

ADEA Chapters Toolkit
2025–2026

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Purpose

The American Dental Education Association Council of Students, Residents and Fellows (ADEA COSRF) Chapter Toolkit is designed to support students, residents and fellows in establishing, maintaining and growing vibrant ADEA COSRF Chapters at their institutions. Whether just getting started or looking to enhance an existing chapter, this resource offers practical guidance, tools and inspiration to help chapters succeed. From leadership development and chapter registration to programming ideas and award opportunities, this toolkit is designed to make your chapter experience engaging, impactful and aligned with ADEA's mission.

This toolkit contains step-by-step instructions, templates and tips to:

- Launch a chapter with strong foundations and clear goals.
- Foster connection and collaboration with ADEA and other COSRF chapters.
- Promote leadership, advocacy and professional growth.
- Create meaningful events and initiatives that reflect the diverse interests of your chapter members.

This guide aims to empower student leaders to inspire their peers and contribute to a thriving community committed to the future of academic dentistry and oral health education.

About ADEA and COSRF

The ADEA Council of Students, Residents and Fellows (ADEA COSRF) serves as the voice and advocate of dental and allied dental students, residents and fellows on an international level and provides a forum for them to communicate with their peers, faculty and administrators. Additionally, ADEA COSRF offers a chance for student leaders to develop their skills and learn more about oral health education and careers in oral health education.

The ADEA COSRF consists of students representing any of the predoctoral dental programs, advanced dental educational programs, dental hygiene educational programs, dental assisting educational programs and dental laboratory technology educational programs at ADEA Member Institutions. It is represented by its Administrative Board; one member from each of the 12 districts recognized by the Council; four advanced dental students, residents or fellows; and six allied dental students. ADEA COSRF is also represented on the ADEA Board of Directors by the Board Director for Students, Residents and Fellows. Council members have a voice in the governance of the Association through representation in the ADEA House of Delegates—the Association's policymaking body.

Benefits of ADEA Membership

All students, residents and fellows enrolled in a predoctoral, advanced or allied dental education program in an ADEA Member Institution are eligible for membership at no cost to them. Membership in ADEA offers a wide range of valuable services and benefits designed to support both professional and academic growth. Members gain access to information about ADEA awards, scholarships and fellowships, saving time and effort in pursuing financial opportunities. Professional and leadership development resources are also available, helping members stay ahead in their careers. Subscriptions to the *Journal of Dental Education (JDE)* and the *Bulletin of Dental Education* keep members informed with current research and events in the field, while access to MedEdPORTAL® enhances educational resources. Members can

network and collaborate through 42 ADEA Sections and 10 Special Interest Groups, fostering connections based on shared interests at no additional cost. Additional benefits include member discounts on ADEA event attendance, the opportunity to present at the ADEA Student Poster Session to gain visibility among peers and leaders and involvement in advocacy efforts on Capitol Hill to support and protect advancements in dental education.

Student Value Proposition

Joining an ADEA Chapter connects students, residents and fellows to a powerful international network committed to transforming oral health education and improving oral health outcomes. Joining an ADEA Chapter is the first step in building a meaningful, impactful career today.

Discover Career Pathways

Explore academic, research and leadership opportunities within oral health education. Learn directly from experienced faculty and professionals about the many diverse and rewarding career trajectories in dentistry.

Connect Through Exclusive Networking

Build relationships with faculty, peers and international leaders in oral health education. Engage in events, conversations and collaborations that foster mentorship, innovation and professional growth.

Gain Mentorship and Support

Benefit from guidance and support from faculty, residents and experienced peers who have successfully navigated their own paths. Their insights can help students make informed decisions as they progress in their academic and professional journey.

Lead and Advocate for Change

Strengthen leadership skills through ADEA initiatives and become a voice for progress. Participate in policy discussions and advocacy efforts that shape the future of dental education and healthcare.

