APhA Academy of Student Pharmacists

Chapter Achievement Awards Reporting Guidelines

2021-2022 Academic Year

Reporting Cycle:
June 1, 2021 through May 31, 2022

Reports must be submitted to APhA by completing the APhA-ASP Chapter Achievement Report form by 11:59 pm (PST) on June 15, 2022.

APhA
American Pharmacists Association

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Overview of Awards Program

The APhA Academy of Student Pharmacists (APhA-ASP) Chapter Achievement Awards (CAA) Program was established in 1974 to recognize outstanding activities of APhA-ASP Chapters at the schools and colleges of pharmacy in the United States and Puerto Rico. The program is an extension of APhA-ASP's mission to provide opportunities for professional growth and improve patient care while advancing the future of pharmacy. The awards structure is designed to recognize superior programming among chapters that envision the future of pharmacy by creating opportunities for student participation. The awards program also embraces the core values of APhA-ASP's mission to create new standards of leadership, professionalism, membership, patient care, and legislative advocacy among student pharmacists nationwide.

In addition to recognizing outstanding chapter accomplishments, the CAA Program serves as an invaluable source of information for APhA-ASP. Through the reports, APhA Staff and the APhA-ASP National Executive Committee are kept abreast of chapter activities.

Annual submission of an APhA-ASP Chapter Achievement Report (CAR) is required for all APhA-ASP Chapters to maintain their charter. Submission of the CAR offers tremendous learning opportunities for members and the opportunity for chapters and individuals to be showcased during the APhA-ASP Awards Ceremony at the APhA Annual Meeting & Exposition.

Chapters compete for one of 17 awards that actively promote the mission of APhA-ASP. Evaluation of chapter activities is based upon criteria such as originality of programs, number of chapter members involved, impact on the community, benefit to student pharmacists, and collaboration with other healthcare organizations. Chapters are also evaluated on their year-to-year progress, particularly in relation to chapter activities and membership retention.

APhA-ASP National Patient Care Project Awards

Separate awards are given for each of the six nationally recognized APhA-ASP Patient Care Projects: Operation Diabetes, Operation Heart, Operation Immunization, Operation Reproductive Health, Operation Substance Use Disorders and OTC Medicine Safety. Eight regional award-winning chapters and three national award-winning chapters will be recognized for each of the respective projects.

Requirements and Considerations for Chapter Recognition

In order to provide a baseline for evaluating chapter activities, certain minimum requirements have been established for the CAA Program. **Every APhA-ASP Chapter is required to submit a CAR. All statistics, essays, and links to videos will be submitted via the APhA-ASP CAR form. Photos and supplemental materials will be submitted via a Dropbox folder; Dropbox invitations from APhA staff will be sent to APhA-ASP Chapter Advisors and Chapter Presidents by the end of May. Please contact Elise Damman, Senior Manager of Student Development (edamman@aphanet.org) with questions regarding Dropbox.**

CAR Requirements:

All APhA-ASP Chapters must submit the following required sections of the CAR:

1. **Chapter Achievement Report Form**
2. **Chronological List**
3. **Chapter's Constitution/Bylaws**
4. **Chapter Goals and Objectives**
5. **Advisor Submission Confirmation**
6. **Photographs and Supplemental Materials** (submitted via Dropbox)

Optional CAA Opportunities (submission of additional report materials required)

- Most Improved Chapter Award Report

The following factors are considered when evaluating CAR:

- Chapter has an Executive Committee and Chapter Committees with their structure
- Chapter held at least eight general membership and eight Executive Committee meetings
- Chapter held a fall and spring membership drive (spring drive may not be applicable for new chapters)
- Chapter has at least one representative attend the APhA-ASP Virtual Midyear Regional Meeting to serve as Chapter Delegate during the Closing Business Session
- Chapter sent at least one representative to the APhA Annual Meeting & Exposition to serve as Chapter Delegate in the APhA-ASP House of Delegates
- Chapter has at least one representative attend the APhA Summer Leadership Institute
- Chapter participated in at least one policy/legislative activity
- Chapter participated in at least one State Pharmacy Association meeting or activity
- Chapter implemented at least two professional, two patient care, and two community service-related projects

Description of Divisions, Eligibility, and Awards

Chapter Divisions

Chapters are divided into three divisions based on the previous year's student pharmacist enrollment obtained from the American Association of College of Pharmacy (AACP). Divisions AAA (0 to 330 students), AA (331 to 550 students) and A (greater than 551 students)* are determined each fall based on the full-time enrollment of PharmD (Doctor of Pharmacy degrees awarded as the first professional degree) student pharmacists. The divisions are reassessed on an annual basis by the APhA-ASP National Executive Committee and APhA Staff and are subject to change from year to year. A list of the chapters and divisions can be found in Appendix E on the APhA-ASP Web site.

