




**STUDENT
ACTIVITIES
HANDBOOK**

UAMS COP 2018-19

STUDENT ACTIVITIES HANDBOOK

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CONTACT US

Little Rock Campus

Phone: 501-686-5557

Fax: 501-686-8315

Office Location: ED II 6/104

Dean's Office Hours: Monday – Friday, 8:00 a.m. - 4:30 p.m.

Northwest Campus

Phone: 479-713-8400

Fax: 479-713-8440

Office Location: UAMS Northwest, First Floor

Office Hours: Monday – Friday, 8:00 a.m. – 5:00 p.m.

Faculty/Staff (Quick Reference Student Contacts)

Dean's Suite, ED II 6/104, main phone 501-686-5557

Dr. Keith Olsen, Dean of the College of Pharmacy
KM Olsen@uams.edu

Stephanie Jackson, Dean's Executive Assistant
501-686-5558 (office), SJJackson2@uams.edu

Dean's Suite Front Desk
Janey Johnson, Administrative Assistant
501-686-5557 (office), CJJohnson@uams.edu

Student Affairs & Events

Dr. Schwanda Flowers, Associate Dean for Student Affairs & Faculty
Development SKFlowers@uams.edu

NW Campus

Dr. Scott Warmack, Associate Dean for the NW Campus
WarmackThomasS@uams.edu

Hilary Mickey
479-713-8404 (office), HNMickey@uams.edu, NW Campus

Meeting with the Dean

Please keep the following in mind when setting up an appointment:

- Plan ahead! To meet with the Dean, contact Stephanie Jackson, Executive Assistant, for assistance in setting up an appointment. It is often difficult to see the Dean on same-day notice due to schedule complications, although every effort will be made to accommodate. For students at the Northwest Campus, meetings with the Dean can be held by teleconference, video conference, and of course, in-person.
- Please bring as much pertinent information as possible when meeting with the Dean. Make sure to have names, dates, times, subjects, and any necessary paperwork with you when you come to the meeting. If possible, have the information available for the Dean to review before your appointment.

If prior to your appointment you have any questions or concerns, email Stephanie Jackson at SJJackson2@uams.edu for help.

UAMS STUDENT ORGANIZATION POLICIES

UAMS Office of Campus Life – Student Organization Registration

At the beginning of each academic year, an organization registration form must be submitted to the Office of Campus Life to maintain official status. These forms, submitted by the Dean's Office, must be signed by the organization advisor. A copy of the organization's constitution/bylaws may be requested as well.

In May of every academic year, each student organization is required to submit an annual report to the Dean's Office. This information will be used for accreditation and budgeting purposes. Contact Heather Brewer at HABrewer@uams.edu for template information.

Registration shall be denied if the evidence shows that the proposed organization conflicts with the educational process of the university, including but not limited to:

- The regular and orderly operation of the University
- The requirements of appropriate conduct within the University community
- The academic pursuits of teaching, learning, and other campus activities
- The laws or public policies of the State of Arkansas and the United States
- The statutes and regulations of the University.

Relation to UAMS, Use of UAMS Name, Facilities & Insignia

The Student Government Association and other student organizations are independent associations. They are not agents or representatives of the University of Arkansas for Medical Sciences and are in no way authorized or empowered to enter into any agreement, contract, or understanding on behalf of UAMS. Any provision or understanding that binds UAMS is null and void.

In accordance with the University of Arkansas for Medical Sciences policies and procedures governing the use of facilities, student organizations desiring to use university facilities for their activities and meetings must be registered by the institution on an annual basis. Student organizations must be sponsored by a specified college or department, as appropriate.

Student organizations may not use the UAMS logo or other UAMS insignia, but they may use the words "University of Arkansas for Medical Sciences" or "UAMS" to distinguish the organization from similar organizations located at other universities. Student organizations may not create or sell business cards and/or other official items of university representation that feature the UAMS logo or other UAMS insignia. Students, individually (organization members or not), may not produce or purchase personal business cards featuring the UAMS logo or other UAMS insignia.

Contact the College of Pharmacy Dean's Office with questions.