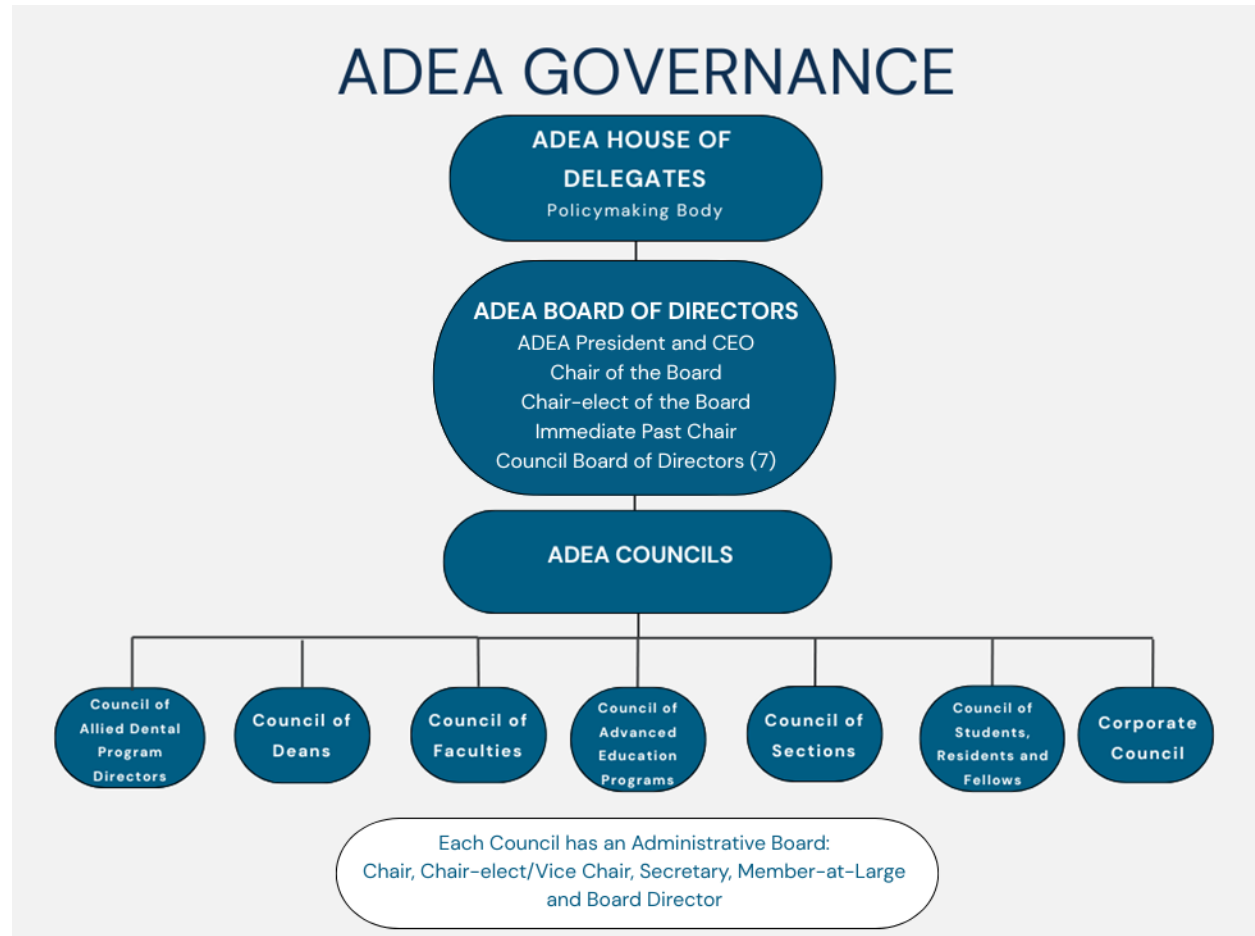
Drive Innovation in Dentistry

Join conversations that influence curriculum development and educational innovation. Contribute to advancing how oral health professionals are trained for the future.

Join a Community of Changemakers

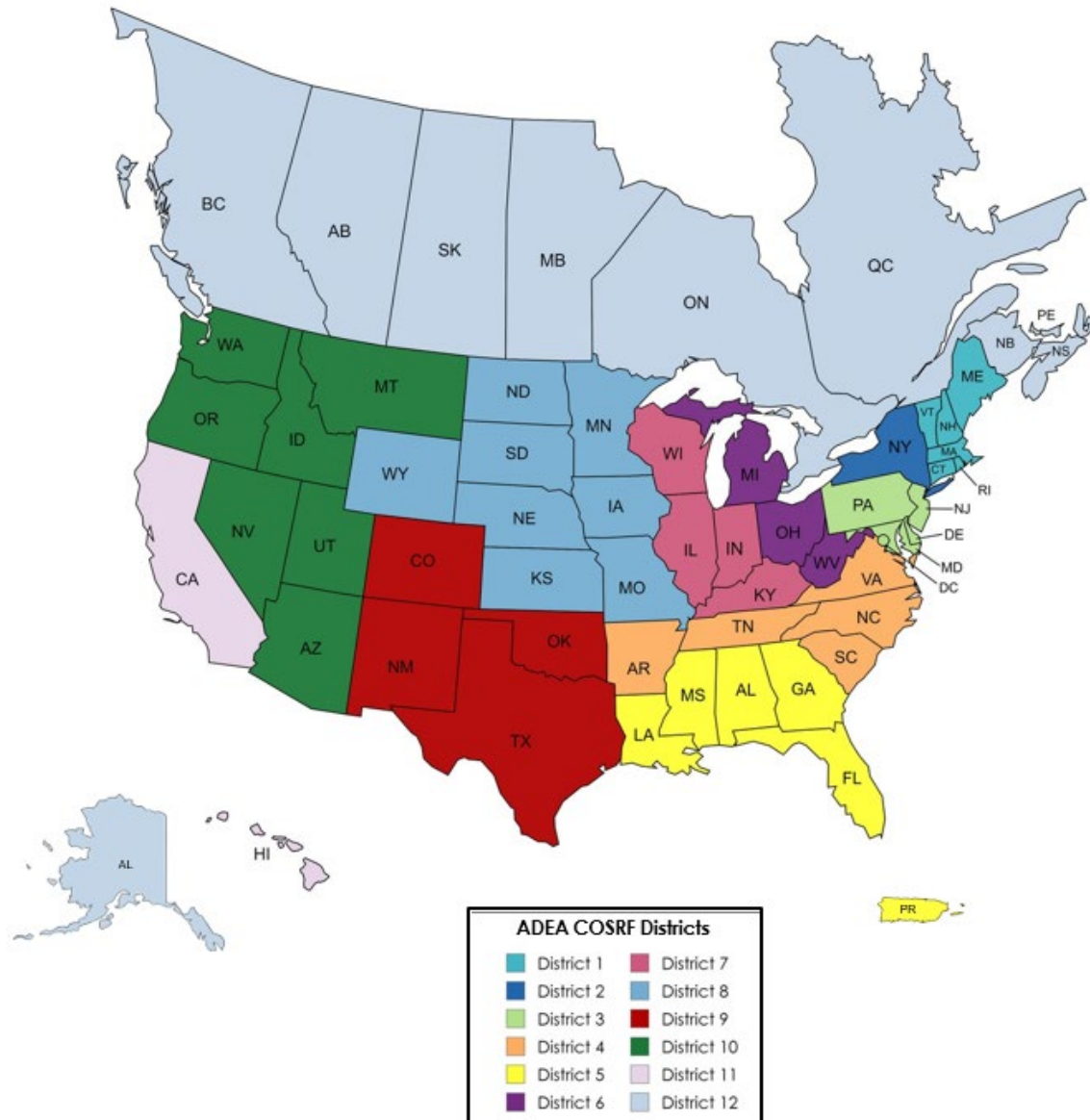
Be part of a dynamic, collaborative community that values leadership, education and innovation. Join an ADEA Chapter today and start shaping the future of oral health.

