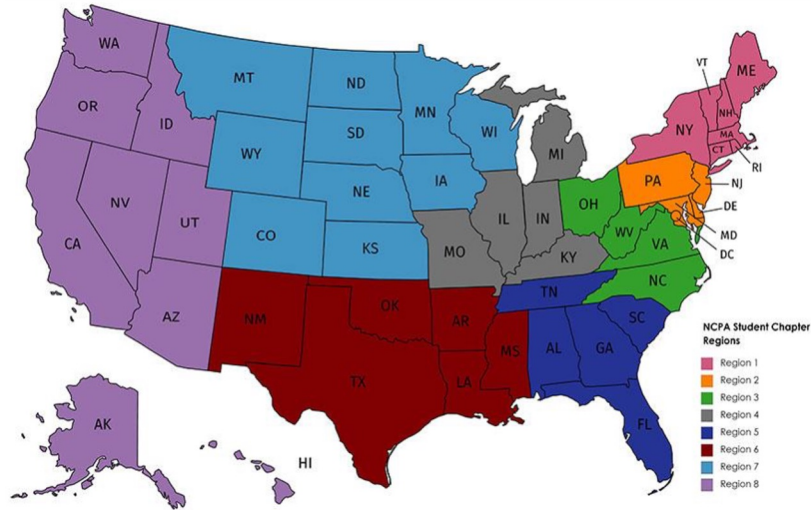


# Welcome!

Please find your region on the map & "rename" yourself to:  
*REGION #, NAME (i.e. 1, Jane Doe)*

## How to Rename:

1. Click "Participants"
2. Run your cursor over your name
3. Click "More"
4. Click "Rename"
5. Type: #, Name



1

# NCPA Fall 2024 Student Chapter Officer Training



2

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# Let's Break the Ice

3

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## Drop you answers in the chat!

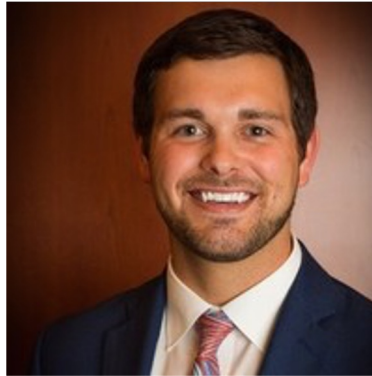
- What school do you attend? What region are you in?
- What is your leadership position in your chapter?
- Share something cool or unique you did over the summer!
- Last one.... What is your favorite Red 40 product?



4

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## NCPA Staff



**Drew Register, Pharm.D.**  
*Dir, Strategic Initiatives and Student Affairs*  
Drew.Register@ncpa.org



5

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## Agenda

- End of Year Reports
- Timeline
- Tips and Tricks
- Communications
- FYI
- Important Dates
- Q&A and Discussion



6

# End of Year Reports



7

## End of Year Reports

- What is the end of year report?
  - The end of year report is report created for local chapters to submit to National NCPA.
  - This report is graded to show you how well the year went for your chapter!
  - These reports help determine awards such as Chapter of the Year and Most Improved Chapter!
- Where can I access the rubric?
  - <https://ncpa.org/sites/default/files/2024-02/eoy-criteria.xlsx>
- Where do I fill out the EOY report?
  - <https://ncpaf.awardsplatform.com/>
- When do I turn it in?
  - Midyear reports are due: **Early January**
  - End of year reports are due: **Early June**



