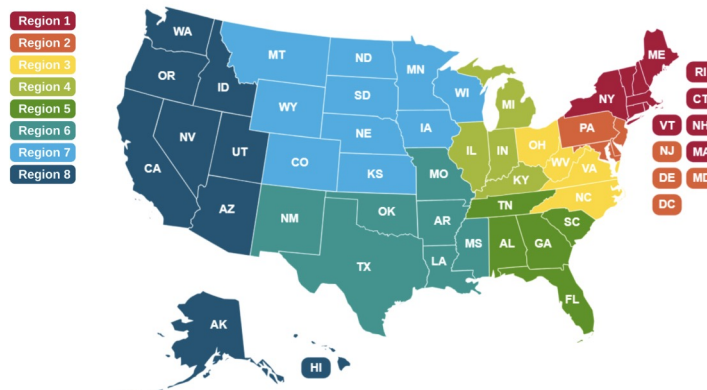


Welcome!

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 2025 Student Chapter Officer Training



2

Let's Break the Ice



3

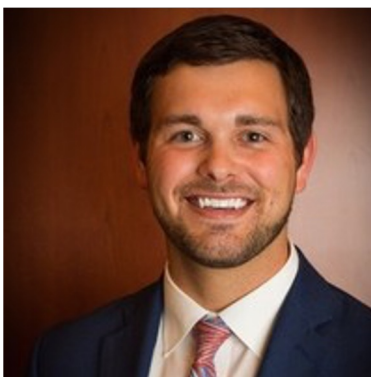
Drop you answers in the chat!

- What school do you attend? What region are you in?
- What is your leadership position in your chapter?
- Share something fun you did over the summer!
- If you were a medication, which one would you be and why?



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NCPA Staff



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



5

Agenda

Chapter Resources Website Update
End of Year Reports
Business Plan Updates
Timeline
Tips and Tricks
Communications
Q&A and Discussion



6

Chapter Resources Website Updates with Sabrina!



7

End of Year Reports



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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/2024-08/NCPA-Midyear-EOY-Scoring-Rubric.pdf>
- 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**



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Chapter Documents

Affiliation Agreement

Bylaws

Roster

Progress Report

10

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 (cc your faculty advisor)



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Bylaws

- There is a template on our Student Resources page

The screenshot displays the NCPA website on the left and a Microsoft Word document template for Student Chapter Bylaws on the right.

Website Content:

- Header: NCPA logo, navigation links (ABOUT, ADVOCACY, RESOURCES, EVENTS, EDUCATION, NEWS, MEMBERSHIP).
- Section: **Do you have a student chapter?**
- Text: "Have you signed the affiliation agreement?"
- Text: "Are you looking to build a community within your pharmacy career? NCPA is the place for you and we are here to bring student pharmacists together looking to expand your NCPA student chapter or starting a NCPA student chapter at your school? Then this is the place for you!"
- Buttons: AFFILIATION AGREEMENTS, BUSINESS PLAN COMPETITION, CHAPTER BYLAWS, MEMBERSHIP, NCPA STUDENT CHAPTER LOGO, STARTING A NEW CHAPTER GUIDE, STUDENT LEADERSHIP COUNCIL, SUBMIT END OF YEAR REPORT.

Word Document Content:

NCPA [NAME] STUDENT CHAPTER BYLAWS

ARTICLE I – NAME

Section 1 – Name
The name of this organization shall be "[name] NCPA Student Chapter" ("Student Chapter"). [name] is a student chapter of the National Community Pharmacists Association ("NCPA"). [name] is a non-profit organization.

Section 2 – Compliance with Laws
All policies and activities of the Student Chapter are consistent with:
1. All applicable federal, state and local laws, regulations and rules including, but not limited to antitrust, trade regulation or other requirements; and
2. All applicable tax-exemption requirements imposed on the Student Chapter, including the requirements that the Student Chapter not be organized for profit and that no part of its net earnings inure to the benefit of any private individual.

Section 3 – School
The Student Chapter shall operate and serve student members at the [name] ("Student Members"). The Student Chapter shall be the NCPA chapter operating associated with [name].

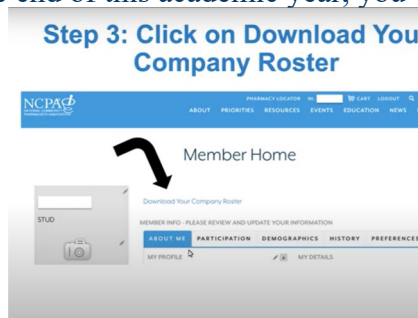
ARTICLE II - PURPOSE & OBJECTIVES

Section 1 - Purpose
The purpose of the Student Chapter is to provide a forum for pharmacy students to learn about

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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



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Progress Report

- Infrastructure
- NCPA
 - N- Neighborhood Community Service (15)
 - C- Creating Members (25)
 - P- Promoting Independent Pharmacy (25)
 - A- Advocacy (20)



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Infrastructure

- Social Media (3 points)
 - One or more social medias is 3 points
 - Some ideas include Instagram, Facebook, X, Tiktok, and LinkedIn
- Fundraising (6 points)
 - Points are awarded based on amount of \$ raised
 - 2 points- \$1-\$299
 - 4 points- \$300-\$999
 - 6 points- \$1000+
- Chapter Related Activities (2 points)
 - Fall Officer Training
 - Spring Officer Training



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Neighborhood Community Service

- Community Service/Philanthropic Events (6 points)
 - 2 point per event! (3 events is full points)
- Other Group Engagements (6 points) (1 point for each)
 - 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 (3 points)
 - These can be in person or online!
 - One or more co-chapter events is full points



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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!