ADEA Organizational Chart



ADEA COSRF District Map

The ADEA Council of Students, Residents and Fellows (COSRF) is organized into 12 geographic districts. Each district is represented by a District Commissioner who serves as a liaison between national leadership and the chapters within their region. District Commissioners provide guidance, promote collaboration and help ensure chapters are informed, supported and connected throughout the academic year.



Starting a Chapter

Establishing an ADEA Chapter for Students, Residents and Fellows (COSRF) at your institution is a valuable step toward building community, fostering leadership and expanding engagement in academic dentistry. This section provides essential resources to help guide new chapters through the formation process—from structuring leadership roles and responsibilities to selecting a faculty advisor and completing registration. Included are sample constitutions, guidance for advisors and key details to ensure your chapter meets ADEA’s expectations while tailoring its structure to the needs of your local community.

Leadership Roles

Establishing strong leadership is key to building and sustaining an active and effective ADEA COSRF Chapter. Leadership roles help distribute responsibilities, promote student engagement and ensure the chapter is aligned with both institutional expectations and ADEA’s mission. The Executive Board should reflect the diversity of the chapter’s membership and foster collaboration across classes and disciplines.

Below is a description of standard leadership positions, their responsibilities, terms of office, vacancies and position dismissals, as modeled in the ADEA Student Chapter Constitution. Chapters are encouraged to adapt these roles to fit their unique institutional needs and culture.

A President and School Representative:

- Serves as the primary leader and spokesperson of the chapter,
- Coordinates and leads Executive Board and general body meetings,
- Communicates regularly with the chapter advisor and ADEA District Commissioners and
- Oversees chapter activities and ensures alignment with ADEA initiatives.

A Vice President:

- Assumes the role of President in their absence;
- Assists in the planning and execution of meetings and events;
- Communicates updates and opportunities to members; and
- Coordinates the selection process for applicable ADEA awards, including the ADEA COSRF/Colgate-Palmolive Junior Faculty Award.

A Secretary:

- Maintains meeting minutes and attendance records;
- Manages chapter communication, sign-up sheets, and documentation;
- Develops and tracks the chapter’s annual goals and planned activities; and
- Assists with award and program applications as needed.

A Treasurer:

- Oversees chapter fundraising efforts and budget planning,
- Maintains financial records and works with university staff on fiscal matters,
- Ensures compliance with institutional accounting policies and
- Secures funding for events and travel to ADEA-hosted meetings.

Class, Program or Cohort Representatives:

- Represent their specific class year, specialty program or allied discipline;
- Share chapter updates with their peers and encourage participation;
- Help coordinate activities and support chapter initiatives within their cohort; and
- Nominated by peers—final selection typically made by the Executive Board.

Terms of Office

- Officer terms typically follow the academic year (e.g., one-year appointments).
- Representatives may serve terms aligned with their program duration or by year.
- Elections are generally held at the end of the spring semester to ensure continuity.

Vacancies and Dismissal

- Vacant positions can be filled by nomination and selection by the Executive Board.
- Officers are expected to uphold the values and responsibilities of their roles.
- Failure to meet expectations may result in dismissal following a three-step process: 1) Verbal warning, 2) Written warning and 3) Unanimous Executive Board decision for removal.



ADEA Student Chapter at University X Organization Constitution

Article I – Name

The name of this chapter shall be ADEA Chapter for Students, Residents and Fellows at [University X], which is a member of the American Dental Education Association (ADEA). This chapter is an approved group/club of and in good standing with [University X].

Article II – Objectives

The objectives of the chapter are the following:

1. Promote knowledge of and interest in academic careers.
2. Advance ADEA's mission, strategic directions, key priorities and initiatives.
3. Promote membership in ADEA.
4. Prepare students, residents and fellows for local and national leadership positions.

Article III – ADEA Relationship

ADEA assumes no responsibility for the activities or financial liabilities of any student, resident or fellow organizations. Use of the ADEA logo must adhere to ADEA branding guidelines as stated in the *ADEA Chapter Toolkit for Students, Residents and Fellows*, located on the ADEA website.

The Chapter and its members acknowledge and agree to the following:

- i. All content and materials provided by ADEA for chapter use are provided as-is, without any warranties, express or implied, and the chapter's use of any such content or materials is at its sole risk.
- ii. ADEA assumes no responsibility for the activities or financial liabilities of any student, resident or fellow organizations, and any resulting liabilities are the sole responsibility of the chapter, its members and/or [University X].
- iii. The chapter and its members are responsible for complying with all applicable laws and [University X's] policies.
- iv. ADEA hereby disclaims all liability for damages in connection with the activities of the chapter or its members.

Chapter officers and members grant ADEA permission to publish chapter program and event submissions to the online *ADEA Chapter Toolkit for Students, Residents and Fellows* for sharing with other chapters for the purpose of replicating.

Article IV – Membership

The membership of this chapter shall consist of regularly enrolled predoctoral and allied students and advanced education residents and fellows of [University X].

Article V – Officers of the Executive Board

SECTION 1: Objectives of the Officers

The officers of this organization shall be Representatives in addition to the President and School Representative, Vice President, Secretary and Treasurer, who shall all be members of the chapter.

1. Representatives—It is suggested that each dental school class and, if possible, all allied and advanced education programs and fellows have a representative to the chapter who is:
 - a. Nominated by their peers, with the final selection made by the Executive Board and
 - b. Responsible for communicating and coordinating activities relating to their respective class or cohort.
2. President and School Representative:
 - a. Are chosen by the Executive Board with input from the Student Organization Advisor,
 - b. Coordinates and leads Executive Board meetings and general school activities,
 - c. Communicates with the Advisor and
 - d. Communicates activities to ADEA district commissioners.
3. Vice President:
 - a. Automatically succeeds the President;
 - b. Leads meetings and activities in the absence of the President;
 - c. Communicates activities and meetings with students; and
 - d. Coordinates the selection and application process for ADEA /ADEA Council of Students, Residents and Fellows/Colgate-Palmolive Co. Junior Faculty Award.
4. Secretary:
 - a. Is chosen by vote of the members;
 - b. Takes minutes at meetings, manages sign-up sheets at activities and prepares a list of goals along with activities for the year; and
 - c. Coordinates the application process for awards given by the ADEA Council of Students, Residents and Fellows.
5. Treasurer
 - a. Is chosen by vote of the members and
 - b. Coordinates fundraising, secures activity funding and maintains and balances finances.

