

ASD

Delegate Handbook



Introduction

The Assembly of Student Delegates (ASD) is an exciting, vibrant, integral component of the American Occupational Therapy Association (AOTA). It promotes the well-being of students, enhances their knowledge of the profession, and facilitates the sharing of ideas. Student Delegates from all educational programs serve their colleagues at the ASD Meetings. The Annual Delegates Meeting is run by the Assembly of Student Delegates Steering Committee. This Committee is made up of a panel of elected students who serve as the leadership for the ASD. The Steering Committee meets throughout the year to conduct Association business, and student representatives sit on most major Association bodies to provide the student perspective. Involvement in ASD will further serve as an educational experience to help prepare responsible, politically aware members of AOTA.

This is the official *ASD Delegate Handbook**. Each school may obtain a copy from the AOTA Web site for student use. This handbook should be located where it is easily accessible to all members of the OT and OTA student body. The purpose is to answer questions that students may have, such as:

- ▶ What is the Assembly of Student Delegates (ASD)?
- ▶ How do we start a Student Occupational Therapy Association (SOTA)?
- ▶ How do we raise funds to attend the annual delegate meeting?
- ▶ What student scholarships are available?

It should be a useful resource for SOTAs and especially for the Delegate who represents his/her school at the Annual ASD Meetings.

This handbook is divided into several sections. It should be read before attending the ASD Meeting. This handbook describes the duties of the Delegate, role of the Delegate while attending the Meetings, and funding procedures when attending the Meetings.

*Please note that this handbook is designed to be updated periodically. As new sections of the handbook are prepared, they will be available online and a listserv notice will be sent to the designated SOTA Advisor.

Dear Student,

Serving your peers and the profession as a student leader is both an honor and a responsibility. As a student Delegate, you will have the opportunity to meet other student leaders from across the country. You will also have the chance to learn from the practicing professionals who are invited speakers at the ASD Annual Meeting.

The Annual Meeting is held each year at the same location as the American Occupational Therapy Association's Annual Conference & Expo. This provides students with the opportunity to meet and network with other students from across the country. Students are the future of occupational therapy, and this is a wonderful occasion for students and leaders to work together to enhance the quality of the profession.

As an ASD Delegate, you will serve as the liaison between the ASD Steering Committee and the students you were chosen to represent. Your main responsibility as a Delegate is to **share information**. The sharing is twofold. **First, poll the student body** for their concerns and be ready to **communicate** those concerns to the ASD Steering Committee. **Second**, be prepared to **relay the information** you receive at the Delegates Meeting to your classmates when you return home. Most of all, come prepared to learn about ASD, AOTA, and your profession.

Please review the *ASD Delegate Handbook* for further information regarding the responsibilities of the student Delegate. If you should have any questions, please log on to the AOTA Web site at www.aota.org and select the student section, or you may send an e-mail to asd@aota.org.

Regards,

ASD Steering Committee

Mission Statement

The mission of the Assembly of Student Delegates is to support student members of AOTA by communicating their interests and advancing their professional contributions. This Assembly upholds the AOTA mission, promotes Association membership, and provides a forum for the development of student leadership and political awareness to enhance the viability of the profession.

Ethical Statement

The ASD Steering Committee, on behalf of the ASD student body, believes in and subscribes to conduct that is demanded and expected of a professional in occupational therapy, as stated in the American Occupational Therapy Association *Occupational Therapy Code of Ethics (2005)*.

It is assumed that all Delegates will participate fully in the ASD Meeting. It is also assumed that all Delegates will bring back timely and appropriate information to their schools.

It is the duty of all Delegates to follow their personal honor code for attendance and participation in the Delegate Meeting.

