

**Handbook for
The Pre-Doctoral Student Chapters
of the American Academy of Pediatric Dentistry**



AMERICA'S PEDIATRIC DENTISTS
THE BIG AUTHORITY on little teeth®

Pre-Doctoral Student Chapter of the American Academy of Pediatric Dentistry

Mission and Vision Statements of AAPD

The **mission** of the American Academy of Pediatric Dentistry is to advocate policies, guidelines and programs that promote optimal oral health and oral health care for infants and children. The AAPD serves and represents its membership in the areas of professional development and governmental and legislative activities. It is a liaison to other health care groups and the public.

The **vision** of the American Academy of Pediatric Dentistry is optimal health and care for infants and children through adolescents including those with special health care needs.

The American Academy of Pediatric Dentistry is the leader in representing the oral health interests of children. The pediatric dentist is a recognized primary oral health care provider and resource for specialty referral.

Purpose

The purpose of a student chapter is to initiate and promote a better understanding and appreciation of dentistry for children among dental students. Its ultimate objective is to foster a relationship between dental students and the pediatric community through educational presentations, interactions with pediatric faculty and private practitioners, and volunteer dental projects.

Membership in a Student Chapter is open to all pre-doctoral dental students and is especially geared to those students who are either interested in pursuing a certificate in pediatric dentistry, or plan to offer treatment to the pediatric population in their general practice. Hopefully, by providing a forum for interaction and education, students can learn how rewarding and fulfilling it can be to treat children as well as become acquainted with the workings of the Academy.

This handbook should be used as a template and revised where deemed appropriate. It will offer suggestions on activities for the Chapter as well as general information about the benefits of Pre-Doctoral membership in the Academy. There is a sample Constitution also provided at the end which may be modified to suit the needs of your chapter.

The Academy requests that a brief report be submitted annually describing your Chapter's activities. A form for this report is included in this handbook and should be completed by end of Spring term.

AAPD Pre-Doctoral Membership

By becoming a Pre-Doctoral student member of the American Academy of Pediatric Dentistry, dental students will gain a comprehensive understanding of the pediatric dental specialty.

AAPD membership will expose students to pediatric dentistry through publications included in the membership, (*Pediatric Dentistry Today*, *Pediatric Dentistry*, *Journal of Dentistry for Children*), advocacy involvement and children's oral health resources. As a member, you will receive reduced registration fees for the AAPD Annual Session, exclusive access to over 1,800 pediatric dental and practice management articles and much more through the Members-Only section of the Web site.

Join the AAPD for a reduced Pre-Doctoral student annual membership fee (July 1- June 30). Membership applications are available at <http://www.aapd.org>.

Pre-Doctoral Student Membership Privileges

1. Attend the Annual Session of the AAPD at reduced registration fees.
2. Receive copies of all general membership communications and publications.
3. Attend and participate in all AAPD continuing education opportunities.

Suggestions for Activities

A pre-doctoral student group can be a wonderful first step in pursuing a specialty in pediatric dentistry. It is also very important that student groups encourage participation for students who don't necessarily want to specialize but are interested in enjoying pediatrics and incorporating treatment of children into their future practices.

There are different types of activities that a group may wish to pursue:

Educational

- Seminars/lectures on specific pediatric topics: behavior management, pulp therapy, restorative and so on. Seminars could be presented by faculty members or even private practitioners, thereby involving them in a school's pediatric program.
- Visit local pediatric offices.
- Organize an externship program where a student could observe or assist for a day in a local practice.
- Journal reviews.
- Attend a continuing education (CE) course together as a group; for example, the annual meeting of the AAPD state component.

Community/Volunteer Opportunities

- Participate in the school or community's Give Kids a Smile Day or similar showcase event (Annual Toy Drive, Children's Health Fair, Special Olympics).
- Give oral health presentations to children at local schools or in special needs programs.
- Provide a dental education program for the university's Child Development Center.
- Sponsor an elementary school field trip to the dental school.
- Assist in oral health screenings with an established organization or program.
- Volunteer for any pediatric clinic improvements: painting, decorating (paint Halloween pumpkins for the clinic), etc.

Pursuing a Pediatric Dentistry Specialty

- Review the application and match process.
- Participate in mock interviews with faculty.
- Discussions regarding post-graduate training, careers in academics and private practice.

