

**FAMILY MEDICINE INTEREST GROUP  
STUDENT LEADER MANUAL**

**2011-12**

**American Academy of Family Physicians  
FMIG Student Leader Manual**

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## About the FMIG Student Leader Manual

The goal of this manual is to help FMIG student leaders develop a strong, self-sustaining student interest group. This manual has important information for FMIGs that are just getting established and groups that already have a strong membership base.

As noted in the next section, the AAFP is committed to helping FMIGs across the country and communicates with them in a variety of ways. If you have questions about your FMIG, family medicine programming, funding, or other related topics, feel free to contact your FMIG Network Regional Coordinator or staff at the AAFP. We'd also like to hear your comments and suggestions for this manual!

AAFP Staff:

Ashley Bentley  
Student Interest Communications Coordinator  
[abentley@aafp.org](mailto:abentley@aafp.org)  
(800) 274-2237, ext. 6725

Ashley Bieck  
Student Interest Manager  
[abieck@aafp.org](mailto:abieck@aafp.org)  
(800) 274-2237, ext. 6722

## What is the AAFP?

The American Academy of Family Physicians is the national association of family doctors. It is one of the largest national medical organizations, with more than 100,000 members in 50 states, D.C., Puerto Rico, the Virgin Islands, and Guam. Until October 3, 1971, it was known as the American Academy of General Practice. The name was changed in order to reflect more accurately the changing nature of primary health care.

The Academy was founded in 1947 to promote and maintain high quality standards for family doctors who are providing continuing comprehensive health care to the public. Other major purposes of the Academy include:

- To provide responsible advocacy for and education of patients and the public in all health-related matters;
- To preserve and promote quality cost-effective health care;
- To promote the science and art of family medicine and to ensure an optimal supply of well-trained family physicians;
- To promote and maintain high standards among physicians who practice family medicine;
- To preserve the right of family physicians to engage in medical and surgical procedures for which they are qualified by training and experience;
- To provide advocacy, representation and leadership for the specialty of family medicine;
- To maintain and provide an organization with high standards to fulfill the above purposes and to represent the needs of its members.

Realizing that the family doctor's effectiveness depends on sound, up-to-date continuing education, the founders wrote into the Bylaws the requirement that members in the Active membership category must complete a minimum of 150 hours of approved continuing education every three years to retain membership. This requirement may be met through continuing education programs, publication or presentation of original scientific papers, medical school or postgraduate teaching, residency training, etc. Accurate and current records are kept to ensure that individual requirements are met; if they are not,

## History of the FMIG Network and the AAFP

the member is dropped from the rolls. The requirement, unique at its time of origin, has, through the years, become a standard for an increasing number of other medical groups.

### Leadership Structure

The Academy is governed by a Congress of Delegates composed of two delegates from each of the 55 constituent chapters, as well as from resident and student groups, new physicians, and the special constituencies (women, minorities, international medical graduates, and GLBTs). The Congress meets annually immediately prior to the Academy's Scientific Assembly and has sole power to establish policies and define principles. These policies and programs are carried out between annual meetings by the Board of Directors and a number of standing and special commissions and committees. Delegates to the Congress of Delegates elect the Board, which in turn appoints commission and committee members. Constituent chapters are similarly organized.

The Scientific Assembly is the Academy's largest meeting for continuing education, drawing more than 17,000 physicians and visitors.

The Academy was instrumental in the establishment of family medicine, a derivative of classical general practice, as medicine's 20th primary specialty. The AMA's Council on Medical Education and the independent American Board of Medical Specialties granted approval to a certifying board in family medicine, the basic structural requisite of a medical specialty, on February 8, 1969. Examinations have been given annually since 1970, and recertification examinations annually since 1976.

The Academy maintains a national headquarters in Leawood, Kansas. It publishes a clinical journal for physicians in primary care entitled *American Family Physician*, with a circulation of 156,000; *AAFP News Now*, an all-member news and features publication available online, via e-mail and by mail; and

# History of the FMIG Network and the AAFP

*Family Practice Management*, a publication on practice management and socioeconomic issues.

## **What is the FMIG Network?**

- The FMIG Network was established in 1995 as a way to enhance communication and the exchange of best practices among FMIG student and faculty leaders across the country.
- The FMIG Network is led by one elected National Coordinator and five appointed Regional Coordinators. They serve as conduits of information from the national and state AAFP offices to the campus FMIGs and often take on a role as consultants to these groups.

## **FMIG Network Mission Statement**

- Encourage active learning and promotion of family medicine.
- Improve communication between AAFP and campus FMIGs.
- Serve as credible resource for FMIGs for programming, family physician resources, fundraising and FMIG administration.
- Foster positive leadership skills and behaviors in FMIG student and faculty leaders.

# History of the FMIG Network and the AAFP

## How is the FMIG Network Structured?

**Commission on Education (COE)**



**Subcommittee on Resident and Student Issues (SRSI)**



**FMIG National Coordinator**

The FMIG National Coordinator's duties include a variety of tasks:

- Strengthen FMIGs on the local, state and national level
- Act as a resource for the Regional Coordinators (RCs)
- Assist AAFP staff in coordinating FMIG activities at the National Conference of FM Residents & Students and other events

This position is elected at the National Conference in Kansas City, MO. The term begins at the end of the conference and continues until the next year's conference.

The National Coordinator serves on COE, SRSI and other subcommittee(s) as appointed, and prepares regular reports on the status of the FMIG Network to the COE.



**FMIG Regional Coordinators (RCs)**

RCs represent the specialty and the AAFP by providing counsel to local FMIG leaders, faculty advisors and others involved in advocating for FM through FMIGs. Their term starts in January and ends in December.