Based on 2019 enrollment data. Divisions will be updated in July 2022.

CAA Eligibility

Each chapter is eligible to win only one award, except for the Outstanding IPSF Activity Award. Therefore, if a chapter wins a Divisional Award or the Chapter of the Year Award, that chapter is not eligible to win a Specialty CAA; except for the Outstanding IPSF Activity Award. Receipt of a regional or national patient care project award does not impact eligibility for other chapter awards. Additionally, the Chapter of the Year Award, Most Improved Chapter Award, and the Specialty CAAs are given without regard to chapter division/size of school or college of pharmacy.

Available Awards:

- APhA-ASP Chapter of the Year
- APhA-ASP Division A – Winner, 1st Runner-up, & 2nd Runner-up
- APhA-ASP Division AA – Winner, 1st Runner-up, & 2nd Runner-up
- APhA-ASP Division AAA – Winner, 1st Runner-up, & 2nd Runner-up
- APhA-ASP Specialty Chapter Achievement Awards:
  - APhA-ASP Chapter Patient Care Award
  - APhA-ASP Chapter Policy and Advocacy Award
  - APhA-ASP Chapter Professionalism Award
  - APhA-ASP Chapter Operational Leadership Award
  - APhA-ASP Outstanding IPSF Activity Award
  - APhA-ASP Up-and-Coming Chapter Award (only new chapters are eligible)
  - APhA-ASP Most Improved Chapter (optional report section within Chapter Activity Report Form)

APhA-ASP Chapter of the Year

Recognizes the most well rounded and exemplary chapter in the nation and is given without regard to chapter size. The recognition consists of a crystal award and a $500 honorarium.

APhA-ASP Divisional Winners & Divisional Runners-up (A, AA, & AAA)

Recognizes the second, third, and fourth most well-rounded chapters in the nation (after the Chapter of the Year) and is awarded in three separate divisions based upon the size of the school or college of pharmacy.

- Three Divisional Winner awards will be presented to the top chapter in each division and will receive a plaque and a $400 honorarium.
- Three Divisional 1st Runners-ups will receive a laminated certificate and a $200 honorarium.
- Three Divisional 2nd Runners-ups will receive a laminated certificate and no honorarium.

APhA-ASP Chapter Patient Care Award

Recognizes the single chapter that most improves the relationship between the pharmacist and patient through direct patient care. Chapters should report any activity that requires direct patient interaction in a manner consistent with the patient-physician-pharmacist triad as patient care activities. Such activities include health fairs, patient screenings, patient education programs, medication therapy management programs, etc. Chapters should also explain their structure and support for conducting patient care events. In addition to submitting information about local chapter initiatives, chapter should also report information for each of the six national patient care projects in which they have participated. The award consists of a laminated certificate and a $100 honorarium.

Please note: To qualify for the opportunity to receive a regional or national award for Operation Immunization, Operation Diabetes, Operation Heart, Operation Reproductive Health, Substance Use Disorders, and OTC Medicine Safety, a chapter must complete the additional essay and submit a chronological list respective to that project. This information and project statistics are reported within the APhA-ASP Chapter Achievement Report online form.

APhA-ASP Chapter Policy and Advocacy Award

Recognizes the single chapter that best engages and educates students in the policy-making process, advocates for pharmacists and pharmacy provided services to legislators, and promotes the role of the pharmacist to the public. Such activities include voter registration drives, letter-writing campaigns, addresses by legislative speakers and elected officials, American Pharmacists Month activities, student participation in the policy-making process (MRM and APhA Annual Meeting), legislative days, education and support of the APhA PAC, state association meeting participation, etc. The award consists of a laminated certificate and a $100 honorarium.

APhA-ASP Chapter Professionalism Award

Recognizes the single chapter that best promoted the professional development of student pharmacists and chapter members throughout the year. Chapters should report any activity that directly promotes professionalism such as leadership workshops, media promotions, guest speakers addressing professionalism, community service activities, educational workshops, mentoring programs, philanthropic initiatives, career development activities, CV, resume, and interviewing skills activities, annual recognition banquets, SLI and APhA Institute on Alcoholism and Drug Dependencies participation/promotion, inter-professional activities, etc. The award consists of a laminated certificate and a $100 honorarium.

