

CCAPS Committee Duties & Responsibilities

The purpose of the CCAPS Membership Committee (MCo) is to promote and maintain membership in the Commission. The Membership Chair (MCh) serves this purpose by coordinating and administering multiple initiatives that inform graduate students and professionals about ACPA and CCAPS. These initiatives also invite active participation of prospective members as well as affiliated members in both the Association as well as the Commission. The majority of the Membership Committee initiatives relate directly to events which take place at the annual convention. Please note that the duties listed below cannot be successfully undertaken without the support of the whole Membership Committee as well as the assistance of the CCAPS Chair.

Greeters: During the annual convention there are multiple CCAPS events in which new and/or prospective members are likely to attend. Greeters hand out CCAPS promotional items (stickers, pins, new member packets, brochures) and welcome attendees to the event. CCAPS Directorate members are encouraged to volunteer for at least one event during the convention. This request is usually made via e-mail 2-3 weeks prior to the convention. The sign-up list is then circulated at the first Directorate meeting (prior to the start of the convention) if there are greeter slots that have not been filled. For these events, the MCh coordinates greeters to assist with creating a welcoming environment for those attending for the first time as well as for those who are returning to ACPA/CCAPS. The events at which greeters are needed are (in chronological order at convention):

- CCAPS Meeting I, for all interested in college counseling;
- CCAPS Luncheon, for all interested in college counseling;
- CCAPS CEU Workshop (held prior to official start of convention);
- ACPA Showcase;
- CCAPS Meeting II, for all interested in college counseling; and
- CCAPS Social.

Networking Luncheon: This event takes place following the CCAPS Meeting I and prior to the CCAPS CEU program. This event usually lasts for about 2 hours and is often the first chance that new and returning CCAPS members have to re/connect with one another. This is also a great opportunity for graduate students and interns to meet prospective employers. Preparations for the CCAPS Luncheon:

- Scout locations (or seeks recommendations from colleagues who are local to the convention area) that are walking distance from the convention hotels and that will be reasonably affordable for attendees.

- Contact the restaurant and coordinates/reserves the space. Usually, there are about 30 attendees at this event. It is recommended that the reservation be made 3-4 months in advance, to allow for identifying other locations, if necessary.
- Arrange an activity that will promote interaction between new and returning CCAPS members. Sometimes this can be difficult to do, depending upon the restaurant arrangement.

Donations: This is an initiative that allows CCAPS to have giveaways at the Convention Showcase and CCAPS Social events. The MCh send an e-mail to the Directorate listserv requesting donations. A donation request letter on CCAPS letterhead (obtained from the CCAPS Chair) should accompany the e-mail. It is helpful to ask members to e-mail the MCh and identify the donations they have received as it will allow for planning of additional items/giveaways to be purchased as needed.

Showcase: This is an ACPA event where all commissions, standing committees, state associations, and higher education training programs staff tables with information about their respective organization/affiliation. The Showcase is usually organized around a theme, and many groups use interactive games and giveaways to attract prospective members to their tables. Preparations for Showcase:

- The MCh is responsible for registering CCAPS to have a table at the event (this takes place during October-November prior to the convention). Usually, the MCh receives an e-mail prompting registration of CCAPS for the Showcase.
- Coordinate greeters and donations to be used as giveaways. Greeters are needed to help set-up, to staff the table (usually in 30- or 45-minute blocks), and to help with clean-up. CCAPS does have a banner- the CCAPS Chair usually stores it in between conventions.
- Plan interactive game(s) to be used at the table. These games do not have to tie into the theme of the Showcase. They should be simple to explain and play- the less complex, the better! It is helpful to have “smaller” giveaways that everyone who plays can take home (pens, key rings) as well as “larger” items that participants can win (t-shirts, mugs, hats). orientaltrading.com is a great resource for purchasing items at a relatively low cost that can be used as “smaller” giveaways.

Each One Bring One: This is an initiative that promotes the invitation of new members to CCAPS. Returning CCAPS members are asked to invite and bring their colleagues and trainees to convention. A list is circulated at the major CCAPS events (CCAPS Meetings, CCAPS Luncheon, Directorate Meetings) and the person who has brought the most new attendees to the convention wins a prize (usually a \$20 Starbucks gift card). This prize is usually presented at the CCAPS Social.

CCAPS Visibility Plan: The Visibility Plan includes many initiatives both at the annual ACPA convention as well as at other conventions and conferences throughout the year.