**Local FMIG Student Leaders and Faculty**

## The FMIG Network Regions

The FMIG Network is divided into five regions with each region having its own Regional Coordinator (RC). The regions are listed below. Feel free to contact your regional coordinator for help with programming, fundraising, or just general FMIG or family medicine questions. Also, don't forget to join your regional listserv:

<http://lyris.aafp.org/subscribe/fmig/>

### Region 1, Western

Alaska, Arizona, Arkansas, California, Colorado, Hawaii, Idaho, Louisiana, Montana, Nevada, New Mexico, Oklahoma, Oregon, Texas, Utah, Washington, Wyoming

Regional Coordinator:

Jeremy Thompson, M3

University of Alabama School of Medicine

[cjt@uab.edu](mailto:cjt@uab.edu)

### Region 2, Midwest

Illinois, Indiana, Iowa, Kansas, Minnesota, Missouri, Nebraska, North Dakota, South Dakota, Wisconsin

Regional Coordinator:

Aaron Meyer, M2

St. Louis University School of Medicine

[meyerad@slu.edu](mailto:meyerad@slu.edu)

### Region 3, Mid-Atlantic

District of Columbia, Maryland, Michigan, Ohio, Pennsylvania, Uniformed Services, Virginia, West Virginia

Regional Coordinator:

Diana Tucci

University of Pittsburgh School of Medicine

[tucci.diana@medstudent.pitt.edu](mailto:tucci.diana@medstudent.pitt.edu)

### **Region 4, Northeast**

Connecticut, Delaware, Guam, Maine, Massachusetts, New Hampshire, New Jersey, New York, Puerto Rico, Rhode Island, Vermont, Virgin Islands

Regional Coordinator:

Theo Hensley, M2

East Tennessee State University, Quillen College of Medicine

[hensleyr@goldmail.etsu.edu](mailto:hensleyr@goldmail.etsu.edu)

### **Region 5, Southeast**

Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, Tennessee

Regional Coordinator:

Nailah Adams, M3

Duke University School of Medicine

[nailah.adams@duke.edu](mailto:nailah.adams@duke.edu)

### **FMIG Network National Coordinator**

Alyson Lewis, M3

Florida State University College of Medicine

[aml08f@med.fsu.edu](mailto:aml08f@med.fsu.edu)

### **AAFP Staff**

Ashley Bentley, Student Interest Communications Coordinator

(800) 274-2237, ext. 6725

[abentley@aafp.org](mailto:abentley@aafp.org)

Ashley Bieck, Student Interest Manager

(800) 274-2237, ext. 6722

[abieck@aafp.org](mailto:abieck@aafp.org)

## FMIG Basics: Getting Started

Starting an FMIG may seem like a daunting task, but the AAFP, your AAFP State Chapter and your school have resources that can help.

First, the AAFP doesn't have specific requirements that must be met in order for your FMIG to be an "official" group. However, your school might require certain paperwork so it is suggested that you contact the department at your school that is responsible for student clubs to make sure that your group is registered (and "official") with your school. This could be the student government association, the Dean's office, student services or others.

Across the country, FMIGs vary greatly in their size, leadership structure, mission statements, programming and community service activities.

Here are the basic things that you need to think about when you start your FMIG:

- Who are the leaders and what kind of leadership structure works for our group?
- What kind of programming will we do for students?
- What are the goals of our group?
- How will we attract students to the group?
- Who will be the faculty advisor(s) for our group?

### Leadership

The leadership structure of an FMIG should reflect the unique strengths and needs of that individual group. Although the number of leaders and the responsibilities of each position can be decided by the FMIG, it is suggested that each group have at least a president and a treasurer. Below are a few examples of leadership structures at several FMIGs of varying sizes.

#### **School A:**

President

Vice President

Secretary/Treasurer

Community Service Coordinator

Social Events Coordinator

Public Affairs Coordinator  
Clinical Skills Coordinator  
Residency Fair Coordinators  
Class Representatives (from all 4 classes)  
Resident Advisors  
Faculty Advisors

### **School B:**

President  
Vice President  
Treasurer  
Community Service Chair  
Professional Development Chair  
Public Relations Chair  
Membership Chair  
Social Chair  
M1 Representatives (3)

### **School C:**

President  
Vice President  
Secretary  
Treasurer  
M1 Representative

### **School D:**

President  
Vice President  
Recruitment  
Communications  
Secretary  
Tar Wars  
M1 Representatives  
M3/M4 Representatives

## **Recruiting leaders**

Recruiting students to hold leadership positions in your FMIG is an important step to building a strong foundation for your group. The most effective way to recruit leaders is to sell the position by highlighting some of the benefits of the position. These include:

- Personal opportunity to explore the family medicine specialty;
- Meeting family medicine doctors;

## FMIG Basics

- Forming a relationship with the dean/department of family medicine
- Free dinners and fun activities;
- Building a resume/curriculum vitae;
- Becoming involved in a national family medicine professional organization, and;
- Developing leadership skills and experience.

The best strategy for continuing a strong FMIG is to have outgoing officers recruit volunteers to run for their positions in the upcoming year. Another way to attract candidates is to publicize the election several weeks in advance to give members the chance to consider running for office and to do some research about what is involved.

Keep in mind that finding new leadership doesn't end with elections. That's just the start. Use the rest of the year to find volunteers to coordinate special events. For example, interested third- and fourth-year students can plan events for Part II of the Boards, residency dinners, interviewing workshops, etc. Upperclassmen, due to their busy clerkship schedules, may only want to be in charge of one event. Try to accommodate all interested students' schedules and needs—it's the best way to capitalize on good leadership and expand your programming.