8

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## Chapter Documents

Affiliation Agreement

Bylaws

Roster

Progress Report

9

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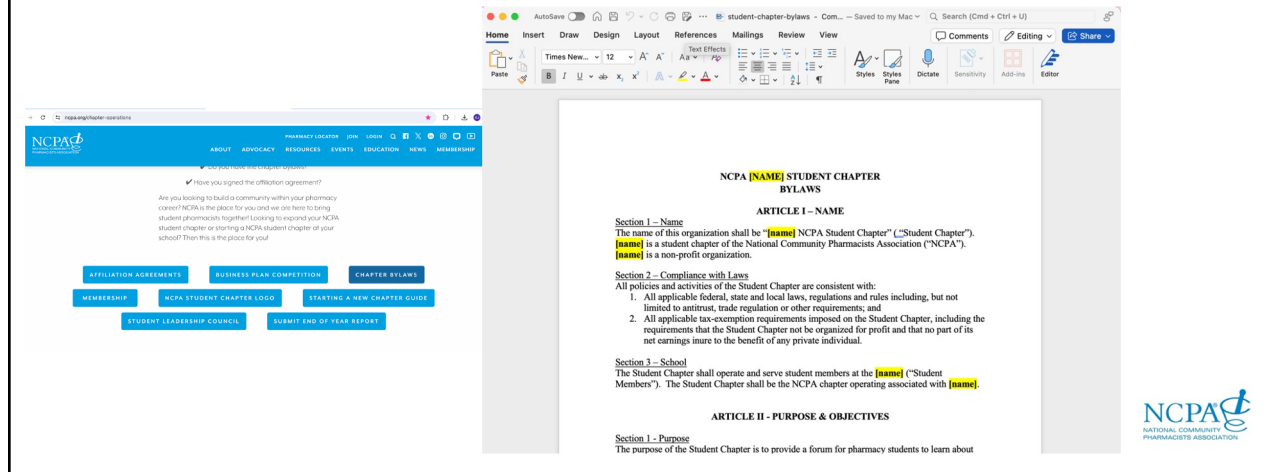
## Affiliation Agreements

- Sent to Chapter/Faculty Advisors if on file, if not sent to Dean
  - Please reach out to your advisor to see if they completed this if you are unsure or email [studentaffairs@ncpa.org](mailto:studentaffairs@ncpa.org) (cc your faculty advisor)

10

# Bylaws

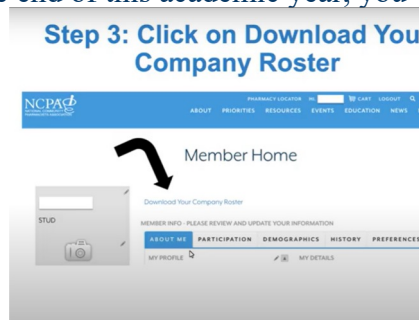
- There is a template on our Student Resources page



11

# Roster

- Make sure most information is updated contact information with LEGIBLE NCPA national member ID numbers
- Here is a link to the video to find your roster
- You will upload your NEW officer roster in a separate submission.
  - For example, at the end of this academic year, you will upload your 2025-2026 officer roster



12



# Progress Report

- Infrastructure
- NCPA
  - N- Neighborhood Community Service (26)
  - C- Creating Members (27)
  - P- Promoting Independent Pharmacy (26)
  - A- Advocacy (15)



13



# Infrastructure

- Social Media (3 points)
  - One point for each ACTIVE social media account your chapter has
  - Some ideas include Instagram, Facebook, X, Tiktok, and LinkedIn
- Fundraising (9 points)
  - Points are awarded based on amount of \$ raised
    - 3 points- \$1-\$499
    - 6 points- \$500-\$1499
    - 9 points- \$1500+
- Chapter Related Activities (4 points)
  - Fall Officer Training (You're already here, yay!)
  - Spring Officer Training
  - NCPA Webinar
  - SLC Representative Meeting (If you haven't done this, reach out to your region rep!)



14



## Creating Members

- NCPA National Members (3 points)
  - We encourage all of our members to be National NCPA members!
- Fall General Body Meetings (3 points)
  - 3 or more meetings for max points!
- Spring General Body Meetings (3 points)
  - 3 or more meetings for max points!
- Fall Executive Board Meetings (3 points)
  - 3 or more meetings for max points!
- Spring Executive Board Meetings (3 points)
  - 3 or more meetings for max points!



15



## Creating Members

- Interest Meeting (1 point)
- Organization Presentation/Fair (1 point)
- Informational Campaign (1 point)
  - Giving/displaying membership information!
- New Member Event (2 points)
  - Casual event outside of a chapter meeting!
- Transition Meeting (1 point)
  - Transitioning your next officers!
- NCPA Applications (4 points)
  - NCPA/NCPA Foundation Summer Internship
  - NCPA Foundation Scholarships
  - NCPA APPE Rotation
  - NCPA Student Leadership Council