- *Promotional Items:* These are the items that have become ubiquitous at the CCAPS events during the ACPA annual convention: CCAPS stickers and “Ask Me About CCAPS” (AMAC) buttons. The CCAPS stickers are a way for members (and non-members) to promote CCAPS throughout the convention. They are given out at all CCAPS events (usually we go through about 300+ per convention). The AMAC buttons are given to CCAPS members. Members are asked to reuse their buttons from convention to convention and also to wear those buttons to other conventions, conferences, and programs on their respective campuses as a way to promote CCAPS and ACPA throughout the year. CCAPS members are asked to bring CCAPS brochures back to their colleagues and trainees who have not attended the convention. The MCh is responsible for coordinating the creation and dissemination of these promotional items.
- *New Member Packets & Data Sheets:* New member packets are one of the ways in which new CCAPS members are welcomed to the Commission. They are given out throughout the convention to those who have joined CCAPS and/or are attending the CCAPS events for the first time. The “new member data sheets” are sign-up sheets to gather basic information from those who are new to CCAPS: name, institution/school, and e-mail address. This facilitates post-convention follow-up. New member packets are coordinated by the MCh and typically contain:
 - a welcome letter from the current CCAPS Chair,
 - a CCAPS brochure,
 - a “New to CCAPS” ribbon they can affix to their convention nametag (recommend purchasing from nametag.com), and
 - a list of the CE programs being offered at the convention.
- *Convention Colleagues:* This program invites CCAPS members to promote CCAPS and ACPA during other conventions and conferences throughout the year. The MCh coordinates the creation and distribution of CCAPS brochures. One of the best ways to do this is during CCAPS events at the convention. The MCh can circulate a request sheet that includes:
 - the CCAPS member’s name,
 - e-mail address,
 - the conference/convention they are planning to attend, and
 - the number of brochures they will need.

Convention Follow-up Letters: These are e-mails sent from the MCh to the people on the “New Member” list from convention. These are usually sent out via e-mail and thank them for their interest in CCAPS, for attending our event(s), and invite them to formally join CCAPS by updating their ACPA membership profile on the ACPA website.

Invitation Letters: These are letters coordinated by the MCh and are written to various counseling and psychological services constituencies, including faculty/training directors of academic programs, graduate students, and counseling center professionals.

Appendix A—CCAPS Logo Buttons

(Two versions)



Appendix B—Greeter Schedule
(from 2010)



*Commission for Counseling
and Psychological Services*



ACPA 2010: CCAPS Greeter Schedule

Sunday, March 21

CCAPS Welcome and Meeting I 2 volunteers – 9:30- 11:30 a.m.	Sheraton Boston Hotel - Republic A	(1)
		(2)
CCAPS Luncheon 2 volunteers – 11:30-11:45 a.m.	Meet @ Sheraton Hotel Lobby 1 and direct/escort to Au Bon Pain	(1)
	Meet @ Au Bon Pain in Copley Place	(2)
CCAPS CEU Workshop 2 volunteers – 1:30-4:30 p.m.	Hynes Convention Center – 201	(1)
		(2)

Monday, March 22

ACPA Convention Showcase	Marriott Copley	
5:30-6:30p.m. [set up]	(1)	(2)
6:30-7:15p.m. [booth]	(1)	(2)
7:15-8:00p.m. [booth]	(1)	(2)
8:00-8:20p.m. [clean up]	(1)	(2)

Tuesday, March 23

CCAPS Meeting II 2 volunteers; 4:00-5:00pm	Marriott Copley Place- Brandeis	(1) (2)
CCAPS Social 3 volunteers	P.F. Chang's @ Prudential Center	
7:15-7:30p.m.	direct/escort @ Sheraton Boston Hotel - Independence East to PFC's	(1)
7:15-7:30p.m.	direct/escort @ Sheraton Boston Hotel – Lobby 1 Meeting Location to PFC's	(1)
7:15-8:00p.m.	Meet @ Restaurant Location: PF Chang's at the Prudential Center	(1)

Appendix C: CCAPS Carnival Giveaway Letter



Commission for Counseling and Psychological Services

A Division of the American College Personnel Association

Chair

Stacey Pearson (2006)
University of Michigan

Chair Elect

Jonathan Kandell (2009)
University of Maryland

Directorate Body

Members

Vivian Barnette (2007)
University of North Carolina-
Greensboro

Janis Booth (2008)
Millsaps College

Joy Bressler (2008)
Virginia Commonwealth
University

Jodi Caldwell (2006)
Georgia Southern University

Cindy Cook (2006)
University of Houston- Clear
Lake

Chanda Corbett (2006)
University of New Hampshire

Andrea Greenwood (2008)
University at Buffalo

Carlos Hernandez (2008)
University of Florida

Mary Beth Javorek (2006)
John Carroll University

Laura Lyn (2007)
Northern Arizona University

Sherry Lynch (2007)
Virginia Tech

Sharon Mitchell (2007)
University at Buffalo

Rene Monteagudo (2007)
University of Illinois- Urbana
Champaign

Stacey Moore (2007)
The University of Akron

Jeff Van Lone (2007)
Lehigh University

Liz Snider (2006)
University at Buffalo

Kenya Thompson-Leonardelli
(2006)
University of Toronto-
Mississauga

Myra Waters (2008)
Morgan State University

Phyllis Weatherly (2008)
Southern Polytechnic State
University

Graduate Student Representative

Oula Majzoub (2007)
Columbus State University

[insert date]

