



ASD

Handbook



Dear Student,

Congratulations on your new role as a representative for your school on the AOTA Assembly of Student Delegates (ASD). The ASD Steering Committee is excited to have you on our team.

As an ASD Representative, you will serve as the liaison between AOTA and the students in your academic program. Your primary responsibility as a delegate is to **share information**. The sharing is twofold. **First, your responsibility is to serve as a voice for your academic program** through providing input and communicating ideas, questions, suggestions, and concerns to the ASD Steering Committee on important student issues and issues impacting the greater occupational therapy profession. **Second, be prepared to relay information from AOTA, ASD Steering Committee, and other schools around the nation to your peers in your academic program.**

To facilitate the sharing of information, the ASD Steering Committee hosts the ASD Annual Meeting. The Annual Meeting is held the day before AOTA's Annual Conference & Expo. All delegates are expected to attend. At the meeting, you will have the opportunity to meet other student leaders, hear the latest news from practicing professionals and leaders, and share your classmates' thoughts, concerns, and ideas.

Please review the entirety of the **ASD Representative Handbook** for information on your responsibilities as an ASD Representative and how to prepare for the ASD Annual Meeting. If you have any questions, please don't hesitate to email asd@aota.org. We look forward to meeting you at Annual Meeting and hearing from you throughout the year!

Regards,

The ASD Steering Committee



Table of Contents

What is the Assembly of Student Delegates?	Page 4
Understanding the Role of the ASD Representative	Page 5
Ethical Statement	Page 7
Representative Role on Your Student Occupational Therapy Association (SOTA)	Page 7
Qualities of a Successful ASD Representative	Page 9
ASD Annual Meeting	Page 9
Steering Committee Responsibilities and Elections	Page 11
Appendix A: Assembly of Student Delegates Steering Committee Contact Information	Page 13
Appendix B: OT Connections	Page 14
Appendix C: Student Opportunities Calendar	Page 15

What is the Assembly of Student Delegates?

ASD 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.

How ASD Achieves its Mission

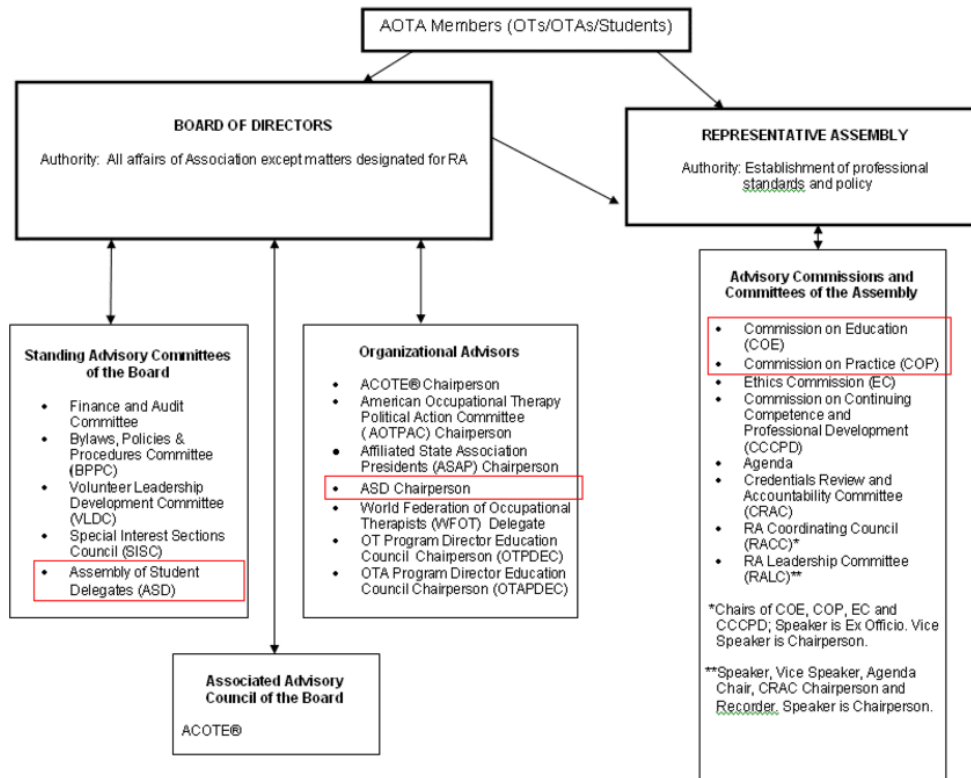
There is an intricate system in place to help facilitate the flow of information between the thousands of occupational therapy and occupational therapy assistant students and AOTA leadership. Each school can be represented by one ASD Representative and an optional ASD Alternate. ASD Representatives communicate information throughout the year to the ASD Steering Committee, a group of elected student officials. Steering Committee members, in addition to presiding over the Assembly of Student Delegates, serve as student representatives to AOTA governing bodies including:

- **The Representative Assembly (RA):** The RA, which includes representatives from each state, establishes professional policies and standards. As the “Congress” of AOTA, the RA helps formulate motions, debates the merits of such motions, and then votes on whether those motions should be approved.
- **The Commission on Education (COE):** The COE is a visionary group that identifies, analyzes, and anticipates issues in occupational therapy education. It also generates education-related policy recommendations.
- **Commission on Practice (COP):** The COP promotes the quality of occupational therapy practice and identifies the need for and develops, interprets, and periodically reviews and revises standards, guidelines, and other official documents related to occupational therapy practice.

The Steering Committee is in close contact with ASD Representatives throughout the year to relay information between students and AOTA.

- Indicates ASD Representation

THE AMERICAN OCCUPATIONAL THERAPY ASSOCIATION GOVERNANCE CHART



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Understanding the Role of the ASD Representative

As the ASD Representative for your school, it is your duty to communicate information between AOTA leadership and your classmates. ASD communicates through multiple channels: OT Connections, social media, the ASD Annual Meeting, emails, and a monthly student e-newsletter. This section will help guide you as you take on your role as representative.

Responsibilities of an ASD Representative:

- ❖ Review the ASD Handbook, consult with your program's previous ASD Representative, and register with ASD (see page 6)
- ❖ Stay engaged with ASD on social media and email
- ❖ Act as a leader on your Student Occupational Therapy Association (SOTA) (see page 7)
- ❖ Keep your AOTA membership active, and encourage AOTA student membership among your peers
- ❖ Encourage student engagement through sharing news, resources, and opportunities provided by the ASD Steering Committee and AOTA

- ❖ Respond to calls to action from the ASD Steering Committee (i.e., review AOTA official documents that are under revision, respond to prospective student questions, respond to Representative Assembly Motion Surveys)
- ❖ Attend the ASD Annual Meeting
- ❖ Present information from the ASD Annual Meeting to classmates

Responsibilities of an ASD Alternative:

- ❖ Assist the ASD Representative with all major duties
- ❖ Assume the responsibilities of the ASD Representative in the ASD Representative's absence
- ❖ Attend the ASD Annual Meeting
- ❖ Help the ASD Representative present information from the ASD Annual Meeting to classmates

Getting Started

Taking on your role ASD Representative involves learning about your new position and establishing lines of communication. The best way to understand the roles and responsibilities of the ASD Representative is to read the handbook in its entirety. Next, meet with last year's ASD Representative to review responsibilities, ongoing projects, and expectations for the ASD Annual Meeting. We recommend keeping a folder or binder that can be passed to your successors with detailed information on roles and responsibilities. Preparation and organization are a must for a successful year!

How to Stay Connected to ASD

1. **Fill out the [ASD Registration form](#).** This will allow us to identify you as a representative and communicate with you via email. This is one of the most crucial steps to fulfilling your role, as it's the best way for the Steering Committee to get in touch with you and pass on important student updates and information.
2. **Join OT Connections and Follow ASD on social media.** OT Connections is an AOTA online community designed for occupational therapy professionals and students to interact, connect, and share. For directions on how to use OT Connections, see Appendix B. ASD is also on Twitter, Facebook, Instagram, and Pinterest. We use all of these channels as a forum to discuss the latest news and events and to connect students with the ASD Steering Committee. The ASD Facebook group is an especially helpful tool for networking with other ASD Representatives. It is also important to follow AOTA's social media sites to stay updated on the profession's latest news and opportunities.

OT CONNECTIONS

ASD: “Assembly of Student Delegates” <http://goo.gl/ZreOti>

FACEBOOK

ASD Group: <https://www.facebook.com/groups/assemblyofstudentdelegates/> [Note: This group is exclusively for ASD Representatives]

AOTA Page: <https://www.facebook.com/AmericanOccupationalTherapyAssociationAOTA>

TWITTER

ASD: [@ASD_AOTA](#)

AOTA: [@AOTAEvents](#); [@AOTAInc](#); [@AOTAIncPR](#)

INSTAGRAM

ASD: [@asdaota](#)

AOTA: [@aotainc](#)

PINTEREST

ASD: <http://www.pinterest.com/ASDAOTA>

AOTA: <http://www.pinterest.com/aotainc>

LINKEDIN

AOTA: <https://www.linkedin.com/company/aota>

Ethical Statement

ASD Representatives subscribe 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 and Ethics Standards*](#).

Representative Role on Your Student Occupational Therapy Association (SOTA)

As an ASD Representative, you should serve as an active leader on your program’s SOTA. Here are suggested responsibilities for your SOTA involvement.

- ❖ Review and share the [SOTA Handbook](#) with your SOTA Leadership Team. Implement strategies and activities listed in the handbook.
- ❖ Explain the mission and purpose of AOTA and ASD to your SOTA. Explain your role as an ASD Representative and how your role will be incorporated into SOTA activities.
- ❖ Work collaboratively with your SOTA Leadership Team to plan activities throughout the year that are in alignment with occupational therapy initiatives such as [Hill Day](#), [Backpack Awareness Day](#), [Falls Prevention Awareness Day](#), and [OT Month](#) (see Appendix C: Student Opportunities Calendar).
- ❖ Reserve time at every SOTA meeting to discuss the latest updates and information from ASD and AOTA (see Appendix C: Student Opportunities Calendar).
- ❖ Encourage SOTA members to become AOTA student members. Emphasize the importance of supporting AOTA and the [benefits of student membership](#). The [Vision 2025: New Practitioner Pledge](#) is a great way to get students interested and motivated. When you take

the New Practitioner Pledge, you show your dedication to work toward Vision 2025 and commit to stay an active AOTA member for at least the next 5 years as you transition from student to new practitioner. [Review talking points and tips for presenting the pledge.](#)

- ❖ Encourage students to apply for occupational therapy student scholarships and awards such as the [E.K. Wise Scholarship](#), [AOTF Scholarships](#), and the [Outstanding Student Advocate Award](#) ([learn more about the award](#)).
- ❖ Share information with your SOTA about student news, advice, and opportunities from the [OT Student Pulse](#), an e-newsletter created by the ASD Steering Committee that is emailed monthly to all AOTA student members. [Submit an idea for an article and encourage your peers to submit.](#)
- ❖ Spread the word about [AOTA social media sites](#) that are relevant for students and the [AOTA volunteer COOL Database](#). Arrange a mass sign-up to get students plugged in.
- ❖ Maintain an area for AOTA and ASD information at your school such as a display board in the hallway.
- ❖ Encourage students in your SOTA to run for the ASD Steering Committee (see page 11) and vote in AOTA elections. Applications are due mid-October, and elections are held between January and February.
- ❖ Lead your school in participating in [AOTPAC's Student Challenge](#). AOTPAC, the political action committee that represents all occupational therapy practitioners and students at the national level, holds the Student Challenge as an annual fundraiser. AOTPAC is the political action committee that represents all occupational therapy practitioners and students at the national level. Federal legislation affects how we will practice occupational therapy in the future, and fundraising for AOTPAC will help ensure that our profession stays viable.
- ❖ Poll your peers on a regular basis to elicit interests and concerns, and communicate this information to the Steering Committee via email, OT Connections, social media, or the ASD Annual Meeting. We want to hear from you!
- ❖ Schedule a [Boardroom to Classroom](#) presentation with your SOTA or talk to your professors about hosting a presentation during class time. Boardroom to Classroom, an online teleconference with a member of AOTA's Board of Directors, offers an opportunity for students to connect with top leaders to discuss important, current issues within the occupational therapy profession.
- ❖ After the ASD Annual Meeting, disseminate information you learned by holding a presentation at your SOTA meeting or during class time. This presentation should include information regarding important issues, opportunities, and resources from AOTA and the greater profession at large. Include things you learned at Conference that you think your peers would want to know!

