

# SNDA Chapter Manual

## 2023

**Student National Dental Association**

**(Student Division of the National Dental Association)**

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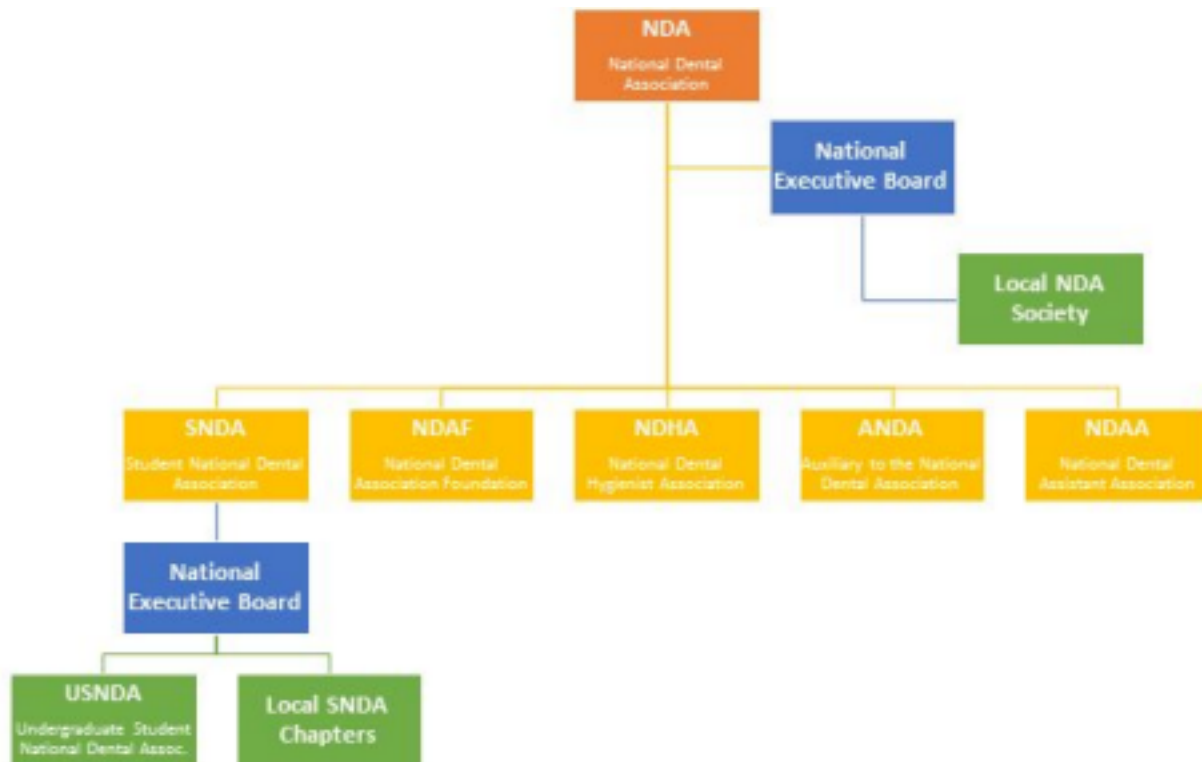
## Abbreviations & Definitions

NDAF	National Dental Association Foundation - the non-profit, charitable arm of the National Dental Association. For over 35 years, the foundation has been successful in promoting its agenda, securing scholarships and grants, and funding programs to ensure oral health care remains a viable profession for African Americans and other underrepresented students.
NDAA	National Dental Assistant Association - Objective of the association is to promote the education of the dental assistants and staff to improve and sustain the profession of dental assisting and to contribute to the advancement of the dental profession and the improvement of public health.
ANDA	Auxiliary to the National Dental Association - Spouses of dental professional who serve as a supportive group to family members and friends of the NDA, ANDA and affiliated NDA organizations
NDHA	National Dental Hygienists' Association - Objective is to promote leadership, education, achievement, diversity, and scholarship
USNDA	Undergraduate Student National Dental Association is to aid in increasing the number of minority students entering dental schools, increasing the knowledge of dentistry in undergraduate students, and in improving DAT scores of pre-dental undergraduates. USNDA will provide students with the opportunity to visit dental schools and to shadow dentists, as well as to inform students of summer programs and dental research experiences.