Relation to UAMS, Use of UAMS Name, Facilities & Insignia - Continued

Any use of the University of Arkansas Razorback imagery and other system symbols violates federal copyright and infringement laws. Any cost or consequence related to its use is the responsibility of the individual or student organization. UAMS does not approve any use of the University of Arkansas Razorback imagery and other system symbols. For lawful permissions of use, contact the [University of Arkansas](#).

Misconduct

Organization activities which commit, encourage, condone, or contribute to violations of the institutional statutes and regulations, the policies of the UAMS Board of Trustees, or the laws of Arkansas or the United States are strictly prohibited.

Any violation of the UAMS Basic Code of Conduct (Policy 4.4.01) or individual College Code of Conduct should be reported to the UAMS police within 24 hours (via phone, email or memo).

[View UAMS Basic Code of Conduct within the UAMS Administrative Guide>](#)

Student GPA Certification

The following student leader officers must complete the Student GPA Certification form (see page 9):

- president or equivalent
- vice president or equivalent
- honor council member, including alternate

To be eligible for the aforementioned titles, students must carry a 2.5 GPA at time of slate/appointment. Once in the position, this form must be submitted at the beginning of each semester through the end of the officer's term.

For first-semester P1s, all slates/appointments are at the discretion of the Dean's Office to ensure student academic success. Additionally, this form must be submitted at the beginning of the second P1 semester.

Presidency succession: If a student serving in a presidential capacity is unable to maintain a 2.5 GPA, he or she will be required to step down from the office. The student serving in a vice presidential capacity will then step up.

Vice presidency succession: If a student serving in a vice presidential capacity is unable to maintain a 2.5 GPA, the succession process will then be at the discretion of the Dean's Office.

Honor council succession: If a student serving in an honor council capacity is unable to maintain a 2.5 GPA, the succession process will be at the discretion of the Dean's Office.

Chapter Tax Return

A tax return must be filed every three years if...

- it is a requirement of the chapter's national organization
- the chapter maintains a private bank account
- the chapter assumes revenue
- the chapter purchases supplies with tax-exempt status

It is the responsibility of the chapter to maintain tax records and files. Any questions should be directed to the chapter's national organization and/or a tax professional. If further help is needed, contact the Dean's Office.

Student Activities Account

Each College of Pharmacy student organization that is both officially recognized by UAMS and whose participating students' tuition is allocated to the College of Pharmacy is eligible to receive funding from the College of Pharmacy's student activities account. However, any spending is directly overseen and must be approved by the Dean's Office or specified designee. Further, any spending must adhere to all UAMS purchasing procedures and vendor relationships.

- The budgeted allotment is individual to each organization, but based on the previous year's member roster. Fraternities are an exception to this rule. Each of the three fraternities will receive the same allotment each year, regardless of membership numbers.
- If the balance and/or spending ledger are needed by the organization, the request must come from the advisor. Requests can be sent to Dr. Schwanda Flowers at SKFlowers@uams.edu.
- Any spending must directly benefit students. This can be food, awards, venue rental, travel, and much more. Per UAMS policy, faculty/advisor travel or other benefits may not be paid via this account.
- Any allotment unused during the present UAMS fiscal year will not roll over. The UAMS fiscal year is July 1-June 30.
- The student activities account is not a guaranteed source of funding.

It is the responsibility of the student organization to monitor its spending. A ledger is kept by the College of Pharmacy's student affairs for only those expenses paid with student activities funds. Any requests to view the ledger and/or balances, must come from the advisor or president.

Student GPA Certification Form

GPA Requirement for Student Leadership Positions



For a student to be academically eligible to:

- a. run for the office of president or president-elect (or precursory office),
- b. serve as president-elect or president (or precursory office),
- c. serve as honor council member or alternate,

the student must have a cumulative GPA of 2.50 or greater.