## **Goals and Mission Statements**

Each FMIG has the responsibility of setting goals and writing a mission statement. Some examples of goals may be to participate in a community service activity every month or to increase involvement from M3 and M4 students. It is important that your FMIG set both short- and long-term goals. Below are some examples of FMIG mission statements and goals.

### Examples of Mission Statements:

#### **School A**

"The Family Medicine Interest Group strives to aid in professional development, cultivate interest in Family Medicine, provide an outlet for serving our community and promote social activities for our members."

#### **School B**

"The mission of the Family Medicine Interest Group is to foster interest and learning in students about the area of Family Medicine, with the intention of recruiting aspiring physicians to become Family Medicine Physicians."

### Examples of FMIG Goals:

#### **School C**

1. Education – Increase awareness and educate medical students about family medicine. Assist in residency searches and understanding the match.
2. Professional development – Provide opportunities for mentorship, networking and leadership development for medical students and family medicine residents.
3. Outreach – Conduct community service projects on behalf of patients in the city and the surrounding areas.
4. Advocacy – Shape healthcare policy through interactions with government, the public and physician organizations at local, state and national levels.
5. Pipeline to Family Medicine – Organize a sequence of programs that will identify and cultivate future family physicians from middle school to residency.

#### **School D**

1. Increase interest in Family Medicine by exposing students to a wide variety of opportunities that are available in Family Medicine, such as increasing different workshops at the Procedures Fair.
2. Increase community outreach by raising money for a local nonprofit health-related organization and increase the number of volunteers at the free health clinic.
3. Provide support to humanities activities on campus.
4. Improve patient education program at Saturday Free Clinic.

In addition to setting an FMIG's goals, an FMIG leader may want to define individual goals. A PowerPoint presentation about FMIG leadership is available — please e-mail Ashley Bentley at [abentley@aafp.org](mailto:abentley@aafp.org) for this presentation.

### **Programming Ideas**

After determining your FMIG's goals, your group may want to brainstorm about possible programming ideas that help achieve these goals. For some FMIGs, these range from community service projects to clinical skills workshops. FMIG programming usually falls into one of these categories: lectures/discussions, clinical skills, social programs, or community service.

Ideas for programming are below. For recent examples of programming, check out the Program of Excellence (PoE) winning profiles on Virtual FMIG: <http://fmignet.aafp.org/poe>.

### Lectures/Discussions

- Lunch and learns: Whether your FMIG chooses to have a discussion or a presentation, lunch and learns are a great way to attract new members and to keep your current members involved. A couple of ideas include:
  - Invite local family physicians to talk about their experiences
  - Ask several family medicine residents from different backgrounds to discuss the diversity of residencies that are available
- Dinner presentations
- *Strolling Through the Match* presentation: The AAFP can provide your FMIG with *Strolling Through the Match* books and a customizable PowerPoint presentation. Order free books through the AAFP catalog ([www.aafp.org/catalog](http://www.aafp.org/catalog)). Some FMIGs choose to make this a series of presentations.

### **A Good Idea for Lectures from the University of Missouri – Kansas City FMIG**

#### Exam Prep Lecture

The FMIG invited a faculty member from the Learning Center on its campus to come and speak about test-taking skills and test anxiety topics before exam season. This was a topic that appealed to more than just students in the FMIG.

Clinical Skills (Procedures Workshops) – These workshops give students an opportunity to learn and practice procedural skills. Your FMIG may want to recruit some residents to help with the demonstrations and to act as patients, if needed. There are several different types of workshops listed below.

- Family Medicine procedures workshop – blood pressure; ear, nose and throat exam; heart sounds; x-rays, casting and suturing.
- Topical procedures workshop – maternity care: pelvic exam, birth control counseling, prenatal blood pressure.
- Public health – immunizations, HIV/AIDS counseling, blood pressure.

### Community Service

- Tar Wars: [tarwars.org](http://tarwars.org)
- AIM (Americans in Motion- supported by the AAFP): [aafp.org/aim](http://aafp.org/aim)
- Community Health Fair
- Student-Run Free Health Clinic
- School-Based Wellness/Health Education Program

Almost all FMIG student leaders will include one or more service projects in the organization's activities. Service Projects are important because they provide:

- An opportunity to see direct benefits of service
- A chance to work as a group to achieve a larger goal
- An appreciation of the larger world around the educational environment
- A good model for future professional development

Some things to keep in mind when planning a community service project:

- *Identifying a charity or recipient:* This is often driven by student preferences and local needs of the college, hospital or community. Sometimes collaboration with another group already operating a successful service project is the best choice.
- *Defining goals:* What is the ultimate goal of the project and can it be easily defined for promotion? Is this going to be a fundraiser or directed volunteer service? Will it be at one location or multiple? Is it community- or hospital-based?
- *Informing the larger community:* Service projects often capture the interest of the public beyond the FMIG and perhaps beyond the college and hospital. This is often a good opportunity to inform news media of your event, both for the value of locating more volunteers or contributors and for the publicity value for your group and your school.
- *Promoting service learning:* With a little advance thought, the experience can be transitioned into service learning. This can be as easy as adding components of journaling about the experience and evaluating its effect.

Some FMIGs have made a commitment to performing one community service project a month, others only commit to one service project per

year. These types of projects don't always have to require a major time commitment from all FMIG members. Community service projects can range from volunteering at a clinic to sending holiday cards to elderly residents of a nursing home or collecting canned food for a local food pantry. Community Service projects are also a great collaborative activity with others organizations on your campus that have similar mission statements such as AMSA, SNMA, LMSA or others.

### **A Good Community Service Idea from the Penn State University FMIG**

Dash for Diabetes- 5k run/walk

This run/walk has raised over \$3,000 for local diabetes support groups as well as raised awareness for diabetes and chronic disease. There are donations from local businesses for the top runners and a raffle associated with the race. The run is located on the Harrisburg College of Medicine Campus.

