



## **GUIDELINES FOR CHAPTER LIAISON WITH STUDENT CAMPUS ASSOCIATIONS or GROUPS APPROVED BY ACHCA BOARD ON 8/14/13**

**PURPOSE:** To give basic guidelines for ACHCA Chapters to establish a liaison between student long term care programs and services groups to give them exposure to the long term care industry and prepare future industry practitioners.

**LEGAL NOTE:** It is noted that colleges and universities must comply with the Civil Rights Act of 1964: "... any campus organization will not discriminate as to race, color, creed, age, sex, national origin." ***Student association or groups will not be issued an official ACHCA charter, nor will they be governed by ACHCA bylaws.***

It is suggested that a chartered ACHCA chapter "***partner***" with an existing student campus association or group whose mission is long term care, long term care leadership, and/or Gerontological or aging care and services but the title of the student campus association or group may not bear the ACHCA name or logo.

**MEMBERSHIP CATEGORY NOTE:** A member of a student association or group is NOT a member of ACHCA or an ACHCA Individual Student member. Therefore, ACHCA does not collect dues nor govern the members of a student association or group. However, the individual can pay student membership to individually qualify for ACHCA membership and derive student benefits.

### **BENEFITS FOR STUDENT ASSOCIATIONS OR GROUPS:**

1. Network with other students of similar interest and career goals.
2. Opportunities to visit with and learn from local LTC administrators.
3. Possibilities of meeting and working with ACHCA member LTC organizations (future employees/employers) and be exposed to diversity early in career.
4. Receive the state chapter and national communications as a courtesy as long as a qualified liaison partnership exists between designated individuals at the chapter and student group level.
5. Reduced registration fees on all chapter and district level ACHCA education programs and networking opportunities as a courtesy\*.
6. Prompt notice of all scholarship programs sponsored by the local ACHCA Chapters (for which individual student dues paying members would qualify for inclusion)
7. Notice of student presentation opportunities, such as Poster Session Presentations at National ACHCA meetings.
8. \*Note: Individual (paid) student members receive reduced registration fees to the National ACHCA Annual Meetings and Convocation, access to ACHCA Member Portal, a Networking Community and all other benefits of student membership.

### **GENERAL POLICY:**

A current contact name and mailing address for the school, college, university in which the degreed LTC program must be on file with the ACHCA National Office.

- Receive the name and contact information of the resident faculty member who will act or is acting as an advisor.



- Ensure the student campus association or group has at least 8 student participants.
- Receive a permanent mailing address for the university.
- Receive a copy of the governing documents.

The above items must be sent to [membership@achca.org](mailto:membership@achca.org) at the ACHCA National Office. A form has been included in this document for your convenience. Upon receipt and review of the above, the ACHCA National Office will advise the local ACHCA chapter and student association or group contact that requirements have been met and a liaison relationship can be established.

- The student association or group (contact person) will be added to the mailing list of ACHCA and the local ACHCA chapter; the student association or group disseminates information and promotions to its student members.
- ACHCA will request an annual update of the resident faculty advisor, mailing address, etc.

#### **GOVERNING DOCUMENTS (BYLAWS):**

Because the student campus association or group cannot be officially chartered by ACHCA and operated with ACHCA bylaws, the following suggestions are made for student association or group governing documents.

##### **1. Name of the Student Association or Group**

The name of the ACHCA Student Society shall be: \_\_\_\_\_

*Group Name Suggestions:* LTC Student Alliance at XZY University, XZY University Society of LTC Students, Future LTC Administrator's Society, Future Leaders in LTC, Leaders in Aging Services .

##### **2. Statement of Purpose and Objectives**

Provide a statement of the overall purpose of the student association or group outlining the objectives of the association/group with respect to the professional development of members.

##### **3. Student Association or Group Membership**

Include the following statement: To comply with the Civil Rights Act of 1964, as amended, this association \_\_\_\_\_ will not discriminate in its membership as to race, color, creed, age, handicap, sex, or national origin .

##### **4. Student Association or Group Administration**

Outline the cost of membership dues and other fees.

##### **5. Student Association or Group Officers**

Outline duties and responsibilities of each elected association or group officer and election procedures. Association or group officers should include, as a minimum, three elected officers – President, Vice President or President-elect, and Treasurer or Secretary/Treasurer. It is suggested that this section also include committee descriptions, duties, and goals.

##### **6. Faculty Advisor**

Outline the duties and responsibilities of the faculty advisor.



Identify times for regularly scheduled state chapter/national meetings and other important calendar event(s).

### **ACHCA CHAPTER STUDENT ENGAGEMENT ACTIVITIES** **CHAPTER CHECKLIST**

**Goal:** State Chapter leaders will actively engage students from university programs and nontraditional students through a variety of activities to grow current and future ACHCA members.

**Chapter Challenge:** Increase the number (and %) of individual student members in the state chapter. Chapters showing the largest increase in student members can compete for a Chapter Achievement Award. (Note: members of student associations or groups are not individual ACHCA members but can be included in chapter activities; recruiting individual student members, who are eligible for all the benefits of ACHCA membership, is encouraged).

Proactive outreach to students includes such activities as:

- Include students in your regular electronic and postal communications
- Include a student focus in your educational programming
- Provide networking opportunities for students and experienced administrators at your chapter meetings
- Include students on your chapter committees
- Promote a student award at the chapter level
- Actively reach out to university based LTC programs in your state to inform students about LTC career opportunities
- Partner with an existing student campus association or group whose mission is long term care, long term care leadership, and/or Gerontological or aging care and services
- Create a chapter based connection with university/academic leaders
- Provide a chapter designee to serve as a liaison to student campus associations or groups
- Reach out to student members on the chapter membership list
- Track student to bridge to full membership to demonstrate success of the chapter initiative



**APPLICATION FOR STUDENT CAMPUS ASSOCIATIONS or GROUPS**

Name of the Student Association or Group:  
University/College Name:  
Department:  
University/College Mailing Address:  
Faculty Advisor Name:  
Title:  
Email: Phone:  
Mailing Address:  
Number of Members in Student Association or Group:

Student Association or Group Officers:

Position:	Name:	Email:
Position:	Name:	Email:
Position:	Name:	Email:
Position:	Name:	Email:

Governing Documents Included with this Application:

For questions, please call (202) 536-5120, send e-mail to [membership@achca.org](mailto:membership@achca.org). Please complete this application and return with governing documents via e-mail to [membership@achca.org](mailto:membership@achca.org) or fax to (866) 874-1585.