Student's Name: _____

Student Organization: _____

Date of Request: _____

Note: The student is responsible for forwarding this form to the appropriate organization advisor.

~~~~~

### FOR REGISTRAR'S OFFICE USE ONLY:

I certify that the student's current cumulative GPA is 2.5 or greater.

Registrar's Signature: \_\_\_\_\_

## General Travel Rules

All travel must fulfill the mission of UAMS and expenses incurred should be appropriate. In general, exercise good judgment in incurring expenses by spending the university's money as carefully and judiciously as you would your own.

All students must complete the UAMS College of Pharmacy Student Request for Professional Travel Form at least 60 days prior to travel. See page 14.

View Policy 8.04.08, student travel regulations, within the UAMS Administrative Guide >

For any travel logistics-related questions or if a student organization is paying for any fees, associated with travel, please contact Heather Brewer at [HABrewer@uams.edu](mailto:HABrewer@uams.edu).

## Reimbursements

Any potential student travel costs to be paid with UAMS funds must be approved by the Dean's Office no less than 60 days in advance. Seeking this approval is the responsibility of the sponsoring student organization and individual student. Any approved reimbursements will be made following the student's travel.

No student will be individually reimbursed. The reimbursed funds, in the form of a check made out to the sponsoring student organization, will be sent to the Dean's Office and sorted to the appropriate advisor. Any disbursement of funds is then the responsibility of the sponsoring student organization.

Additionally, it is the responsibility of the sponsoring student organization to financially support any travel deemed a requirement by the associated national organization (for example, a chapter president required to attend a national convention). UAMS funds, in these cases, are to be viewed as supplemental only. For non-required travel (for example, students wishing to attend a leadership seminar), UAMS funds may be requested as primary support. UAMS funds are never a guaranteed source of travel funding.

Student travel reimbursements are subject to the same rules and policies as set forth by UAMS Procurement and Travel:

- Although UAMS faculty and staff may make arrangements on behalf of the traveling student, it is the responsibility of the student to confirm reservations, tickets, registration, and other traveling needs.
- It is the student's responsibility to know their allotted budget and reimbursement expectations prior to traveling. Any UAMS-funded expenses must be approved by the organization's advisor and Dean's Office representative.

## Reimbursements - continued

- It is the responsibility of the student to check for accuracy of bills and other documents received before accepting/payment.
- Meeting registration, transportation, and lodging are the only reimbursable travel-related expenses. Itemized receipts are required. Food, personal entertainment, tips, flowers, valet service, laundry, alcoholic beverages, cleaning, movies, or other similar services are not reimbursable.
- The student must report all expenses promptly and accurately to their sponsoring student organization. Then, itemized receipts and conference/seminar agenda must be submitted within 7 days of the return date to Heather Brewer at HABrewer@uams.edu.
- A travel reimbursement may take up to 6 weeks to be processed. If submitting within one month at the end of each semester, the reimbursement may take up to 8 weeks.

## Transportation

Only transportation related to professional activities are considered for reimbursement. Travel may be achieved by plane, train, bus, taxi, private vehicle/aircraft, or rented automobile; whichever method serves the requirements of the state most economically and advantageously.

## Air Travel

Travelers by commercial air shall utilize coach accommodations. Please contact Heather Brewer at HABrewer@uams.edu prior to booking if the organization is paying for air fare.

The airfare receipt must be an actual receipt showing form of payment. An itinerary or preliminary booking is not valid. The receipt should include:

- Name of Traveler
- Name/Designator Code of Air Carrier
- Dates of Travel
- Destination(s) or leg(s) of trip
- Fare/Class of ticket
- Total cost of ticket
- Form of Payment

## To/From Airport

Taxi fares/tolls required for transportation to or from airport may be reimbursable with original, itemized receipts. See Reimbursements (page 10). This is not valid for transportation to or from the traveler's home airport.

## Driving

When UAMS funds are used, a student has the choice of driving their own vehicle or renting one through UAMS. Liability and insurance requirements do not differ. In other words, whether a student is driving their own vehicle or has rented through UAMS, the student is 100% liable for any damage done to their own property or another's. Because of this, driving as a transportation option will rarely be approved by the Dean's Office.

When choosing to drive instead of fly, the only reimbursable expenses are hotel parking (with proper justification), tolls, and mileage based upon GSA.gov rates. Itemized receipts are required See Reimbursements (page 10).

## Lodging

Pick a convention/conference hotel or one at a lesser rate than the convention/conference hotel and shall not exceed the GSA.gov maximum hotel allowance and must only have room and tax charges applied to the final bill.

