

**APhA2022**

APhA Academy of Student Pharmacists

# **Help! I'm writing a Chapter Achievement Report**

**But I don't know where to start**

March 20, 2022  
San Antonio, TX

# Meet your presenters



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and Science



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Thank You to Our Supporter!

The Walgreens logo, featuring the word "Walgreens" in a red, cursive script font, set against a white background with a thin grey border.

# Agenda

Report writing 101

Resources

Writing your CAR

Post-submission

Q&A

**What is the purpose of  
writing a Chapter  
Achievement Report?**

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# Report Writing 101

## Why write a CAR?

- Showcase accomplishments
- Self-assess how the year went & how to improve next year

## Writing Resources

- Reporting guidelines
- List templates
- Essay guidelines
- Quick guide



# Chapter Achievement Report Quick Guide

# CAR Quick Guide

- The 3 “I’s”
  - Innovation – creative & unique
  - Involvement – who participated & how
  - Impact – what was the affect of the activity
- CAR sections break down
- Pro Tips

## Top quick tips

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

---

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

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Report writing is a **team** sport!

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# How to use the CAR quick guide

## 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!

# How to use the CAR quick guide



## 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?

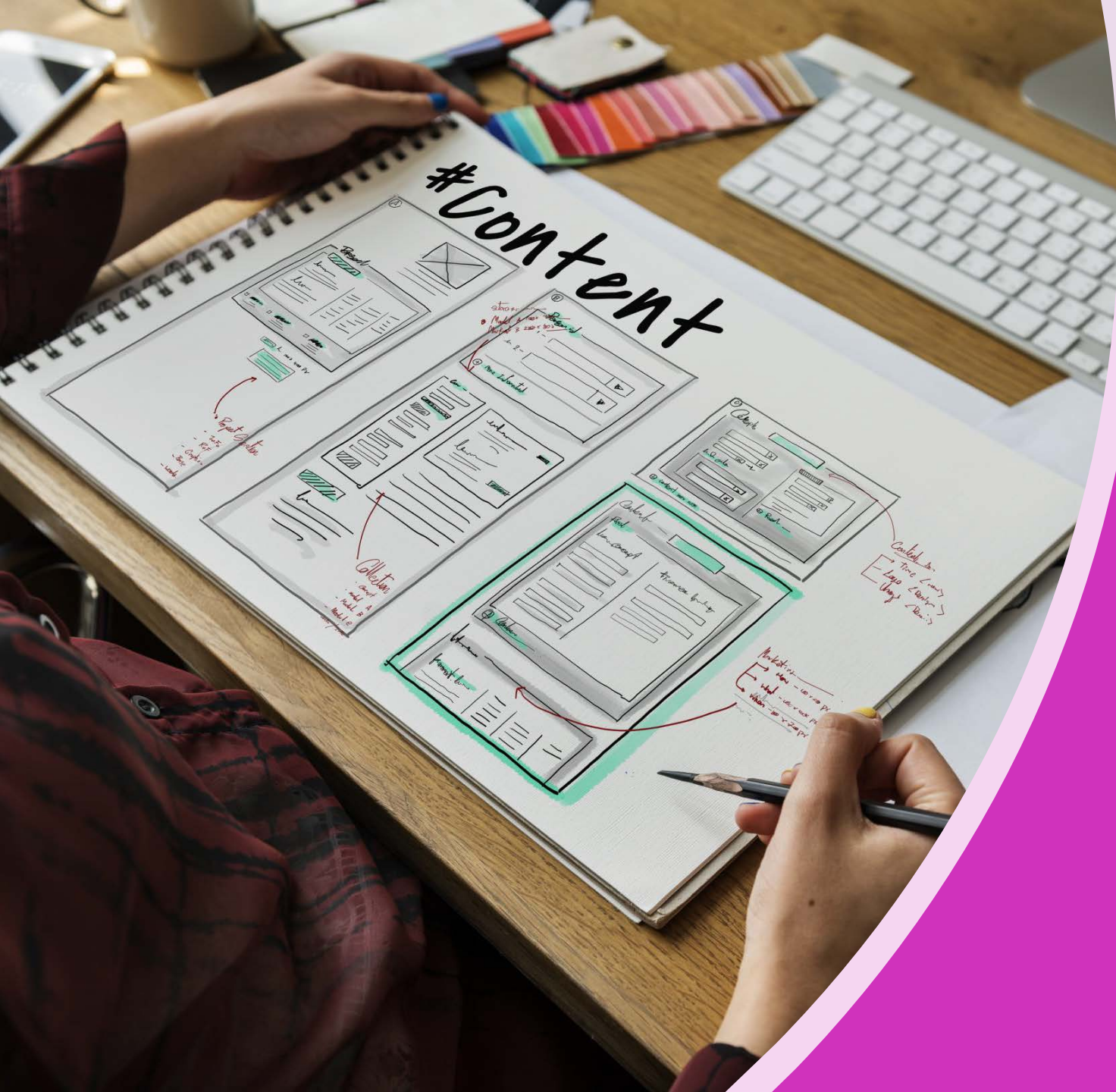
### IPSF

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.



# Chapter Achievement Report Guidelines

# CAR Guidelines

- Overview of Awards program
- Requirements for recognition
- Description of divisions, eligibility, & awards
- Awards selection & presentation
- CAR submission instructions
- Access to reporting form
- Appendices

# CAR Guidelines

## What's required?

- Chapter constitution/bylaws
- Chapter goals & objectives
- Advisor submission confirmation
- Photographs & supplemental materials
- CAR form
- Optional sections:
  - Most Improved
  - Innovative Programming

- Attached files are the correct ones & answer the question
- Files are accessible to readers

*Pro Tip*



