

Help!

I'm writing a Chapter Achievement Report

but I don't know where to start

The 3 "I's" of a CAR

How to answer the questions of innovation, involvement, & Impact

Innovation

How is the event or activity unique & creative? How is it different than what you have done before? Why does it stand out?

Involvement

Who is involved in the event? What did planning, promotion, training, & collaboration look like?

Impact

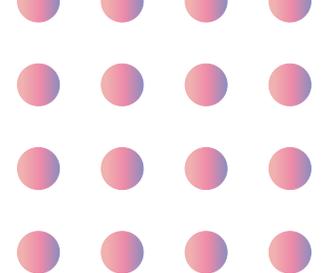
How did the event affect the target audience & those involved? What were the outcomes?

Top quick tips

Include **numbers** & **stats** where you can to show growth

Double check any links & documents: are they blank? accessible? clearly organized?

Report writing is a **team** sport!



So many sections!

How do I know what to include?

Try answering these questions:

Operational Leadership

How does your chapter function? How do you encourage membership? What benefits do you provide & how do you celebrate your members?

Policy

How do you educate & train members about advocacy? How do you advocate for the profession, both with the community & policy makers?

Patient Care

How does the event incorporate each operation's national initiatives? What quantitative measures can you show? What was the goal of the event & how was it beneficial?

Professionalism

How does the event enhance your members' experience? What was the purpose of the event?

IPSF

How does the event accomplish the mission of IPSF? How does the event educate about or reach international populations?



Remember your audience

When choosing what to include in your Chapter Achievement Report, remember who will be reading it. CARs are read & scored by fellow student pharmacists & new practitioners- everyone reading them is either in or has been in your shoes. Use the word counts wisely & judiciously. Tell your story, answer the 3 "I's", & minimize any fluff.