Each student submitting for reimbursement must have a lodging statement with their own name on the receipt. The person's name on the receipt is the only one who will be reimbursed. If the reservation was made in one person's name and more than one person is paying the bill, you can have the hotel split the receipt to show that more than one person paid and reimbursement can be paid to those names shown on the receipt. If you share a room and do not have the hotel split the receipt, no one other than the person whose name appears on the receipt can be reimbursed.

Itemized original hotel receipt is required. This is given at check-out showing payment and a \$0.00 balance. See Reimbursements (page 10).

## Meeting Registration

For reimbursement of meeting/conference registration you must provide:

- A receipt showing form of payment. Email confirmation, web page confirmation, or paper receipt is preferred.
- Brochure, agenda, emails, or some other form of official organization documentation stating location and dates needed.

## Meals

Food and beverages are not reimbursable.

On the rare occurrence a meal reimbursement is approved, it shall not exceed the [GSA.gov](https://www.gsa.gov) maximum daily allowance and must be claimed for actual expenses incurred.

- Itemized detailed receipts must be provided to the sponsoring student organization. Said receipts must be included with all other travel expenses when reimbursement is submitted.
- A gratuity of no more than 15% (on applicable food/beverage only) will be reimbursed.
- Must have an overnight stay to receive meal reimbursement.
- Alcoholic beverages are never reimbursable.

See Reimbursements (page 10).

## International Travel

Contact Dr. Schwanda Flowers for opportunities and funding information.

# Student Request for Professional Travel

*With or Without Absence from Class*



This form must be submitted to the Dean's Office at least two weeks prior to travel:  
HABrewer@uams.edu or 501-686-8315 (fax).

Student Name: \_\_\_\_\_

Class Year: \_\_\_\_\_ Email: \_\_\_\_\_

Request \_\_\_\_\_ days of absence from classes (if applicable).

Travel will begin on \_\_\_\_\_ and end on \_\_\_\_\_.

Name of Meeting/Reason for absence: \_\_\_\_\_

Meeting Dates: \_\_\_\_\_

I will be staying at \_\_\_\_\_

and the telephone number there is ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_.

I have notified my next of kin of this location and the telephone number: YES NO (circle one)

It is understood that this request is in accordance with the policies and regulations of the UAMS College of Pharmacy regarding absence from class as outlined below:

- a. Attendance is at a recognized meeting with prior approval. Only one meeting is permitted a semester without special permission.
- b. The student is responsible for making satisfactory arrangements with their professors regarding all missed class work.
- c. The student acknowledges that he/she is not an "official university representative". The student acknowledges that he/she is attending the extra-curricular function on their own initiative, and therefore, assumes all liability and responsibility.
- d. The student certifies that if driving a personal or rented to the meeting the vehicle is covered by liability insurance.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Event Approval Process

Student organizations planning to host events or fundraisers must have prior approval from Dr. Schwanda Flowers and, possibly, the Chancellor's Office. All requests must be submitted no less than 30 days prior to the event.

All of the following require approval:

- **Fundraising Events**  
Primary purpose is to raise funds/collect items where proceeds directly benefit the chapter/class, UAMS, or a third-party nonprofit. Participants may include students, faculty, staff, and alumni.
- **Educational Events**  
Primary purpose is to support student learning. Examples include networking events, special guest speaker events additional to monthly meetings, and leadership retreats. Participants may include students, faculty, staff, and alumni.
- **Social Events**  
Primary purpose is to encourage kinship among all students. Examples include Halloween parties, dances, movie nights, and special dinners. These may include faculty, staff, and alumni, but most will only include students.
- **Monthly Meetings**  
All monthly meeting dates are chosen at the bi-annual leadership retreats. However, all guest speakers require approval.

[View Approval Request Form >](#)

### IMPORTANT:

- \*\*\* Requests do not guarantee approval. If your event involves fundraising, see section "Fundraising/Solicitation - Merchandise" for further information.
- \*\*\* Prior to booking rooms in Little Rock that will connect with the NW Campus please contact Hilary Mickey at [HNMickey@uams.edu](mailto:HNMickey@uams.edu) for her to schedule a room at the NW Campus.

For questions regarding the event process, contact Dr. Schwanda Flowers at [SKFlowers@uams.edu](mailto:SKFlowers@uams.edu).

## Guest Speakers

- ALL GUEST SPEAKERS must be submitted for approval no less than six weeks prior to the speaking engagement. If approval is sought after this deadline, the guest speaker will most likely not be approved.
