



**Kentucky Public Health Association (KPHA)**  
**Student Chapter Resource Guide**  
*"Promoting healthy communities through advocacy, education  
and leadership."*

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## TABLE OF CONTENTS

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Introduction .....	3
Membership .....	4
University Registered Student Organization .....	5
Officer Roles and Responsibilities .....	5
Membership Recruitment .....	6
Finances and Fundraising .....	6
Events and Programming .....	6
Publicity and Marketing .....	8
KPHA Scholarships and Awards .....	8
KPHA State Conference .....	9

## INTRODUCTION

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We want to welcome you to the Kentucky Public Health Association (KPHA)! The Kentucky Public Health Association is a vital organization dedicated to meeting the needs of our community. Our mission is: *To promote health communities through advocacy, education, and leadership.* Be sure to check out our [website](#) for additional information.

You are on a journey to become a future public health leader and we want to assist in paving the way for you. The first step is becoming involved with KPHA through your university KPHA Student Chapter. A KPHA Student Chapter is a professional development organization dedicated to preparing students for careers in public health. Chapter programming is centered around personal and professional growth within the field and can take many forms.

## MEMBERSHIP

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KPHA membership is not required to be involved in your university KPHA Student Chapter. We would encourage you to become a student member because of the numerous benefits that are available which include:

- Networking with other public health agencies and professionals
- A discounted rate on the annual conference
- Listing your membership on your resume/CV
- Growing and developing as a public health professional
- Gaining training and multi-disciplined contact/education hours
- Confronting critical health issues affecting your community
- Quarterly Member Newsletter
- Email notifications of public health job postings

If you are interested in becoming a registered student member, check the [website](#) for the most up to date membership cost.

A member of the KPHA Student Chapter is any student enrolled at the university, with an interest in public health, whether full-time or part-time. If a member graduates or leaves the university, they are no longer a member.

## **UNIVERSITY REGISTERED STUDENT ORGANIZATION**

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Your university may have requirements for the KPHA Student Chapter to become a registered student organization (RSO). You should check with your Student Affairs/Student Life Office for further information. Becoming a formal RSO on campus is important because it may allow your organization to apply for funding opportunities to support the chapter. RSOs may be required to meet other university requirements such as how an organization bank account is set up. Be sure to follow all university requirements.

## **OFFICER ROLES AND RESPONSIBILITIES**

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The executive committee of the Student KPHA Chapter consists of the following voting members:

- President
- Vice President
- Secretary
- Treasurer

### **President**

The President is elected and serves as Chair of the Executive Committee and presides over Chapter meetings. The President shall oversee the Executive Committee and hold them accountable in all endeavors of the Chapter.

### **Vice President**

The Vice President is elected and assists the President and serves as Chair for meetings in the President's absence. The Vice President shall oversee the communications between chapter members and officers and work to effectively inform chapter members of events and activities. The Vice President shall also organize Chapter elections in the manner the Executive Committee deems appropriate.

### **Secretary**

The Secretary is elected and is responsible for keeping minutes of all meetings and provide administrative support to the Chapter. The Secretary will send all meeting minutes to members prior to the next scheduled meeting. The Secretary may also be responsible for running all elections and votes of the membership.

### **Treasurer**

The Treasurer is elected and is responsible for collecting, managing, and disbursing monies of the Chapter and for reporting on the financial state and activities of the Chapter. The Treasurer will work with the Executive Committee to create a yearly budget for the Chapter. The Treasurer shall bring appropriations issues to the attention of the Chapter for voting purposes.

## MEMBERSHIP RECRUITMENT

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Once your organization is formally recognized it is time to recruit members. To recruit student members, you may want to use the following techniques:

- Encourage prior year members to return.
- Determine if the school has a student list serv and ask if a message can be sent.
- Put ads in electronic student newsletters.
- Hang flyers across campus.
- Attend RSO tabling events.
- Post information on social media.
- Encourage current members to bring a friend to a meeting.

## FINANCES AND FUNDRAISING

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Your university may have specific requirements that have to be followed related to finances. Be sure to follow all university requirements. Since each university is different, there may or may not be funding available to support student organizations. Before any fundraising activities are planned, be sure to consult your university regarding what is allowable. Once that is determined and if fundraising is sanctioned then you may want to consider:

- Determining if the university Student Government Association has funding available to support registered student organizations.
- Reaching out to the Dean of the school/college of public health to determine if there is any funding available.
- Asking each member to pay annual dues to pay for chapter programming.
- Contacting the school/college Student Government Association and see if they are willing to sponsor programming.
- Reaching out to corporate partners to see if they can provide sponsorship.
- Contacting the school/college development officer and ask if this could be a development project a donor could provide.
- Traditional fundraising events (e.g. bake sales, car washes, etc.).

## EVENTS AND PROGRAMMING

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You have members and money and now it's time to determine chapter activities. This takes planning and organization. First, remember quality is better than quantity. Also, be cognizant of your time and other responsibilities (especially the importance of your coursework). Provided are suggestions for chapter activities/events.

**Training on how to write an abstract** – Once the KPHA Annual Conference abstract submission opens for posters and oral presentations, invite a faculty member or contact the University Writing Center for someone to present on how to write a strong abstract.

**Career panel** – Bring in a panel of current public health professionals from different areas (e.g. local health department, non-profit, for profit, state health department, etc.). Ask faculty and staff if they have potential agency contacts.

**Resume workshop** - Contact your University Career Center to see if they could offer a creating/updating your resume workshop.

**Cover letter writing workshop** - Contact your University Career Center and/or Writing Center to determine if they could provide a cover letter writing workshop.

