

LEADERSHIP CAMP STARTER KIT

Created by:
The 2013-2014 Leadership Volunteer Group



Leadership Volunteer Group
2013-2014

Dear Student Leader,

Thank you for your interest in coordinating a **leadership camp**. Leadership camps are primarily student-organized events that enhance the relationship between Constituent State Organizations (CO) and their students. This goal is accomplished by educating students about leadership, providing opportunities for professional growth within the CO, as well as creating a lasting impact on others while a student.

The enclosed information is designed to serve as an introduction to starting a leadership camp. It is a basic framework of suggestions and recommendations by the Volunteer Group to help assist you in the creation of a camp; however, customizing the Camp to your CO is left to your creativity and ambition.

The Leadership Task Force is here to assist you in any way. Please keep us up-to-date regarding the planning and execution of your Camp. We encourage you to submit photos and video recordings of your event to so we may feature your Camp on the AAPA website and in its publications.

Thank you for taking on the task of setting up a Leadership Camp in your state!

Sincerely,

Charmeen Mack

Chair, Leadership Volunteer Group

Student Academy of the American Academy of Physician Assistants

Campbell University Physician Assistant Student

Leadership Volunteer Group Contacts

Please contact us with any questions and we will do our best to assist you.

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Background – What is a Student Leadership Camp?

Information adapted from Student Leadership Camp Poster Presentation, Professional Outreach and Advocacy Gallery, 2011 AAPA National Conference.

“Leadership Camps” – Leadership Training for Physician Assistant Students

J.Newton, B.Olmedo, P.Walsh, V.Kaufman, A.Thrasher, C.Slip - Student Academy of the American Academy of Physician Assistants. Alexandria, VA

Purpose: In 1999, the American Academy of Physician Assistants identified professional leadership as a priority by creating the Leadership Advisory Commission to address leadership development. Since then, there have been several initiatives taken on the topic, including Gateways Leadership Program for PA Students. However, this program was discontinued in 2009, and few other opportunities to develop the talents of the future leaders of our profession existed. At the 2009 AAPA Annual Conference, the Student Academy Assembly of Representatives took the initiative to create a formal leadership-training program for interested students. In response to this, the Student Academy Leadership Ad Hoc committee designed “Leadership Camps” to be held at the State level. **[This initiative has continued into the 2011 – 2012 Leadership year through the Leadership Task Force]**

Description: New York and North Carolina were the first two states that held Leadership Camps for Physician Assistant Students; Daemen College of New York sponsored one through their PA Program while Wake Forest of North Carolina coordinated with the North Carolina Academy of Physician Assistants to hold a state-wide camp for all North Carolina PA Schools. Camps ranged in length from three hours to eight hours and featured local, state and national level leaders as speakers. Topics addressed national and state constituent organization structure, fundraising, policy and legislative issues, philanthropy and opportunities for student involvement. Additional camps have been held since the first two in Texas, Arizona and Connecticut. Additionally, a Student Leadership Forum was held in Las Vegas during IMPACT 2011. **[Currently, leadership camps continue in a number of states with a goal of 10 total Leadership Camps for 2011 – 2012 and a continued Student Leadership Forum at IMPACT 2012.]**

Conclusion: Communication is a key issue to be addressed. Many students report a desire to become involved in leadership, but are unaware of available opportunities or individuals to contact for information.

We hope that these camps will inspire state constituent organizations to sponsor their own leadership camps in order to develop student leaders within their states that would hopefully contribute to their individual organizations in the future. The future of our profession depends upon being able to recruit and develop bright, talented and motivated individuals. Therefore, the professional development of our students represents the key to strong leadership, increased professional growth and dynamic problem solving for our future challenges

FORMING YOUR OWN LEADERSHIP CAMP - CHECK-LIST

STEP #1	<u>Build Student Society Interest</u> <ul style="list-style-type: none"> <input type="checkbox"/> Find and contact interested student leaders <input type="checkbox"/> Build a work group or task force (i.e.: committee, See Fig. 1) <input type="checkbox"/> Gain strength by contacting students at other PA programs <input type="checkbox"/> Contact Student Academy Leadership Task Force for support
STEP #2	<u>Plan an initial concept of the Leadership Camp</u> <ul style="list-style-type: none"> <input type="checkbox"/> Length: 2 hours vs. 4 hours vs. 6 hours <input type="checkbox"/> Topics to be covered (see table) <input type="checkbox"/> Speakers: individual vs. panel; local & state vs. national leaders <input type="checkbox"/> Room requirements based on estimated number of attendees <input type="checkbox"/> PA program vs. State Constituent Organization support <input type="checkbox"/> On campus vs. off campus vs. state meeting /CME event <input type="checkbox"/> Consider Leadership Camp as PA Week Event
STEP #3	<u>Collect Resources and Seek Support</u> <ul style="list-style-type: none"> <input type="checkbox"/> Present initial plan to PA Program Faculty/Program Director <input type="checkbox"/> Present initial plan to State Constituent Organization leaders <input type="checkbox"/> Contact Student Academy Leadership Task Force for support <input type="checkbox"/> Contact AAPA State Outreach and Advocacy for support
STEP#4	<u>Refine Plan and Start Necessary Tasks</u> <ul style="list-style-type: none"> <input type="checkbox"/> Put together final proposal and concept <input type="checkbox"/> Start contacting potential speakers <input type="checkbox"/> Start tentative confirmations on location, space, date/time <input type="checkbox"/> Continue to work with PA program <input type="checkbox"/> Communicate with State Const. Org. Board of Directors <input type="checkbox"/> Gain support from PA Program for PA Student attendance
STEP #5	<u>Finalize Concept and Lock-In Institutional Support</u> <ul style="list-style-type: none"> <input type="checkbox"/> Finalize plan and concept with key players <input type="checkbox"/> Continue working with PA Program and State Organization

