

Recruiting and Processing Student Member Applications

- Have each student fill out the enclosed application. Use the MSMA application collect dues for both MSMA and AMA. Checks are to be **made payable to your school's medical student section (MSS) bank account.**
- Using the MSMA-MSS reporting form provided, list all new members who sign up and keep a copy for your student section's record keeping.
- Deposit all dues received into your student section bank account.
- Write one check to MSMA for the total amount collected, and mail it by August 31 with the reporting form and original applications to:
MSMA
P.O. Box 1028
Jefferson City, MO 65102-1028
- MSMA will send AMA's portion of dues and data to AMA. It is not necessary for each student to be logged in to the AMA website separately.

OTHER MSMA STUDENT RECRUITMENT ITEMS YOU SHOULD RECEIVE:

- **Operating Procedures Manual:** One for each student officer
- **Membership Recruitment Grant Form:** To be completed by MSS President
- **Bylaws:** For review by each student officer
- **MSMA Legislative Reviews**
- **Other items for new members, including tote bags, note pads and ink pens**

Save the date! April 5 - 7, 2019

MSMA Annual Meeting at Westin Kansas City at Crown Center

Students will meet Friday, April 5, 2019, 4 – 6 pm to conduct statewide officer elections.

Please confirm receipt of this shipment with

MSMA-MSS Liaison Haley Wansing at hwansing@msma.org, or call 573-636-5151.

Be sure to let Haley know when your recruitment activities will take place and she will make every effort to be there to assist with your medical student section's recruitment.