### Social

The social aspect of an FMIG allows members to forge friendships with students who have similar interests.

- Match dinner – Have 4<sup>th</sup> year medical students who matched into Family Medicine residency programs come to a dinner with younger students to celebrate the Match and discuss the Match process. *Strolling Through the Match* books can also be handed out.
- Bowling, movie night, sports events.
- Faculty-sponsored dinners – Many faculty members will support dinners at their homes for FMIG members.
- Retreats – Some FMIGs will plan off-site retreats for students and Family Medicine faculty members so that they are able to bond outside of the medical school.
- Holiday party/luncheons

### **A Good Social Event Idea from East Tennessee State University SOM FMIG**

Student/Resident Whitewater Rafting Adventure down the Nolichucky River

One of the FMIG Faculty Advisors at ETSU arranges this trip each year for FMIG members. Students spend an entire day on the river learning to raft as well as engaging in team building activities. The group is treated to a steak dinner after the day of river rafting.

### **Recruiting Student Members**

There are many ways to recruit members for your FMIG and what will be most effective for your group depends on the size of your medical school and FMIG.

Listed below are a few popular recruitment ideas:

- Set up a table at an activities fair or student organization fair – The AAFP can provide you with hard copies of brochures and handouts for this type of event (the list of materials is available under “Handouts” in the Resources section on [fmignet.aafp.org](http://fmignet.aafp.org)).
- Run procedural workshops that appeal to a wide range of medical students.
- Coordinate a breakfast for new students.
- Present *Strolling Through the Match* – an AAFP Presentation (with free books) that explains the Match process.
- Set up an email list to remind students of upcoming meetings and events.

Also, check out the profiles of the Program of Excellence (PoE) Winners at [fmignet.aafp.org/poe](http://fmignet.aafp.org/poe) for other recruitment strategies.

Increasing membership in your FMIG can be greatly helped through an effective communication plan. It is vital that students (members and non-members) know about your group and its programming. Some ideas for communication are outlined in the next section.

In addition to advertising your FMIG and its activities, it is also helpful to designate a Student Membership Coordinator. The FMIG, along with the student in this position, will earn incentives for increasing student membership in the AAFP. Student membership in the AAFP is another “selling point” that encourages students to join your group.

Below are the incentives for FMIGs with a Student Membership Coordinator:

## FMIG Basics

- 25 new AAFP student applications - \$25
- 50 new AAFP student applications - \$50
- 75 new AAFP student applications - \$75
- 100 new AAFP student applications - \$100
- 150 new AAFP student applications - \$150

Each time the FMIG earns an incentive, the Student Membership Coordinator chooses to receive a \$20 gift card to Amazon.com, iTunes or Starbucks. For more information, contact Julie Herzog at [jherzog@aafp.org](mailto:jherzog@aafp.org).

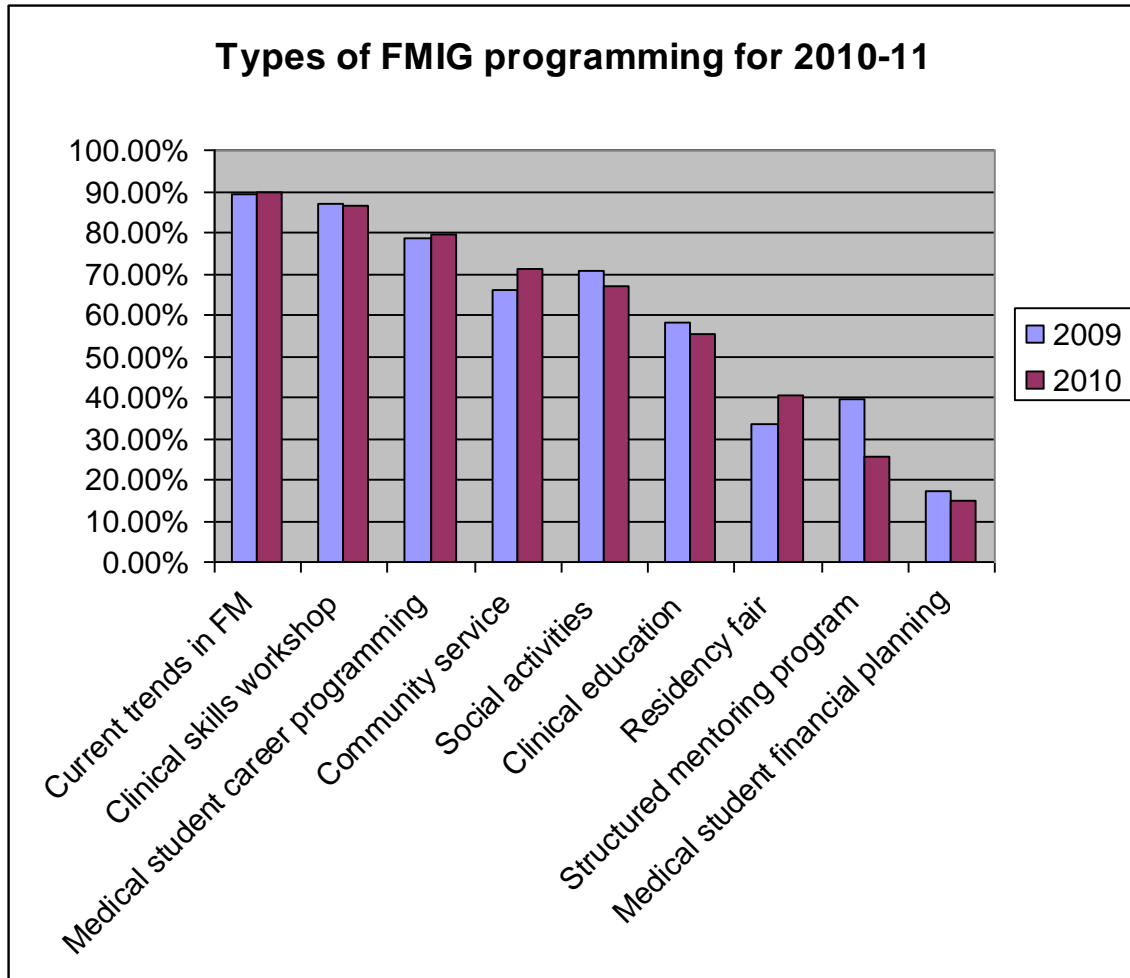
### **What We Know About FMIGs and Programming (2010 data)**

