



NCPA Student Chapter Midyear/End of the Year Template

Hello Chapter Officer! Thank you so much for participating in this year's Midyear/End of Year Report process. NCPA and the Student Leadership Council enjoy being able to keep up with your chapter and all the ways you are engaged on campus and in the community. A few reminders before you get started:

1. Plan to upload your Midyear/End of Year reports in [AwardForce](https://ncpaf.awardsplatform.com/) (<https://ncpaf.awardsplatform.com/>)
2. This document needs to be converted to a PDF before you upload into AwardForce. There is a 10MB limit per file upload. Please compress your file if it is larger than that.
3. Please feel free to add pictures, your social media promotion posts, or other information you see as relevant that wasn't mentioned in specified sections to the end of the report.
4. The Chapter President should be the one to submit the report, however the entire e-board should participate in creating the report.
5. When you go to submit the report on AwardForce, you will be asked to **enter the names, NCPA member #s, school and personal emails of your incoming chapter officers**, as well as the name and email of your faculty liaison for your upcoming academic semester, so have that info close by.
6. You will need to upload (**in AwardForce**) a copy of your Chapter Bylaws, Affiliation Agreement, and Student Roster (include NCPA Member ID number and expiration date).

If you have any questions about these documents,
please reach out to studentaffairs@ncpa.org.

For your reference, listed below are the different areas that the SLC will use when scoring the reports, but there is more information under each section in the document.

- Membership Drive
- New Member Event
- Chapter and Executive Meetings
- Chapter Member Attendance at Annual Convention
- Special Trips, Tours, Site Visits
- Community Service
- State and Federal Advocacy
- Chapter Participation
- Fundraising
- Social Media

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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
- Describe how to improve future membership drives

Chapter and 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, and Site Visits

- List and describe any trip to an independent pharmacy or pharmacy related businesses/organizations

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 like the NCPA Fly-In
- Describe your overall legislative advocacy, including promotional materials and social media

Social Media

- Please list which social media accounts you use to engage your membership and if they are public accounts (not just for members only content) please list your @ or the account information

New Member Event

- Describe the event hosted for new members
- Describe promotional materials provided for the new members
- Describe your lessons learned from new member event
- Describe areas of improvement for engaging new members

Attendance at Annual Convention

- How many chapter members attended Annual Convention?

Community Service Outreach Event

- Describe the goal for your community health outreach event
- Describe the community health outreach event

Chapter Participation

- Did you have a chapter from your school compete in the Pruitt-Schutte NCPA Business Plan Competition this school year?
- Did the chapter participate in the [DKMS Bone Marrow Drive](#)?
- How many chapter members applied for the Summer Internship at NCPA?
- How many chapter members applied for an APPE rotation at NCPA?
- How many chapter members applied for an SLC position at NCPA?

Fundraising

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

Midyear Reports are due **January 15** End of Year Reports are due **June 5**

All reports will be submitted via [Awardforce](#)

Questions? Email studentaffairs@ncpa.org