APhA-ASP Chapter Operational Leadership Award
Recognizes the single chapter that has established a structural foundation and essential leadership necessary for successful chapter operations, including effective communication strategies among members, the integration of leadership or professional development opportunities for members, and other successful operational strategies. The award consists of a laminated certificate and a $100 honorarium.

APhA-ASP Up-and-Coming Chapter Award
Recognizes the single new chapter (a school or college of pharmacy that has not yet graduated their first class) that has shown the most progress in developing their chapter's foundation and establishing a pathway for future success. The award consists of a laminated certificate and a $200 honorarium. Eligibility for the award will be determined at the discretion of the APhA-ASP Awards Standing Committee and may not be presented every year.

APhA-ASP Outstanding IPSF Activity Award
Recognizes the single chapter that has excelled in their approach in developing or maintaining activities that promote International Pharmaceutical Students Federation (IPSF) activities and goals. Chapters are encouraged to report the innovation, implementation, and impact of their IPSF activities, including Healthy Living and Diabetes Awareness, HIV/AIDS Awareness, Medicine Awareness, Tobacco Awareness, Tuberculosis Awareness, Humanitarian Campaign (i.e. Vampire Cup), Student Exchange Program, World Congress, Pan-American Regional Symposia (PARS), as well as chapter-specific initiatives. The award consists of a laminated certificate and a $100 honorarium.

APhA-ASP Most Improved Chapter*
Recognizes the single chapter that has shown the most progress from the previous years, regardless of chapter size. Chapters are encouraged to describe progress and growth within APhA-ASP programming and membership over 2 to 3 years to demonstrate the sustainability of the chapter's improvements. The award consists of a plaque and a $200 honorarium. To be selected by the committee as the recipient of the APhA-ASP Most Improved Chapter, a chapter must complete the Most Improved Chapter essay within the APhA-ASP Chapter Achievement Report online form.

National Patient Care Project Awards

APhA-ASP recognizes six national patient care projects: Operation Diabetes, Operation Heart, Operation Immunization, Operation Reproductive Health, Operation Substance Use Disorders, and OTC Medicine Safety.

To be considered for regional and national awards for these patient care projects, chapters can complete an essay and submit a separate chronological list for the respective project events (e.g. Operation Heart Chronological List) within the APhA-ASP Chapter Achievement Report form.

An independent selection committee for each of the national patient care projects will select the award recipients. All decisions made by the awards selection committee are final. Each selection committee will include 5 to 10 individuals representing the following areas:

- APhA-ASP Member Engagement Standing Committee
- APhA-ASP National Executive Committee
- APhA-ASP Regional Member-at-large
- APhA New Practitioner Network
- Project Supporter
- Pharmacy Practitioner who specializes in that patient care area

Eight regional winning chapters will be recognized during the APhA-ASP Midyear Regional Meetings and the three national winning chapters will be recognized during APhA Annual Meeting & Exposition at the APhA-ASP Opening General Session. All winning chapters will be recognized on pharmacist.com and other communication outlets. Additionally, award recipients will receive the following monetary award:

- National Award - $1000
- National 1st Runner-Up Award - $750
- National 2nd Runner-Up Award - $500
- Regional Awards - $250

Awards Selection and Presentation Process

During the APhA-ASP National Executive Committee January Business Meeting, the Committee appoints four APhA-ASP members to serve as members of the APhA-ASP Awards Standing Committee. Applications for Standing Committee positions are due annually on December 1, and students are notified of their appointment to the APhA-ASP Awards Standing Committee by mid-January. In addition to the four appointed students, the APhA-ASP National President-elect serves as the APhA-ASP National Executive Committee liaison to the committee.

All five members of the APhA-ASP Awards Standing Committee are sent copies of the reports in August and independently review and score the CAR form submitted by participating chapters. The Committee then collectively meets in Washington, DC (in mid- to late-November) to discuss and select the award recipients based upon ranking summaries and submitted reports. The Committee may request additional information or clarification from the submitting chapter at any time.

The APhA-ASP Awards Standing Committee and the APhA-ASP National Executive Committee may implement any new or remove any existing awards as they see necessary to recognize innovative and deserving chapters. Award honorariums, certificates, and plaques will be determined by the APhA-ASP Awards Standing Committee, APhA-ASP National Executive Committee, and APhA Student Development Staff.

