



Graduation Cord Manual

INTRODUCTION

ASHP encourages student members to become involved with their SSHP, ASHP State Affiliates and ASHP national. To recognize student involvement, health-systems interest, and dedication to professional development, the Pharmacy Student Forum has recommended a formal process by which student members may earn ASHP graduation cords to be worn as a part of graduation regalia.

Please note that ASHP is not collecting trackers or orders. Additionally, ASHP will not cover the costs of graduation cords. This program and guidance document are intended as a general recommendations for graduation cord requirements. Each SSHP that chooses to offer this service is responsible for the eligibility tracking, cost and for ordering the cords. This Manual provides a suggested process to facilitate the program implementation by the SSHP.

Notably, each SSHP should discuss the idea for ASHP graduation cords with its specific school administration. If necessary, SSHP leadership should participate in the school’s formal approval process for graduation cords.

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ELIGIBILITY CRITERIA

EXPLANATION OF CRITERIA

Eligible members, as defined below, must fulfill the requirements as defined within each category of the Required Criteria.

- Categories are indicated by roman numerals.
- Requirements are indicated by lower case letters.
- Bullet points are *examples* of activities, which satisfy the requirement above them.
 - SSHP leadership may elect to add SSHP-specific and/or state-specific programming/activities as bulleted items, to satisfy the requirements defined in this document. See “Additional SSHP-Specific Criteria” on page 4 for more information.

Definition of Eligible Member

An eligible member is defined as a student who has held ASHP and SSHP membership for at least two academic years at the time of graduation.

REQUIRED CRITERIA

I. Encourage Active Membership

- A. Maintain membership in both ASHP and SSHP for at least 2 years by the student’s graduation date

II. Encourage members to participate in the activities of the local, state, and national organizations of health-system pharmacists

- A. Attend a combined minimum of 3 national, regional, or local conferences/symposiums
 - Examples of eligible ASHP National meetings include but are not limited to: ASHP Summer Meetings and Exhibition, ASHP Midyear Clinical Meeting, and ASHP Policy Week
 - Examples of eligible ASHP State Affiliate meetings include but are not limited to: State Affiliate annual meeting, State Affiliate official networking event, other official meeting/conference organized by the ASHP State Affiliate
 - Examples of eligible SSHP meetings include but are not limited to: SSHP symposiums, SSHP networking event, SSHP volunteering activity

Please note: SSHP general body meetings do not satisfy this requirement and local affiliate monthly meetings do not satisfy this requirement

III. Prepare student pharmacists for residency programs

- A. Attend at least 2 residency-focused programs or sessions
 - CV Review Program through SSHP, ASHP State Affiliate, or ASHP
 - Residency Showcases or Residency Panels through SSHP, ASHP State Affiliate or ASHP
 - Midyear to Match Preparation Meetings through SSHP, ASHP State Affiliate, or ASHP
 - Other virtual or in-person sessions related to residency preparation

IV. Choose 2 additional items from the choices below:

- A. Encourage proper use of medicine in the general public/promote participation in service activities throughout the community
 - SSHP-sponsored community service events (e.g. drug take-back days, brown bag events, health fairs, etc.)
 - State affiliate collaboration for community service
- B. Provide information on career alternatives, specialized training, and credentials
 - Attend SSHP programming regarding career options (e.g. pharmacist panel, lunch & learns, etc.)
 - Participate in ASHP Connect Mentor Program
 - Participate in the ASHP Clinical Skills Competition
 - Participate in an ASHP Continuing Education Webinar
 - Participate in certificate or certification programs or workshops through SSHP, ASHP State Affiliate, or ASHP
- C. Provide service to the profession through leadership roles
 - Serve as an SSHP Executive Board member for at least 1 full term
 - Serve as an SSHP Committee Chair for at least 1 full term
 - Serve as an SSHP Committee member for at least 1 full term
 - Hold a national position in ASHP (e.g. ASHP Section, Pharmacy Student Forum Advisory Groups, Pharmacy Student Forum Advisory Group Ad Hoc Committee)
- D. Advocate for the profession through interactions with other members of the healthcare industry and the public
 - Attend ASHP advocate training and/or national/state/local legislative day
 - Participate in SSHP, ASHP State Affiliate or ASHP advocacy programming or legislative workshop (e.g. how to testify, how to send e-mails, etc.)
 - Participate in one Practice Advancement Initiative (PAI) related event through SSHP, ASHP State Affiliate, or ASHP
- E. Promote research in pharmaceutical science and care
 - Present a research poster at an ASHP affiliated professional meeting (e.g. local, state, or national professional meetings)
 - Publish a column for the AJHP Pharmacy Student Forum Column

ADDITIONAL SSHP-SPECIFIC CRITERIA

SSHPs may elect to add SSHP-specific and/or state-specific programming/activities as bulleted items, which satisfy the requirements defined in this document.