Annual \$250 Allotment

The Academy provides a \$250 allotment for each Student Chapter. Following are a few suggestions on how this stipend may be spent:

- Welcome Pizza Night.
- Administrative costs (copying, etc.).
- Subsidize the registration fee for a continuing education course or for the transportation there.
- Poster presentations during Alumni Day at the dental school.

A form for reimbursement of the allotment is included in this handbook.

Developing a Relationship with the AAPD State Pediatric Dental Unit

Introduce yourselves and develop a relationship with the leadership of your state pediatric dentistry unit. Students can find out about CE opportunities or meetings and may be invited to attend.

Local and state components can assist with finding members of their organizations to participate in student group activities. Alumni groups of the dental school could also be encouraged to take an interest in the student group.

Attached is a list of AAPD District and State Units. This list is also available in the current AAPD Membership Directory as well as online at <http://www.aapd.org>

Annual Report

AAPD requests that an annual report be submitted to the Headquarters' Office at the end of the school year. This report will help to strengthen communications between AAPD and the student chapter. A report template is included in the form section of this handbook.

Submit Photos and Articles

We encourage student chapters to submit any photos and articles of their activities to AAPD. These may be considered for inclusion in *Pediatric Dentistry Today* or on the AAPD Web site.

Forms

The following forms are included and may be used as templates for copying. They are also available on the AAPD Web site:

- AAPD Pre-Doc Membership Application
- \$250 Allotment Reimbursement
- Annual Report on Student Chapter Activities
- Sample Constitution



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CONSTITUTION

«school»

Student Chapter of the American Academy of Pediatric Dentistry

PURPOSE

The purpose of the organization is to initiate and promote a better understanding and appreciation of dentistry for children among dental students at the «school». Its ultimate objective is to foster a relationship between the dental students and the pediatric community through educational presentations, screenings, and dental projects such as *Give Kids a Smile Day* and *Special Smiles, Special Olympics*.

Article I – Name

The official name of this organization shall be the Student Chapter of the American Academy of Pediatric Dentistry at the «school» and it shall be known as SCAAPD.

Article II – Membership

- Section 1. Membership in this organization is open to all predoctoral dental students at the «school».
- Section 2. Members of the faculty and active members of the parent AAPD organization may be elected to Honorary Membership by a majority vote of members present. Honorary members will be exempt from the payment of Unit dues and shall be ineligible to vote or to hold office.
- Section 3. A faculty adviser or advisers will be appointed by the Chairperson of the Department of Pediatric Dentistry.

Article III – Officers

- Section 1. The elected officers will be the President, the Vice-president, Secretary, Treasurer, American Student Dental Association (ASDA) Representative, and Fundraising Chairperson. The President and Vice-president shall be elected from members who will be entering their third year of the predoctoral dental curriculum. The Secretary, Treasurer, and Fundraising Chairperson may be elected from any member of the organization. The ASDA Representative should be a student who is already an elected ASDA Representative from their respective class.
- Section 2. The election shall take place at the first scheduled meeting of the school year. The new officers shall take office immediately upon selection.
- Section 3. Any officer may be recalled by a three-quarters vote of the members.



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Article IV – Duties of the Officers

Section 1. The President shall perform these duties:

- A. Represent the Unit in all official matters;
- B. Call meetings, of which there should be at least four during the school year;
- C. Arrange for speakers at meetings;
- D. Preside at meetings;
- E. Appoint such committees as may be necessary;
- F. Act as an ex-officio member of committees;
- G. Inspect and announce results of any ballots;
- H. Cast deciding vote in case of a tie; and
- I. Attend all officers' meetings and actively participate in all organizational functions.

Section 2. The Vice-President shall have these duties:

- A. Assist the President in the duties of the office and assume duties delegated by the President;
- B. Preside at meetings in the President's absence;
- C. In case the President discontinues in office, become the new President; and
- D. Attend all officers' meetings and actively participate in all organizational functions.

Section 3. The Secretary shall have the following duties:

- A. Keep an official record of all proceedings;
- B. Prepare minutes to read at meetings;
- C. Take care of correspondence;
- D. Keep a record of membership;
- E. Notify all members of meetings at least 48 hours prior to the scheduled meeting; and
- F. Attend all officers' meetings and actively participate in all organizational functions.

