leadership in each room to facilitate the games - two truths and a lie, rounds of Scategories. Joined back up in the main room for chapter trivia and gave Starbucks gift cards to the winners. The D1s said this was a BLAST and great to mingle with other students "face-to-face."	
Social	Mixology Roulette	Have one individual pick a drink that can be made both alcoholic and nonalcoholic. Spend the first 15 minutes of the Zoom call showing everyone how to make a fun drink, and spending 5 to 10	

		minutes in breakout rooms with a topic question. Switch rooms. Repeat. It lets members of your chapter who might not normally interact in a fun way.	
Alumni Relations	LinkedIn Session	Connect with recent graduates from program and ask them to provide tips and tricks of a successful LinkedIn profile.	We are doing a professional headshot fundraiser when COVID-19 restrictions lesson.
Membership/ Social Media	Philly (Local) Scavenger Hunt	During the first week chapter members will have to go to areas around pre-determined places in Philly and post them on their stories. A winner will win a prize.	If some students are not in the program's location, make the scavenger hunt more general so all can participate.
Membership	Member Benefit Highlight	Highlight at the start of an ASDA Fever Week event an ASDA member benefit. Could also include information on chapter communications	Find more here: <a href="https://www.asdanet.org/index/join/Member-Benefits">https://www.asdanet.org/index/join/Member-Benefits</a> .
Social	Home Scavenger Hunt	Using GoToMeeting or Zoom host a home scavenger hunt. Have 10-15 items for attendees to find. For example, coffee mug, calculator, specific text book, etc. Could invite chapter advisor and other faculty to participate.	Two chapter members lead the scavenger hunt and call out one item. Attendees have 45-60 seconds to find the items and show on camera. Track points and the highest point earner get a prize.
Social	Zoom Roulette	Random pairing break out rooms so the class can meet more people.	Could provide topics for different discussion rooms to keep conversation flowing.
Mentorship	Tips and Tricks	Zoom presentation on tips and tricks for lab and classes. Ending in a panel discussion. Consider inviting faculty to participate either in this session or in a follow up session. Really helpful for D1s who are totally new and have no idea what to expect.	Could do this by graduation year so you can tailor the information.
Diversity and Inclusion/ Advocacy	BLM/ Current Events Discussion	Working with SNDA to have a virtual discussion about BLM and dentistry.	ASDA's Diversity and Inclusion resources: <a href="https://www.asdanet.org/index/dental-student-resources/diversity-and-inclusion-resources">https://www.asdanet.org/index/dental-student-resources/diversity-and-inclusion-resources</a> .
Membership	Hot Topics	Use Contour to host Hot Topics virtual sessions. Consider inviting faculty who have an interest in the topic and to participate.	Share Contour articles, <a href="https://www.asdanet.org/utility-navigation/Publications/Print/Conto">https://www.asdanet.org/utility-navigation/Publications/Print/Conto</a>

			<p><a href="#">ur</a> prior to session. Could assign groups to take different view and conduct additional research. Attendees could vote and which view they support after presentations.</p>
Social	Scattategories	<p>Play Scattategories virtually using <a href="https://swellgarfo.com/scattergo-ries">https://swellgarfo.com/scattergo-ries</a>.</p>	
Social	Pictionary	<p>Play Pictionary virtually using <a href="https://whiteboardfox.com/">https://whiteboardfox.com/</a>. Have one or two people select the items to draw. Split the group into teams and privately message drawer with item to draw.</p>	<p>If large group and have Zoom, break larger group into smaller groups. Need to have leader in each group to provide items to draw and monitor game.</p>
Educational	What to Expect	<p>Ask faculty who primarily teach D1s to participate in a panel to review what D1s can expect during their first year. Especially helpful given many D1s are learning virtually.</p>	
Organized Dentistry	The Profession of Dentistry	<p>Ask local dental society to participate in a quick presentation-style virtual session. Speakers can be dentists in the community and/or faculty. Ask speakers to present in less than 3 minutes on the profession. Example topics include - dental specialties, tips on getting the most of dental school, how organized denstiry impacted their career, importance of ASDA, etc. The goal is several (3-5) short presentations.</p>	<p>These presentations could be recorded and made into one video or several short videos that can be shared during other events or on their own.</p>
Engagement	Virtual Leadership	<p>Present different ways members can get involved with the ASDA chapter, district and national virtually. Recruited chapters can also use this to get student to join (need to be a member to run for an office or hold a leadership position, for example).</p>	
ASDA	What is ASDA?	<p>Use presentation ASDA has on the website to present on what ASDA is. Then, open for Q&amp;A.</p>	<p><a href="https://www.asdanet.org/index/get-involved/chapter-management-">https://www.asdanet.org/index/get-involved/chapter-management-</a></p>

		Consider using breakout rooms to have student discuss how they want to get involved and report back. Chapter can use this information to consider new engagement opportunities.	<a href="#">resources/Membership-amp-Recruitment</a>
Mentorship	Bigs and Littles	Using Google Forms create an online signup sheet for D1s and D2s to register as a Little and D3s and D4s to register as a Big. Bigs mentor Littles throughout the year.	Create guides for both Bigs and Littles on the expectations for each. For example, time, types of connections, etc. Have a chapter position in charge of checking in on Bigs and Littles.
ASDA	ASDA Officer Social	Have officers and potential D1's sign up for committees or officer positions they're interested in. Break them up into groups so they can ask questions and get to know the officers.	
Social	Social Distancing BBQ	Host a welcome back to school BBQ for DS1's or all students.	Depending on the guidelines for your program/area this may not be possible.
Social	Virtual Happy Hour	Give everyone a happy hour kit/welcome to school kit and plan a Zoom event.	
Social	Talent Show	Use a signup sheet for members to register before. Could ask faculty and administration to participate or help evaluate. Could use Zoom or ask participants to record talent.	The recordings could be put together in one longer video or highlighted individually on the chapter social media. Could have a panel evaluate and award prizes for top point earners.
Social	Virtual Painting Night	Let members know the supplies needed ahead of time or provide supplies.	
Wellness	Cooking Night	Let members know the food needed ahead of time. Have the cooking demo live while other members cook at the same time.	Could you Zoom breakout rooms to divide into smaller groups to have dinner together.
Advocacy	Licensure Reform	Highlight actions taken by ASDA (chapter and national) on licensure reform. Discuss how COVID-19 help pushed licensure reform forward and ASDA's leading role.	<a href="https://www.asdanet.org/asda-covid-19/licensure-information">https://www.asdanet.org/asda-covid-19/licensure-information</a>
Membership	Get Involved	Could be an event or information on the chapter website or social	<a href="https://www.asdanet.org/index/get-involved">https://www.asdanet.org/index/get-involved</a>

		media about ways to get involved beyond the chapter.	
Membership	Education	Could be an event or information on the chapter website/social media about ASDA educational opportunities beyond the chapter.	National ASDA webinars: <a href="https://www.asdanet.org/index/programs-events/webinars">https://www.asdanet.org/index/programs-events/webinars</a> National ASDA meetings: <a href="https://www.asdanet.org/index/programs-events/national-meetings">https://www.asdanet.org/index/programs-events/national-meetings</a>