Examples provided in this document may not reflect a comprehensive list of activities provided by each SSHP. SSHPs may elect to add SSHP-specific and/or state-specific programming or activities as applicable. SSHPs are encouraged to create a tracking method to verify above activities for their members.

ORDERING PROCESS

VENDOR

Honors Graduation _
www.honorsgraduation.com

PRICE

<u>Quantity</u>	<u>Price per cord*</u>
1 – 9	\$6
10 – 29	\$5
30 – 99	\$4.50
100 – 299	\$3.75
300 – 499	\$3.50
500+	\$2.75

**Price as of December 2016. Please see www.honorsgraduation.com for updated pricing.*

PAYMENT

ASHP will not cover the costs of graduation cords. Each SSHP who chooses to offer this service to its members will be responsible for the cost either through funds or through payment by the individual members who are receiving cords. SSHPs may consider engaging in additional fundraising efforts or raising membership fees to cover this cost.

Payment options

1. Credit card (Visa, Master Card, Discover, and American Express)
2. Official school Purchase Order

DIRECTIONS FOR ORDERING

1. Open <http://www.honorsgraduation.com/> in your web browser.
2. At the top left of the page, click “Honor Cords”

The screenshot shows the top of the Honors Graduation website. At the top left is the logo for "HONORS GRADUATION" with a graduation cap icon. To the right of the logo are contact details: "Call Us! 801-852-2339" and "Email Us! contact@honorsgraduation.com". Below this is a note: "Paying by PO? Check the contact page for more information!". A dark navigation bar contains the following menu items: HONOR CORDS, CAPS + GOWNS, STOLES, TASSELS, MEDALS, DIPLOMAS, GIFTS + APPAREL, and CONTACT. Below the navigation bar are two main categories: "Graduation Gowns, Cords, & Stoles" and "Honor Cords & Tassels". Under "Graduation Gowns, Cords, & Stoles", there are four product categories, each with an image and a "COLORS & STYLES" button: GRADUATION CORDS (with tassels), CAPS AND GOWNS (with a cap), GRADUATION STOLES (with a stole), and GRADUATION TASSELS (with tassels).


3. Scroll down and click “SINGLE CORDS”

Honor cords represent an exciting time in the life of a high-school or college graduate, but for a student, teacher, academic advisor, or school administrator, you have more important things to worry about come graduation ceremony time. If you want great looking tassels that arrive on time, without any surprises, you found them!

The screenshot shows the "Graduation Cords" product page. On the left, there are three images of different cord styles: "SINGLE HONOR CORDS", "DOUBLE HONOR CORDS", and "TRIPLE HONOR CORDS". Each image has a "COLORS & STYLES" button with the text "PICK COLOR(S) - CLICK HERE". On the right, the text reads "Graduation Cords as low as \$2.50". Below this is a price list: "1-9 for \$6.00 each", "10 for \$5.00 each", "30 for \$4.50 each", "100 for \$3.75 each", "300 for \$3.50 each", "500 for \$2.75 each", and "1000 for \$2.50 each". At the bottom right, it says "Orders before 3PM MST ship same day."

4. Click the dropdown menu under “Select Color(s)”

Graduation Cords - Single As low as \$2.50 per cord (1000+)



\$2.75 per cord (500+)
\$3.50 per cord (300+)
\$3.75 per cord (100+)
\$4.50 per cord (30+)
\$5.00 per cord (10+)
\$6.00 per cord (1-9)

Colors
See full list below.

Cord Length
~70 inches

Ships same day.
Overnight shipping available (USA only).

One cord with 1-3 colors. We also offer [two](#) or [three](#) cords tied together.

[Custom cords](#) are available for orders of at least 500 units.

Cord Color(s) *
- Select -

Quantity *
1

Add to cart

5. Scroll down and select “Blue (Royal) / Orange”

Cord Color(s) *
- Select -

Quantity *
1

Add to cart

6. Enter your desired quantity, and click “Add to cart”
7. Click “Checkout” and enter your shipping and billing information.

AWARD CEREMONY

OPTIONAL CEREMONY FOR ELIGIBLE MEMBERS

SSHPs may consider hosting a ceremony to bestow graduation cords upon eligible members. The purpose of this ceremony would be to celebrate the hard work eligible members have engaged in during their career as a student pharmacist.

ASHP wishes to recognize that this type of ceremony would be an added expense to the SSHP budget. Additionally, some schools may already have traditional award ceremonies; thus, each SSHP must consider its budget and school traditions when deciding whether or not to host a graduation cord ceremony.

If your SSHP chooses to offer graduation cords to its members, please feel free to send your photos to students@ashp.org.

QUESTIONS

If you have any questions, please email the ASHP Pharmacy Student Forum at students@ashp.org.