ASD Delegates Roles

Liaison: Webster's dictionary defines *liaison* as an "interrelationship." We all know from our medical terminology class that the prefix *inter* means "between." As a Delegate, you serve as a liaison between the ASD Steering Committee and the students you were chosen to represent. Your main responsibility as a Delegate is to *share information*. The sharing is twofold. First, you *should poll the student body* for their ideas/issues and be ready to *communicate* those ideas/issues to the ASD Steering Committee throughout your term. Second, you should be prepared to *relay the information* you receive at AOTA's Annual Conference & Expo to the students when you return home and prepare your successor. Most of all, come prepared to learn about ASD, AOTA, and your profession. The following is a list of helpful hints to prepare you for the exciting experience that lies ahead.

PRE-ASD MEETING

1. Read the *ASD Delegate Handbook* from **beginning to end**.
2. Request a *Delegate Data Form* at asd@aota.org if you have not already completed one and send it to asd@aota.org to be included in our Delegates database and the ASD Delegates listserv.
3. **Meet** with last year's Delegate.
4. Make your travel arrangements **as soon as possible**.
5. Make your hotel reservations **as soon as possible**. Use the Delegates' listserv as a roommate resource.
6. If you wish to attend any part of Conference, **YOU MUST** register for it separately.
7. An **AOTA membership** card is necessary for registration.

ASD MEETING

1. You are expected to attend and actively participate in all activities.
2. **Bring** paper and a pen. You will be taking notes.
3. **Bring the ASD Delegate Handbook** to the Delegate Meetings. References will be made during the Meetings from the information provided in the handbook.
4. **Network**—Meet as many people as you can. The occupational therapy world is a small one, and we all have a lot in common.

POST-CONFERENCE RESPONSIBILITIES

1. **Share** your information and your **newfound enthusiasm**.
Arrange for a time to relay information to your student body. Explain to them just what ASD is and how each student is represented—not only by you, but also by the Steering Committee. Get them excited about the organization that represents them!
2. **Orient** your classmates to this *ASD Delegate Handbook*.
3. **Contact** one of the Steering Committee Officers via e-mail or the ASD listserv every two months during your term to **report updates and progress** on projects and to bring your program's **questions** and concerns to our attention. We need this feedback on a consistent basis.
4. If you will be leaving, be sure that there is a Delegate elected for next year. To provide continuity, it is *your responsibility to orient the newly elected Delegate* to his/her responsibilities. Thanks!

DURING THE SCHOOL YEAR

1. Keep those lines of **communication** open! **Respond** to all questionnaires or surveys.
2. Remember to update your e-mail address with the AOTA headquarters' ASD Staff liaison. Send updated information to asd@aota.org.
3. **Maintain** an area for AOTA information at your school.
4. **Orient** new students to AOTA and ASD.
5. **Keep** a dated notebook of activities related to your position. **Pass this notebook on** to the next Delegate.
6. **Encourage** your classmates to join AOTA and to vote in the ASD Steering Committee Elections.
7. Actively participate in the listserv and forum discussions.

ELECTION/TRAINING OF NEXT YEAR'S DELEGATE

It is highly recommended that a **first-year student** be elected to go to the ASD Meetings at Conference whenever possible. This is a wonderful opportunity to learn firsthand the role of the Delegate. This also helps to assure follow-through and communication obligations. **It is your responsibility to prepare the new Delegate for his/her new role.** Review of the *ASD Delegate Handbook* and an explanation of the travel arrangements and ASD procedures are most helpful to the new Delegate. Be sure to share with him/her the opportunities you were afforded as Delegate and the excitement that is in store.

July, 1998, 2002, 2006

Information for the *Annual Delegates Meeting*

The ASD Annual Meeting is held each year at the same location as AOTA's Annual Conference & Expo. Student Delegates representing their school will be responsible for covering all expenses (travel, hotel, and meals) associated with attending the Meeting. There is no charge for the Meeting itself. The Annual Meeting is separate from the AOTA Annual Conference & Expo; therefore, Conference fees still apply if the Delegate wishes to attend.

MARK YOUR CALENDARS!

ASD Delegates Meeting will be held on the evening of **Tuesday, April 21** and all day **Wednesday, April 22** in **Houston, TX** prior to the Annual Conference & Expo.