SECTION 2: Terms of Officers

Each officer, with the exception of the Representatives, holds a one-year academic term.

SECTION 3: Provisions for Dismissal of an Officer

Dismissal may occur if an officer does not uphold expectations of the appointed position as decided unanimously by the Executive Board. The officer in question should be forewarned verbally for the first offense, receive a written warning for the second offense and dismissed by unanimous decision for the third offense.

Article VI – Elections

SECTION 1: Selection of Officers

Representative nominations will be accepted up to one week before the first Executive Board meeting, with final selection occurring during the first Executive Board meeting of the school year. The President and school representative will be chosen during the final Executive Board meeting for the year. Voting for the Vice President, Secretary and Treasurer will be done at the final general body meeting or activity for the school year.

SECTION 2: Voting

A simple majority vote will be sufficient for electing officer positions. A closed ballot vote will be used if there is more than one candidate for a position. Each candidate will be allowed to give a one- to three-minute speech at a meeting or activity prior to taking votes. The speech will be verbal only, without the use of PowerPoint presentations, curriculum vitae or other materials.

SECTION 3: Procedures for Filling Vacant Officer Positions

Any vacancy may be filled by nomination by chapter members. The final decision of filling the vacant officer position will be made by the Executive Board, with the exception of the President and School Representative position. The President and School Representative will be appointed by the Advisor working with the current Executive Board.

Article VII – Meetings and Activities

SECTION 1: Meetings

A meeting schedule will be established and communicated to chapter members. A minimum of six meetings per year will be held. The Vice President shall notify active members of the meeting time and location by email. Students, residents or fellows who are nonmembers and interested in attending meetings can contact any of the Representatives or any active member for details.

SECTION 2: Activities

Activities for the year will be decided by the Executive Board, Advisor or both and will focus on the ADEA goals for the school year. An activity should be held at least once every other month.

Article VIII – Executive Board

Management of this organization shall be vested in the Executive Board. The Executive Board shall consist of the Representatives (by class or cohort), President and School Representative, Vice President, Secretary and Treasurer.

Article IX – Advisors

There shall be one chapter Advisor, who shall be a faculty member of [University X]. Appointment of the Advisor will be by the Dean of [University X], working with the current Executive Board.

Article X – Committees

Formation and appointment of committees will be the responsibility of the Executive Board. These committees will be appointed to best fulfill the goals of the activities for the year.

Article XI – Dues and Accounting

SECTION 1: Dues and Money for Activities

Members shall pay no dues. Fundraising activities will be conducted to raise money for the activities that occur throughout the year and to support travel to the ADEA Annual Session & Exhibition and ADEA Fall Meetings. The institution will provide [\$1,000 dollars] for activities during the year.

SECTION 2: Accounting

The Executive Board must approve all fund transactions. The chapter must adhere to the financial reporting policies established for student groups/clubs of [University X].

Article XII – Constitutional Amendments

SECTION 1: Constitution Amended

The constitution may be amended by a vote of two-thirds majority of the membership at any regular meeting.

SECTION 2: Provision for Advance Notice of Amendment

The Vice President will notify all active members of potential amendments by email one week before the meeting where the voting will occur.



ADEA Chapters for Students, Residents and Fellows: Advisor How-To Guide

Why Be an Advisor?

Advising an American Dental Education Association Chapter for Students, Residents and Fellows (ADEA Chapter) is an opportunity to engage with students, residents and fellows outside of the classroom or clinic setting to promote knowledge of and interest in academic oral health careers. This level of engagement positively impacts students' lives, gives students the opportunity to get to know faculty and encourages students to seriously consider a career in oral health education.

Who Can Be an Advisor?

An ADEA Chapter Advisor must be a full-time academic, administrative or professional faculty member or a staff member of the Office of Student Affairs of the chapter's home institution.

Roles of an Advisor

An Advisor must balance leading students and giving students the ability to lead themselves. As such, each Advisor perceives their relation to their ADEA Chapter differently. Some Advisors are very active by attending chapter meetings, mentoring the officers and assisting in program planning. Others maintain a more distant relationship. No matter the style, keeping regular contact with the ADEA Chapter officers is required. An Advisor accepts the responsibility to keep informed about their ADEA Chapter's activities and to advise the chapter's officers on the appropriateness and general merits of policies and activities. Advisors, though, are not responsible for leading ADEA Chapter activities. Chapter members are solely responsible for their chapter's activities. Advisors should be accessible and should provide any guidance their ADEA Chapter's members seek regarding interest in academic oral health careers.

Advisor Responsibilities

Advisors should keep in mind the responsibilities to their chapter's members, ADEA headquarters and the chapter's home institution:

- *Responsibility to ADEA Chapter members:* Advisors should help students find a balance between their academic responsibilities and ADEA Chapter activities. Student leaders may tend to overcommit and overextend themselves. Advisors have the unique opportunity to remind students of their academic responsibilities and personal well-being and to encourage students to balance their personal and academic needs with the activities and responsibilities of their ADEA Chapter.
- *Responsibility to ADEA:* Advisors should assist their ADEA Chapter in developing programming that promotes knowledge of and interest in academic oral health careers. Advisors should also be aware of all events and activities planned by the ADEA Chapter and alert students to refer to ADEA policies and regulations, including the ADEA Chapter Logo and Brand Standards. ADEA Chapter policies and regulations can be found in this toolkit.

