APhA Academy of Student Pharmacists
Chapter Achievement Awards Program

APPENDIX B – CHRONOLOGICAL LIST TEMPLATE

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

- Health fairs
- Patient screenings
- Patient care projects
  - Operation Diabetes
  - Operation Immunization
  - Operation Heart
  - Generation Rx
  - OTC Medicine Safety
  - Women’s Health Campaign
- Educational programs
- Fundraisers
- Legislative or policy events
- Community service projects
- Professionalism programming
- Leadership training
- IPSF programs
- 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
  - Reoccurring events
  - Events within a specific time frame
- Please submit a final document in the PDF format with single spaced font of 10-point size.
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):
Example of how to list an individual event:

Activity/Event/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/Promotional Materials: 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 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: 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.

Example of how to list a month-long program:

Activity/Event/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/Promotional Materials: 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: We positively promoted our profession during the month. We arranged for messages promoting pharmacy to be displayed on the reader boards at six Walgreen’s 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.
Example of how to list a reoccurring meeting or multiple dates for a specific meeting/program:

Activity/Event/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/Promotional Materials: announcements, emails, Web site
Target Audience: Chapter Members
Faculty Present: 1-2 per meeting
Additional Pharmacists Present: 0
Chapter Members Present: ~120 per meeting
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 Years
Estimate of the Total Number of Hours for Project Planning: 14
Total Number of Hours of Event: 7 (1 hour per meeting)
Synopsis: Monthly general chapter meetings for all members. Discussed upcoming events, meetings, patient care projects, and chapter activities during meetings.