**Job search strategy presentation** – Contact your University Career Center to see if they could offer a job search strategy presentation.

**CPR/Stop the Bleed/NARCAN Training** – Contact your local health department for potential training opportunities.

**Public health volunteerism** – Reach out to local non-profit organizations in your community that may need assistance and schedule a group volunteer activity. Examples include Dare to Care, Supplies Over Seas, etc.

**Potential event prior to annual conference:** Bring someone in from your University Career Center approximately 2 – 3 weeks in advance to discuss how to prepare to attend a conference and how to network.

### **KPHA Annual Conference**

Each year in the spring, generally in March or April, KPHA holds an Annual Conference. The conference location varies. A student conference registration rate is available to attend. The conference is designed to bring together public health professionals from across the state to network and learn. This is a fantastic professional development opportunity.

**Potential event prior to annual conference:** Upon abstract notification, schedule a poster development training with a faculty member. Give yourself time to create the poster, have someone review it and have it printed prior to the poster competition.

### **KPHA Annual Conference Student Poster Competition**

Each year at the annual KPHA Conference there is a student poster competition. Students are encouraged to submit an abstract. If accepted, students will prepare a research poster to present during the KPHA Conference. Students are responsible for the cost of printing the poster. This is a chance to gain poster presentation experience and network with other students.

### **Student Poster Competition Awards**

Poster awards and categories are currently being developed for the 2025 conference. This section will be updated once information is finalized.

## **PUBLICITY AND MARKETING**

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Once you have members, operational funds and have determined your events you can begin creating a publicity and marketing campaign to promote interest and attendance. To get the word out across campus you may want to consider:

- Encouraging prior year members to attend the event.
- Sending out the information on the school/college student list serv.
- Putting ads in electronic student newsletters.
- Hanging flyers across campus.
- Chalking sidewalks with information (if allowed on campus).
- Attending RSO tabling events.
- Posting information on social media.
- Encouraging current members to bring a friend to an event.

## **KPHA SCHOLARSHIPS AND AWARDS**

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KPHA offers multiple scholarships, and you must be a member of the statewide organization to qualify. Applications are accepted year-round and can be found at [kpha-ky.org/resources/scholarships](http://kpha-ky.org/resources/scholarships). Be sure to check the website for updated deadlines and requirements.

### **Ellen M. Buchart Scholarship**

The Ellen M. Buchart Scholarship was named in memory and honor of Ellen Buchart who served Kentucky Public Health Association (KPHA) in many capacities, including as a past President. This scholarship will be administered by KPHA in the amount of \$2,000 and is payable at the rate of \$1,000 per semester paid directly to the student's school to provide general academic assistance for one year.

Eligibility requires an awardee to be enrolled as a junior, senior, or graduate student with a health or science related major. Preference will be given to students in the public health programs at their respective college or university. Applicants must be a member of KPHA to be awarded the scholarship.

Applicants must fill out the application and provide a detailed explanation of career goals, past academic performance, and personal history of public service.

### **Public Health Workforce Development Scholarship**

The Public Health Workforce Development Scholarship will be administered by KPHA in the amount of \$2,000 and is payable at the rate of \$1,000 per semester paid directly to the student's school to provide general academic assistance for one year.

Eligibility requires an awardee to be employed by a local health department, public health



organization, or health related agency. Preference will be given to students looking to enhance their education in the public health field in which they serve. Applicants must be a member of KPHA to be awarded the scholarship.

### **Theodore “Ted” Hanekamp Scholarship**

The Theodore "Ted" Hanekamp Scholarship was named in memory of and honor of Theodore "Ted" Hanekamp who devoted his entire career to public health. In 2006, Ted was inducted into the University of Kentucky College Public Health Hall of Fame (UKCPH). Ted was also very active in the Kentucky Public Health Association (KPHA). This scholarship will be administered by KPHA and the amount will be based upon funds raised by KPHA and matched by UKCPH not to exceed \$10,000 each calendar year.

Eligibility requires an awardee to be enrolled as a full-time graduate student in the College of Public Health at the University of Kentucky with a minimum of 9 hours of graduate classes.

### **KPHA Student Engagement Award for Excellence (Chapter Award)**

The KPHA Student Engagement Award for Excellence is presented at the KPHA Annual Conference to the student chapter/group that has demonstrated excellence during the preceding calendar year.

Criteria for selecting the winning chapter include documentation of:

1. **Chapter/Group Viability:** To include number of members, appropriate organizational structure, bi-laws, regular meetings with appropriate documentation of activities, e.g., minutes, and recognition by the university.
2. **On-campus Outreach:** Engaging members in service to the chapter members, department, college and/or school, and the university; to include activities that enhance the academic program and professional development of the members.
3. **Off-campus Outreach:** Engaging members in community service activities and show how these activities are related to the goals of public health and promote and enhance the image of public health.
4. **Partnerships & Scholarly Pursuits:** Membership and participation in professional organizations, and participation in scholarly pursuits, to include grants received, and paper and poster presentations.

**Scoring:** Each criterion above will be evaluated on a scale of 1 to 25 with 25 being highest. The numerical values of each criterion will be summed to obtain a final score. The highest possible score is 100.

**Submission:** All materials must be in a notebook (either physically or electronically) with sections clearly labeled. Neatness, completeness and clarity of the documents will be considered in choosing the winners.

**Award:** The highest rated chapter/group will receive a plaque to display at their college/school.



## **KPHA STATE CONFERENCE**

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Each year KPHA hosts an annual state conference. This event is an opportunity for public health professionals across the state to come together to learn and expand their professional network. Students are encouraged to attend and participate. Conference experience may range from a making a poster presentation to participating in educational sessions.