- Per UAMS policy, if the guest speaker is deemed a government official or an associated staff member, the Office of Government and University Relations must be made aware. The correct procedure for organizations to follow is stated in Policy 4.4.19; however, College of Pharmacy student affairs is able to act as the organization's liaison in this process, if preferred. Make the intent clear when approval is requested of Dr. Schwanda Flowers.
- If this process is not followed, disciplinary action will take place. This may include denying the guest speaker; event cancellation; and possibly, suspension of the student organization.

The UAMS policy regarding government officials as campus guests is as follows:

### **Policy 4.4.19 - COMMUNICATIONS WITH FEDERAL, STATE, AND LOCAL GOVERNMENT OFFICIALS**

#### *Visits to Campus by Officials:*

Visits to campus by elected and appointed officials and their staff members, state and federal, are an important part of government relations efforts and are encouraged. Invitations to certain officials (e.g. Governor, U.S. Senators, members of Congress) in most cases should be extended by the Chancellor. However, all invitations to these officials and visits to campus should be coordinated with the Office of Government and University Relations.

#### *Procedures:*

In order to manage and coordinate communications regarding government policies, funding issues, or visits to campus by government officials contact the Office of Government and University Relations by phone (501-603-1406), email or at office number m1-109.

[View this policy in its entirety within the UAMS Administrative Guide >](#)

## **Fundraising/Solicitation - Merchandise**

Student organizations and classes may sell merchandise for fundraising purposes. However, such activities must be in professional good taste and approved in advance.

[Request logo/graphics approval >](#)

*A proof must be included with the submission.*



## Fundraising/Solicitation - continued

Advertising/soliciting for fundraisers is not allowed:

- prior to receiving approval from the faculty advisor and Dean's Office designee
- in faculty offices
- to the P1 class within the first two calendar weeks of fall classes, White Coat Ceremony excluded
- Students are welcome to send one email regarding items for sale to all classes, faculty, and staff email groups.
- Signs may be posted only on the ED II/RAHN sixth floor bulletin boards in Little Rock or the College of Pharmacy bulletin board on the NW Campus.
- UAMS facilities, including offices and hallways, are not to be used for the solicitation of political party membership, for the support or opposition of a political candidate, for the raising of money for projects not connected with a university activity, or for the conduct of private business.
- Failure to follow the guidelines stated may result in the subsequent loss of a group's ability to conduct fundraising activities within the College of Pharmacy in the future.

## Vendors

A list of preferred vendors is available on the next page.

When utilizing College of Pharmacy student activities funds, students are never encouraged to pay upfront for any services, food, or merchandise. However, all UAMS purchasing procedures and vendor relationships must still be followed to qualify for the preferred invoicing process.

Contact the Dean's Office for information regarding the use of any vendor (caterer, venue rental, t-shirt printing, etc.) not listed. If you choose to use a vendor that is not listed or you were not able to receive prior approval, there is no guarantee UAMS will be able to pay the invoice and/or reimburse any personal expenses.

All receipts/invoices (UAMS and NW), alongside an agenda and attendance sheet, must be submitted online within seven days of the event. NW students must also turn in physical copies of paperwork to Hilary Mickey at [HNMickey@uams.edu](mailto:HNMickey@uams.edu). This is the student's responsibility.

When working with a vendor, please reference UAMS College of Pharmacy, your organization, and remind them that UAMS is a tax exempt organization.

[Submit receipts and invoices >](#)

## Vendors - continued

### Little Rock Caterers

- Papa John's (store #202)  
5024 Club Road  
Little Rock, AR 72207  
(501) 664-5777
- Chick-fil-a (Markham & University)  
6201 W Markham St  
Little Rock, AR 72205  
(501) 663-8080
- Panera Bread (store #202853)  
314 S. University  
Little Rock, AR 72205  
(501) 664-6878

*Must also reference house account #1540377 and have a PO# from Dean's Office*

- Moe's Southwest Grill  
12312 Chenal Parkway  
Little Rock, AR 72211  
(877) 600-6637
- Whole Hog  
2516 Cantrell Road  
Little Rock, AR 72202  
(501) 664-5025
- UAMS Gathering Place  
on-site UAMS catering

*Must order through a College of Pharmacy staff member.*

For additional LR vendor options, contact Heather Brewer at [HABrewer@uams.edu](mailto:HABrewer@uams.edu).

## Vendors - continued

### NW Caterers

For any transaction below, the student ordering must ask that billing be sent to Heather Brewer at the Little Rock campus. Also, when working with a vendor, please reverence UAMS College of Pharmacy and your organization, and remind them that UAMS is tax exempt. If this is not done, payment is not guaranteed.

- Chick-fil-a (store #00532)      Chick-fil-a (Razorback Road)  
4180 N. College Ave              1369 W. Martin Luther King Blvd  
Fayetteville, AR 72701          Fayetteville , AR 72701  
(479) 443-0343                      (479) 444-6570
- Eureka Pizza  
826 N. Leverett  
Fayetteville, AR 72701  
(479) 443-7777

