

ILLINOIS COUNCIL OF HEALTH-SYSTEM PHARMACISTS

Solicitation Policy

The Illinois Council of Health-system Pharmacists (ICHP) email system, mailing list, website, or any ICHP event, including local affiliate events, cannot be used for the purpose of solicitation by or for outside businesses, associations, colleges, health-systems or vendors without prior approval of the ICHP Executive Vice President.

The following materials will not be distributed:

1. Distasteful materials.
2. Publicity or advertising, that might imply, through copy or layout, ICHP endorsement of an organization or its products.
3. Materials that espouse junk science, pseudoscience, or fraudulent health practices.
4. Any communication that would tend to mislead, misinform or deceive.
5. Any communication involving the advertising or the promotion of the use and sale of any tobacco product, beer, wine or spirits.
6. Any fundraising by any organizations or societies.
7. Materials used in connection with any publication that competes with an existing or planned ICHP publication.

Email List Service

Stipulations

1. The ICHP email list service will be made available only for communications that are germane to the practice of pharmacy, including its scientific or socioeconomic aspects.
2. ICHP email lists may be made available for statistical and research studies; however, copies of all materials to be sent, furnished, or used in connection with ICHP lists must be submitted in advance for approval. Additionally, a copy of the final research results must be provided to ICHP upon completion.
3. The ICHP email list will not be made available for membership solicitation by national or state pharmacy and health organizations without the prior approval of the ICHP EVP.
4. ICHP approval for the use of its email list is conditional upon a finding that such use will support the effectiveness of Council programs and remains fully consistent with the Mission and policies of the Council, as established by its Board of Directors.
5. All requests must be submitted in advance using the Email Blast Service Agreement.

Service Rate Schedule

1. **Email Blast Service Fee:** Assessed on a case-by-case basis.
2. **Targeting Options:** Email blasts may be targeted to the following categories:
 - a) Pharmacist, technician or student members or any combination thereof, (1600-1800 members total)
 - b) Specific Affiliated Chapter members

Distribution of Promotional Materials at ICHP Events

1. Distribution of materials will be permitted only for communications that are germane to the practice of pharmacy, including its scientific or socioeconomic aspects.
2. Distribution of materials may be permitted for statistical and research studies; however, copies of all materials to be distributed, furnished, or used must be submitted in advance for approval. Additionally, a copy of the final research results must be provided to ICHP upon completion.
3. Distribution of materials will not be permitted for membership solicitation by national or state pharmacy and health organizations without the prior approval of the ICHP EVP.
4. ICHP approval for material distribution is conditional upon a finding that such use will support the effectiveness of Council programs and remains fully consistent with the Mission and policies of the Council, as established by its Board of Directors.
5. ICHP reserves the right to determine the specific time, location, and method of material distribution at its functions.
6. A written request using the ICHP Event Distribution Form must be submitted, along with the proposed materials, to the ICHP office for approval at least 10 days prior to the event.
7. Fees for the distribution of promotional materials will be assessed on a case-by-case basis
8. Materials distributed without explicit approval from ICHP will be removed and discarded.

Displays

1. Any promotional, extracurricular, or leisure activity must be completely separate from the educational delivery. Program attendees must not be required to pass by or through display areas to enter continuing education (CE) presentations.
2. Displays are strictly prohibited inside the room where educational presentations are being conducted.
3. Prior written permission must be obtained from the ICHP EVP, the CE Administrator, or their designated representative before setting up a display.
4. Fees for displays will be assessed on a case-by-case basis.
5. Requests must be submitted in writing using the Display Agreement Form.

Illinois Council of Health-System Pharmacists

Email Blast Service Agreement

Complete and Return to ICHP with Payment and a Copy of the Email message

The undersigned acknowledges that the names provided in this email blast service are owned by the Illinois Council of Health-System Pharmacists and that the undersigned has no right or interest in that property.