## Introduction

- A. The primary goal of the Student National Dental Association chapter manual is to provide support and training to local SNDA chapters. The SNDA chapter manual should be used to optimize and standardize SNDA performance on all local chapter levels. This manual has received national approval and is intended to be used as a reference guide for all initiatives and programming.

## SNDA Partners



- A. SNDA is an auxiliary organization to the National Dental Association (NDA). The NDA mission is to promote oral health equity among people of color by harnessing the collective power of its members, advocating for the needs of and mentoring dental students of color, and raising the profile of the profession in our communities. We encourage local SNDA chapters to contact your local NDA chapter for mentoring and Continuing Education (CE) opportunities.
- B. The National Dental Association Foundation (NDAF) is the charitable arm of the NDA. The mission is to pursue charitable, educational, scientific, and research related endeavors. Through sponsorships, partnerships and grants, program support to ensure oral health care remains viable for African-Americans and other underrepresented students. With Colgate-Palmolive, the Foundation has provided over \$4 million in scholarship funds for more than 3,000 students. Applications open spring 2018. Please visit [ndafoundation.org](http://ndafoundation.org) to apply.
  - a. NDAF scholarship opportunities:
    - i. Colgate-Palmolive Pre-Doctoral Scholarships
    - ii. Dental Hygiene Scholarship
    - iii. Dental Assistant Scholarship
    - iv. Dr. Joseph Henry Freshman/First Year Scholarship
    - v. Dr. Bessie E. Delaney Scholarship Postdoctoral Award (female applicant)
    - vi. Dr. Clifton & Lois Dummett Scholarship Postdoctoral Award

## **Chapter Initiation**

- A. In order for a new or a previously existing chapter to be established, a potential chapter must:
  - a. Identify an advisor at the potential chapter's dental school
  - b. Chapter Constitution and By-laws
  - c. Have a delegate present at House of Delegates Meetings
    - i. Delegate must be present at the House of Delegates.
    - ii. Speech topics should include (but are not limited to):
      - 1. Chapter Initiation Reasoning
      - 2. Sustainability Plans
      - 3. Visions, missions, and plans for new chapter
  - d. Receive a majority vote at convention for chapter initiation

## **Chapter Regions**

Region 1: Connecticut, Massachusetts, Maine, New Hampshire, Rhode Island, and Vermont

Region 2: New Jersey, New York, and Pennsylvania

Region 3: Delaware, District of Columbia, Georgia, Florida, Maryland, North Carolina, South Carolina, Virginia, and West Virginia

Region 4: Illinois, Indiana, Ohio, Michigan, and Wisconsin

Region 5: Alabama, Kentucky, Mississippi, and Tennessee

Region 6: Iowa, Kansas, Minnesota, Missouri, Nebraska, North Dakota, and South Dakota

Region 7: Arkansas, Louisiana, Oklahoma, and Texas

Region 8: Arizona, Colorado, Idaho, Montana, Nevada, New Mexico, and Wyoming

Region 9: Alaska, California, Hawaii, Oregon, and Washington

## **Standards Program**

- A. **National Membership**
  - a. These numbers are based upon the number of members registered on the national website:
    - i. Small Chapter: 1-20
    - ii. Medium Chapter: 21-39
    - iii. Large: 40+
- B. **Constitution and By-Laws**
  - a. Each chapter must have a recent copy of Constitution and By-Laws submitted during the fall semester by the deadline presented by the Direction of Regional Communications.
- C. **Educational Programming**
  - a. Each chapter must host at least **two** educational programs per academic year. Educational programs can be a program such as "Wax & Relax" or an

educational Lunch & Learn. **Two** educational programs per academic year are the minimum. Documentation and pictures must be submitted on the *SNDA Standards Program Evaluation* form.

**D. Finance Management**

- a. Each chapter must submit documentation of the current Academic Year Chapter Budget that is approved by the chapter's executive board.

**E. Service and Outreach**

- a. Each chapter must host at least **two** Service and Outreach activities per academic year. Service and Outreach activities can be a SNDA Signature Program such as Lessons in a LunchBox or the Holiday Canned Food Drive. **Two** Service and Outreach activities per the academic year are the minimum. Documentation and pictures must be submitted on the President's Portal with a *SNDA Standards Program Evaluation* form.

**F. Alumni/Graduate Network Relations**

- a. Each chapter must participate and/or host a networking event with the local NDA chapter, graduates, or dentists in the area. **One** Alumni/Graduate Network Relations activity is required per academic year. Documentation and pictures must be submitted on the President's Portal with a *SNDA Standards Program Evaluation* form.