#### FMIG Meetings/Events

- FMIGs have an average of 8.1 meetings each year (8.3 in 2009).
- FMIGs plan to have an average of 9.3 meetings next year (9.5 in 2009).
- 52% of FMIGs report that events have more than 25 attendees.
- 41% of FMIGs sponsor residency fairs (+12% over '09).
- 78% of groups plan to address one or more elements of the Patient-Centered Medical Home in 2010-2011 (-7% from '09).

#### Level of Interest

- 45% of FMIGs reported an increase in interest among students.
- 45% reported about the same level of interest (+7% over '09).



**FMIG Profile: University of Missouri-Kansas City (UMKC) FMIG**

When Mimi Moon became a student at the University of Missouri – Kansas City (UMKC) School of Medicine, she knew she wanted to be a family physician. But, over time, she started to rethink her decision. “It was cooler to say that you wanted to be a surgeon,” Mimi said.

After talking to some older students who were studying family medicine, Mimi returned to wanting to be a family physician except this time she had another goal – to build up her school’s FMIG so that no other student would feel like family medicine wasn’t “cool”.

In August 2008, UMKC’s FMIG had only four members, and they were all leaders (President, Vice-President, Secretary and Treasurer). First, the group found a faculty advisor, Dr. George Harris, who was willing to help them out. “We sat down with him and talked about ideas. We were very

enthusiastic; we had all kinds of ideas," Mimi said. But Dr. Harris had a simple suggestion. "He said we need to make the group more visible to students because people don't know when and where the meetings are."

In order to regain consistency and structure, the group decided to have FMIG meetings the second Wednesday of every month in the same room and at the same time. Meetings would be advertised two weeks in advance through fliers, e-mails and a notice in a student affairs newsletter. Also, to make sure that meetings were planned ahead of time, the group mapped out topics and speakers for each of the monthly meetings in August. These simple changes involving consistency, structure, and communication were an easy way for this small FMIG to increase its membership. In the end, all of this planning paid off and in May 2009 the group had grown to 17 members.

In addition to changing the FMIG's meeting times, the group also makes their meeting topics interesting to all students – not just those wanting to do family medicine. Some meetings last year covered subjects like casting and splinting, blood drawing, test-taking strategies, and the Match process. At the end of each meeting, the presenter or faculty advisor explains how the topic relates to family medicine. Mimi said this tactic helps show students everything that family medicine entails and "a lot of students will say, 'I didn't know that about family physicians!'"

Mimi said her group has not only received support from their faculty advisor, they've also been helped out by area family physicians, the Missouri Academy of Family Physicians, the Kansas City Academy of Family Physicians, and staff at the school. "Once you make yourself visible, family physicians want to stand up and give you support," Mimi said. "We have been amazed."

### **Ideas from the UMKC FMIG:**

- Hold a test-taking workshop – ask a staff member from your school's learning center to come and talk to students.
- Give a "Strolling Through the Match" presentation – books can be ordered from the AAFP and are free. A PowerPoint presentation is also available from the AAFP. Ask faculty and/or first year residents to answer students' questions.
- Plan meetings at the beginning of year.
- have a backup plan for each meeting just in case your designated speaker can't make it.
- Know your role – have defined responsibilities for each student leader for each meeting.

## FMIG Basics

- Communicate – use email, Listservs, flyers, student announcements and blogs to let your school know what you're doing!

# **Communicate: Promoting Your FMIG**

Communicating with your classmates and faculty about your FMIG is key to having a successful interest group. One FMIG saw its membership grow just by advertising events two weeks in advance and having their events at the same place and at the same time every month. Another FMIG sent text messages to members to remind them about upcoming meetings and events.

Here are a couple of other ideas for communicating:

- Check to see if your school's e-mail system allows class-wide or school-wide e-mails - This is a great way to advertise your programming and meetings.
- Use school bulletin boards for posters and postcards - you can request free postcards and posters from the AAFP: e-mail Ashley Bentley ([abentley@aafp.org](mailto:abentley@aafp.org)) for more information.
- Set up a website, blog, Facebook page, Twitter account, Google calendar or other social site to communicate with members and potential members.
- Advertise your meetings and events in student newsletters – some schools have weekly e-mail newsletters that are sent to all students.

## **More Communication Help for FMIGs**

### Listservs

In addition to communicating with students through handouts, the AAFP also has numerous Listservs for students including five regional Listservs. You can sign up for your region's Listserv at [lyris.aafp.org/subscribe/fmig](http://lyris.aafp.org/subscribe/fmig). These are a great way to stay in touch with the AAFP and FMIGs in your region and to gain information about best practices.

Some tips for using the listservs:

- Always check the "to" field to make sure you're sending the message to the right listserv (or individual).
- Don't write in all caps.
- Make sure your message is appropriate for the audience. Does the message apply to all students in the region, or just students at a particular medical school?