The decisions of the APhA-ASP Awards Standing Committee are final.

All APhA-ASP CAAs including Chapter of the Year, Division A, AA & AAA Winners and Runners-up, and Specialty awards will be announced and presented at the APhA-ASP Awards Celebration during the APhA Annual Meeting & Exposition.

Chapter Achievement Report Submission Instructions

As set forth by each chapter's affiliation agreement, annual completion of the CAR form is required for all APhA- ASP Chapters to maintain their charter. The CAR form is accessed through the website or by using this link: https://fs8.formsite.com/APhA-ASP/21-22CAR/index.html

All APhA-ASP Chapters must submit the following required sections of the CAR:

1. Chapter Achievement Report (which includes the following sections):
    a. Chapter Leadership & Operations
    b. Patient Care (with subsections for the six National APhA-ASP Patient Care Projects*)
    c. Policy and Advocacy
    d. Professionalism
    e. IPSF
    f. Optional Report: Most Improved
2. Chronological List
3. Chapter's Constitution/Bylaws
4. Chapter Goals and Objectives
5. Award Submission Confirmation (must be signed by the APhA-ASP Chapter Advisor)
6. Photographs and Supplemental Materials (submitted via Dropbox)

**Chapters are only required to complete the subsections for the projects that they participated. If a chapter did not participate in a National Patient Care Project, they do not need to complete the session.*

Each chapter should submit one form. Each chapter can create an account to save completed information and return to the form. Only one person at a time should access the saved. Saved forms should be accessed using the following link: https://fs8.formsite.com/APhA-ASP/21-22CAR/index.html

Try to be as thorough, accurate, and concise as possible. Please include detailed descriptions of dates and activities. Report only the activities that occurred during the current reporting period and related to APhA-ASP activities. Please remember to answer all questions with honesty and integrity. The APhA-ASP Awards Standing Committee will review the CAR form and may ask for supporting documentation or further clarification to aid in its decision.

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 the APhA-ASP Chapter'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.

Photographs and Supplemental Materials

Photographs and Supplement Materials should be submitted via the Dropbox folder. Dropbox invitations from APhA staff will be sent to APhA-ASP Chapter Advisors by the end of May. Please contact Elise Damman, Senior Manager of Student Development (edamman@aphanet.org) with questions regarding Dropbox.

Videos are encouraged.

- Up to 5 videos per CAR form section may be submitted.
- Do not include a copy of APhA-ASP PharmFlix Video.
- **Videos must be labeled "CAR2022_Chapter Name_PROJECT_#.mp4"**
  - **Example: CAR2022_Samford_APhA2022_1.mp4**
- Due to the large size of video files, the Awards Standing Committee will only accept the URL, title, and
- 35-word synopsis of the video.
- APhA Student Development Staff may request the original file.

Photographs are encouraged.

- Up to 15 digital photographs per CAR form section (or a maximum of 100 photos) may be submitted.
- **Photos must be labeled "CAR2022_Chapter Name_PROJECT_#.jpg"**
  - **Example: CAR2022_Samford_OSUD_1.jpg**
- Once photographs have been submitted electronically to APhA, the Association reserves the right to use these photographs in APhA publications, marketing materials, and during APhA meetings.

Original documents and supporting materials are encouraged.

- They must be developed by your chapter (original documents/materials only).
- Up to 5 and supporting materials per CAR form section (or a maximum of 65 items) may be submitted.
- Documents should illustrate the activities described in your essay.
- **Files must be labeled "CAR2022_Chapter Name_PROJECT_#.pdf"**
  - **Example: CAR2022_Samford_APhA2022_1.pdf**

Please use the following project abbreviations:

- Operation Diabetes = OD
- Operation Heart = OH
- Operation Immunization = OI
- Operation Reproductive Health = ORH
- Operation Substance Use Disorders = OSUD
- International Pharmaceutical Students Federation = IPSF
- American Pharmacists Month = APhM
- Summer Leadership Institute = SLI
- Midyear Regional Meeting = MRM
- Annual Meeting = APhA2022
- Policy & Advocacy = POLICY
- Leadership = LEAD
- Professionalism = PROF

Please use a similar naming system if you would like to upload media for a project that is not included in this list.

All reports, forms, photographs, and supporting materials will only be accepted via the chapter's submission of the CAR form and Dropbox. All items must be labeled accordingly. Once pictures, videos, and original documents have been submitted electronically to APhA, the Association reserves the right to use or link these videos in APhA resources, marketing, and during APhA meetings.