Section 4. The Treasurer's duties are:

- A. Organize the annual membership campaign;
- B. Be responsible for all monies;
- C. Prepare a written annual financial report to be read at the last meeting of the school year; and
- D. Attend all officers' meetings and actively participate in all organizational functions.

Section 5. The Fundraising Chairperson's duties are:

- A. Organize at least one fundraiser per school year that involves all members and
- B. Attend all officers' meetings and actively participate in all organizational functions.

Section 6. The American Student Dental Association (ASDA) Representative's duties are:

- A. Acting as a liaison between the ASDA Chapter at the «school» and the SCAAPD and
- B. Attend all officers' meetings and actively participate in all organizational functions.

Article V – Dues

Section 1. Dues shall be determined annually by the presiding officers and faculty advisor. They will include the local Unit and national dues. The national dues will be forwarded to the national headquarters of the American Academy of Pediatric Dentistry, 211 E. Chicago Avenue, Suite 1600, Chicago, Illinois 60611-2637.

Section 2. A member is delinquent who has not paid his dues before the third month of the new school year.

Section 3. Suspension of membership will follow non-payment of dues.

Article VI – Amendments

Amendments to this Constitution shall be made by a 2/3 majority vote of all active members.



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AMERICAN ACADEMY OF PEDIATRIC DENTISTRY

Headquarters Office
211 East Chicago Avenue - Suite 1600 • Chicago, IL 60611-2637
(888) 261-6329 (312) 337-2169 Fax (312) 337-6329

AAPD Pre-Doctoral Student Chapter Reimbursement

Please type or print clearly. Attach original receipts.
Return to the Headquarters Office, Attn: Senior Membership and Marketing Director

PAYEE INFORMATION

Name: _____ Purpose: _____
Social Security Number: _____
Address: _____

AAPD Pre-Doctoral Student Chapters may be reimbursed up to \$250 in expenses related to Chapter activities.

List Expenses with receipts

1. _____	\$ _____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____

TOTAL AMOUNT DUE \$ _____

SIGNED: _____ DATE: _____

For Headquarters Office Use Only:

Check Number: _____ Date: _____

9/06



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AAPD Predoctoral Student Membership Application

211 East Chicago Avenue, Suite 1600, Chicago, Illinois 60611 • (312) 337-2169 • Fax (312) 337-6329

Annual dues: \$32. Application will not be processed without payment.

Personal Information

Required Field*

Name*: _____
FIRST* MIDDLE LAST*

Address*: _____

City*: _____ State*: _____ Zip*: _____

Office Phone: (_____) _____ Mobile: (_____) _____

Home Phone: (_____) _____ Fax: (_____) _____

E-mail*: _____ Website: _____

Gender: ☐ M ☐ F DOB: ____/____/____
Month Day Year

US Citizen: ☐ Y ☐ N

Professional Information

Member of: ☐ ADA / American Student Dental Association # _____
☐ National Dental Association # _____
☐ Foreign Equivalent # _____

I do not want to receive the following AAPD printed publication:

☐ *Pediatric Dentistry* journal/PDT magazine ☐ Membership Directory

Education

*All students must list school and expected completion date of program. Only one program required to apply.

	Date of Completion	School	Degree
Undergraduate			
Dental School*			

Payment

My check is enclosed with payment ☐

Please charge my ☐ Visa ☐ MasterCard ☐ AMEX ☐ Discover

Credit Card # _____ Exp. Date _____

Signature: _____ Date: _____

Headquarters Office use only

Previous AAPD Membership: _____ Anticipated completion date: _____ Extended to: _____

☐ Approved ☐ Denied Reason: _____

Signed: _____ Date: _____

DEADLINE:
SUBMIT TO:

May 31
Suzanne Wester, Senior Membership & Marketing
Director 211 East Chicago Avenue, Suite 1600
Chicago, IL 60611
(312) 337-2169 • swester@aapd.org



ANNUAL REPORT OF CHAPTER ACTIVITIES

DENTAL SCHOOL:

CONTACT PERSON:

NO. OF STUDENT MEMBERS: _____

NO. OF MEETINGS PER YEAR: _____

BRIEF DESCRIPTION OF ACTIVITIES:

HOW WAS THE \$250 ALLOTMENT FROM AAPD SPENT:

ANY SUGGESTIONS FOR IMPROVING THE AAPD STUDENT CHAPTER PROGRAM: