**THE DANIEL K. INOUYE COLLEGE OF PHARMACY**
**AT THE UNIVERSITY OF HAWAIʻI AT HILO**
**DKICP STUDENT ORGANIZATION POLICY**

**Introduction**
For the purpose of this policy, DKICP organizations include:

Professional Student Organizations & Student Led-Projects:
- American Pharmacist Association – Academy of Student Pharmacists (APhA-ASP)
    - ALOHA Project
- National Community Pharmacist Association (NCPA)
- Hawai'i Student Society of Health-Systems Pharmacy & Academy of Managed Care Pharmacy (HSSHP & AMCP)
    - Pacific Islander Mobile Screening Clinic (PIMSC)
- Industry Pharmacists Organization (IPhO)
- Rho Chi Society, Delta Iota Chapter
- Phi Lambda Sigma, Delta Lambda Chapter (PLS)
- DKICP P1, P2, P3, P4, XO Class Councils

Professional Fraternities:
- Phi Delta Chi, Gamma Theta Chapter (PDC)
- Kappa Psi, Epsilon Psi Chapter (KΨ)

Inactive Organizations:
- American Association of Pharmaceutical Scientists (AAPS)
- Blue Zones Committee
- DKICP Tobacco Prevention Project (What About Tobacco)

Student leaders include elected and appointed leadership positions in professional student organizations, student-led projects and professional fraternities.

**Extracurricular Activity**
1. Student activities may begin immediately at the start of the term, including general board meetings, student-led projects, DKICP Health Fair planning, and community outreach training and scheduling — except for professional fraternity pledging.
2. Professional fraternities must follow stricter timelines: Rush activities may not begin before the third Monday of the Fall semester, pledging must end one week before Fall finals, and pledging may resume at the start of Spring semester.
3. All DKICP student organizations must complete an activity plan and attestation with their designated faculty advisor by October 1st of each academic year. Template provided by the Office of Academic and Student Affairs.
4. Every effort should be made to ensure that scheduled events and room reservations do not exceed the approved time periods.
5. Any violation of the above may result in disciplinary action to the organization.

**Leadership**
Leadership Positions: In order to hold any student leadership position, a student pharmacist must be in good academic standing at DKICP. Eligibility for leadership roles while on academic probation will be evaluated individually on a case-by-case basis. GPA requirements and clarification will be handled by the Associate Dean for Academic Affairs.
**Student Organization Fundraising Guidelines**
Fundraising activities must be approved by each DKICP organization's respective faculty advisor(s) and the Office of Academic and Student Affairs.

Student Organizations are responsible for their financial obligations including taxes. Neither DKICP, UH Hilo, nor the University of Hawaiʻi will assume responsibility for any tax liabilities incurred by student organizations as a result of organization activities and/or events.

**Seeking Donations**
Prior to making any official donation requests, please notify the Dean's Office and the Office of Academic and Student Affairs. DKICP is fortunate to have very generous supporters and all philanthropic campaigning efforts need to be organized and tracked.

**Use of UH Hilo or DKICP Name or Logo**
To prevent trademark infringement, it is critical that the University and College's name, acronym, and logo only be used with prior approval. Please contact the Office of Academic and Student Affairs for further assistance. Requests for high resolution or graphic image files of the college's logo can be made with the Office of Academic and Student Affairs.

Events being organized solely by student organizations are not official UH Hilo or DKICP events. For example, if your organization is having a car wash fundraiser, do not call it the "UH Hilo Car Wash" or the "DKICP Car Wash."

**DKICP News Article Submission Information**
The college is always looking to share the successes and activities of our students. If you would like to submit an article to be published in theDKICP News webpage please send the article and corresponding photo (900 x 506 px) to the Student Organizations Support Specialist.

If photos taken at events include individuals that are not a part of DKICP, all included individuals must sign a UH Media Release Form if photos are to be published. If the individual is a minor under the age of 18, a parent or legal guardian must be the one to sign the photo release.

**Bank account information**
DKICP Student organizations may use the University's mailing address for their bank accounts. Mailing address on file with the bank should include an ATTN: to DKICP Office of Academic and Student Affairs.

For example:

"Student organization" at UH Hilo
ATTN: DKICP Office of Academic and Student Affairs
200 W. Kawili St.
Hilo, HI 96720

**Sending Student Organization Mail to DKICP**
Do not use the University's mailing address for individual or personal mail.

DKICP Student Organizations are allowed to have mail sent to the University's 200 W. Kawili St address. Mailing address needs to include an attn: to DKICP Office of Academic and Student Affairs, or mail may not arrive to DKICP.

For example:

"Student Org Name" at UH Hilo
ATTN: DKICP Office of Academic and Student Affairs
200 W. Kawili St.
Hilo, HI 96720

**Registering Your Organization With UH Hilo**
DKICP Student organizations are encouraged to register as an independent student organization (RISO) with UH Hilo

Updated: Fall 2026

## EVENT PLANNING 101

**Who, What, When, Where, How**

For all events on or off campus, always answer the questions: **Who, What, When, Where, How** *before* announcing, confirming participation or carrying out any event. Always feel free to speak to your faculty advisor or the Student Organizations Support Specialist if you have any questions regarding the planning of an event.

- **Who** – Who is the event contact person? Who is putting on the event? Who is participating in the event? Always confirm that you have enough student pharmacists/members/volunteers to participate in an event before confirming that your student organization can participate.
- **What** – What is the event for? What will be happening? What do you need to make the event happen?
- **When** – When is the event start time? Time of arrival? When is the event ending? When are the deadlines? Important tip: Always designate an end time for an event to mitigate liability. If no end time is designated or announced for an event, your student organization may be liable for incidents that occur after the event was supposed to finish.
- **Where** – Where is the event taking place? Where is everyone meeting? Do you have permission to hold the event there?
- **How** – How are you participating in the event? How will the plan be executed? How are you getting your "who, what, when, where," for the event?
    - **On-Campus Events & Using DKICP Facilities Campus Reminders** Reservations of DKICP breakout rooms and lecture halls can be made by:
        - LHA/LHB After Hours Booking and Closeout Checklist Form
            - Link to book afterhours is in the form description
        - Open Meeting Time LHA
        - Open Meeting Time LHB
    - Bulletin boards may be used to post relevant student activity information. If you are unsure if what you would like to post is acceptable, please check with the Office of Academic and Student Affairs If material being posted is dated, please remember to remove the information from the bulletin board once the date has passed.
    - Food trash must go into metal trash bins inside of buildings to keep pests away. Also keep lids on metal trash bins closed tights.
    - DKICP lecture halls are equipped for distance learning and have preprogrammed equipment. When using the classrooms, do not move desks. Requests to mov
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    - e desks and/or microphones for special events may be made with the Student Organizations Support Specialist.

**Off-Campus Events**

- Anytime an event is planned, especially off-campus, please remember that every student pharmacist is a representative of DKICP and UH Hilo and should always conduct themselves in a professional and respectful manner.
- Never commit or confirm participation to an event until all needed student pharmacist volunteers, faculty preceptors, resources and available scheduling are confirmed and participation can be guaranteed.

**Health Screening Events / Faculty Preceptors**

- Any event which involves student pharmacists conducting any sort of health screening or assessment requires a preceptor who must be a licensed pharmacist.
- Requests for preceptors should be made through the Student Organization's Faculty Advisor who, if needed, can contact a Department Chair to see if there are any DKICP Faculty available to precept the event.