## Communicating

### Regional Coordinators and National Coordinator

Your regional coordinator is a great resource for information about the AAFP and FMIG Network. Don't hesitate to contact any Regional Coordinator about programming ideas, FMIG events or other questions you may have about your FMIG. Contact information is available at [fmignet.aafp.org/rcprofiles](http://fmignet.aafp.org/rcprofiles) or in this manual.

### Communicate Directly with FMIG Leaders

The AAFP can provide you contact information for FMIG student and faculty advisors at many medical schools. If you'd like to collaborate with another FMIG, just let us know and we will give you any contact information we have. If you'd like to plan a regional event, the FMIG Regional Listservs are a great way to communicate your event and find other interested FMIGs.

### FMIG Network Facebook Page

The AAFP FMIG Network has a Facebook "group" that can be used to communicate with other students interested in family medicine. Just search "FMIG Network" on Facebook. This group is open to everyone. Also, find us on Twitter [@AAFP\\_FMIG](https://twitter.com/AAFP_FMIG) and [@fammedstudents](https://twitter.com/fammedstudents).

### **A Good Communication Idea from the University of Pittsburgh FMIG:**

<https://sites.google.com/site/pittmedfmig/>

Student leaders created the Pitt FMIG website using Google sites, a free service. In addition to a calendar with upcoming FMIG events, the site includes department announcements, conference opportunities, FMIG opportunities, family medicine resources, contact information to FMIG leaders and links to join the AAFP and access AAFP resources.

### AAFP Handouts/Brochures

The AAFP has a variety of family medicine handouts/brochures that FMIGs can use to promote the specialty and their student group. All of these handouts are listed below. Hard copies can be ordered by e-mailing Ashley Bentley at [abentley@aafp.org](mailto:abentley@aafp.org). These are great for student organization fairs or for introducing new students to the group.

[Explore Family Medicine](#) (PDF)

[Responses to Medical Students' FAQs about Family Medicine](#) (PDF)

[Cyber Guide for Students](#) (PDF)

[Global Health Fact Sheet](#) (PDF)

[Advocacy Fact Sheet](#) (PDF)

Advertise with free FMIG [postcards](#) and [posters](#).

# Funding: Finding Financial Resources

A very common question from student leaders is, "How will we pay for all the programs we have planned?" Funds may be needed for the food being ordered for a lunch or dinner meeting, but may also be needed for other costs, such as advertising, audiovisual support or service costs if the event is held off campus.

### **Fundraisers by the FMIG**

Any fundraising activity by the students needs to have five elements:

1. A specific purpose for the fundraiser, either for FMIG expenses or for a community organization;
2. An item or service that is wanted by others;
3. A group activity that is suggested by or has the buy-in from many student members;
4. A business plan with a realistic financial target to achieve for the specific purpose, and;
5. Student(s) who will take leadership.

The most common fundraisers are t-shirt sales or sale of food items to other students (such as breakfast rolls on exam mornings). If raising funds for a community organization, students have sponsored running/walking events, faculty-student basketball games and talent shows, all involving admission fees. For these events, advertising, broader student-faculty involvement and even non-school sponsorship are usually needed.

### **The Academic Department**

At the beginning of the school year, the FMIG advisor and the FMIG student leaders may meet with the department chair to give a report on their accomplishments from the past year, discuss their proposed annual programming and request support for specific activities. This may be in the form of direct funding, but could also include other services, such as secretarial support, printing and copying service and provision of space for meetings. Faculty speakers are commonly used in presentations and the FMIG may ask that this be considered as department teaching credit.

If the department does fundraising, the FMIG can request to be included as a named group to receive funds from alumni and department donors. The advisor can give the chair a list of formerly active FMIG students who have finished residency. These alumni may make a monetary donation to the FMIG as a gesture of their appreciation for the support they received

while in medical school. In some cases, particularly grateful alumni may endow a fund to support student travel to the state or academy meeting or National Conference.

### **Student Government/Dean's Office**

In some schools the student government will have a budget that includes funding for student interest groups. They also may have funding for students to attend national medically-related meetings, such as the National Conference.

Some Dean's offices will pay for the creation of a poster being presented by a student at a national meeting.

The Dean's office may also provide an access number for the copy machines at the school to student interest meetings.

### **Residency Programs**

The residency program(s) in the area can contribute as well. Usually assistance comes in the form of resident or faculty speakers or materials for a workshop. Residency programs also sponsor dinners at their sites to recruit students to apply to their programs.

## **AAFP Funding**

### **FMIG Funding Initiative**

The AAFP and AAFP Foundation have partnered again to provide crucial financial support to campus-based FMIGs at U.S. allopathic medical schools in order to enhance student interest in family medicine.

In order to receive the funds, each FMIG must complete a list of requirements that can be found on Virtual FMIG. The deadline is usually during the first week of December. Groups should work with their state chapter to complete the requirements. The 2010-11 FMIG Funding Initiative application is included in this manual, but more up to date information may be available at [fmignet.aafp.org/funding](http://fmignet.aafp.org/funding).

### **Student Membership Coordinator**

Students who are AAFP members can sign up to be the designated [Student Membership Coordinator](#) for their medical school, a position with a one-year term. In doing so, your FMIG will receive numerous materials from the AAFP and earn incentives for increasing AAFP student

## Funding

membership. Both the membership coordinator and the FMIG earn incentives.

Incentives for FMIGs:

- 25 new AAFP student applications - \$25
- 50 new AAFP student applications - \$50
- 75 new AAFP student applications - \$75
- 100 new AAFP student applications - \$100
- 150 new AAFP student applications - \$150

Each time the FMIG earns an incentive, the Student Membership Coordinator chooses to receive a \$20 gift card to Amazon.com, iTunes or Starbucks.

