The COVID-19 pandemic has impacted the operations and events of APhA-ASP Chapters across the country. APhA-ASP Staff and the Awards Standing Committee are aware of the impact and the concerns regarding reporting of activities cancelled due to the COVID-19 restrictions. The committee is especially excited to hear how chapters have adapted to the current situation and continued to carry out operations and the benefit to the community. We encourage chapters to discuss any operational changes that allowed your chapter to continue engaging members and impacting patients.

The APhA-ASP Awards Standing Committees recommends the following:

- Chapters should include planned events that were impacted by COVID-19 in the “Chronological List” uploaded with their report. In the “Synopsis” section of the “Chronological List”, indicate if the event was fully established, still in the planning process, or cancelled.
- For any events that were completed, be sure to include how events may have been adapted or modified to meet the requirements of COVID-19 restrictions. (For example, hosting virtual chapter officer elections.)
- For events that were cancelled, focus on aspects of the event or project that were able to be implemented and completed. (For example, recruitment of event volunteers.)
- Discussion of cancelled events in the individual essays may be difficult. Consider only discussing a cancelled event briefly in an essay if you believe it will contribute to the report. Remember, the goal of the Chapter Achievement Report is to celebrate and recognize the impact your chapter that have been implemented throughout the community.

The APhA-ASP Awards Standing Committee and APhA staff are available to assist with any questions you may about reporting these events. Contact information for the committee is:

**APhA Staff**

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**APhA–ASP Awards Standing Committee**

Chair: Michael Behal  
Member: Jaspree Bhullar  
Member: Cortni Hicks  
Member: Tessa Schnelle