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Creating Members

- Interest Meeting (2 point)
- New Member Event (1 point)
- Casual event outside of a chapter meeting!
- Organization Presentation/Fair (1 point)
- Informational Campaign (1 point)
 - Giving/displaying membership information!
- 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



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Promoting Independent Pharmacy

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

NCPA[®] 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 the form, you have the ability to share us what your chapter is doing. By submitting a description of the event, as well as pictures and tags of those involved, we can share this in our main pages and give your chapter the recognition it deserves.

If questions or concerns arise when completing this form, email nursebaug@ncc.edu

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.

[ajdude11@gmail.com](#) Switch account

The name, email, and photo associated with your Google account will be recorded when you upload files and submit this form.

*** Indicates required question**

Name of member filling out this form *

Your answer



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Promoting Independent Pharmacy

- Educations Programs Attended (6 points, 2 points each)
 - POLA
 - Business Plan Competition Webinar
 - NCPA Ownership Workshop
 - First Financial Bank speaker
 - Rx Ownership speaker
 - NCPA Webinar (Not student led)
 - Pharmacists Mutual
 - PCCA Boot Camp
 - PCC Online Course



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Advocacy

- NCPA Grass Roots Email Drives (4 points, 2 points each)
- Education on State Specific Issues (2 points)
- Education on Federal Issues (2 points)
- Public Education on State/Federal Issues (3 points)
- Advocated for Students (3 points)
- State Advocacy Event (3 points)
- NCPA Congressional Fly-In (3 points)
 - 3 or more members gets full points



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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!



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Business Plan Updates with Drew!



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Student Entrepreneurship Development Opportunities

- Pharmacy Ownership & Leadership Academy
- NCPA Ownership Workshop
 - Student Scholarships Available
- Pruitt-Schutte Business Plan Competition
- First Financial Bank Speaker



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Pruitt-Schutte Business Plan Competition

- New Resources Coming September!
- Updated Rubric for 2025-26 Competition Cycle
- Business Plan Basics Webinar - November!



Live Finals - October in New Orleans

2025 Finalists:

University of South Carolina

University of Texas at Austin

University of Washington



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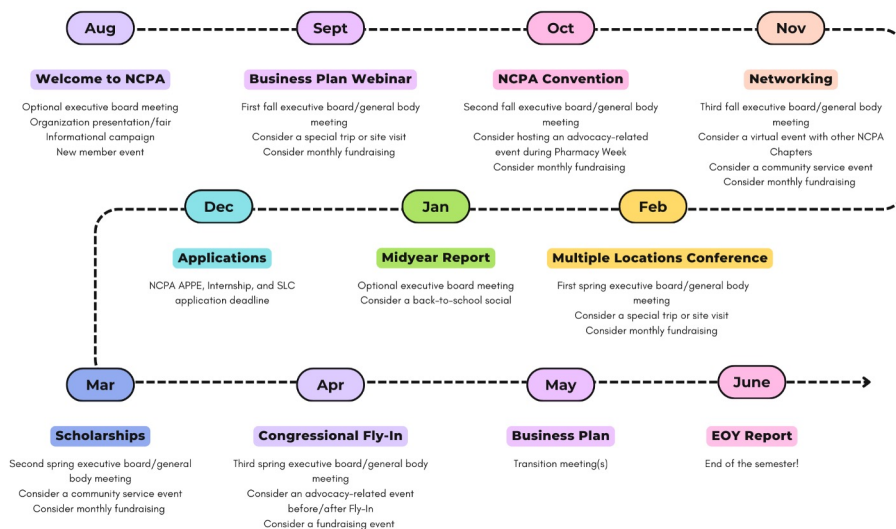
Timeline for Your Chapter



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Timeline for Success



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Tips & Tricks



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Tips & Tricks

- Fill out your EOY report document to plan your year
 - And fill out the details of your events to make sure a smooth submission process when the time comes.
- Make a detailed transition and organized document for the officer taking your position!
- Take advantage of your SLC Region representative- we want to help you!
- More wisdom from the SLC!



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Convention!!!



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NCPA Annual Convention

- Network, travel, and learn with the brightest minds in community pharmacy!
- Key student events take place Saturday and Sunday, including student sessions, a residency/fellowship showcase, and a poster session in the exhibit hall.



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Communications



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Who to contact?

Your SLC Region Representatives!

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

studentaffairs@ncpa.org

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

info@ncpa.org

- General questions? use a descriptive subject line

ncpaf@ncpa.org

- NCPA Foundation

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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.



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Q&A and Discussion



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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?



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