

Appendix C – Essay Guidelines

Throughout the APhA-ASP Chapter Achievement Report form, essay sections provide an opportunity to showcase the innovation, involvement, and impact of chapter activities and members to the APhA-ASP Awards Standing Committee, APhA-ASP National Executive Committee, APhA Student Development Staff, and the Academy.

- **Innovation:** How your activities were creative and/or unique for chapter members and the community.
- **Involvement:** How your members, faculty, and community partners were involved in the implementation of activities with a specific focus on:
 - Planning of activities
 - Promotion of international meetings
 - Promotion strategies to members and the public
 - Member training
 - Overall level of collaboration
- **Impact:** How your activities affected your chapter, community, and the profession of pharmacy as well as the related outcomes.

When writing your essay, please try to be as thorough and accurate as possible. Please do not list dates of events, activities, and programming, as this is covered under the chronological list. Use your essay sections to bring out the unique aspects of programming, how they support APhA-ASP members, improve patient care, and advance the profession. **Report only the activities that occurred during the current reporting period.**

Report APhA-ASP Chapter activities that are directly initiated or conducted by your chapter. Collaborations with other organizations and the school or college of pharmacy are highly encouraged, however clearly delineate APhA- ASP's role within each activity. Activities completed as part of the student IPPE or APPE curriculum independently and without the support of the APhA-ASP chapter should not be reported.

To be considered for regional and national awards for the National APhA-ASP Patient Care Projects (Operation Diabetes, Operation Heart, Operation Immunization, Operation Reproductive Health, Operation Substance Use Disorders, and OTC Medicine Safety), and national awards for Advocacy and Policy, Professionalism and IPSF, chapters must complete an essay and submit an individual chronological list for the respective project within the APhA-ASP Chapter Achievement Report form (e.g. Operation Heart Chronological List).

Remember to answer all questions with honesty and integrity. The APhA-ASP Awards Standing Committee will review your entire Chapter Achievement Report form and may ask for supporting documentation or further clarification to aid in their decision.

National Patient Care Project Reporting

Reporting on chapter activities for the National APhA-ASP Patient Care Projects (Operation Diabetes, Operation Heart, Operation Immunization, Operation Reproductive Health, Operation Substance Use Disorders, and OTC Medicine Safety) has been incorporated within the CAR form. Each project has an individual section within the CAR form. All APhA-ASP Chapters are required to complete the statistical information for each national project.

To be considered award eligible for a National APhA-ASP Patient Care Project Award, chapters must complete the essay portion of the section and submit an individual chronological list for the respective project within the APhA- ASP Chapter Achievement Report form (e.g. Operation Heart Chronological List).

See the APhA-ASP Chapter Achievement Reporting Guidelines for details on the awards and selection process.

Essay Submission/Formatting & Style

Follow the specific instructions included within the Chapter Achievement Report form.

Each section of the essay may not exceed the allotted word count.

Be sure to **check for spelling and grammatical errors**, as these reflect poorly on your chapter and school or college of pharmacy.

It is at the discretion of the chapter to decide if you would like to complete the essay in paragraph form, bulleted list form, or a combination of both.