Hello Everyone:

The Commission for Counseling and Psychological Services (CCAPS) will be having a table at the American College Personnel Association (ACPA) Convention Showcase, "Crossroads of ACPA" on Monday, March 20, 2006 during our annual convention in Indianapolis. We will have small theme oriented items to give to conference attendees as they come by our table to learn more about CCAPS. We would also like to have some nicer items to be given as prizes for those that will participate in our car racing and other carnival games, and for our traditional raffle that will take place during our social. These items include sweatshirts, t-shirts, hats, mugs and others from your schools.

The membership committee is asking all directorate members to approach their institutions to participate in our giveaway drive for Carnival Prizes. One way to get items from your institution is to take this letter or the e-mail requesting donations to your university's bookstore and see if they would be willing to give a donation. ACPA is a huge organization with thousands of members, all of whom work in higher education. Your institution is showcased when items are donated and displayed.

Your office may also have some giveaways that you can donate to the Commission. We welcome all donations and thank you in advance for helping to make this year's Convention Showcase one of the best yet! Please bring your items to the Directorate meeting on *[insert day and date]* and give them to any membership committee member.

I look forward to seeing you next month in *[insert location]*.

Take care,

CCAPS Membership Committee Chair

Appendix D: CCAPS Welcome Letter



March 26, 2011

Welcome to CCAPS!

We would like to welcome you to the Commission for Counseling and Psychological Services (CCAPS) of the American College Personnel Association (ACPA)! CCAPS represents psychologists, counselors, social workers, and other mental health providers working on college and university campuses across the globe. We hope you will enjoy the convention and take advantage of all CCAPS and ACPA has to offer. CCAPS is sponsoring programs offering over 30 continuing education credits throughout the convention, along with many opportunities for you to network and rekindle relationships with colleagues from colleges and universities in America and abroad.

We hope that you will take the opportunity to join us at 7:30 p.m. on Saturday, March 26, for our “Meet and Greet” informal, no-host dinner at Phillips Seafood restaurant at 301 Light Street (<http://www.phillipsseafood.com/index.cfm?page=menus&id=8>) for anyone interested in CCAPS/college mental health. Also, please join us for our CCAPS Business Meeting—open to all who are interested in college mental health—on Sunday, March 27, from 10:30-11:45 a.m., at the Hilton Baltimore, Key 6. On Sunday, we’d also love for you to join our CCAPS “Meet and Greet” Lunch from 12:00 noon-1:00 p.m. at the Cosi Restaurant, located at 100 South Charles Street, and a 3-hour Ethics workshop (for 3 CE’s!) on “Ethical and Legal Issues Related to Online Mental Health Services,” presented by Dr. Jeffrey Barnett from 1:30-4:30 p.m. at the Marriott Inner Harbor—Stadium Ballroom 3/4. You’re invited to a second CCAPS Business Meeting on Tuesday, March 29, from 4:00-5:30 p.m. at the Hilton Baltimore, Peale ABC, and then to our CCAPS 50th Anniversary Social from 7:30-9:00 p.m. in the Hilton Baltimore, Key 5. Please introduce yourself to me or to other directorate body members.

The convention provides CCAPS members a wealth of professional development opportunities. You may also like to become more involved with CCAPS throughout the year as a member or by serving on one of our committees. To join, please go to the CCAPS website at <http://www.myacpa.org/comm/ccaps/committees.cfm>. Serving with CCAPS is both rewarding and fun, and CCAPS would be honored to have you become a member of one of our committees! Contact our committee chairs below to express your interest.