## CAR submission form

The screenshot displays the APhA (American Pharmacists Association) website. The top navigation bar includes a search bar and links for About, Engage, Bookstore, My Account, and Contact Us. Below this is a secondary navigation bar with dropdown menus for Membership, Education, Advocacy, Career, Conferences, Practice, and Publications. A dropdown menu for 'Membership' is open, showing options: Join, Practitioners, Scientists, Student Pharmacists (highlighted with a red box), New Practitioner Network, Get Involved, House of Delegates, and Awards. To the right of the dropdown are buttons for LOGIN and JOIN / RENEW. Below the navigation bar is a blue banner with the text 'Just launched' and 'Library', and a button for 'LEARN ANYWHERE >'. At the bottom, there is a purple banner for 'A<sub>Ph</sub>A2022 is here!' with the text 'For the first time since 2019, we're meeting IN PERSON. A<sub>Ph</sub>A2022 is bringing all of pharmacy together to'.

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**A<sub>Ph</sub>A2022** is here!

For the first time since 2019, we're meeting IN PERSON. A<sub>Ph</sub>A2022 is bringing all of pharmacy together to

Student  
Pharmacist Magazine



Policy &  
Advocacy



Leadership  
Opportunities



Projects



Awards &  
Scholarships



Meetings &  
Networking



Officer Resources



Advisor  
Resources



## Chapter / Member Awards

- [Chapter Achievement Awards Program >](#)
- [APhA-ASP Membership Bonus Goal Award >](#)

### 2020-2021 APhA-ASP Chapter Achievement Report Guidelines:

[Appendix A - Guidance for Reporting COVID-19 Event Cancellation](#)

[Appendix B - Chronological List Template](#)

[Appendix C - Essay Guidelines](#)

Includes National Patient Care Project Reporting Information

[Appendix D – Chapter Performance Evaluation](#)

[Appendix E - Sample of the Online Reporting Form](#)

[Appendix F - List of Divisions \(A, AA, AAA\)](#)

Coming July 2021

### Access Online Chapter Achievement Report (CAR) Form:

Each chapter should submit one form. Only one person at a time should access the saved. Access the 2020-2021 APhA-ASP Chapter Achievement Report Form here: <https://fs8.formsite.com/APhA-ASP/20-21CAR/index.html>

Each chapter can create an account to save completed information and return to the same form. Saved forms should be accessed using the following link: [https://fs8.formsite.com/APhA-ASP/20-21CAR/form\\_login.html](https://fs8.formsite.com/APhA-ASP/20-21CAR/form_login.html)







# List Templates

The following template must be used for the Chronological List:

- ▮ **Activity/Event/Meeting/Project(s):**
- ▮ **Classification of Project:** *Indicate if this project is operational, patient care, policy/advocacy, or professionalism (more than one may be applicable)*
- ▮ **Date(s):**
- ▮ **Location(s):**
- ▮ **Type of Media/Promotional Materials:**
- ▮ **Target Audience:**
- ▮ **Faculty Present:**
- ▮ **Additional Pharmacists Present:**
- ▮ **Chapter Members Present:**
- ▮ **Patients Attended Event(s):**
- ▮ **Patients Screened:**
- ▮ **Patients Received Health & Wellness / Clinical Services:**
- ▮ **Patients Reached Through Public Relations:** *(TV, Newspaper, Radio, Social Media, etc. Each person who views the ad, billboard, clip is considered "1 impression")*
- ▮ **Event Held in Collaboration with:**
- ▮ **Event Type:** *Indicate whether the event is a new program or continuation of a previous initiative*
- ▮ **Estimate of the Total Number of Hours for Project Planning:**
- ▮ **Total Number of Hours of Event:** *Indicate the duration of the event (cumulative for multiple dates)*
- ▮ **Synopsis (less than 75 words for each activity listed):**

Regardless of  
what template you  
use, stay  
consistent!

Pro Tip

# Essay Guidelines



# Essay Guidelines

## What do these tell me?

- Detailed descriptions of the 3 “I’s”
- What kind of events & activities to report

- Remember your audience
- Ask yourself “Does what I’m writing answer the question?”
- Don’t feel stressed by the word count; more is not always better

Pro Tip

# Writing the CAR

## Writing top tips

### Do's & Don't's

- **Do** highlight the 3 “I’s”
- **Don't** forget who your audience is
- **Do** showcase the events you're most proud of
- **Don't** include events that haven't occurred yet
- **Do** verify your essays & documents answer the question
- **Don't** keep writing for the sake of “meeting” the word count

## Writing top tips files & supporting documents

### Supporting Documents

All documents should be shared as PDF files.

Upload your chronological list document for the reporting cycle. \*

Choose File No file chosen

Upload a copy of your budget for the reporting cycle. \*

Choose File No file chosen

Upload a copy of your chapter goals and objectives for the reporting cycle. \*

Choose File No file chosen

### How to name your files

- School\_goals
- School\_OTCeventname\_1

Example:

- Albany\_budget
- UF\_OSUDtakeback\_1

## Pro Tip

# Writing top tips

## common confusion

### Section 5: APhA-ASP Patient Care Activities

Select all of the local and national patient care projects that your chapter participated in during the reporting cycle. (Check all that apply.) \*

- ☐ National PCP – Operation Substance Use Disorders (formerly Generation Rx)
- ☐ National PCP – Operation Diabetes
- ☐ National PCP – Operation Heart
- ☐ National PCP – Operation Immunization
- ☐ National PCP – OTC Medicine Safety
- ☐ National PCP – Women's Health
- ☐ Chapter PCP - Cancer Prevention
- ☐ Chapter PCP – Men's Health
- ☐ Chapter PCP – Mental Health & Wellness (provided for patients / community)
- ☐ Chapter PCP – Lung Health
- ☐ Other

Provide the total number of chapter specific patient care projects (e.g. 50; do not include the nationally recognized projects) \*

Provide the total number of individuals / community members (e.g. 50; do not include the nationally recognized projects) \*

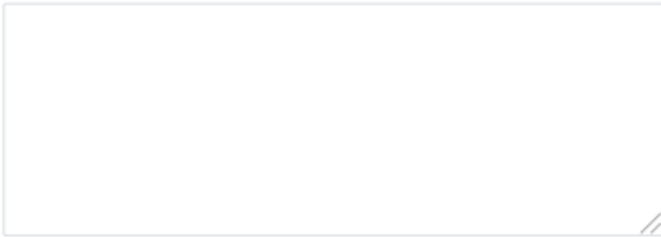
Only ✓ the operations your chapter participated in



“local” or “chapter specific” activities / projects should not include any nationally recognized operations

## Writing top tips common confusion

Describe your chapter's implementation, innovation, involvement, and impact for all local / chapter specific patient care activities. \*



0/750 words

# Writing top tips

## common confusion

Total number of Operation Substance Use Disorders events (including Generation Rx events)

Total number of educational presentations \*

Total number of prescription medication take-back events \*

Total number of naloxone-related training or awareness events \*

Total number of legislative day or substance use disorders advocacy events \*


Total number of other events conducted \*

If other events indicated, please describe.

Total number of hours of Operation Substance Use Disorders (Generation Rx) events \*

To

When entering numbers, double check that they make sense



**What happens after CAR  
submission?**

# Feedback Calls



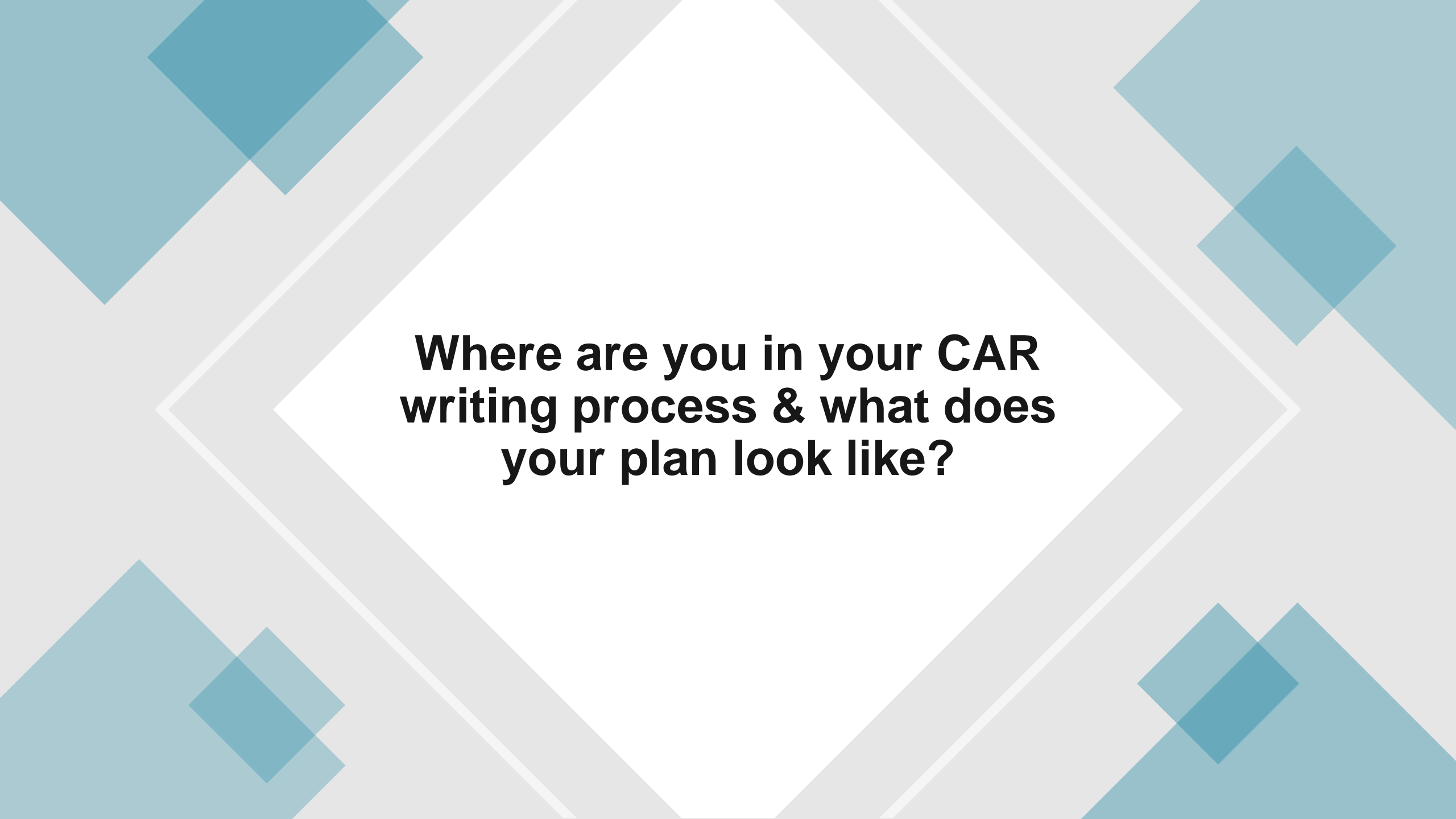
## Feedback Calls

### Why should I do a feedback call?

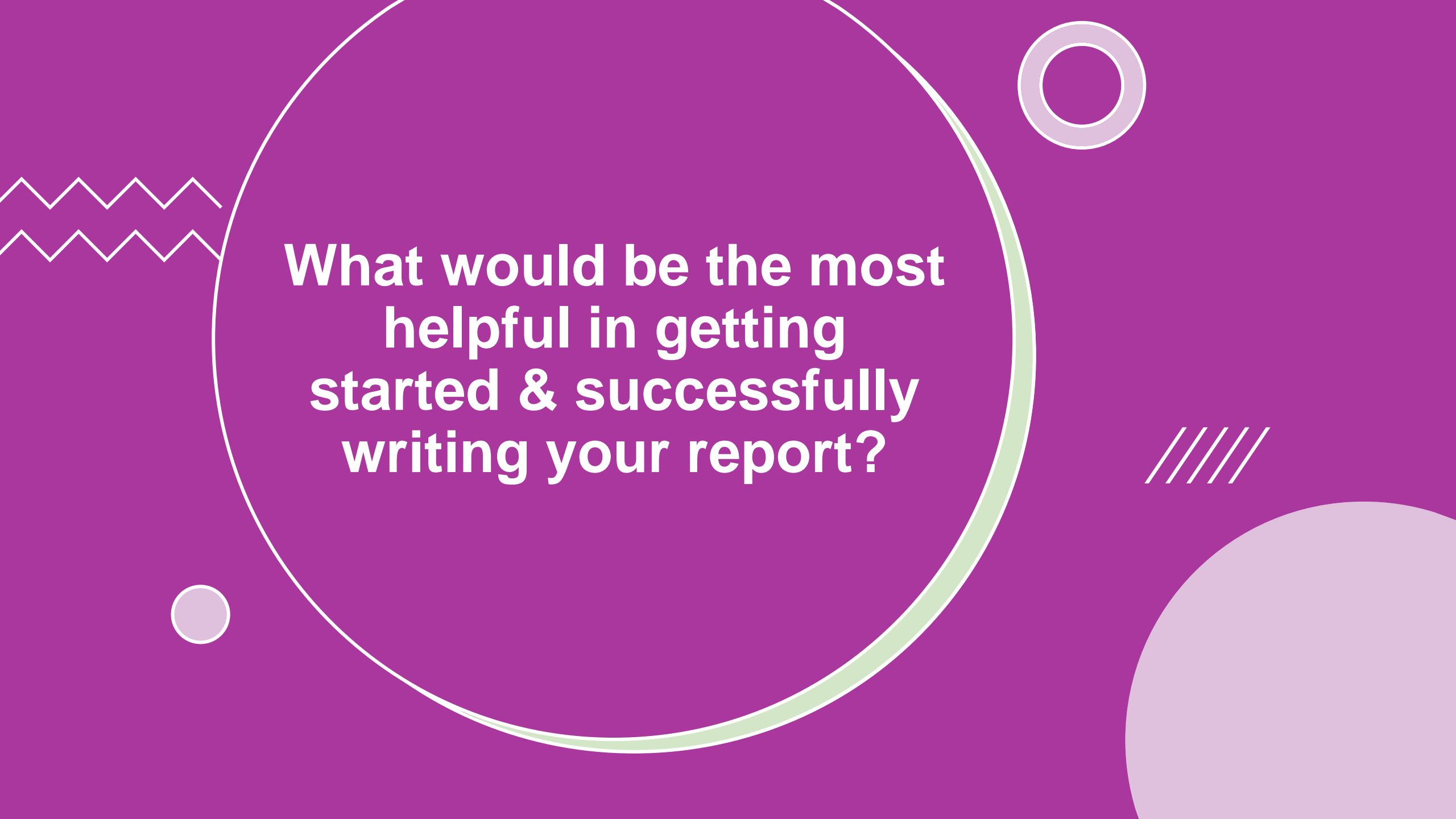
- Opportunity to meet with ASC liaison
- Talk through strong points of your report & ways to improve for your next one
- Another chance to ask CAR writing questions & get some more pro tips!



What feels like the  
biggest barrier to writing  
your report?



**Where are you in your CAR  
writing process & what does  
your plan look like?**

The background is a solid purple color. A large, thin white circle is centered on the page. A thick green arc is positioned along the bottom-right edge of this white circle. To the left of the circle, there are two white zigzag lines. In the top right corner, there is a small white circle with a green outline. In the bottom left corner, there is a small white circle. In the bottom right corner, there is a large, light purple semi-circle. To the right of the main circle, there are four white diagonal lines.

**What would be the most  
helpful in getting  
started & successfully  
writing your report?**





Q&A

# Chapter Achievement Report Workshop

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