

### CPHS Office of Student Affairs (in addition to the organization faculty advisor)

- **Michael Nelson**, Assistant Dean: CPHS SGA, DRxUGS, & Health Professions Day
- **Sydni Jennings**, Director of Student Affairs: DRxUGS, pharmacy national organizations, pharmacy fraternities, & pharmacy honor societies
- **Nicholas Kavanaugh**, Assistant Director of Student Affairs: DUSOTA, COTAD, HOSA, & OT honor societies
- **Jessica Lang**, Director of Enrollment Services: CPHS Ambassadors

Information for all events for student groups including general meetings, EC meetings, fundraisers, social events, etc. should be submitted via the [CPHS Student Organization Event & Fundraiser form](#).

### Drake University Student Life Information

- To be considered a Registered Student Organization at the university, please review documentation and update necessary forms annually. Additional information is available on [Drake's Student Organization website](#).
- Agency Accounts are bank accounts through the University that offer secure housing for organization monies and continuity year to year. To establish an Agency Account, contact [student.life@drake.edu](mailto:student.life@drake.edu).

### Reserving Space & Supplies

Utilize [Virtual EMS](#) to make room reservations; if you are unable to access a certain hour in HI, Cline, SCB, OT, or Fitch, fill out the [CPHS Reservations Form](#).

- The purpose of the Cline Atrium is, first and foremost, a study space for students. The number of reservations approved for events scheduled during classes (8:00 am to 6:00 pm Monday – Friday) will be limited to prevent frequent closure of the Cline Atrium/Learning Commons. To reserve Cline Atrium or HI 107, contact [Allyssa Ruths](#).
- Tables, CPHS tablecloths, and/or canopy tents can be requested via the CPHS Student Organization Event & Fundraiser form linked above.
- Arrangements can be made through [Allyssa Ruths](#) for reserving the bulletin board space on the main floor of HI.

### Events & Fundraisers

- Complete the [CPHS Student Organization Event & Fundraiser form](#) for every event (general meeting, speaker, fundraiser, health fairs, etc.). This form allows you to check-out equipment for health fairs and submit content for the CPHS Weekly Announcements.
- Complete the [OnCampus form](#) for events open to all Drake students, faculty, and staff.
- Use blue tape when posting flyers and remove flyers following the event. Blue tape is available in Cline 106.
- Share event photos and details with [Kaylyn Maher](#) for posting to CPHS Facebook, Instagram, & Twitter.
- Forms and/or payments should be distributed and collected by organization members at a pre-reserved table.
- Health screenings and fairs should be planned approximately 6 weeks in advance. For guidelines for planning, view the Health Fair Guidelines on the CPHS website under Current Student Resources.

### Apparel & Merchandise

- The CPHS logos can be obtained from [Kaylyn Maher](#). Drake University logos can be found [here](#).
- All student organization apparel sales should be done through P&M Apparel, Raygun, or Image Solutions. Drake has partnerships with these companies so that student organizations can legally do apparel sales with the Drake brand.

### Executive Council Information

- Following officer elections, send a list of new officers' positions, names, email addresses, and academic years to [Sydni Jennings](#).
- Pharmacy students who are the president-elect are expected to apply for Student Leadership Development Series (SLDS) and participate. Applications are publicized in the CPHS Weekly Announcements and available in the spring semester.

### Annual/National Reports

- Send copies of annual/national organization reports to [Sydni Jennings](#) or [Nicholas Kavanaugh](#).
- Local or national organization representatives visiting campus are encouraged to schedule a meeting with Dean Chesnut and/or Assistant Dean, Dr. Michael Nelson.