- *Responsibility to the ADEA Chapter home institution:* The Advisor has a responsibility to the home institution to assist the students in obtaining recognition as a college/university student group and to remind students of institutional policies so that violations do not occur.

Advisor Expectations

Advisors should adhere to several expectations to ensure they provide the greatest benefit to their ADEA Chapters:

- Be available to the officers and members of the ADEA Chapter for mentoring and advising needs.
- Assist both the old and new officers in the transition of leadership and provide historical continuity.
- Ensure your ADEA Chapter properly registers with the university and with ADEA headquarters each year.
- Allow the duly elected student leadership to exercise primary decision-making authority regarding ADEA Chapter goals, objectives and activities—within reason.
- Meet with members as determined by the ADEA Chapter's constitution. Help the ADEA Chapter develop goals, plan programming and make suggestions that will empower members to become better leaders.

Getting Started

These key points will help you get started as an Advisor for an ADEA Chapter:

- Make sure you are listed as the Advisor during the annual ADEA Chapter registration process.
- Familiarize yourself with the *ADEA Chapter Toolkit for Students, Residents and Fellows*. This resource is a user-friendly guide that describes how to effectively plan events, lists the ADEA policies and procedures, provides fundraising ideas and lists scholarships and awards.
- Meet with the ADEA Chapter officers that you will be advising to share your expectations with them and encourage them to share theirs as well.
- Make sure the ADEA Chapter officers know the best ways to contact you throughout the year, whether by phone, e-mail or in person.

Starting a New ADEA Chapter

Details about how to start a new ADEA Chapter can be found within the *ADEA Chapter Toolkit for Students, Residents and Fellows*. Starting an ADEA Chapter requires an initial commitment of four students, residents and/or fellows. This group must then:

- Review the chapter's founding documents and information provided by ADEA.
- Secure approval for an ADEA Chapter from the home institution's administration.
- Develop and submit the chapter constitution to ADEA headquarters.
- Identify one or more faculty advisors.
- Register with ADEA headquarters via the Chapter for Students, Residents and Fellows Registration Form.
- Create branded materials using the ADEA Chapter Logo and Brand Standards.

Every Advisor Should Know About...

ADEA Chapter Compliance

Each year, your chapter must register with ADEA headquarters to be recognized as an official ADEA Chapter in good standing with ADEA. If your chapter is not registered, it may not be recognized as an official ADEA Chapter. To ensure that your ADEA Chapter stays in compliance each year, the chapter must submit the Chapter Registration Form. While the chapter registration process operates on a rolling basis, it is encouraged that ADEA Chapters register annually starting at the beginning of an academic year and before the end of September. In addition to the Chapter Registration Form, new chapters must also submit a copy of the current chapter constitution to be maintained on file with ADEA headquarters. The constitution must be approved by the home institution's Student Affairs Office.

Annual Occurrences

Each year, ADEA headquarters encourages ADEA Chapters to participate in the following:

- ADEA Chapter Survey—The ADEA Chapter Survey is distributed annually, generally in early August. The newly elected officers should be included as a part of the survey submission.
- ADEA Academic Dental Careers Fellowship Program (ADEA ADCFP)—The ADEA Academic Dental Careers Fellowship Program (ADEA ADCFP) was founded with the goal of providing students and residents with the opportunity to become involved in academia by providing structured mentoring and insight into what an academic career involves. Through the research requirements and active mentoring for faculty, the program is designed to create a pathway for those who may be considering entering an academic career. For more information, visit the ADEA ADCFP website.
- ADEA Advocacy Day on Capitol Hill—On ADEA Advocacy Day, dental educators, dental researchers and dental students tell members of Congress why funding for oral health training programs is critically necessary for the overall health and well-being of the nation. For more information, visit the ADEA Advocacy Day website.
- ADEA Annual Session and Exhibition—The ADEA Annual Session & Exhibition is the official meeting of ADEA members, the ADEA Board of Directors and the ADEA House of Delegates where issues are debated and policy is set. For more information, visit the ADEA Annual Session & Exhibition website.
- ADEA Fall Meetings—Oral health educators, administrators and students come together to explore the critical issues affecting oral health education from all angles at the ADEA Fall Meetings. ADEA Councils conduct their mid-year business. The meetings include thought-provoking plenary sessions, collaborative small-group discussions and networking events where attendees will have the opportunity to make new and renewed connections. For more information, visit the ADEA Fall Meetings website.
- ADEA Student Leaders for Social Change (SLSC) Program—Nominated by their dental school deans, the ADEA SLSC Program is a two-day collection of events for emerging student leaders from diverse backgrounds who have an interest in issues related to diverse communities. For more information, visit the ADEA SLSC website.

For more information about ADEA Chapters for Students, Residents and Fellows, contact Dr. Antanious White, ADEA COSRF Staff Liaison, via email at whitea@adea.org.



Annual ADEA Chapter Registration Guide

To maintain official recognition as an ADEA Chapter for Students, Residents and Fellows (COSRF), each chapter must complete the registration process annually. This ensures continued communication, access to resources and eligibility for COSRF-related opportunities.

Why Register?

Registering an ADEA Chapter:

- Strengthens communication and collaboration with national COSRF leadership;
- Ensures eligibility for chapter programming support and awards;
- Helps foster a connected network of student leaders committed to academic dentistry; and
- Allows access to national events, funding opportunities and leadership development.

Registration Timeline

- **Registration Opens:** Early August
- **Deadline:** Oct. 1

Chapters should complete registration as early as possible to begin receiving support and communications from the COSRF Administrative Board and District Commissioners.

How to Register

Complete the annual Chapter Registration Form using the link shared with Chapter Leaders and Advisors. The form is also available on ADEA Connect or can be obtained by contacting the COSRF Administrative Board or the ADEA Staff Liaison.

What You'll Need

Before completing the form, gather the following:

- Full name, email address and ADEA membership number for each Chapter Officer and
- Name and contact information for Chapter Faculty Advisor(s).