16





## Promoting Independent Pharmacy

- Chapter Highlight Form (6 points)
  - Link to [google form](#)
- Special Trips/Site Visits (3 points)
  - Pharmacy visits!
- Entities Spoke at Chapter (5 points, 1 point for each)
  - CPESN
  - NCPA Chapter Visit
  - PCCA
  - Pharmacist Mutual
  - Pharmacy Owner
- Annual Convention Attendance (3 points)
- Business Plan Competition (4 points)
- Nominations (2 points)
  - NCPA Chapter Member Excellence Award
  - Faculty Liaison or Preceptor of the Year

**NCPA<sup>®</sup>**  
STUDENT CHAPTER

**Chapter Recognition Post Submission**

The NCPA Student social media pages are a place where we can highlight what our student chapters are doing all across the country. By using this form, you have the ability to show us what your chapter is doing. By submitting a description of the work as well as pictures and tags of those involved, we can share this to our main pages and give your chapter the recognition it deserves.

If questions or concerns arise when completing this form, email [membership@nca.org](mailto:membership@nca.org)

Please note that photos and videos may be used for promotional purposes and by submitting the report, you agree that NCPA and its partners may use them for this purpose.

apostrophe19@gmail.com Switch account

The name, email, and photo associated with your Google account will be recorded when you sign up for and submit the form.

\* Indicates required question

Name of member filling out this form\*

Your answer



17



## Neighborhood Community Service

- Other Group Engagements (6 points)
  - Other pharmacy school organizations
  - Non-member pharmacy students
  - Pre-professionals
  - Non-pharmacy professionals
  - Pharmacist/pharmacy owners
  - Members of the community
- Events with other NCPA Student Chapters (2 points)
  - These can be in person or online!
- Community Service/Philanthropic Events (6 points)
  - One point per event!



18



## Advocacy

- Advocacy Related Events (8 points)
  - 2 points for in person events
  - 1 point for non-event/informational campaign
- NCPA Annual Fly-In Participation (6 points)
  - Washington, DC!



19



## Chapter Leadership Calls

- Thanks to all who participated in these chapter leadership calls!
- If you have not already had a chapter leadership call, reach out to your region representative!



20

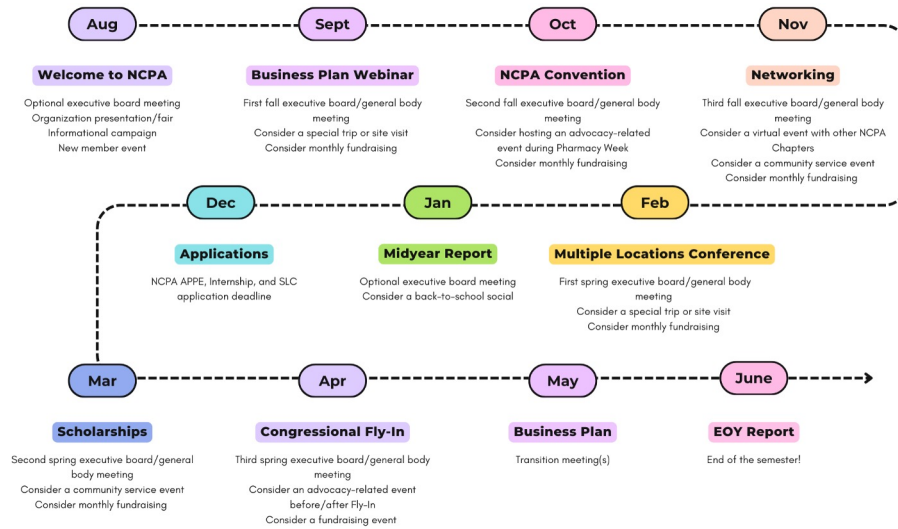
# Timeline for Your Chapter



21



## Timeline for Success



22

# Tips & Tricks



23

## Tips & Tricks

- Let's review some pearls from Dr. Ryan Hoffart, previous SLC member and Chapter of the Year president

- [NCPA Chapter Pearls](#)

### Fundraising Help

- Fundraising can be accomplished in many ways. Selling merchandise, holding a raffle, fundraising events, etc. are all great ways to raise money for your chapter.
  - Fundraising ideas can include creating and selling merch for the school (polos, sweatshirts, jackets, etc), white coat pins, bags, bake sale, pie the president, or even collaborating to host a golf tournament .
- Work with your college to offer "stipends" for members.
  - This can be through fundraising or our college offers "Dean's Allocation" where you are providing funding for the year.
  - Use these stipends to provide funding for NCPA Annual Convention, NCPA Fly-in and PCCA Compounding Boot Camp, POLA, etc.
- If there are enough funds, consider holding an end of the year banquet to recognize the chapter accomplishments throughout the year.
- See below for additional fundraising ideas.