**USNDA**

**A. Purpose of USNDA**

- a. The primary mission of the Student National Dental Association (SNDA) is the advancement and retention of minority students within the field of dentistry. Providing support to undergraduate and pre-dental students is one of the ways we are able to increase diversity within our career field. To accomplish this goal, SNDA chapters should reach out to candidates for dental school at the undergraduate level. As USNDA members, students will receive guidance and exposure to dentistry, as opposed to general information provided through organizations designed to encompass several areas of health care and professions. The Member-At-Large is to serve as a liaison between SNDA and USNDA chapters and members.

**B. Objectives of USNDA**

- a. One of the major objectives for establishing the USNDA is to increase the interaction amongst undergraduate and dental students. To facilitate our goal, SNDA chapters at dental schools will:
  - i. Plan one day in the Fall semester for all undergraduate affiliates to participate in the Impressions Day Program. This event may be held in conjunction with other organizations, such as ASDA, HSDA, AAWD, etc.
  - ii. Plan one day in the Spring semester for all USNDA members to participate in the Impressions Programs
  - iii. Sponsor an USNDA to attend the National Conference. Attendance provides USNDA members an opportunity to meet practicing dentists, faculty from dental schools, dental students, and other USNDA members from across the country. USNDA members have an opportunity to present research at the NDA National Conference
  - iv. Provide information regarding other pre-dental events, scholarships, and an overall support system from members of the SNDA family.
  - v. Assist USNDA members in finding a place to stay and in giving insight

- about the school's interview process
- vi. Records will also be kept of those members accepted into various dental schools

### **C. Impressions Day**

- a. *The Impressions Day Program* will provide courses and lectures that will introduce undergraduates to the demands of the profession. Various portions of the Impressions Day Program include guest speakers, tours, information about summer programs, and an opportunity for students to perform some hands-on dentistry of their own.

### **D. USNDA Chapter Initiation Steps**

- a. Step 1: Contact the National Member-At-Large to express interest in establishing a chapter at your undergraduate institution
- b. Step 2: All interested members should complete the individual membership form and pay national dues
- c. Step 3: Attain a faculty advisor
- d. Step 4: Create, ratify, and adopt the USNDA Constitution
- e. Step 5: Elect your executive Board
- f. Step 6: Email a contact list of your school's membership, executive board, revised constitution and faculty advisor to the SNDA Member-At-Large
- g. Step 7: Complete required documents to become a locally recognized student organization at your undergraduate institution

### **E. Requirements to Maintain Active USNDA Chapter Status**

- a. Membership is open to all students interested in supporting the goals of the organization. USNDA does not discriminate on the basis of race, color, religion, gender, national origin, age, sexual orientation, and physical or mental disability.
- b. Members must pay national dues of \$35 and local dues (if applicable). • Members will be classified as Honorary Members of SNDA (no right to vote nationally).
- c. Each chapter must have at least 1 meeting for every full month of the school year (summers excluded).
- d. Each chapter must have at least 1 local dentist to shadow.
- e. Each chapter must host a High School Dental Outreach Program each school year.

## **SNDA Signature Programs**

### **A. Impressions**

- a. The impressions program is designed to expose underrepresented pre-dental students to important aspects of the dental application process (such as financial aid, DAT preparation and various hands-on activities). The Impressions program also allows attendees to learn more about the hosting schools' dental students and admission committee.
- b. Generally, an Impression program consists of
  - i. A session that incorporates DAT study tips, reviewing different courses and materials that helped past pre-dental students perform well on the DAT.
  - ii. A session that explains different scholarships opportunities and financial aid for dental school. (e.g Military, and HPSP scholarships)
  - iii. A session that details the admission process, relaying information about what is required of a competitive dental school applicant.
  - iv. A preclinical activity designed to introduce attendees to hands-on skills that are required for dentistry. (e.g impression and pouring up casts,

drilling and filling)

- c. The program is not limited to these sessions, and may be expanded based on the discretion of the chapter's executive board.
- d. At the conclusion of the program, the SNDA National Executive Board will reimburse local SNDA chapters a **maximum of \$150**. In order to receive the reimbursement, the chapter **MUST** complete and submit all required documentation outlined in the Impression Program Write up by the **10 business days after program**. This form is located on the website.

