

AAPS Student Chapter Renewal 2023-2024

To receive a student chapter base stipend for the 2023-24 academic year, the following items must be received and approved by AAPS in accordance with the due dates below.

All renewal documents must be submitted to the Jotform by November 23, 2023. The period between November 23 — December 21 is for chapters to submit missing or incomplete documents. Do not wait until December to send your chapter renewal packets.

Incomplete packets will not be accepted after December 16 and stipends will not be issued for incomplete or late renewal packets.

Please allow three weeks for your chapter renewal packet to be reviewed and to receive notification from AAPS.

Renewal Due Dates

Due Date	Renewal Period Closes	Stipends Deposited/Wired By
November 23, 2023	December 21, 2023	January 31, 2024

Checklist of Required Documents

Items Required	Must Include	Format
<i>Excel Spreadsheet: Roster and Finances 2023</i>		
Chapter Member Roster <i>*Chapters must have <u>10 paid AAPS members</u> to qualify as a chapter</i>	<ul style="list-style-type: none">✓ AAPS Member ID for paid members✓ Name of AAPS members and non-members✓ Email addresses✓ Mailing addresses✓ Phone number✓ Anticipated graduation year	Excel Spreadsheet, Tab 1
Chapter Executive Committee	<ul style="list-style-type: none">✓ All Executive Committee members must be paid AAPS members✓ Faculty Advisor must be listed and be a paid AAPS regular member (not a student or postdoctoral member)✓ All email addresses	Excel Spreadsheet, Tab 2

Items Required	Must Include	Format
Financial Summary FY 2022-23 Expenses	✓ Follow instructions on Tabs 3 & 4	Excel Spreadsheet, Tab 3
Monthly Financial Activity FY 2022-23	✓ Follow instructions on Tabs 3 & 4	Excel Spreadsheet, Tab 4
Anticipated Chapter Activities 2022-23	✓ List activities planned or being considered for the 2019-20 academic year	Excel Spreadsheet, Tab 5
Word Files		
U.S. or International Operating and Procedural Guidelines	<ul style="list-style-type: none"> ✓ Review guidelines carefully ✓ Be sure it is signed and dated by both your Chair and Faculty Advisor 	Word File
U.S. or International Annual Submission Form	<ul style="list-style-type: none"> ✓ Mailing address must be accurate and reliable for sending AAPS materials ✓ Include your EIN (U.S. chapters) and signatures 	Word File
PDF Document		
Monthly Bank Statements for October 2022 - September 2023	<ul style="list-style-type: none"> ✓ 12 statements to show monthly bank account activity ✓ Financial transaction reports are acceptable if funds are under the university's custody 	Create PDF with 12 bank statements included
Excel Spreadsheet		
To receive your stipend, you will need to submit one of the following documents: <ul style="list-style-type: none"> - <i>EFT Form</i> - <i>Wire Transfer Form</i> 	<ul style="list-style-type: none"> ✓ Provide complete details in the yellow fields ✓ Wire transfers are only available for chapters outside the United States 	These forms are available for download from chapter renewal submission site or www.aaps.org