### Membership Growth

- Getting in front of the new students during orientation (ask to sponsor snacks/drinks)... Create a poster to display with photos and add a QR code to sign up (use a google form.etc ) to collect potential members' email for weekly newsletters, announcements, link to social media pages, etc).
  - While focusing on incoming P1s ... also focus on P2s and P3s too since many will be looking to join an organization after getting past P1 year. Talk to your friends in your class about the benefit from your chapter.
  - Offer E-board positions like *P1 Liaison* to have someone advocating for your chapter within the incoming class.
- Try to keep membership costs low (local + \$50 national dues) if possible and use it as a selling point to attract new members.
  - Ex. "We offer \_\_\_\_ while only being half the cost of other orgs on campus!"
  - Keep in mind, you are selling your chapter and want to show students why they should join.
- Provide all the benefits that NCPA national and local chapters offer to the members:
  - National Membership perks, scholarships, discounts on annual convention, digital information (pharmacy news emails, etc), American pharmacist access, and many others!
- Make sure to show your members the difference between "*community pharmacy*" and "*chain pharmacy*" and what you can offer vs other organizations on campus.
  - Many will naturally be deterred from joining with poor experiences from chains ... encourage them to learn about independent pharmacy.
- Make sure to offer a diverse range of events / speakers to help promote your chapter.
  - These can include compounding, legislative, and community outreach chairs. Also, social chair, social media liaison, or P1 Liaison can help expand your chapter reach and capability of implementing new projects.
  - If your school has multiple locations, have a rep position for each location.



24

# Communications



25

## Who to contact?

Your SLC Region Representatives!

- <https://ncpa.org/student-resources>

[studentaffairs@ncpa.org](mailto:studentaffairs@ncpa.org)

- General student chapter questions
- Request virtual visit
- Staff Contact Point: Drew Register

[info@ncpa.org](mailto:info@ncpa.org)

- General questions? use a descriptive subject line

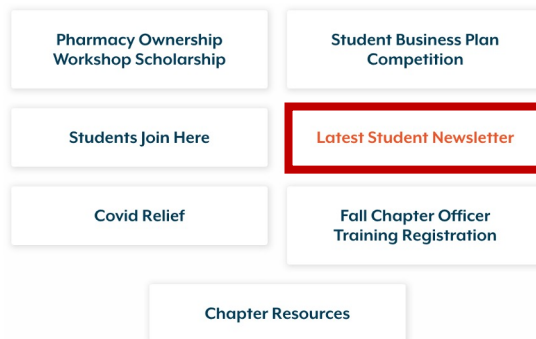
[ncpaf@ncpa.org](mailto:ncpaf@ncpa.org)

- NCPA Foundation

26

## Student Newsletter

- How to keep up-to-date:
  - Log into your [ncpa.org](https://www.ncpa.org) profile
  - Enter your primary email address
  - You should receive newsletters from: [ncpa.ecommunications@ncpanet.org](mailto:ncpa.ecommunications@ncpanet.org)
- Still not receiving it?
  - Check your junk mail
  - View the latest newsletter on the NCPA Student Resources page
  - Email your Region Rep and they will get you connected with someone to help!



27

## Student Chapter Leader GroupMe



28

## Social Media

Follow us on Facebook, Instagram, and LinkedIn pages for great content including member highlights and upcoming events!

@ncpastudents

Does your chapter have a Facebook or Instagram page? Be sure to have them like/follow us as well.