What Happens Next?

- Once submitted, Chapter information is reviewed by the ADEA Staff Liaison for COSRF.
- Upon approval, a confirmation email will be sent to Chapter Officers and District Commissioners.
- District Commissioners are encouraged to introduce themselves and provide support throughout the year.
- By Oct. 1, registered chapters will also receive a welcome message from COSRF leadership, which will include a calendar of events and additional resources.

Need Help?

Questions about the process or requirements? Contact Dr. Antanious White, ADEA COSRF Liaison, at WhiteA@adea.org.

Connecting With ADEA

ADEA Connect

ADEA Connect is ADEA's online community platform designed to foster collaboration, networking and knowledge sharing among dental educators, students, administrators and professionals. With over 50 member-only communities, members can engage in discussions, share resources and stay informed about developments in dental education. The platform offers features, such as discussion forums, event listings, a member directory and access to shared documents, facilitating meaningful connections and professional growth within the dental education community. ADEA Connect is accessible to all ADEA members and serves as a central hub for communication and collaboration in the field of dental education.

ADEA Student Leaders for Social Change (ADEA SLSC)

The ADEA Student Leaders for Social Change (ADEA SLSC) brings together dental and allied students from across the United States and Canada to engage in dialogue, thought partnership, collaboration and networking at the ADEA Annual Session & Exhibition. The ADEA SLSC is a two-day program that assists participants in developing leadership skills to prepare them as leaders to effect positive change through serving and improving the lives of a wide array of people and communities. The program incorporates interactive activities, dynamic speakers and a collaborative project. ADEA SLSC participants walk away with new connections, information and tools to support their growth and training as a future oral health professional and leader.

ADEA Academic Dental Careers Fellowship Program (ADEA ADCFP)

The ADEA Academic Dental Careers Fellowship Program (ADCFP) was developed with the goal of discovering and growing tomorrow's dental faculty and researchers by providing current faculty with tools on how to mentor allied, advanced education and predoctoral dental students and help them develop their plans for pursuing an academic career. The program provides each academic dental institution a flexible framework that functions as a window for students into the "day-to-day" life and experiences of dental faculty at academic dental institutions through one-on-one mentorship.

Start Fundraising

Interested in Attending National ADEA Conferences?

Fundraising plays a vital role in the success and sustainability of ADEA COSRF Chapters. It empowers chapters to plan meaningful events, offer enriching experiences that go beyond the standard curriculum and foster a strong sense of community among students. Effective fundraising efforts can significantly enhance chapter visibility, engagement and impact.

Proceeds from fundraising can be used to support a wide range of chapter needs, including hosting local events, inviting guest speakers and covering expenses related to attendance at the ADEA Annual Session & Exhibition and ADEA Fall Meetings. These national gatherings offer unmatched opportunities to network with peers, learn from leaders in dental education, participate in national governance and engage with the broader ADEA community.

While chapters and students may also pursue financial support through opportunities, such as the ADEA Chapter Program Fund and the Sponsor-A-Student Scholarship, these resources are limited and highly competitive. For this reason, strong local fundraising efforts remain essential to ensuring consistent and reliable support for chapter activities and student engagement.

Some successful fundraising ideas from active ADEA Chapters include:

- ***From the ADEA Chapter at Tufts University School of Dental Medicine (TUSDM)***—Students, faculty and staff at TUSDM love “Tufts Dental” travel mugs (purchasing them especially during the holidays) as well as lapel pins to wear at conferences. Try a travel mug sale right before winter break!

They also created “The Keep Smiling Sweatsuit,” which includes a hoodie and sweatpants. (Can be purchased as separates or a set.) The sweatsuit is perfect for cooler weather and getting cozy!
- ***From the ADEA Chapter at University of Nebraska Medical Center College of Dentistry (UNMC COD)***—Each semester, chapter representatives from UNMC COD sell sweatshirts displaying their school logo. Proceeds from the sale go toward at least one “Lunch and Learn” event per year. Additional profits support student attendance at the ADEA Fall Meetings and the ADEA Annual Session & Exhibition.
- ***From the ADEA Chapter at University of California, San Francisco, School of Dentistry (USCF COD)***—Successful fundraisers from UCSF COD include snack, canteen, blood pressure cuff and t-shirt sales, as well as conference tutorials for pre dental students.
- ***From the ADEA Chapter at University Mississippi Medical Center School of Dentistry***—Greeting cards were available for purchase to be delivered to faculty and colleagues to spread holiday cheer.
- ***From the ADEA Chapter at the Roseman University of Health Sciences College of Dental Medicine***—The chapter held a two-day Sim Course and Admission preparation event full of activities at their dental school. Activities included hands-on SIM courses, opportunities to interact with students, faculty and deans and participate in admissions and interview workshops.

Additional ideas include:

- Selling dentistry-related items, such as
 - Blood pressure cuffs;
 - Dentistry-themed apparel; or
 - Mugs, umbrellas or snacks.
- Hosting a “Dental Day” for undergraduate students
- Fundraising games, such as a raffle or trivia nights
- Fun Run/Walk
 - Sell dentistry-related items at this event

COSRF Programming and Engagement

Programs are a vital part of the ADEA COSRF experience, offering students, residents and fellows the opportunity to engage with peers; explore academic and professional pathways; and contribute to a vibrant oral health education community. Whether participating in national programs or organizing local events on campus, involvement in COSRF activities helps members build leadership skills, deepen their understanding of dental education and connect with mentors and future colleagues.

National initiatives like *Road to Residency* and *I Have an ADEA* provide high-impact exposure to specialty pathways and academic careers, while local programs, such as *Why TA?* or the *Student Ambassador Program* foster community engagement and professional development. Chapters are encouraged to adapt national events to reflect their campus needs and student interests. Similarly, successful local programs can inspire initiatives at the national level. Hosting or attending these events empowers members to take an active role in shaping their educational journey and contributing to a more informed, inclusive and innovative oral health workforce.