Qualities of a Successful ASD Representative

Holding the position of ASD Representative provides an opportunity to contribute to the larger OT profession and establish yourself as a leader. As with most opportunities, the impact and benefit of your role depends on how much you invest. Keep in mind the following qualities of a successful ASD Representative as you take on your new role:

- ❖ Ability to put the needs of others first and use influence to serve the profession and community
- ❖ Strong communication skills
- ❖ Project management skills
- ❖ Passion and commitment to serve the profession
- ❖ Eagerness to collaborate and network
- ❖ Ability to innovate and be resourceful
- ❖ Ability to stay updated electronically
- ❖ Interest in future leadership in the field

ASD Annual Meeting

Preparing for the ASD Annual Meeting

Each year the ASD Steering Committee hosts an Annual Meeting for all ASD Representatives and Alternatives the day before AOTA's Annual Conference & Expo. During this meeting, ASD Representatives have the opportunity to meet with the ASD Steering Committee and fellow ASD Representatives to discuss important issues within the OT field and their vision for the year ahead. Leaders within AOTA and the OT profession present ASD Representatives with the most up-to-date professional news, resources, and opportunities. The ASD Annual Meeting provides an opportunity to refine leadership and professional skills as well as to network with other students and leaders in the field.

Mark Your Calendars! The **Assembly of Student Delegates Meeting** is held the Wednesday before AOTA's Annual Conference. Visit www.aota.org/AboutAOTA/Get-Involved/ASD for the date, time, location, and more details.

All delegates are expected to attend. Schools may bring up to two individuals (the ASD Representative and an optional ASD Alternate).

Students 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. ASD Representatives and Alternates will be sent an RSVP survey closer to the ASD Annual Meeting. If students plan to stay to attend AOTA's Annual Conference & Expo, registration and fees for the Conference apply.

Depending on housing accommodations and travel, attending the Annual Meeting can be a costly affair. Many students fundraise with support of their academic program and/or SOTA to offset some of the expenses of this highly educational professional experience.

Prior to the meeting, make your travel arrangements and hotel reservations as soon as possible. The AOTA website has great information on transportation around the city and hotels close to our meeting venue. More information about the meeting will be posted on [AOTA's website](#) as it becomes available.

Reasonable Accommodations

ASD Representatives requesting reasonable accommodations while attending the ASD Meeting should direct their requests in writing to accessibilityservices@aota.org by **February 1**. For those ASD Representatives 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.

Attending the ASD Annual Meeting

You are expected to attend and actively participate in all meeting activities. Keep in mind that your peers elected you to represent them at the national level, so let their voices be heard.

The timeline and content of the actual meeting varies from year to year. You can look forward to roundtable discussions with other delegates, sharing of ideas via open platforms, presentations from top leaders in the field, and updates on ASD business.

Here is a list of tips to make the most out of your ASD Annual Meeting and Conference experience:

- ❖ Bring materials to take notes.
- ❖ Bring funds to cover transportation, food, and other expenses.
- ❖ Dress in business casual attire.
- ❖ Bring business cards. You never know when you will encounter a networking opportunity.
- ❖ Bring your phone charger. You'll need it if you are planning to use the Conference app and want to stay connected with Conference updates through social media.
- ❖ Bring any funds your SOTA raised for the AOTF Student Challenge.
- ❖ Buy a raffle ticket at the Annual Meeting to support the AOTF ASD Student Scholarship.
- ❖ Plan to meet up with friends and other professionals ahead of time so you aren't scrambling to make last minute plans.
- ❖ Participate in the ASD Fun Run held on the Saturday morning of Conference.

- ❖ If at all possible, leave your work or homework at home! Conference will keep you busy enough, and you'll want to leave some time to have fun and explore the city.
- ❖ Wear comfortable shoes. The convention center is large, and you will be doing quite a bit of walking!
- ❖ Register for AOTA's Annual Conference if you plan to attend following the ASD Annual Meeting (optional).