1. Email lists will be targeted with a one-time email blast.
2. All email material to be used in conjunction with this agreement must be submitted to ICHP for review before the release of any email blasts.
3. ICHP will initiate the email blast using the targeted list specified. The purchaser of the email blast will be provided with the number of recipients and names only and may not use them for any purpose other than review.
4. In connection with orders pertaining to the Illinois Council of Health-System Pharmacists the undersigned will adhere to ICHP policies governing list use, which are attached and made part of this agreement.

This agreement shall be binding upon the undersigned, its principals and its agencies, agents, licensees, subcontractors, affiliates, associates and assignees. This agreement is to the express benefit of ICHP.

Date: _____ By: _____ (Requestor)

Printed Name: _____

(Must be an authorized officer of the requesting body)

Date: _____ By: _____ (ICHP)

Printed Name: _____

Illinois Council of Health-System Pharmacists

Distribution of Promotional Material Agreement

Instructions: This form constitutes a request to permit the distribution of promotional materials at an Illinois Council of Health-System Pharmacists (ICHP) event. To ensure compliance, please note the following stipulations:

1. ICHP reserves the right to determine the appropriate method, location, and timing of distribution for all approved materials.
2. Advertising permitted pursuant to this policy does not imply endorsement or approval by ICHP, its Board of Directors, or any associated entity, nor does it endorse the programs, activities, products, or services of the requesting group.
3. ICHP reserves the right to require a disclaimer to be printed in at least 10-point font and displayed clearly at the bottom of the promotional piece stating: "These materials are neither sponsored nor endorsed by the Illinois Council of Health-System Pharmacists."
4. ICHP assumes no responsibility or costs for copying, printing, or physically distributing the materials.
5. All distributed materials must be removed completely by the requesting body at the conclusion of the event.
6. Please attach the proposed promotional material to this signed and completed agreement.
7. Fees for the distribution of promotional materials will be assessed on a case-by-case basis.

Name of requestor: _____

Organization/affiliation of requestor: _____

Email of requestor: _____

Phone number of requestor: _____

Which event is the material to be distributed: _____

What is the purpose of the material to be distributed: _____

This agreement shall be legally binding upon the undersigned, its principals, and its agencies, agents, licensees, subcontractors, affiliates, associates, and assignees. This agreement is executed for the express benefit of ICHP.

Date: _____ By: _____ (Requestor)

Printed Name: _____
(Must be an authorized officer of the requesting body)

Date: _____ By: _____ (ICHP)

Printed Name: _____

(Must be an authorized officer of requesting body)

Illinois Council of Health-System Pharmacists Display Agreement

Instructions: This form constitutes a request to permit a display at an Illinois Council of Health-System Pharmacists (ICHHP) event. To ensure compliance, please note the following stipulations:

1. ICHHP reserves the right to determine the physical location, layout, and acceptable contents of the display.
2. Advertising permitted pursuant to this policy does not imply endorsement or approval by ICHHP, its Board of Directors, or any associated entity, nor does it endorse the programs, activities, products, or services of the requesting group.
3. ICHHP reserves the right to require a disclaimer sign to be posted clearly within the display area stating: "These materials are neither sponsored nor endorsed by the Illinois Council of Health-System Pharmacists."
4. All display materials must be completely removed by the requesting body at the conclusion of the event.
5. The display must adhere strictly to all Accreditation Council for Pharmacy Education (ACPE) standards if it is hosted during an educational meeting.
6. Is the content of the display:
 - a. ACPE-accredited educational material
 - b. Non-ACPE-accredited educational material
 - c. Commercial/promotional material
7. What are the approximate dimensions of the display: _____
8. Describe the purpose and content of the display.

Name of requestor: _____
Organization/affiliation of requestor: _____
Email of requestor: _____
Phone number of requestor: _____
Which event is the display to be offered: _____

Illinois Council of Health-System Pharmacists

This agreement shall be legally binding upon the undersigned, its principals, and its agencies, agents, licensees, subcontractors, affiliates, associates, and assignees. This agreement is executed for the express benefit of ICHP.

Date: _____ By: _____ (*Requestor*)

Printed Name: _____

(Must be an authorized officer of requesting body)

Date: _____ By: _____ (*ICHP*)

Printed Name: _____