Reasonable Accommodations

Delegates requesting reasonable accommodations while attending the ASD Meeting should direct their requests in writing to accessibilityservices@aota.org by **March 9, 2009**. For those Delegates registering for Conference, please follow the directions for identifying reasonable accommodations as outlined on the Conference Registration form. For questions regarding accessibility needs at Conference, send an e-mail to accessibilityservices@aota.org.

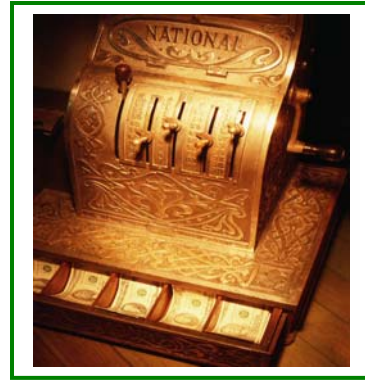
*Plan Ahead: What to Pack**
ASD Delegates Meeting

- ▶ This ***ASD DELEGATES HANDBOOK***
- ▶ Business Casual attire for at least 2 days (you may need more if you are attending the AOTA Annual Conference & Expo)
- ▶ Extra money for transportation, food, and other expenses
- ▶ Business cards, or contact information on mailing labels (E-mail, phone, address, etc.)
These are also great for giving to vendors if attending Conference
- ▶ Small snacks to help you focus during meetings
- ▶ Concerns and issues brought up by classmates for discussion during the Delegates Meeting
- ▶ A positive attitude and lots of energy to take advantage of the opportunity of a lifetime to network with others within our profession!



*If you are attending the AOTA Annual Conference & Expo, you may want to leave a little extra suitcase space for the freebies/information you'll receive from the Expo in the Exhibit Hall.

ASD Student Sales

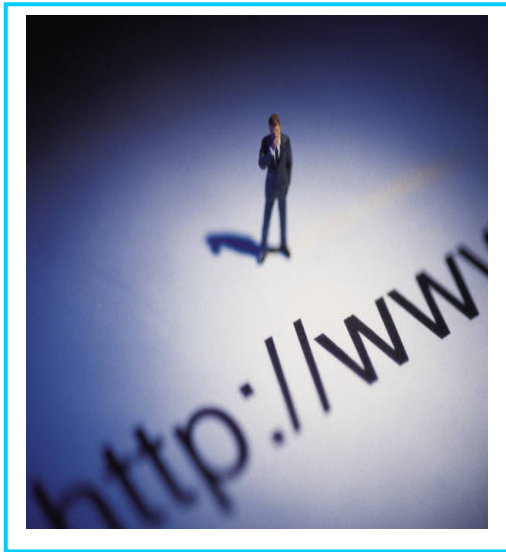


During designated breaks in the ASD Delegates Meeting, students will be allowed to sell merchandise such as T-shirts and hats designed by their SOTA groups to other ASD Delegates. The guidelines for the sale of merchandise are as follows:

- All items must be approved by the school's SOTA Advisor.
- Schools may NOT take orders. Merchandise must be brought to the Delegates Meeting.
- Items may be sold only during designated breaks of the Delegates Meeting. Please note: The length of selling time will be limited.
- Items will be sold only in designated areas. Please note: Display space will be very limited and will be shared equally among all groups wishing to sell merchandise.
- Each group will be responsible for the storage of their own merchandise before, during, and after the Delegates Meeting.
- All sales MUST end promptly when the Delegates Meeting reconvenes.
- Many students prefer to pay in cash; therefore, it is wise to come prepared with small bills and coins to make change.

Disclaimer: ASD will not be held responsible for lost or stolen items. Sales times and locations will be limited and may be changed without notice. ASD reserves the right to refuse selling space to a school if the items they are selling are deemed inappropriate by ASD's Liaison.

