



NCPA Student Chapter End-of-the-Year Report

The purpose of this template is to provide a streamlined way for student chapters to provide a summary of their efforts to the NCPA National Student Leadership Council members. This template is designed to gather all the information that is assessed on the End-of-the-Year Report Rubric.

General Information

- NCPA Student Chapter Name
- NCPA Faculty Liaison
- Name of Officer Submitted Midyear Report
- Number of NCPA student members at school
- List of chapter officers and email addresses

Membership Drive

- List all membership drives and provide brief explanation of what happened
- Describe plans for membership recruitment overall
- Describe any promotional materials provided to prospective members

New Member Event

- Describe the event hosted for new members
- Describe promotional materials provided for the new member event
- Describe your lessons learned from new member event
- Describe how to improve future membership drives

Attendance at Annual Convention

- How many chapter members attended annual convention?

Chapter & Executive Meetings

- Provide a list of all general and executive body meetings.
- Provide a list of all guest speakers for chapter meetings.

Special Trips, Tours & Site Visits

- List and describe any trip to an independent pharmacy or pharmacy related business/organization.

Community Health Promotion

- Describe your community health promotion event (I.e. press release, store opening, little league sponsorship, etc.)

Neighborhood Community Service Outreach Event

- Describe the goal for your community health outreach event.
- Describe the community health outreach event.
- Describe your lessons learned from the community health outreach event.
- Describe how to improve this event in the future & how to scale the event to larger numbers.

Grassroots Advocacy

- Describe your participation in state level legislative advocacy using phone calls, letter/email campaigns, capital visits, in person meetings.
- Describe your participation in federal level legislative advocacy using phone calls, letter/email campaigns, capital visits, in person meetings (different from congressional summit).
- How many members participated in NCPA's congressional pharmacy fly-in?
- Describe your overall legislative advocacy, including promotional materials and social media.

Fundraising

- Describe any fundraisers, including how you raised money, how the funds were allocated, whether the fundraiser was successful, lessons learned and how to improve future fundraisers, and how to scale to larger numbers.

Competition Participation

- Is chapter planning to submit to: the business plan competition or chapter challenge?

Chapter Requirements

- Have you submitted: Chapters Constitution and Bylaws, NCPA Student Chapter Affiliation Agreement, Chapter Members eligible for graduation cords, Updated Roster?

Reports must be emailed by June 5th

You can email directly to your Student Leadership Council region representative or to carlie.traylor@ncpa.org.