ARCHIVES	Tom Berry, Chair	thomas.berry@usu.edu
AWARDS	Sylvia Chen, Co-Chair	schen@austin.utexas.edu
	Eric Klingensmith, Co-Chair	klingene@gvsu.edu
CE	Joy Stephens, Chair	jstephens@towson.edu
ELECTIONS	Jim Dolan, Co-Chair	dolanj@uncw.edu
	Emily Russell Slife, Co-Chair	emily.russellslife@unlv.edu
MEMBERSHIP	Sarah Mebane, Chair	smebane@umd.edu
NEWSLETTER	Diana Damer, Co-Chair	ddamer@austin.utexas.edu
	Eric Klingensmith, Co-Chair	klingene@gvsu.edu
PROGRAM	Dwayne Campbell, Chair	dscampbl@umich.edu
PUBLICITY	Emily Russell Slife, Chair	emily.russellslife@unlv.edu
WEB	Jim Dolan, Co-Chair	dolanj@uncw.edu
	David Gilles-Thomas, Co-Chair	dgthomas@buffalo.edu

Once again, thank you for taking the time to join us at the 87th ACPA convention. We hope that you will enjoy yourself, and that this will just be the beginning of your relationship with CCAPS.

Take care,

Jane Morgan Bost, PhD
CCAPS Chair 2010-12

Chair

Jane Bost (2012)
University of Texas at Austin

Past Chair

Chanda Corbett (2011)
Loyola College

Directorate Body Members

C. Ryan Akers (2011)
Mississippi State University

Nancy Badger (2013)
University of Tennessee-
Chattanooga

Thomas Berry (2011)
Utah State University

Carolyn Bershad (2011)
Northern Illinois University

Jocelyn Buhain (2012)
University of North Carolina at
Wilmington

Dwayne S. Campbell (2011)
University of Michigan

Sylvia Chen (2013)
University of Texas at Austin

Diana Damer (2012)
University of Texas at Austin

Jim Dolan (2012)
University of North Carolina at
Wilmington

Eric Klingensmith (2011)
Grand Valley State University

Wei-Chien Lee (2013)
San Jose State University

Sarah Mebane (2013)
University of Maryland

Sarah Porter (2013)
Austin Community College

Emily Russell Slife (2012)
University of Nevada, Las Vegas

Joy Stephens (2011)
Towson University

Craig M. Woodsmall (2011)
Washington University in St.
Louis

Graduate Student Members

Seth Christman (2013)
University of Miami

Dustin Shepler (2013)
Ball State University

Appendix E: CCAPS Post-Convention Follow-up to New Members

Hi friends and colleagues,

Can you believe it has already been a month since the ACPA convention in Baltimore? I hope you have been able to bring some of the “be more” energy and ideas into your everyday routines.

Thank you so much for your interest in the Commission for Counseling and Psychological Services (CCAPS)! You are receiving this email because at one of our meetings, at the Convention Showcase, or at our 50th Anniversary Celebration, you signed up requesting more information on how to become a member.

I’d like to invite you to learn more about our commission. One great place to start is our website, which can be found at <http://www.myacpa.org/comm/ccaps/>. You will find a lot of wonderful information about the history of CCAPS, as well as current ways to get involved.

I would also like to encourage you to 1) Join CCAPS and 2) Join our listserv. Here’s how:

1) To join CCAPS

- a. Visit www.acpa.nche.edu
- b. Click Member Login in the gold bar in the upper right corner. Enter your ACPA login info.
- c. On the next screen, enter your ACPA login info, *again*.
- d. On your personal profile page, scroll down to the bottom left under the COMMITTEES heading.
- e. Find, :To join a committee: Select committee name from list of committees” and click the green link
- f. Choose Commission for Counseling and Psychological Services
- g. Click Join Committee
- h. Confirm your choice on the following page.

2) Subscribe to the CCAPS Listserv

Note: The CCAPS listserv provides an opportunity for Commission members, counselors, psychologists, counselor educators, social workers, faculty, students, and others interested in college counseling issues to dialogue about college counseling concerns. Subscribers will learn about Commission committees and special interest groups, annual convention activities and programs, and continue their involvement with the Commission during the year in between the conventions. The list is also a great forum for asking questions and learning about college counseling practices on a national level.

- a. Go to ACPA Homepage: <http://myacpa.org/>
- b. Choose “Membership” from the menu on the left sidebar of the screen.
- c. Select “ACPA Listservs (member only benefit)”.
- d. Fill in your ACPA user name and password and click the “log on” button at the bottom of the page.
- e. Click on “Choose” under “Email discussion list settings” and scroll down to “Manage My Email Subscriptions”, then click “Go”
- f. Go about halfway down the page under the column “List Name” and find “Commission on Counseling and Psychological Services”; under the column “Subscription Type” select either “Subscribe Single” or “Subscribe Digest”
- g. Click on the button “Submit Changes” at the bottom of the page.
- h. Congratulations! You’re on the CCAPS listserv!

Thank you again for your interest in CCAPS. Please let me know if you have any questions or suggestions. I look forward to continued contact with you as we move forward!

Best,
Sarah Mebane
CCAPS Membership Chair