## Regional Funding

### State Chapters

Each state has a state academy of Family Medicine. Some state academies can provide funding, suggest speakers and help connect with them, and assist in locating informational resources. A few large state academies provide more extensive resources including budgeted funding annually, dedicated staff support, web-based information, student scholarships to regional and national meetings, and organized meetings for students. Connecting with your state academy on an annual basis will keep you and the FMIG in the informational loop. Contact information for State Chapters can be found on the main FMIG Manual web page.

### Regional residency programs

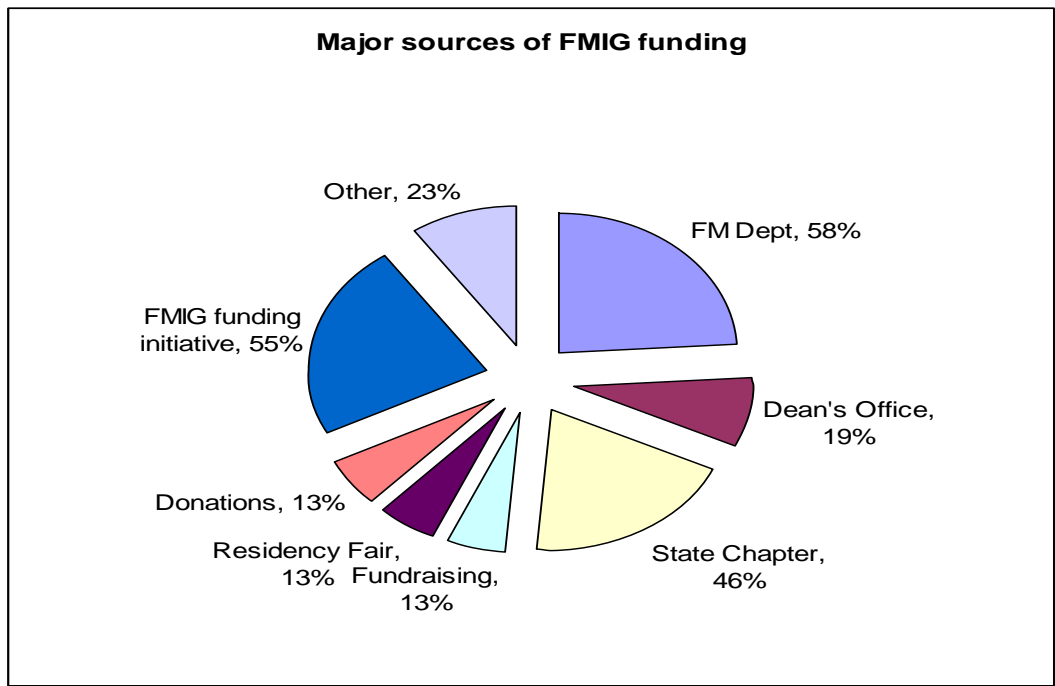
Depending on your school's location, there may be other residency programs nearby. If so, these programs may be interested in providing speakers, sponsoring an event, or providing other resources.

### Other state organizations

The most common organization in this category would be a state AHEC (Area Health Education Center). These are organizations begun through federal grants to states, that are designed to provide health care to underserved areas. An AHEC can typically provide preceptors or presenters in family medicine, information, and occasionally funding for a meeting or program that addresses underserved practice within your state.

### What We Know About FMIGs and Funding

- Spending each year:
  - 28% of FMIGs spend less than \$1,000 each year (-2% from '09).
  - 32% spend between \$1,001-1,500 (+4% over '09).
  - 23% spend between \$1,501-2,500 (+3% over '09).
  - 16% spend more than \$2,500 (-4% from '09).



After you've established your FMIG, the AAFP has a variety of programs that can help you continue to grow and expand your group.

### **National Conference for Family Medicine Residents and Medical Students**

Each July, residents and students from across the country come to Kansas City, Mo., to learn more about the specialty, hear speakers, participate in clinical skill workshops and network with residencies. The conference is held annually at the end of July. Scholarships are available to help offset the cost of attending National Conference, and applications for these are usually due May 1. Information is available year-round at [www.aafp.org/nc](http://www.aafp.org/nc).

### **Target School Scholarships**

Schools without functional academic departments of family medicine constitute the Target School list. The AAFP offers \$600 scholarships for the National Conference of Family Medicine Residents and Medical Students (NCFMRS) to students from designated target schools. The scholarship is designed to offset the expense of travel to the conference. Since medical students from Target Schools are not often exposed to other family medicine role models this scholarship is designed to help in that area.

Application Process:

Contact your state chapter staff person in regard to nominating medical students for a Target School Scholarship to NC. Nominations are due to the AAFP May 1 each year.

### **FMIG Network Program of Excellence (PoE) Awards**

Each year, the AAFP Family Medicine Interest Group (FMIG) Network recognizes numerous FMIGs with the Program of Excellence (PoE) Award for their efforts to stimulate student interest in family medicine and family medicine programming. The Program of Excellence Award is given to ten FMIGs that exhibit exemplary efforts in all of the following areas: infrastructure, student involvement/student retention, family medicine advocacy, and community outreach/patient advocacy.

In addition to these 10 awards, Categorical Awards of Excellence are awarded to FMIGs for individual programming that is exemplary. In 2010, awards were given to FMIGs that showed outstanding efforts in the

## Getting Involved

following areas: community service, exposure to family medicine and family physicians, professional development, and promoting the value of primary care. A Special Consideration Award is also given to a first-time applicant.