Post-Conference Responsibilities

The next responsibility you have as a student delegate is to present the information you learned at Conference with your peers. Before you leave for the ASD Annual Meeting, arrange for a time and date to present to your student body when you return from Conference. Following the ASD Annual Meeting, PowerPoint presentations will be available to you to guide your presentation. Share your excitement about topics and opportunities of interest. Use the opportunity to brainstorm with your peers about how to implement lessons learned from the ASD Annual Meeting and increase student engagement at your program. Schedule a time and date for the presentation prior to the ASD Annual Meeting so that you will be ready to present when you return.

Steering Committee Responsibilities and Elections

The Assembly of Student Delegates is led by the Steering Committee, a group of elected student officials. The Steering Committee, by the nature of its representation to other Association bodies, is empowered to speak to the issues concerning all occupational therapy and occupational therapy assistant students. These student leaders are dedicated individuals who are highly motivated, independent, and leadership driven.

The Steering Committee meets in person each year at the ASD Annual Meeting and has monthly conference calls throughout the year. Some of the main tasks of the Steering Committee include planning and leading the ASD Annual Meeting, assisting with running the AOTA/NBCOT Student Conclave, producing the *OT Student Pulse*, representing ASD on social media, responding to prospective student emails, as well as organizing other opportunities for student participation throughout the year. Each Steering Committee member serves for 2 years.

In early September of each year, nomination information is posted on [AOTA's website](#) including details about the election process, timeline, and leadership positions. Applications are due mid-October and elections are in January and February.

In order to apply for a position, a nominee must meet the following qualifications:

- Nominee must be enrolled as a student in an accredited/approved OT or OTA entry-level program at the time of nomination. An individual is eligible even if he or she will be practicing as an OT or OTA prior to completing the term of office.
- Nominee must be a current member of the Association and state affiliate at the time of the nomination and throughout the term of office.
- Nominee must have a minimum 3.0 GPA on a 4.0 scale.
- Nominee must have held at least two leadership positions in the past.
- Nominee must attend the annual ASD Annual Meeting, the annual ASD Steering Committee Meeting, and any additional meetings required.
- Nominee must have demonstrated effective use of technology skills to support virtual meetings and communication, online handling and management of documents, and collaboration with individuals and groups across the Association.

Visit www.aota.org/AboutAOTA/Get-Involved/elections for more information.

Appendix A: Assembly of Student Delegates Steering Committee (ASDSC) Contact Information

For general ASD related information, contact asd@aota.org.

CHAIRPERSON

Chair.ASDSC@gmail.com

**STUDENT REP TO THE COMMISSION ON
EDUCATION**

COE.Rep.ASDSC@gmail.com

OT VICE-CHAIRPERSON

OT.ViceChair.ASDSC@gmail.com

**STUDENT REP TO THE
REPRESENTATIVE ASSEMBLY**

RA.Rep.ASDSC@gmail.com

OTA VICE-CHAIRPERSON

OTA.ViceChair.ASDSC@gmail.com

**STUDENT REP TO THE COMMISSION ON
PRACTICE**

COP.Rep.ASDSC@gmail.com

SECRETARY

Secretary.ASDSC@gmail.com

**COMMUNICATIONS & ADVOCACY
CHAIRPERSON**

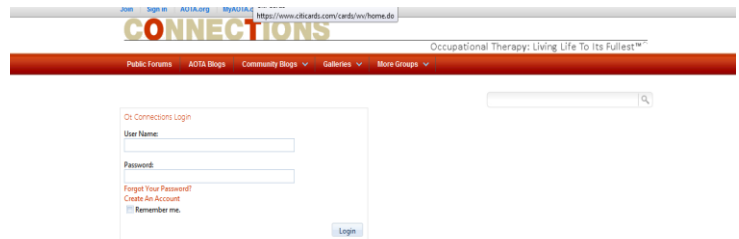
Communication.Advocacy.ASDSC@gmail.com

Appendix B: OT Connections

OT Connections is an online community designed for occupational therapy professionals, students, and consumers to interact, connect, and share. The instructions below are designed for ASD Representatives and will describe how to join OT Connections, how to become a member of the Assembly of Student Delegates group, and how to subscribe to the changes of the group in order to stay current on ongoing opportunities.