***Per the vendor, DO NOT choose NW billing when ordering.***

- Sassy's Red House  
708 N. College Ave  
Fayetteville, AR 72701  
(479) 856-6366
- Jason's Deli  
745 E Joyce Blvd Suite 114  
Fayetteville, AR 72703  
(479) 442-5500
- Rick's Bakery  
1220 N. College Ave  
Fayetteville, AR 72703  
(479) 442-2166
- Tacos 4 Life  
1572 N. College Ave  
Fayetteville, AR 72703  
(479) 966-4150
- U.S. Pizza Co.  
202 W. Dickson  
Fayetteville, AR 72701  
(479) 582-4808

For additional NW vendor options, contact Hilary Mickey at [HNMickey@uams.edu](mailto:HNMickey@uams.edu).

## Regulations of Fraternity Pledging

By mutual agreement, the three pharmacy professional fraternities—Kappa Epsilon, Kappa Psi, and Phi Delta Chi—have adopted certain regulations concerning the recruitment and pledging of new members.

- Recruitment (i.e. RUSH) will occur during a two-week time frame and will be announced by September 1 each year.
- Recruitment will begin with a joint meeting sponsored by all fraternities at noon on the first Monday of the recruitment period.
- Each fraternity choosing to have a party during recruitment may do so. The fraternities will rotate nights each year to avoid giving any one group the advantage or disadvantage of a particular night.
- There will be no other fraternity sponsored parties during recruitment.
- The invitation to pledge (bids) and acceptance dates will be announced in October.
- There will be absolutely no formal recruitment after bids are extended.
- Professional and personal courtesy between fraternities is expected at all times, but should be emphasized during this busy time.
- The College of Pharmacy supports student activities; however, the college does not support or condone the use of alcohol, illicit drugs, or other mind altering substances at any time among the student body.
- Please refer to the UAMS campus policy on hazing detailed in the College of Pharmacy Catalog and Student Handbook.

## Student Leadership Office

The office key is kept by the Dean's Office. See the Dean's Office front desk for access. Additionally, cabinet/drawer keys are maintained by the chapter and chapter advisor. If a new key is needed, this is at the cost and convenience of the chapter. Questions can be directed to Heather Brewer at [HABrewer@uams.edu](mailto:HABrewer@uams.edu).

Maintenance and cleanliness of the student leadership office is the responsibility of the students.

The college has purchased a large refrigerator to be used by the organizations to chill drinks before meetings. In order to keep the refrigerator clean, a cleaning schedule has been established:

|          |          |           |          |
|----------|----------|-----------|----------|
| January  | APhA-ASP | August    | NCPA     |
| February | SSHP     | September | ΦΔΧ      |
| March    | CPFI     | October   | PX / ΦΛΣ |
| April    | KE       | November  | SNPhA    |
| May      | KΨ       | December  | SSNP     |

**NW Campus:** There is a storage shelf located in the storage area, P10, for student organizations to store supplies. Drinks can be transferred before meetings to the refrigerator in the breakroom to chill. Be sure to label drinks with organizations name.

## Health Screenings

Supplies for health screenings are available through the Department of Pharmacy Practice and the Dean's Office. Campus contacts are:

### Little Rock Campus

Janey Johnson, 501-686-5557 (office), 501-686-8315 (fax)  
[CJJohnson@uams.edu](mailto:CJJohnson@uams.edu), ED II 6/104

### NW Campus

Hilary Mickey, 479-713-8404 (office)  
[HNMickey@uams.edu](mailto:HNMickey@uams.edu)

## Health Screenings - continued

The following policies apply:

- Requests are made by completing the Screening Supplies Request Form (see pages 23 and 24) at least three weeks in advance and submitting to the appropriate staff member. Failure to submit your request at least three weeks in advance may result in failure to receive needed equipment.
- Your organization advisor must sign the Screening Supplies Request Form prior to submission to the Dean's Office.
- If your request is not part of an organization event, please discuss your submission directly with Dr. Schwanda Flowers on the Little Rock campus or Dr. Scott Warmack on the NW campus prior to submitting a request.
- Priority will be given to early applicants.
- Requests for cholesterol testing supplies are made on a case-by-case basis after discussion with Dr. Schwanda Flowers on the Little Rock campus or Dr. Scott Warmack on the NW campus. Please submit screening request 4 - 6 weeks in advance to allow for a supply order.
- Each organization is allowed 45 cholesterol strips per year. Any cholesterol supplies above this must be approved by Dr. Schwanda Flowers.
- The Associate Dean reserves the right to decline screening supply requests.
- You should return the supplies in the condition in which they were received within two business days.
- Failure to return supplies and information forms in a timely manner may result in denial of requests for supplies in the future.
- For screenings originating from the Little Rock Campus, the Health Screening Information Forms, and related results forms (Weight/BMI, Blood Pressure, and/or Glucose/Cholesterol as appropriate) should be returned to Janey Johnson within two business days.
- For screenings originating on the NW campus, the Health Screening Information Forms, and related results forms should be returned to Hilary Mickey within two business days.
