

2024 – 2025 ASSP Blackout Date Guidelines

Introduction

Blackout dates are dates in which RCOs have priority on that day and time to host an event open to the school of pharmacy. The purpose of blackout dates is to allow each RCO one date without other overlapping events occurring at the same time to encourage attendance.

Blackout Date Allotment

1. Each RCO can only have **one** blackout date per quarter.
2. It is highly recommended that RCO's utilize this priority date for one of their events of that quarter and to not leave their blackout date sign-up blank.
3. There are no restrictions on what an RCO lists as their event for the blackout date. It is up to each RCO to determine what their priority event is for the block. However, it is **highly recommended** that the blackout date be used for large, collaborative events.

Blackout Date Selection

1. Blackout dates are determined by signing up for a date on the quarterly bolus. The sign-up opening date and bolus link will be communicated to all RCOs through email.
2. The bolus for the quarter is released at least 4-6 weeks prior to the start of the next quarter. Efforts will be made to coordinate the bolus release with the second Executive Council meeting of the quarter. [Example of bolus timeline: the bolus for Winter Quarter is released in Fall Quarter, at a minimum of 4 weeks from the beginning of the Winter Quarter.]
3. **The deadline to edit your RCO's blackout date will be two weeks** after an established sign-up opening date. RCO's have the established window of time from the date of the sign-up opening to finalize their blackout date. After this time, the sign-ups for blackout dates will be locked on the bolus form.

Priority and Sharing a Blackout Date

1. Blackout dates bestow priority to the RCO that has chosen that part of the day.
2. If the evening hours have been blocked off by an RCO, utilizing the afternoon hour is still possible and vice versa.
3. If another RCO wants to host an event on the same section of the day, they must receive permission from the RCO with priority.
4. If the RCO with the priority date does not agree with sharing the section of the day, the RCO will have to reschedule/cancel their event.

Revised on March 22nd, 2024 by Wendy Rivera, ASSP President 2024-2025