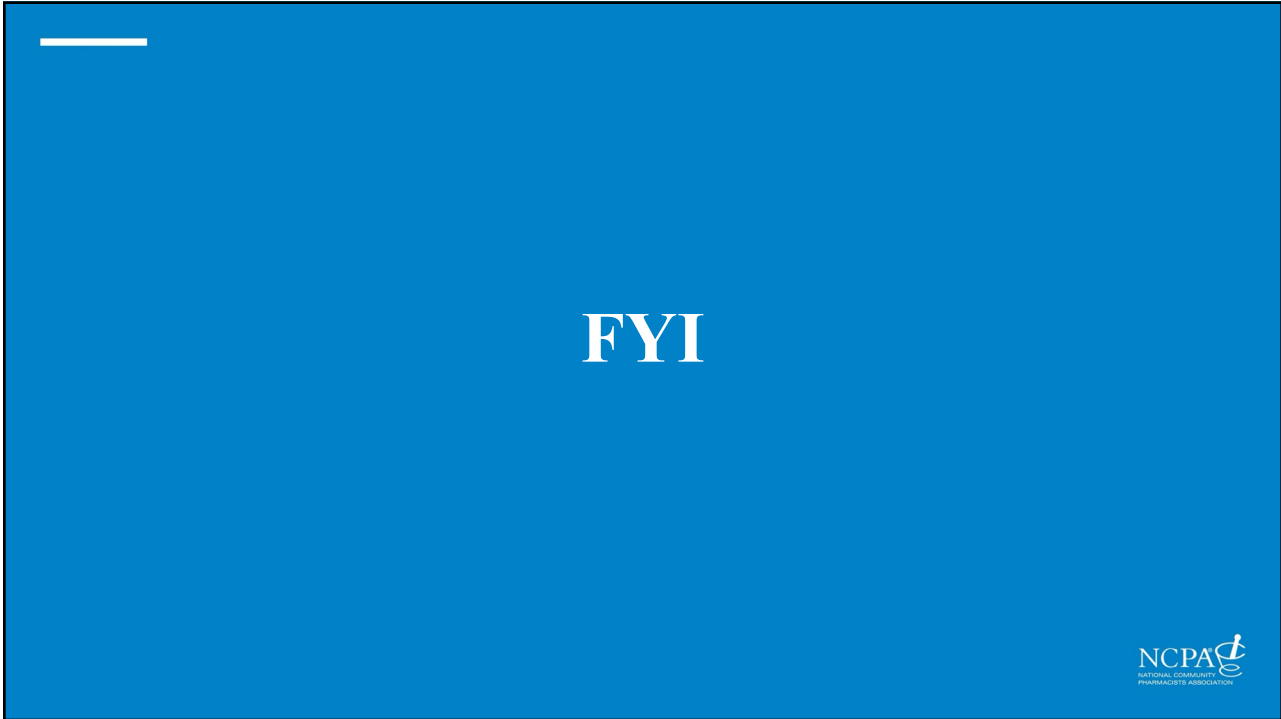
29

## NCPA Website

- Student Business Plan Competition
- Join Here
- Latest Newsletter
- Chapter Resources
- Advocacy
- Meetings/Events
- SLC Town Hall Registration
- Scholarships
- Internships, Rotations, Residencies
- & more!



30



31

**NCPA Logo**

	
 NCPA® STUDENT CHAPTER	 NCPA® NATIONAL COMMUNITY PHARMACISTS ASSOCIATION

Will receive downloadable file when affiliation agreement is signed!



32



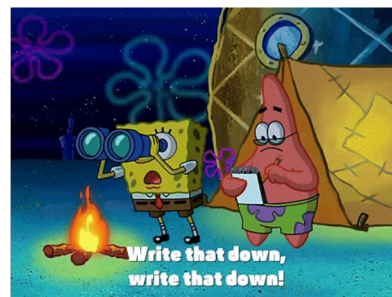
# Important Dates



33

## Important Dates

- Business Plan Webinar - *Mid September*
- Pre-Convention Webinar - *October 21st 7 pm EST*
- Pharmacy Ownership Workshop - *October 24th - 25th in Columbus, OH*
  - Scholarship **deadline** - *August 16th*
- Annual Convention - *October 26th - 29th in Columbus, OH*
- Mid year report - *Early January*
- End of year report - *Early June*



34

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# Q&A and Discussion



35

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## Let's hear from you guys!

- What is your favorite fundraiser your chapter does?
- What is your favorite advocacy event your chapter does?
- What is your favorite community service event your chapter does?
- What new member event does your chapter do?
- What has been your most successful chapter event?



36