- Screening supplies requests from individual students will not be accepted after March 30 of a given academic year.
- As of July 2015, health screenings will no longer include the bone density option.

## Screening Supplies Request Form – Little Rock

*submit three weeks prior to the UAMS College of Pharmacy Dean's Office, EDII 6/104, 501-686-5557*

**Organization:** \_\_\_\_\_ **Date of Event:** \_\_\_\_\_

**Location and City of Event:** \_\_\_\_\_

**# of COP Students Anticipated:** \_\_\_\_\_

**# of Anticipated Pharm.D./Faculty:** \_\_\_\_\_

**Estimated Patient Attendance:** \_\_\_\_\_

**Please complete box(es) below for supplies needed:**

|                                                             | Qty |                                                                                     |
|-------------------------------------------------------------|-----|-------------------------------------------------------------------------------------|
| <b>General Supplies</b>                                     |     |                                                                                     |
|                                                             |     | Station Container (lancets, Band-Aids, cotton balls, hand sanitizer, alcohol swabs) |
|                                                             |     | Sharps Container                                                                    |
|                                                             |     | Gloves – Small                                                                      |
|                                                             |     | Gloves – Medium                                                                     |
|                                                             |     | Gloves – Large                                                                      |
|                                                             |     | Clip Boards                                                                         |
|                                                             |     | Paperwork                                                                           |
|                                                             |     | Cloth Tablecloth                                                                    |
|                                                             |     | Trash bags                                                                          |
| <b>Glucose Supplies</b>                                     |     |                                                                                     |
|                                                             |     | Glucometers                                                                         |
|                                                             |     | Glucometer Test Strips – Box of 50                                                  |
| <b>BMI Supplies</b>                                         |     |                                                                                     |
|                                                             |     | Scale                                                                               |
|                                                             |     | Tape measure for height                                                             |
|                                                             |     | Body Fat Analysis machines                                                          |
| <b>Blood Pressure Supplies</b>                              |     |                                                                                     |
|                                                             |     | Stethoscopes                                                                        |
|                                                             |     | Blood Pressure Cuffs - Normal Size                                                  |
|                                                             |     | Blood Pressure Cuffs - Large Size                                                   |
| <b>Cholesterol Supplies <i>prior approval mandatory</i></b> |     |                                                                                     |
|                                                             |     | CardioCheck machine                                                                 |
|                                                             |     | CardioCheck Strips – 15                                                             |
|                                                             |     | Capillary Tubes – 25                                                                |
|                                                             |     | Capillary Plungers –25                                                              |

Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Assoc. Dean Signature: \_\_\_\_\_ Date: \_\_\_\_\_

|                                                               |
|---------------------------------------------------------------|
| Person Picking Up Supplies: _____ Date to be picked up: _____ |
|---------------------------------------------------------------|

## Screening Supplies Request Form – Northwest Campus

*submit three weeks prior to Hilary Mickey*

