

Outreach to State Affiliate Email Templates

This document provides email templates for a variety of situations where your SSHP may need or want to reach out to your respective state affiliates.

1. PSF recommends sending your email to SSHP faculty advisor(s) prior to sending emails to state affiliates to get their feedback. This will ensure that your email is polished and professional before it reaches the state affiliate.
2. While these templates are intended to be helpful, remember to review them and personalize them to fit your situation and the individual you're contacting. We recommend using these templates as a guide to help structure your email, get a feel for language/tone, and important key points to include.
3. PROOFREAD, PROOFREAD, PROOFREAD! Always read your email multiple times before sending them out. You want to ensure that there are no grammar or spelling mistakes when reaching out to state affiliates so that you could give the best first impression. Additionally, you want to make sure you send it to the correct individual or organization.

General Outreach / Introduction Email

Good [morning/afternoon/evening] Dr. [Name],

I hope this email finds you well!

My name is [Name] and I currently serve as [Position] for the SSHP chapter at [University]. I wanted to briefly introduce our student society, and explore ways we could potentially collaborate with [State Affiliate] in the future.

Our SSHP is [share more about your SSHP including if you have multiple campuses, how many officers, how many members do you typically have, etc]. Our members are very interested in learning more about health-system pharmacy practice and engaging with pharmacists in [State]. I would absolutely love to discuss potential ways to connect, including student engagement, professional development, and mentorship opportunities.

Please let me know if there is a good time to connect or if there is someone on your team we should reach out to. Thank you so much for supporting student pharmacists and the future of health-system pharmacy.

Kind regards,
[Name]

Speaker Request Template

Good [morning/afternoon/evening] Dr. [Name],

I hope this email finds you well.

My name is [Name] and I currently serve as [Position] for the SSHP chapter at [University]. I'm reaching out to kindly ask if you or a fellow pharmacist at [state affiliate] would be willing and available to speak to our student pharmacist members at [Name of event/meeting].

[Share information about the event/meeting such as date, time, length of presentation, format (in-person, online, or hybrid). Describe the event/meeting.] We are hoping to have a pharmacist speak on [topic of interest] and would like to ask if [state affiliate] could help connect us to a pharmacist on this topic.

Thank you so much for your time and consideration. We hope to hear from you soon!

Kind regards,
[Name]

Seeking Collaboration for Mentorship

Good [morning/afternoon/evening] Dr. [Name],

I hope this email finds you well.

My name is [Name] and I currently serve as [Position] for the SSHP chapter at [University].

Recently, we've seen growing interest among our student pharmacists in potential mentorship opportunities with pharmacists in health-system pharmacy. We wanted to see if members of [State Affiliate] may be interested in participating in a mentorship initiative that connects pharmacists with students interested in health-system pharmacy. Mentors would have the opportunity to provide career guidance, share experiences in health-system pharmacy, and support students exploring residency and hospital careers.

If there is any interest in this type of collaboration, we would greatly appreciate the opportunity to discuss it further. Thank you so much for your time, consideration, and continuous support. We hope to hear from you soon!

Kind regards,
[Name]

Student Attendance at State Meeting

Good [morning/afternoon/evening] Dr. [Name],

I hope this email finds you well.

My name is [Name] and I currently serve as [Position] for the SSHP chapter at [University]. I'm reaching out to see if there are any potential opportunities for students to participate in any upcoming [State Affiliate] meetings or events.

Recently, we've seen growing interest in our members who are eager to become more involved in state pharmacy organizations, gain exposure to health-system pharmacy, and network with pharmacy leadership. If possible, we would love to learn more about any opportunities including student registration for events, volunteer roles, or other ways student pharmacists may be able to participate.

We would greatly appreciate any guidance you may have for us. Thank you for your time and continuous support. We hope to hear from you soon!

Kind regards,
[Name]

Quick Best Practices for Collaboration

- Initiate communication with your state affiliate
 - Utilize the State Affiliate Directory to reach out to your state affiliate via email and establish direct contact.
 - Provide the state affiliate with the best method(s) of contact (preferably an organization-specific email rather than an individual student's email) to help with yearly officer transitions
- Collaborate with your state affiliate
 - Suggested SSHP activities:
 - Invite state affiliate representatives/pharmacists to speak at an SSHP meeting
 - Invite state affiliates to act as a judge for SSHP local Clinical Skills Competitions
 - Ask the state affiliate for opportunities such as:
 - Moderating a session
 - Volunteer to help at a state meeting
 - Attending networking events
 - Discuss with state affiliate the possibility of creating joint activities/projects
 - Discuss with state affiliate on how to maintain the relationship and communication channels, such as regular email and/or communication of respective events.
- Professionalism
 - Be punctual to events SSHP members are invited to, participating in, and are volunteering for.
 - Attempt to always attend the events in which SSHP members have committed to. If SSHP members cannot make an event/activity, provide notice to the state affiliate as soon as possible. Assist the state affiliate in finding another volunteer (if applicable).

This resource was developed by ASHP Pharmacy Student Forum Student Society Development Advisory Group, which advises ASHP regarding the facilitation of growth and development of SSHPs.