	<input type="checkbox"/> Continue communication with National Organization Support <input type="checkbox"/> Lock in Final Speakers <input type="checkbox"/> Lock in location, room, date/time and other requirements
STEP #6	<u>Execute Leadership Camp</u> <input type="checkbox"/> Ensure proper support during day of Leadership Camp
STEP #7	<u>Assess Effectiveness of Leadership Camp</u> <input type="checkbox"/> Post Leadership Camp Surveys (<i>We have a template available. Please email us for the link.</i>) <input type="checkbox"/> Communicate with Student Academy Leadership Task Force for additional survey and assessment support <input type="checkbox"/> Submit final report/article to Student Academy Leadership Task Force
RESOURCES	See Final Page!

Figure 1. Recommended Student Society Leadership Work Group Structure.

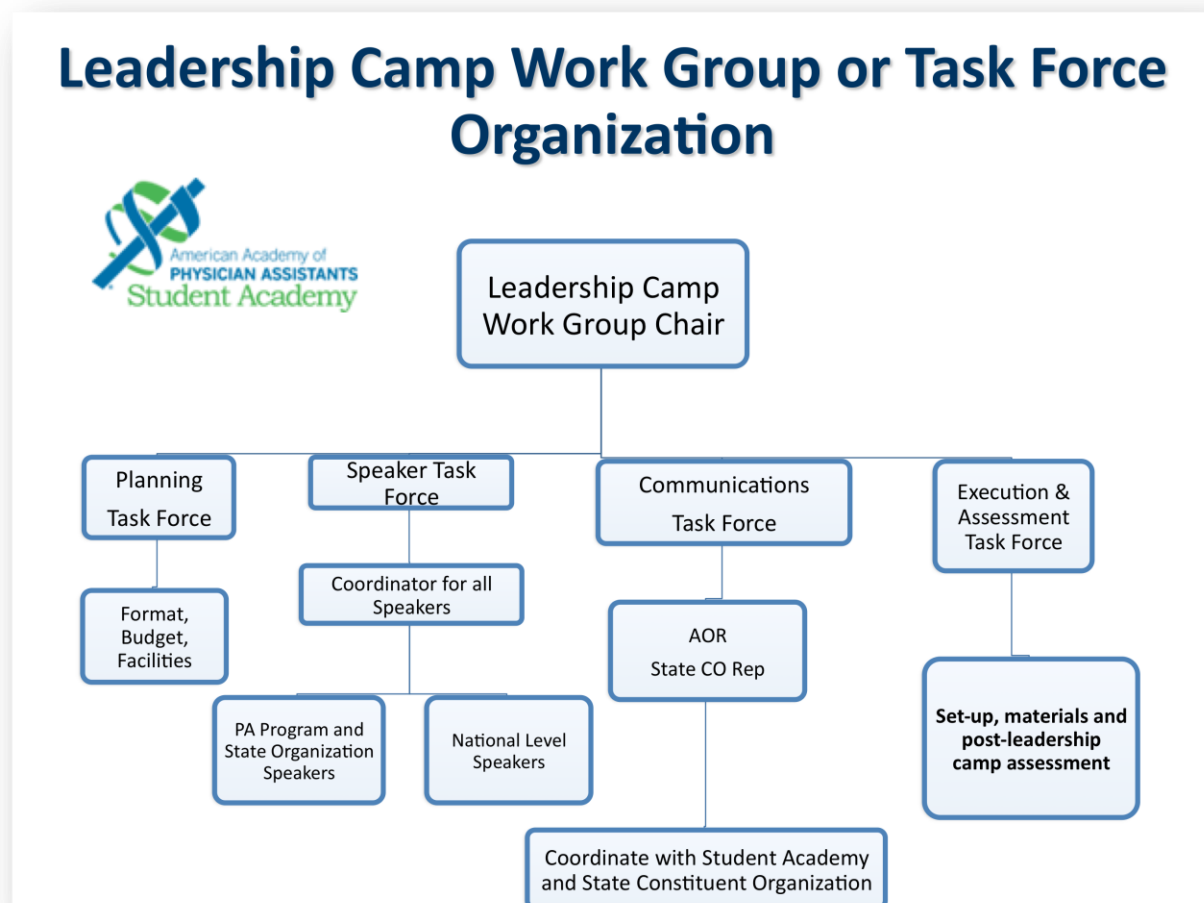


Table 1. Potential Leadership Camp Topics and Speakers

Potential Topics	Potential Speakers
<ul style="list-style-type: none"> - Organization of State Organization - Organization of AAPA at National level - Organization of Student Academy - Advocacy in the PA profession - Leadership in the PA profession - How to become involved as a Student Leader - Policy and legislative Issues at state and/or national level - Philanthropy - Networking - Projects with which to get involved - How to submit projects for funding to the PA Foundation - How to improve your Student Society - New Graduate licensing and Involvement in State Organization 	<ul style="list-style-type: none"> - State Constituent Organization leaders: President, Legislative Chair, Student Affairs Chair - State Medical Board leaders - AAPA state outreach and advocacy - National leaders at the AAPA - PA Program Faculty - Practicing PAs (active AAPA and State Constituent Organization members) - Practicing supervising physicians - Student Academy leaders - Student Society leaders - Policy leaders at state offices and the Department of Public Health - Elected State leaders/legislators - Elected National leaders

Sustainability Plan

Sustainability Plan, Strategy #1:

Encourage Constituent State Organizations (CO) and its student representatives to take on the task as part of the annual “responsibilities” of the student representatives.

**We are currently working on a document that outlines this formally. If you are interested, please contact us.*

Sustainability Plan, Strategy #2:

Seeking out new student leaders from within your respective program to take on the task next year.

**Have you have used another method to ensure the sustainability of your camp?
If so, we want to know! We will add it to the list of recommendations.**

RESOURCES

Dropbox Leadership Camp Resources:

<https://www.dropbox.com/sh/c7b6rnp2upc7oin/g1xogl6Pe4>

- North Carolina leadership camp documents
- Texas leadership camp documents
- New York leadership camp documents
- Connecticut leadership camp documents
- Arizona leadership camp documents
- Student Society and Student Academy example presentations

Student Academy Leadership Volunteer Group:

- Planning help and support
- Contacts for Student Academy Speakers
- Support for contacting potential speakers at national level
- Example Post Leadership Camp Assessment Surveys
- 2011 National Leadership Forum Example Planning Documents
- Contacts at the Student Academy and the AAPA

AAPA Advocacy and Outreach – State and Federal:

