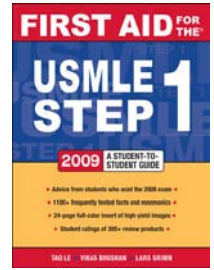
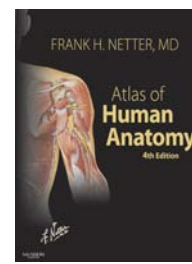


# 2009-2010 AMSA/BAC RECRUITMENT PROGRAM



## FREQUENTLY ASKED QUESTIONS

### 1. What is the first thing I need to do to begin setting up recruitment?

Visit <http://www.amsa.org/chapoff/>; print off the Netter instructions and Document of Understanding. Sign the Document of Understanding (DOU) and return via mail, fax to (703) 620-5873 attn: Vicki Martel or email a scanned copy to Vicki at [vmartel@amsa.org](mailto:vmartel@amsa.org).

### 2. What do I do when I get my Netter shipment from the National Office?

The number of Netters you receive is pre-determined at the national office based on historical recruitment. Once you receive your shipment of Netters, open each carton within two days of receiving, to verify that the quantity received matches that in the AMSA email, as well as to make sure they are not damaged. If there are questions or issues with the books, contact Vicki Martel at 1-800-767-2266 or at [vmartel@amsa.org](mailto:vmartel@amsa.org).

### 3. The shipment of books from National was fine. What do I do next?

Advertise and publicize your recruitment event. Use email, colorful posters, your Dean, classmates and existing members. If there is an orientation packet compiled by your school, you can develop an insert publicizing the event and listing some benefits of AMSA. Remember: recruit, recruit, and recruit! Make sure to mention the first X\* amount of students will receive their choice of a FREE Netter or FREE First Aid USMLE Step 1 on the spot after joining AMSA and signing up for the Bank of America credit card.

\* Note—X should represent the number of books your chapter received.

### 4. I'm gearing up for the big day. AMSA is driven by its membership and I need to plan a successful membership drive. I know logistics are really important, but how do I set everything up?

Don't worry! You will do just fine. Review all the instructions again. You will need the following:

- 1) Laptops or computers available
- 2) Printers/Copier
- 3) Paper applications for AMSA
- 4) Netter books
- 5) Other information received in your recruitment packet

### 5. I know you've explained this to me a lot already, but what does the student need to submit to the Chapter Officer to receive their Netter/First Aid USMLE Step 1 again?

It's OK, it sounds complicated, but you will do just fine. Here are the steps again:

- 1) Collect the printed AMSA Membership Confirmation page or signed AMSA paper application with membership dues (check/Visa/MasterCard/American Express accepted).

*Benefits, services and programs subject to change without notice.*

- 2) Collect the Bank of America Credit Card Confirmation page.
- 3) Verify that the address on the Bank of America confirmation is the same as the AMSA Confirmation/Application.
- 4) Complete the document titled “AMSA/BAC Program Chapter Sign-In Sheet 09-10” and have new members sign it and check which gift they chose.
- 5) Hand the member the Netter or the instructions for redeeming the First Aid USMLE Step 1 and a copy of their AMSA and BAC confirmations!
- 6) And don’t forget—Place the Bank of America/AMSA confirmation documents and AMSA membership applications with dues payments in the self-addressed envelope. Mail immediately. Do not wait until you have a critical mass of applications. Mail ASAP! This is why we give you many envelopes.

#### **6. What happens if either the Bank of America or AMSA confirmation sheet(s) doesn’t print?**

If a student forgets to or cannot print out a confirmation sheet and cannot present you with accepted alternatives, you CANNOT give them a Netter or instructions for redeeming the USMLE. Tell them that it will delay the process in distributing their copy. Please contact Vicki Martel in membership.

#### **7. I’m out of Netters, and there are still other students who want to join and get a book. What do I do?**

No Problem! After you’ve given out your Netter supply, and have collected the last of your AMSA and Bank of America applications/confirmations, contact Vicki at 1-800-767-2266 between 8:00am - 4:00pm EST, or via e-mail at [vmartel@amsa.org](mailto:vmartel@amsa.org). Let her know the exact number of additional Netters you need. Orders received before Noon on any given day will be shipped immediately and you will receive within a week. Please do not estimate, the number you provide to Vicki should match the number of students waiting for a book. Your chapter is financially obligated for any extra book your chapter receives, that will not go to an eligible student.

#### **8. Recruitment is over. Now what do I do?**

IMMEDIATELY send self-addressed envelopes to AMSA. These must be mailed immediately after recruitment either on day 2 or day 1 of your drive. You may mail these more than once. But remember... keep a copy of your Sign-In Sheets for your records. You and your chapter are responsible for every book, and you CAN and WILL be held liable for every book that is missing and not accounted for. Please make sure every book is mailed back ASAP.

#### **9. What if a student doesn’t want a credit card? Or doesn’t need one? Can they still join AMSA?**

YES! ABSOLUTELY! Just ask the student to complete the online application. If students want to pay by check, they can complete the paper application and mail it to the following address:

American Medical Student Association  
1902 Association Dr.  
Reston, VA 20191

This is a good time to remind the student and others that there are many more benefits to joining AMSA than the Netter. There are leadership opportunities, there are many conferences and training sessions, and *Benefits, services and programs subject to change without notice.*

our organization provides advocacy that leads the way to improve healthcare and medical education. There is far more to AMSA than a Netter or First Aid USMLE!

**10. Tell me again what I should tell students who are not sure about applying for the BAC credit card? What are some other ways to promote AMSA?**

There may be people who don't want or need a credit card for whatever reason. In this case (and in ALL cases) you should stress the other benefits and discounts available to AMSA members.

Some examples of benefits and discounts are: (but not limited too)

- Be part of the *largest, independent* organization of 62,000+ physicians-in-training, advocating for patients, students and healthcare reform since 1950!
- Strengthen your leadership skills and develop skills that will benefit your career by becoming one of our over 100+ national leaders or hundreds of regional and local leaders.
- Participate in AMSA Academy, a variety of summer fellowships, internships, leadership institutes and retreats. Learn important lessons
- Attend AMAZING regional conferences and our national convention in Anaheim, CA, March 10-14, 2010 at the Disneyland hotel.
- Receive a FREE monthly subscription to AMSA's award-winning *The New Physician* magazine.
- Advocacy on Capitol Hill on behalf of medical education and healthcare.
- Member discounts on airlines, hotels, car rentals, insurance, instruments, books, test preparation materials and many more!
- AMSA members are eligible for a variety of scholarships and awards.
- Receive your choice of a FREE gift from Bank of America; either a Netter or First Aid USMLE Step 1\*

\*Free with completed AMSA membership and Bank of America credit card application from May 1 – Nov 30, 2009.