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 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:

- 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
- **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:** NCDA 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 NCDA. 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.