http://www.aapa.org/the_pa_profession/federal_and_state_advocacy.aspx

State Constituent Organization information:

http://www.aapa.org/about_aapa/constituent_organizations.aspx

Student Academy Leadership Volunteer Group Contact Information:

http://www.aapa.org/your_pa_career/pa_students.aspx

Leadership Camp “do’s” and “don’ts”

DO

- ✓ Provide food (and coffee!) if possible
- ✓ Send a schedule of events/agenda prior to the event to attendees
- ✓ Advertise well in advance of the event
- ✓ Keep it interactive!
- ✓ Allow opportunities for social interaction
- ✓ Have a survey! Feedback is always great for building something even better the following year
- ✓ Communicate with your state constituent organization for funding and support
- ✓ Bring a detailed proposal to your state constituent organization to ask for funding and support
- ✓ Think about what date might be best for your participants – Weekday? Weekend?
- ✓ Keep it organized!
- ✓ Stay on a budget
- ✓ Contact potential speakers early – their schedules fill up fast!
- ✓ Reach out to SAAAPA/AAPA for resources
- ✓ Be creative!
- ✓ Allow at least one month for planning

DON'T

- × Forget to ask participants about dietary restrictions
- × Forget to document the event! Make sure to bring a camera.
- × Run the event too long
- × Arrive to the event late – make sure to leave plenty of time before the event to set up
- × Order catering orders too late – most vendors need at least a week’s notice
- × Forget introductions/icebreakers!
- × Forget to write thank you letters!

Leadership Camp Initial Survey Example

Hi! <Insert group names here> are in the process of planning a Leadership Camp for PA students. We would love if you could fill out this short survey to help us tailor our schedule to your needs. It won't take more than 5 minutes of your time!

1. What year of PA school are you in?
 - a. Didactic
 - b. Clinical

2. For the following question, please rate your level of interest in each activity suggested.

	Very uninterested	Uninterested	Neutral	Interested	Very interested
Presentation from a practicing PA on leadership...					
...on the job					
...in the community					
...nationally					
...internationally					
Panel discussion with several practicing PAs on leadership...					
...on the job					
...in the community					
...nationally					
...internationally					
Presentation from PA student on ways to be involved in leadership as a student					
Panel discussion by multiple PA students about ways to be involved in leadership as a student					

	Very uninterested	Uninterested	Neutral	Interested	Very interested
Interactive games to learn about your own leadership style					
Briggs-Meyers testing					

3. Are there any specific leadership opportunities you'd like us to know about so we can publicize them?
4. Do you have any other suggestion for events during the camp?

Leadership Camp Follow-up Questions

1. In one or two sentences, why did you choose to come to the leadership camp?
2. Of what was presented and discussed, what did you appreciate *most*?
3. Of what was presented and discussed, what did you appreciate *least*?
4. If you could change one thing about the leadership camp today (presentation style, topic(s) discussed, etc.), what would you change?
How likely are you to implement what you have learned today into your practice on a scale of 1 to 10 (1 = not at all, 10 = completely changed practice)?