Application guidelines and the winning profiles can be found on Virtual FMIG at [fmignet.aafp.org/poe](http://fmignet.aafp.org/poe). Applications are usually due at the beginning of April and winners are recognized at the National Conference for Family Medicine Residents and Medical Students in Kansas City.

### **AAFP Leadership Opportunities**

The AAFP has many leadership opportunities for medical students and residents. To learn more about these positions and apply, visit [www.aafp.org/getinvolved](http://www.aafp.org/getinvolved). In addition to the AAFP's leadership positions, many state chapters also have opportunities for students.

Positions elected at National Conference:

- Resident Member of the AAFP Board of Directors
- Student Member of the AAFP Board of Directors
- Resident Chair of the National Conference
- Student Chair of the National Conference
- Resident Delegate to the AAFP Congress of Delegates
- Student Delegate to the AAFP Congress of Delegates
- National Family Medicine Interest Group (FMIG) Coordinator
- American Academy of Family Physicians Foundation (AAFP-F) Resident Representative
- Association of Family Medicine Residency Directors (AFMRD) Resident Representative
- Society of Teachers of Family Medicine (STFM) Resident and Student Positions

Resident and Student Representatives on AAFP Commissions:

- Commission on Continuing Professional Development
- Commission on Education
- Commission on Governmental Advocacy
- Commission on Health of the Public and Science
- Commission on Membership and Member Services
- Commission on Quality and Practice

## Getting Involved

Other AAFP Leadership Projects and Special Opportunities:

- Family Medicine Interest Group (FMIG) Network Regional Coordinators
- Resident and Student Representatives to the *Annals of Family Medicine* Editorial Board
- Resident Alternate Delegate - American Medical Association
- Resident Representatives to the American Medical Association - Resident-Fellow Section (AMA-RFS)
- Student Representatives to the American Medical Association - Medical Student Section (AMA-MSS)
- Resident Review Committee for Family Medicine Resident Member
- Student Liaison to the Student National Medical Association (SNMA)
- Chapter Delegates to Resident and Student Congresses

### 2011 Application Timeline for Elections and Appointments

Date	Activity
Chapter Deadline	Contact your chapter immediately to find out when your application materials for AAFP commission appointments are due to the chapter. Chapter contact information can be found at <a href="http://www.aafp.org/cgi-bin/chapterlookup.pl">www.aafp.org/cgi-bin/chapterlookup.pl</a> .
July 15	Deadline for early submission of candidate materials for elected positions (i.e., application, CV and letters).
July 28-30	National Conference—Candidate materials for resident and student elections may be submitted on site.
August 12	Deadline for submission of applications for <i>Annals of Family Medicine</i> Editorial Board position.
August 26	Deadline for submission of applications for AMA-MSS and AMA-RFS positions.
September 9	Deadline for <u>chapters</u> to submit resident/student commission applications and support materials to AAFP. Deadline for submission of applications for FMIG Regional Coordinator.
Mid-September	AMA representatives are selected.
October 7	COE Resident/Student Screening Committee meets to review applications and make recommendations for FMIG Regional Coordinators and commission appointments to the Board of Directors.
Mid-December	The Board of Directors reviews and approves nominations. Notification of FMIG Regional Coordinator and commission appointments.

## Important Dates

### Year at a Glance 2011-12

Semester	Dates/Deadlines	Project	Details
Summer	July 28 – July 30	National Conference of Family Medicine Residents and Medical Students	Join the AAFP in Kansas City, Mo., where you can learn procedural skills, hear speakers and visit hundreds of residencies – <a href="http://www.aafp.org/nc">www.aafp.org/nc</a>
Fall	August	Recruit members at your school's organization fair	Set up a table at your school's student organization fair and recruit members – contact Ashley Bentley ( <a href="mailto:abentley@aaafp.org">abentley@aaafp.org</a> ) to order posters and brochures
Fall	September	Hold a "welcome breakfast" for new students	
Fall	September-October	AAFP Leadership Positions	Apply for AAFP Leadership positions on commissions or as an FMIG Regional Coordinator <a href="http://www.aafp.org/getinvolved">www.aafp.org/getinvolved</a>
Fall	October	Residency interview dinners	Have a dinner/informal Q&A with students who have interviewed at residencies
Fall	October (usually third week)	National Primary Care Week	Collaborate with your school's AMSA Chapter to put on events during NPCW
Fall	December 2, 2011	FMIG Funding Initiative applications due	Complete the Funding Initiative requirements ( <a href="http://fmignet.aafp.org/funding">fmignet.aafp.org/funding</a> ) and your FMIG will receive \$600 from the AAFP Foundation
Spring	March 31, 2012	FMIG Network Program of Excellence (PoE) Award applications due	The AAFP recognizes FMIGs for their efforts to stimulate interest in family medicine and family medicine programming. Applications are on Virtual FMIG.
Spring (or Fall)	March/April	Elect new officers and hold transition meeting with new/previous officers	Make sure to keep your Regional Coordinator up-to-date with contact information for your FMIG new FMIG leaders, as well as sign-up on the FMIG Listserv. <a href="http://fmignet.aafp.org/connect">fmignet.aafp.org/connect</a>
Spring	April/May	<i>Strolling Through the Match</i> Presentation	Order free <i>Strolling Through the Match</i> books and use the AAFP's customizable presentation to explain the Match process – e-mail <a href="mailto:abentley@aaafp.org">abentley@aaafp.org</a> for a copy of the PowerPoint, books can be ordered from <a href="http://www.aafp.org/catalog">www.aafp.org/catalog</a> .
Spring	May 1, 2012	Scholarships for National Conference due	Apply for a \$600 scholarship to attend the National Conference of Family Medicine Residents and Medical Students <a href="http://aaafp.org/nc">aaafp.org/nc</a>