Below are a few examples of events hosted by COSRF Chapters at both the national and local levels:

- Dental Student Ambassador Program,
- “Why Specialize?” event,
- “Why TA?” event and
- ADEA COSRF Chapter Awards.

For additional event ideas or guidance, District Commissioners or members of the COSRF Administrative Board may be contacted.

Dental Student Ambassador Program

The Oral Health Student Ambassador Program aims to inspire and empower future generations of oral health professionals. Current oral health students return to their high school (or visit a high school local to their dental school) to share with interested students their passion for dentistry and discuss the rewards and challenges of their chosen career path.

Target Audience(s): High school students (primary) and guidance counselors (tertiary/secondary)

Rationale: Many students begin thinking about their careers in high school. We want oral health to be top of mind as early as possible. Students respond/relate better to peers and individuals that have similar experiences, therefore, high school students hearing from current oral health students that attended their high school will make the most impact. Finally, to be a successful dental or allied dental school applicant, students must be strong in the sciences. Getting that message across to students—and guidance counselors—as early as possible means a stronger/more competitive applicant pool down the road.

Organizing Your Visit

- Primary points of contact should be the guidance/career office or science/biology teachers.
- Aim to present virtually or in person during a lunch or study period or after school.
- Types of schools/classes/programs to target include:
 - Vocational schools,
 - Afterschool clubs (e.g. HOSA, science),
 - Schools with dental assisting classes and
 - College fairs.

During Your Talk

- Discuss your personal journey to dental school.
- Avoid the nitty gritty (e.g. how many semesters of chemistry, interview questions, how many schools did you apply to, etc.) unless you are asked specific questions.
- Limit your presentation to 10-12 minutes; leave 10 minutes for questions.
- Skip the PowerPoint presentation; informal is better.
- Wear your white coat (if possible)!

Most importantly, have fun!

“Why Specialize?” Event

Purpose

The “Why Specialize?” event is designed to provide dental students with a deeper understanding of the diverse range of postgraduate specialty programs available within the field of dentistry. This interactive panel discussion offers students the unique opportunity to hear directly from peers—graduating seniors and current residents—who have successfully navigated the specialty application process and are preparing to enter various advanced education programs. By sharing their motivations, experiences and advice, panelists help demystify the pathway to specialization and offer valuable insight into what each discipline entails. Whether attendees are just beginning to explore postgraduate options or actively preparing applications, this event fosters informed decision-making and encourages early engagement with potential career pathways.

Event Timeline

Pre-event Preparation:

- Pick date/time for event.
- Book a room.
- Decide who will speak on the panel.
- Create a set of general questions you may ask the panelists.
- Designate a moderator for the day of the event.
- Contact students from each specialty for panel (e.g., seniors who will be entering postgraduate residency programs, residents in postgraduate programs, etc.):
 - Oral and Maxillofacial Surgery
 - Oral and Maxillofacial Radiology
 - Oral and Maxillofacial Pathology
 - Orthodontics
 - Periodontics
 - AEGD
 - GPR
 - Prosthodontics
 - Endodontics
 - Pediatric Dentistry
 - Dental Public Health
- Confirm student panel.
- Ask student panel for their lunch orders.
- Create print and digital flyer and compose email to send out to school.
- Approve flyer.
- Print flyer. (Distribute fliers at school one to two weeks prior to the event.)
- Send out email to school with flyer attached.
- Post flyer on the ADEA Chapter Facebook wall and other social media. (Have ADEA class representatives share posts on their Facebook walls and social media.)

One Week Prior to Event:

- Send out event reminder email to dental school.
- Remind and confirm student panelists.
- Confirm lunch orders / determine a person to pick up students on day of the event.

Day of the Event:

- Pick up lunch; keep the receipt to turn into administration for reimbursement.
- Arrive at event location 10 minutes early to set up microphones, seating for panelists, ADEA poster, etc.
- Event moderator will introduce the panel and lead discussions.

Example Email:

Greetings [school name],

On [day, date] from [time] to [time] in [location], the ADEA Chapter at [school name] will be holding our yearly "Why Specialize?" event, featuring students who will be entering postgraduate residency programs. Graduating seniors, each representing a specialty, will share their stories and insights on the application process for their respective specialties and what led them to their acceptance. The panel will include students entering [list of specialties].

Whether you are a first-year student still wondering about whether a postgraduate residency is for you, or a third-year student preparing applications, this event is for you. A panel representing each specialty will be available to take questions and provide answers to your questions about the application process. We hope to see many of you there and are eager to learn more about the specialty application process and our seniors' achievements.

Best,

[Name] on behalf of the ADEA Chapter for Students, Residents and Fellows at [school name]

This resource was provided by the ADEA Chapter at Tufts University School of Dental Medicine.

“Why TA?” Event

Event Timeline

Four Weeks Prior to Event:

- Contact the appropriate administrative representative and pick a date/time for the event.
- Book a room.

Three Weeks Prior to Event:

- Contact previous dental student TA’s from each position for a panel, including:
 - Group Practice TA
 - Oral Surgery TA
 - Clinical (4th floor) Lab TA
 - Pre-clinical (including Fixed Prosth, Operative, Removable Prosth) TA
 - Emergency TA
 - Radiology TA
 - Administrative TA
 - Individual Course TAs (Medicine, Gross Anatomy, Biochemistry, Pharmacology, etc.)

Two Weeks Prior to Event:

- Confirm student panel.
- Confirm the appropriate administrative representative’s attendance.
- Take lunch orders.
- Begin poster making.

One Week Prior to Event:

- Send out reminder emails to student panel/faculty.
- Print and distribute flyers to school.
- Send mass email to university.
- Confirm lunch orders / determine a person to pick them up.

Example Email:

(Note: Always copy (cc) the same one or two people in your chapter’s leadership when sending any emails.)