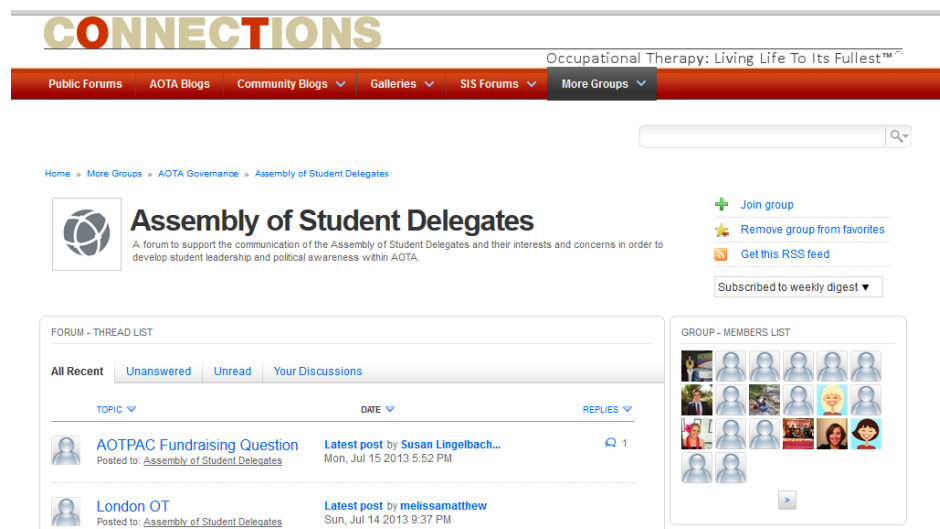
How to Join

- ❖ Go to www.otconnections.aota.org and click “Sign In Now” (on the right side).
- ❖ AOTA members may sign in by using their existing name and password for the AOTA website.
- ❖ Non-members may sign in by clicking “Create An Account” and filling in the requested information.



Become Part of the Assembly of Student Delegates Group

- ❖ Once a member of OT Connections, it is important to become a member of the Assembly of Student Delegates group.
- ❖ Go to the [Assembly of Student Delegates page](#) and click “Join Group”
- ❖ Subscribe to the digest by clicking the drop down menu directly below the “Join Group” button to receive notifications of new posts to the group in your email. This way you can easily stay up to date with information and events from ASD.



Appendix C: Student Opportunities Calendar

****Please visit all links for specific dates and up to date information**

- ❖ [Student Advocate Award](#), open for nominations August to mid-September
- ❖ [AOTF Scholarships](#), (link needs to be changed. Here is new link directly to AOTF <http://www.aotf.org/scholarshipsgrants/scholarshipprogramoverviewandhistory/howtoapply>) open for applications August to late October
- ❖ [AOTA Elections](#) open for nominations late August to mid-October
- ❖ [Hill Day](#), September (if you can't attend in person, [attend virtually with your classmates](#))
- ❖ ASD Fall Meeting, September
- ❖ [AOTA National School Backpack Awareness Day](#), September
- ❖ [National Falls Prevention Awareness Day](#), September (don't have the exact date on AOTA website.)
- ❖ [AOTA Member Appreciation Celebration](#), (need new link: <https://www.aota.org/Conference-Events/member-appreciation-week.aspx>) mid-November
- ❖ [AOTA/NBCOT Student Conclave](#), November
- ❖ [Student Centennial Video Challenge](#), submissions due in December .
- ❖ [Older Driver Safety Awareness Week](#), early December
- ❖ [AOTA Elections](#), open for voting in January
- ❖ [E.K. Wise Scholarship](#), open for applications mid-February
- ❖ [Occupational Therapy Month](#), April
- ❖ [ASD Annual Meeting](#), Spring
- ❖ [New Practitioner Pledge](#), March
- ❖ [2018 Annual Conference & Expo](#), Spring
- ❖ [Emerging Leaders Development Program](#), open for applications, mid-April to early May