Important Internet Sites



ASD LISTSERV

The ASD listserv is a means of communication between all Delegates. The purpose of the listserv is to provide ideas for all Delegates to take back to their respective schools for feedback. With consistent communication between delegates, the student voice becomes stronger and enables more students to be actively involved in the larger organization of AOTA.

It is the responsibility of each Delegate to communicate at least once per month on the listserv.

All Delegates will be automatically added to the listserv when they assume their role as Delegate (only one per program; must be a member of AOTA). Please notify asd@aota.org of any changes in Delegate information.

USEFUL WEB SITES

The American Occupational Therapy Association (AOTA) is the nationally recognized professional association of over 36,000 occupational therapists, occupational therapy assistants, and students studying occupational therapy.

The AOTA Web site is full of useful information for all facets of occupational therapy. Included on the Web site are the ASD Mission Statement, fund-raising ideas, scholarship information, career information, fieldwork FAQs, and emerging areas of practice, among other valuable resources.

www.aota.org

The American Occupational Therapy Foundation (AOTF) is a charitable, nonprofit organization created in 1965 to advance the science of occupational therapy and increase public understanding of its value. AOTF gratefully acknowledges the support provided by AOTA in helping the profession build its capacity to engage in research that guides practice.

www.aotf.org

The National Board for Certification in Occupational Therapy (NBCOT®) is a not-for-profit credentialing agency that provides certification for the occupational therapy profession. NBCOT® serves the public interest by developing, administering, and continually reviewing a certification process that reflects current standards of competent practice in occupational therapy. We also work with state regulatory authorities, providing information regarding credentials, professional conduct, and regulatory and certification renewal issues.

www.nbcot.org

ASD *Steering Committee*

The Assembly of Student Delegates is run by a group of elected student officials. These students elected to this Steering Committee represent the voice of all students. The Steering Committee meets in person each year at the Annual Meeting and has several conference calls throughout the year. One of the main tasks of the Steering Committee is to plan and host the Annual Delegates Meeting.

The students on the Steering Committee are dedicated individuals who are highly motivated and independent, and who possess leadership skills.

The positions of the Steering Committee are open to all students studying occupational therapy. In September, a nominations packet, which must be completed in order to run for a position, can be found in the student section of the AOTA Web site (www.aota.org). Each position is described in detail. Following is a brief timeline of the nomination process.

ASD Steering Committee Nominations Timeline

(Dates to change based on current year)

LATE AUGUST	Nominations Packet is posted on AOTA's Web site; one may also e-mail asd@aota.org to request a copy.
OCTOBER	Postmark deadline for Steering Committee nominations to be <i>received</i> by AOTA.
NOVEMBER	Selection of candidates. All nominees notified of status.
JANUARY	Ballot for voting appears on the AOTA Web site.
FEBRUARY	Election deadline.
APRIL	New officers announced to AOTA membership in AOTA's <i>1-Minute Update</i> and on AOTA's Web site. ASD Steering Committee and Delegates Meeting preceding AOTA's Annual Conference & Expo. New officers presented; they take office at close of meeting. April 21-22, 2009 ~ Houston, TX.

June 2009

2009-2010 Assembly of Student Delegates

Steering Committee Officers

**CHAIRPERSON/
STUDENT REP TO THE BOARD OF
DIR.**

Ryan Morgan
ryan_morgan33@eku.edu
Eastern Kentucky University, KY

**STUDENT REP TO THE COMMISSION
ON EDUCATION** (2-year term)

Abbey Sipp
als147@pitt.edu
University of Pittsburgh

OT VICE-CHAIRPERSON

Janelle Murray Magee
murray7@philau.edu
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University/Pennsylvania

STUDENT REP TO THE RA

Ashley Dunn Thompson
ashleymt@ufl.edu
University of Florida

OTA VICE-CHAIRPERSON

Kayla Leader
kcleader@gmail.com
Greenville Technical College/SC

**STUDENT REP TO THE COMMISSION
ON PRACTICE** (2-year term)

Jennifer Cruz
jcruz@salud.unm.edu
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SECRETARY

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