Are you interested in becoming a TEACHING ASSISTANT at [University]? On behalf of the ADEA Chapter for Students, Residents and Fellows at [University], I would like to invite you to our TA Info Session.

A panel of current TA's from the following categories will be present to answer your questions about how to become a TA, what being a TA entails and when/why to apply for a TA position:

- Group Practice TA
- Oral Surgery TA
- Clinical (4th floor) Lab TA
- Pre-clinical (including Fixed Prosth, Operative, Removable Prosth) TA

- Emergency TA
- Radiology TA
- Administrative TA
- Individual Course TAs (Medicine, Gross Anatomy, Biochemistry, Pharmacology, and more!)

[Administration representative] will also be there to provide information and answer any questions you may have.

The Info Session will take place in [room] at [time].

We hope to see you there!

This resource was provided by the ADEA Chapter at Tufts University School of Dental Medicine.

ADEA Chapter Awards

ADEA Chapters vary in their stages of development and levels of participation across different institutions. The purpose of the Chapter Awards is to recognize and honor outstanding efforts at the local level. There are two award categories: Chapter-level Designations and Distinguished Chapter Awards.

Chapter-level designations (Bronze, Silver and Gold) recognize chapters based on their efforts to establish and promote ADEA Chapters for Students, Residents and Fellows at ADEA Member Institutions. These awards highlight initiatives that increase awareness of and interest in dental academic careers.

Distinguished Chapter Awards (Vision, Innovation, Chapter Growth, Achievement and Best Overall) honor chapters that go above and beyond in advancing oral health education. These awards recognize outstanding contributions in fostering innovative ideas, enhancing student engagement and participation, improving the quality of events and making a significant impact on oral health and education. ADEA COSRF Chapter Award winners are announced at the ADEA Annual Session & Exhibition.

ADEA Events

ADEA Annual Session & Exhibition

The ADEA Annual Session & Exhibition is the premier event for dental educators, administrators and students across the United States and Canada. It serves as a key platform for networking, professional development and collaboration, bringing together leaders and innovators from dental schools, allied dental programs and academic institutions. The event typically features a wide range of educational sessions, workshops, poster presentations and exhibits focused on advancing dental education, exploring emerging trends and addressing critical issues in oral health. Participants gain insights into cutting-edge research, educational technology, curriculum development and leadership strategies, making it a cornerstone for those dedicated to shaping the future of dental education.

The ADEA Annual Session & Exhibition offers a unique opportunity for oral health students to connect with leading educators, researchers and peers from across the dental community. This conference provides invaluable insights into the latest trends, technologies and advancements in dental education, helping students stay ahead in their careers. Attendees can engage in hands-on workshops, professional development sessions and interactive panel discussions that enhance their clinical and academic skills. Additionally, networking opportunities with mentors, potential employers and like-minded peers can be instrumental in building lasting professional relationships and gaining a broader perspective on the future of oral health care.

Lastly, COSRF holds an in-person business meeting, elections and a reception during the annual session. This is a great opportunity to connect with your fellow COSRF peers in-person, network and creating lasting friendships.

ADEA Fall Meetings

The ADEA Fall Meetings is an annual gathering organized by the ADEA to foster collaboration and professional development among dental educators, administrators and leaders. These

meetings provide a platform for participants from diverse professional backgrounds to engage in discussions, share insights and learn from each other's experiences, thereby advancing dental education. The Fall Meetings offer attendees opportunities for networking, continuing education and strategic planning within the academic dental community.

Fall Meetings offer a unique opportunity to connect with influential leaders, educators and peers within the dental education community. These meetings provide a focused environment for learning about emerging trends, educational innovations and leadership strategies that are shaping the future of dentistry. Students can gain insights into academic pathways, participate in interactive workshops and engage in meaningful discussions that help develop essential skills beyond clinical training. Additionally, the smaller, collaborative atmosphere of Fall Meetings encourages networking and mentorship, which can be invaluable for career growth and professional development.

COSRF Directory

COSRF Executive Board

COSRF Admin Board

cosrfadminboard@goadea.org

District 1 Commissioner

districtcommissioner1@goadea.org

District 2 Commissioner

districtcommissioner2@goadea.org

District 3 Commissioner

districtcommissioner3@goadea.org

District 4 Commissioner

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District 5 Commissioner

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District 6 Commissioner

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District 7 Commissioner

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District 8 Commissioner

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District 9 Commissioner

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District 10 Commissioner

districtcommissioner10@goadea.org

District 11 Commissioner

districtcommissioner11@goadea.org

District 12 Commissioner

districtcommissioner12@goadea.org

Staff Liaisons

ADEA COSRF and Chapters for Students, Residents and Fellows Liaison

Antanious White, Senior Director of Diversity, Equity and Inclusion
whitea@adea.org

Advanced Education Programs Liaison

Yolanda Jones, Director, Advanced Dental Education Application Service
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Allied Dental Education Liaison

Rebecca Stolberg, Vice President, Allied Dental Education and Faculty Development
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Diversity, Equity, Inclusion and Belonging Liaison

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Predental Liaison

Elizabeth Johnson, Director of Recruitment for ADEA Application Services
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Sections Liaison

Sara Bendoraitis, Senior Director, Diversity, Equity and Inclusive Learning
bendoraitiss@adea.org

Helpdesk Emails

DCM

If you have questions about the ADEA brand or implementing the ADEA Chapter Logo effectively, please contact Kellie Bove, Vice President of Marketing and Branding at BoveK@adea.org.

ADEA Connect

With over 50 different member-only communities to participate in, ADEA Connect can help you network with members of similar interests, career paths and experiences. For questions, please contact communitymanager@adea.org.

Membership

An ADEA individual membership is free for students, faculty and staff at an ADEA Member Institution. Being a member of ADEA means being a part of a vibrant dental and allied dental education community. ADEA members include faculty, staff, students and retired faculty from predoctoral, allied and advanced dental education programs, as well as industry leaders from the corporate world. For questions about ADEA membership, please contact membership@adea.org.