#### B. Lessons in a Lunchbox

- a. Lessons in a Lunch Box: Healthy Teeth Essentials & Facts About Snacks® is an oral health literacy program designed to empower children and their families with the proper knowledge about routine dental care, oral health maintenance, good dietary choices and more using a “dentally designed” lunch box. The uniquely crafted lunch container illustrates flossing and brushing on the inside. My Plate, a USDA nutritional diagram is also displayed on the inside of the box. The lunch box provides children with their very own “Dental Care in a Carrot” case. The carrot case is designed to include a toothbrush, toothpaste, dental floss and a rinse cup!
- b. The Lessons In A Lunch Box program presenter (SNDA Chapter member(s)) is encouraged to begin the 60-minute session with a song. The dental students will then be introduced and will explain how all children can have beautiful smiles on their faces, that they must brush their teeth after meals, eat healthy foods and avoid harmful oral habits. Finally, the chapter members will demonstrate proper brushing and flossing before awarding every child the treasure-filled lunch box.
- c. Teachers receive a five-day lesson plan from SNDA members to support the initiative. The students will be provided with lesson sheets and follow-up information about good nutritional habits, proper dental health and other important reminders including:
  - i. Smoking is not a healthy thing to do.
  - ii. Brushing after every meal is important for you.
  - iii. Too many sweet candies can fill your teeth with icky, sticky goo.
  - iv. Never use anyone else’s toothbrush.
  - v. You will get their mouth germs too.
  - vi. Piercing your lip or tongue with jewelry can be a very dangerous thing to do.
  - vii. Grills and gold fronts can be difficult to view and they can destroy your teeth too.
- d. Explicit instructions on how to run this initiative can be found at the link below: [http://mycohi.org/pdfs/Play-by-Play\\_for\\_Lessons\\_In\\_A\\_Lunch\\_Box.pdf](http://mycohi.org/pdfs/Play-by-Play_for_Lessons_In_A_Lunch_Box.pdf)
- e. To apply or for more information on Lessons in a Lunchbox please refer to the link below: <http://mycohi.org/lunchbox.html>

#### C. Oral Cancer Walk

- a. The Oral Cancer Walk is held with the intention to raise awareness to oral cancer, which kills nearly 10,000 Americans each year. The death rate associated with this disease is not high because it is hard to discover or diagnose, but rather because its presence is usually discovered late within its development. As such, prevention and early detection are the most critical factors in treatment. Educating the community about risk factors and possible early signs and symptoms, in addition to providing oral cancer screenings will help to



decrease the number of lives that are taken by this disease each year.

- b. SNDA specifically participates in this event, as oral cancer disproportionately affects the African American community significantly greater than the general population.
- c. Components to consider when organizing the Oral Cancer Walk:
  - i. Sponsorship
    1. Identify/contact potential sponsors
    2. Examples: local dentists, oral cancer-related organizations, churches, corporations etc.
  - ii. Finance
    1. Identify types of donations:
      - a. Monetary
      - b. In-kind donations
        - i. Banner donations, refreshments etc.
  - iii. Walk Route and Permits
    1. Determine start and finish sites of walk-route
    2. Procure permits if necessary
    3. Develop a color map with directions which can be posted and printed
  - iv. Promotion
    1. Letters, flyers, posters, social media, TV, radio etc.
  - v. Walk set-up
    1. Determine registration fee/donation for walkers
    2. Set-up a mechanism for donations for those who prefer not to walk
    3. Proceeds will go to the Oral Cancer Foundation
  - vi. Screening Logistics (provide on-site screenings if capable)
    1. Recruit volunteers for oral cancer event and screenings
    2. Identify supervising faculty
  - vii. Volunteers
    1. Pre-Event volunteers
      - a. Distribute flyers and posters and assist with registration
      - b. Transport materials/equipment on day of event
    2. Event Volunteers
      - a. Set-up/break-down
    3. Walkers (front/rear) banner carrying
    4. Encourage local SNDA and USNDA members to volunteer
    5. Walkers (front/rear) banner carrying
  - viii. Post-Event Thank You
    1. Cards/letters and/or T-shirts to all who contributed to the success of the event
      - a. Sponsors
      - b. School faculty
      - c. Local organizations

#### **D. Holiday Canned Food Drive**

- a. The Holiday Canned Food Drive was started to address the food insecurity crisis which affects almost every county in America. Yearly, SNDA aids in this effort by challenging each local chapter to host a canned food drive. Collected goods should be donated to a local organization of choice, such as a local food bank or the Salvation Army. Local chapters should collect Non-perishable canned goods between **November 10th - December 10th**. following specifications of the

chosen organization. Chapters should submit a SPE form including a chapter photo with the donated goods, along with the donation documentation form signed (by local manager or Coordinator of organization) by **the fall semester deadline for SPE form submission**. Forms can be found in the President's resources in google drive and/or on the SNDA website.

