

## Appendix A – Chronological List Template

Please include a chronological list of all chapter activities during the reporting cycle. The list should be a brief record all chapter projects, programs, meetings, and activities. Examples of such events are included but not limited to:

- Health fairs
- Patient screenings
  - Operation Diabetes
  - Operation Heart
  - Operation Immunization
  - Operation Reproductive Health
  - Operation Substance Use Disorders
  - OTC Medicine Safety
- Educational Programs
- Fundraisers
- Legislative or policy events
- Member events
- Community service projects
- Professionalism programming
- Leadership training
- IPSF programs
  - Health Living & Diabetes Campaign
  - Tobacco Alert Campaign
  - Medicine Awareness Campaign
  - Humanitarian Campaign
  - TB Awareness Campaign
- American Pharmacists Month programming
- Social Events
- Meetings
  - Chapter
  - Committee
  - Executive Committee

### Formatting Guidelines

Please use the guidelines below to build your chronological List. The list may be adapted to meet your chapter's event needs.

- There is no word limit or page limit for the Chronological List  
*\*The brief synopsis for each activity must be less than 75 words\**
- Events may fit into one of three categories:
  - Individual events
  - Recurring events
  - Events within a specific time frame
- Please submit a final document in **PDF format** with single spaced font of 10-point size.

## Template

The following template is recommended 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/Promotions:**
- **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/etc. is considered “1 impression”*
- **Event Held in Collaboration with:**
- **Event Type:**  
*Indicate whether the event is a new program or a continuation of a previous initiative*
- **Estimate of the Total Number of Hours for Project Planning:**
- **Total Number of Hours of Event:**
- **Synopsis (less than 75 words):**

## Examples

### How to List an Individual Event

- **Activity/Events/Meeting/Project(s):** APhA-ASP Chapter Meeting; Professionalism Speaker
- **Classification of Project:** Operational, Professionalism
- **Date(s):** September 5
- **Location(s):** College of Pharmacy
- **Type of Media/Promotions:** announcements, emails
- **Target Audience:** College of Pharmacy student pharmacists and faculty
- **Faculty Present:** 6
- **Additional Pharmacists Present:** 2
- **Chapter Members Present:** 225
- **Patients Attended Event(s):** 0
- **Patients Screened:** 0
- **Patients Received Health & Wellness/Clinical Services:** 0
- **Patients Reached Through Public Relations:** 0
- **Event Held in Collaboration with:** NCPA Chapter
- **Event Type:** New Event for Chapter
- **Estimate of the Total Number of Hours for Project Planning:** 2
- **Total Number of Hours of Event:** 1
- **Synopsis (less than 75 words):** This meeting was co-sponsored by our Chapter and NCPA. Our guest was a certified financial planner who lectured about investments, managing money, professional dress, and tips on succeeding in business.

### How to List a Month-Long Program

- **Activity/Events/Meeting/Project(s):** HPV Awareness Campaign during American Pharmacist Month
- **Classification of Project:** Patient Care, Policy and Advocacy
- **Date(s):** October 1 – October 31
- **Location(s):** Six Walgreen's Pharmacy locations, State Capitol, other pharmacy locations
- **Type of Media/Promotions:** announcements, emails, Governor's proclamation, Walgreen's reader boards, HPV awareness letter, HPV Public Service Announcements
- **Target Audience:** Citizens of State
- **Faculty Present:** 4
- **Additional Pharmacists Present:** 200
- **Chapter Members Present:** 60
- **Patients Attended Event(s):** 750
- **Patients Received Health & Wellness/Clinical Services:** 375
- **Patients Reached Through Public Relations:** 750,890
- **Event Held in Collaboration with:** State Pharmacy Association and SSHP Chapter
- **Event Type:** Continuing Event Launched in 2007
- **Estimate of the Total Number of Hours for Project Planning:** 41
- **Total Number of Hours of Event:** 14
- **Synopsis (less than 75 words):** We positively promoted our profession during the month. We arranged for messages promoting pharmacy to be displayed on the reader boards at six Walgreens locations. We also promoted pharmacy through a Governor's proclamation declaring October as Student Pharmacists Recognition Month. We also educated 750,890 patients through our HPV Awareness Campaign.

## How to List a Reoccurring Meeting or Multiple Dates for a Specific Meeting/Program:

- **Activity/Events/Meeting/Project(s):** Chapter Meetings
- **Classification of Project:** Operational
- **Date(s):** September 8; October 14; November 13, December 3, January 23, February 16, March 13
- **Location(s):** School of Pharmacy
- **Type of Media/Promotions:** announcements, emails, website
- **Target Audience:** Chapter Members
- **Faculty Present:** 1-2 per meeting
- **Additional Pharmacists Present:** 0
- **Chapter Members Present:** ~120
- **Patients Attended Event(s):** 0
- **Patients Received Health & Wellness/Clinical Services:** 0
- **Patients Reached Through Public Relations:** 0
- **Event Held in Collaboration with:** none
- **Event Type:** Continuing Event from Previous Year
- **Estimate of the Total Number of Hours for Project Planning:** 14
- **Total Number of Hours of Event:** 7 (1 hour per meeting)
- **Synopsis (less than 75 words):** Monthly general chapter meetings for all members. Discussed upcoming events, meetings, patient care projects, and chapter activities during meetings. .