**Organization/Student:** \_\_\_\_\_ **Date of Event:** \_\_\_\_\_

**Location and City of Event:** \_\_\_\_\_

**# of COP Students Anticipated:** \_\_\_\_\_

**# of Anticipated Pharm.D./Faculty:** \_\_\_\_\_

**Preceptor for Event:** \_\_\_\_\_

**Estimated Patient Attendance:** \_\_\_\_\_

**Please complete box(es) below for supplies needed:**

| Qty                                                         |                                                                              |
|-------------------------------------------------------------|------------------------------------------------------------------------------|
| <b>General Supplies</b>                                     |                                                                              |
|                                                             | Station Container (lancets, Band-Aids, gauze, hand sanitizer, alcohol swabs) |
|                                                             | Sharps Container                                                             |
|                                                             | Gloves – Small                                                               |
|                                                             | Gloves – Medium                                                              |
|                                                             | Gloves – Large                                                               |
|                                                             | Clip Boards                                                                  |
|                                                             | Paperwork (See Health Education binder on front desk)                        |
|                                                             | Tablecloth                                                                   |
|                                                             | Biohazard bags/Trashcans                                                     |
|                                                             | Table                                                                        |
|                                                             | Chairs                                                                       |
| <b>Glucose Supplies</b>                                     |                                                                              |
|                                                             | Glucometers                                                                  |
|                                                             | Glucometer Test Strips – Box of 50                                           |
| <b>BMI Supplies</b>                                         |                                                                              |
|                                                             | Scale                                                                        |
|                                                             | Tape measure for height                                                      |
| <b>Blood Pressure Supplies</b>                              |                                                                              |
|                                                             | Stethoscopes                                                                 |
|                                                             | Blood Pressure Cuffs - Normal Size                                           |
|                                                             | Blood Pressure Cuffs - Large Size                                            |
| <b>Cholesterol Supplies <i>prior approval mandatory</i></b> |                                                                              |
|                                                             | CardioCheck machine                                                          |
|                                                             | CardioCheck Strips – 15                                                      |
|                                                             | Capillary Tubes – 25                                                         |
|                                                             | Capillary Plungers –25                                                       |

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Assoc. Dean Signature: \_\_\_\_\_ Date: \_\_\_\_\_

|                                                               |
|---------------------------------------------------------------|
| Person Picking Up Supplies: _____ Date to be picked up: _____ |
|---------------------------------------------------------------|



## External Sponsorship

Student organizations are permitted to solicit alumni and area businesses regarding external sponsorship. The funds/items received will be the responsibility of the chapter, including any applicable donor receipts. In order to coordinate with COP/UAMS Institutional Advancement initiatives, a chapter must contact the College of Pharmacy Director of Development prior to any request greater than \$1,000.

**UAMS College of Pharmacy  
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Little Rock, AR 72227**

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