- b. Chapters that participate will receive 5 points towards chapter of the year calculations.

## National Convention Competitions

### A. Video Competition

- a. The Video Competition is designed to highlight the achievements of local SNDA chapters throughout the academic year.
- b. Each Chapter will submit a 1-3 minute video highlighting their service, social and other professional events. 1st, 2nd and 3rd place awards will be given. Video submission will be done by creating an unlisted youtube link that allows judges to access the chapters submission. Content for submission can include (but is not limited to) pictures, videos, and audio clips. The top 3 videos will be showcased at the NDA President's Symposium and SNDA Gala.
- c. In order to participate in the competition, all submission materials must be submitted by the deadline. This should be done by the contact person for the video. All completed forms are to be sent to the SNDA by email: RecordingSec.SNDA@gmail.com
- d. All chapters must be in good standing:
  - i. Executive board must pay national dues
  - ii. All tiers of Standards program must be completed
  - iii. Delegate present at National Convention House of Delegates Meeting
- e. Each video must include:
  - i. Name of School
  - ii. Number of **National** SNDA members
  - iii. Contact Person for Video Entry
  - iv. SNDA officers (National (if applicable) and Local)
- f. Other Recommended Content:
  - i. Oral Cancer Walk
  - ii. Lessons in a Lunchbox
  - iii. SNDA Impressions Program
  - iv. Community Service (e.g Hospital Health facility activities, Health Fairs, Oral Health Screenings, Chapter Fundraising events, Charity Donations, Elementary School, Nursing Home visits, activities with other non profit organizations)
  - v. Professional Meetings (e.g. Lunch and Learns, forums, field trips etc)
  - vi. Social Activities
  - vii. Other Chapter Activities
- g. Video Specifics
  - i. The video must be at least 1 minute and no longer than 3 minutes •  
Video must be finalized or rendered at minimum HD 720p or HD 1080p •  
Video must be uploaded to Youtube

### B. Research Symposium:

- a. At each convention, the National Dental Association accepts student, faculty, and practitioner abstracts for poster presentations. Abstracts are submitted via email

for presentation consideration. Abstract deadlines will be emailed to national members upon the finalization of the timeline and sponsors. Applicants may be required to present their abstracts in various formats, i.e. virtual or in person.

- b. Abstract Rules & Guidelines:
  - i. Presenters must disclose any potential conflict of interest and agree to policies of each organization.
  - ii. Abstracts should not be submitted on material that has been previously published in a scientific journal.
  - iii. You must receive approval of all co-authors before submission to NDA and SNDA
  - iv. Individuals may only present one abstract
  - v. The reviewers have the authority to determine the presentation forum/format. *Please note that abstracts will be featured on the NDA website pre-, during, and post-convention.*
  - vi. An affirmation that an Institutional Review Board has reviewed and approved is required for any work involving human subjects or an affirmation that an Institutional Animal Care and Use Committee has reviewed and approved any work involving animals of any kind.

### C. Chapter of the Year

- a. To be considered for Chapter of the Year, each chapter must be in good standing:
  - i. Executive board must pay national dues
  - ii. All tiers of Standards program must be completed
  - iii. Delegate present at National Convention House of Delegates Meeting
  - iv. Standards Program Evaluation forms will be evaluated for Chapter of the Year Rewards

## National Executive Board Members

- A. The SNDA National Executive board is responsible for the management and administration of all SNDA programs. The executive board is made of a combination of 46 elected and appointed officers. Please refer to SNDA's Constitution and Bylaws for detailed description of all National Officers.
- B. Elected Positions:
  - a. President
  - b. Vice President
  - c. Corresponding Secretary
  - d. Recording Secretary
  - e. Treasurer
  - f. Treasurer Elect
  - g. President Elect
  - h. Representative to the NDA House of Delegates
  - i. Representative to the NDA Board of Trustees
  - j. Director of Regional Coordinators
  - k. Representative to the NDA Foundation
- C. Appointed Positions:
  - a. Corporate Round Table Representatives:
  - b. Member-at-Large: