



## End-of-Year Report (EOY) Grading Rubric

For the: Chapter of the Year Award and Most Improved Chapter of the Year Award

**New additions to the rubric:**

In the case of a tie, we have introduced a new stipulation for sections marked with an asterisk. These sections will now include an 'or more' clause in the quantification of grading. This allows chapters to specify how many additional activities or achievements they have accomplished beyond the standard requirements. If a tie occurs for the Chapter of the Year or Most Improved Chapter of the Year awards, these additional details will be reviewed to potentially award bonus points and break any ties.

**Score is out of 100 Points.**

|                                |     |
|--------------------------------|-----|
| Attachments/Infrastructure     | 15% |
| Neighborhood Community Service | 15% |
| Creating Members               | 25% |
| Promoting Independent Pharmacy | 25% |
| Advocacy                       | 20% |

### Attachments/Infrastructure

| Scoring Category           | Scoring Criteria                                                                                                                                                                                 | Max Score | Blank for Chapter Planning | Notes and Links                                                                                                      |
|----------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|----------------------------|----------------------------------------------------------------------------------------------------------------------|
| Governing Documents        | Assign points for each document uploaded.<br>(1 Point) Member Roster<br>(1 Point) Officer Roster (submitted separately)<br>(2 Points) Bylaws                                                     | 4         |                            | Video for member roster <a href="#">HERE</a> .                                                                       |
| *Social Media              | Eligible social media accounts include: Facebook, Instagram, X, TikTok, and LinkedIn.<br>(0 Points) No active social media account<br>(3 Points) One <b>or more</b> active social media accounts | 3         |                            | Active social media classified as at least one post a month.                                                         |
| *Fundraisers               | Assign points for the total net profit (total raised - cost) that the chapter raised through fundraisers.<br>(2 Points) \$1-\$299<br>(4 Points) \$300-\$999<br>(6 Points) \$1000 <b>or more</b>  | 6         |                            | Total profit raised through one or multiple fundraisers must be \$1000 or more to earn the maximum of 6 points.      |
| Chapter Related Activities | Assign one point for each activity completed.<br>(1 Point) Fall Officer Training<br>(1 Point) Spring Officer Training                                                                            | 2         |                            | Follow <a href="#">@ncpastudents</a> for these meetings and check for upcoming student events <a href="#">HERE</a> . |

**Category Total: 15**

## Neighborhood Community Service

| Scoring Category                           | Scoring Criteria                                                                                                                                                                                                                                                                                           | Max Score | Blank for Chapter Planning | Notes and Links                                                                   |
|--------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|----------------------------|-----------------------------------------------------------------------------------|
| *Community Service/<br>Philanthropy Events | Assign two points for each community service/philanthropy event conducted by the chapter.<br>(0 Points) No community service events<br>(2 Points) One community service event<br>(4 Points) Two community service events<br>(6 Points) Three community service events <b>or more</b>                       | 6         |                            | If you need assistance, please ask your <a href="#">regional representative</a> . |
| Other Group Engagement                     | Assign one point for each group the chapter engaged with.<br>(1 Point) Other pharmacy school organizations<br>(1 Point) Non-member pharmacy students<br>(1 Point) Pre-professionals<br>(1 Point) Non-pharmacy professionals<br>(1 Point) Pharmacists/pharmacy owners<br>(1 Point) Members of the community | 6         |                            | If you need assistance, please ask your <a href="#">regional representative</a> . |
| Events with Other Chapters                 | Assign three points for an event held with another NCPA student chapter.<br>(0 Points) No co-chapter events<br>(3 Points) One co-chapter event <b>or more</b>                                                                                                                                              | 3         |                            | These events can be virtual or in-person.                                         |

**Category Total: 15**

## Creating Members

| Scoring Category             | Scoring Criteria                                                                                                                                                                                                                                                                                                                                                                   | Max Score | Blank for Chapter Planning | Notes and Links                                                                                                             |
|------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|----------------------------|-----------------------------------------------------------------------------------------------------------------------------|
| National Members             | Assign points if all chapter members are NCPA national members.<br>(0 Points) No<br>(3 Points) Yes                                                                                                                                                                                                                                                                                 | 3         |                            | The link for membership page <a href="#">HERE</a> .                                                                         |
| Fall General Body Meetings   | Assign one point for each Fall General Body meeting held.<br>(0 Points) No General Body Meetings<br>(1 Point) One General Body Meeting<br>(2 Points) Two General Body Meetings<br>(3 Points) Three or more General Body Meetings<br>Or<br>(3 Points) If you performed your school max and left an explanation and provided proof with a document or screenshot of the limitation   | 3         |                            | If school is not on semesters, then count events from July-December.<br><br>General operation guides <a href="#">HERE</a> . |
| Spring General Body Meetings | Assign one point for each Spring General Body meeting held.<br>(0 Points) No General Body Meetings<br>(1 Point) One General Body Meeting<br>(2 Points) Two General Body Meetings<br>(3 Points) Three or more General Body Meetings<br>Or<br>(3 Points) If you performed your school max and left an explanation and provided proof with a document or screenshot of the limitation | 3         |                            | If school is not on semesters, then count events from January-June.<br><br>General operation guides <a href="#">HERE</a> .  |

### Creating Members (continued)

| Scoring Category                | Scoring Criteria                                                                                                                                                                                                                                                                                                                                                                      | Max Score | Blank for Chapter Planning | Notes and Links                                                                                                               |
|---------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|----------------------------|-------------------------------------------------------------------------------------------------------------------------------|
| Fall Executive Board Meetings   | Assign one point for each Fall Executive Board meeting held.<br>(0 Points) No General Body Meetings<br>(1 Point) One General Body Meeting<br>(2 Points) Two General Body Meetings<br>(3 Points) Three or more General Body Meetings<br>Or<br>(3 Points) If you performed your school max and left an explanation and provided proof with a document or screenshot of the limitation   | 3         |                            | If school is not on semesters, then count meetings from July-December.<br><br>General operation guides <a href="#">HERE</a> . |
| Spring Executive Board Meetings | Assign one point for each Spring Executive Board meeting held.<br>(0 Points) No General Body Meetings<br>(1 Point) One General Body Meeting<br>(2 Points) Two General Body Meetings<br>(3 Points) Three or more General Body Meetings<br>Or<br>(3 Points) If you performed your school max and left an explanation and provided proof with a document or screenshot of the limitation | 3         |                            | If school is not on semesters, then count meetings from January-June.<br><br>General operation guides <a href="#">HERE</a> .  |
| Interest Meeting                | Did the chapter have an interesting meeting?<br>(0 Points) No<br>(2 Point) Yes<br>(1 point) If there is a gathering where the students get to meet current members in a fun social setting                                                                                                                                                                                            | 3         |                            | An interesting meeting is for bringing in non-members to make them members.                                                   |

### Creating Members (continued)

| Scoring Category     | Scoring Criteria                                                                                                                                                                                                                                                                                                                                | Max Score | Blank for Chapter Planning | Notes and Links                                                                                                                                      |
|----------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|----------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------|
| Presentation or Fair | Did the chapter participate in an organization presentation/fair?<br>(0 Points) No<br>(1 Point) Yes                                                                                                                                                                                                                                             | 1         |                            | Examples: club fair, orientation fair, orientation presentation, presentation at interest meeting.                                                   |
| Information Campaign | Did the chapter have an informational campaign?<br>(0 Points) No<br>(1 Point) Yes                                                                                                                                                                                                                                                               | 1         |                            | The chapter distributed something or provided information. For example: emails, candy, pamphlets.                                                    |
| Transition Meeting   | Did the chapter have an officer transition meeting?<br>(0 Points) No<br>(1 Point) Yes                                                                                                                                                                                                                                                           | 1         |                            | Transition guide <a href="#">HERE</a> .                                                                                                              |
| Applications         | Assign one point for each application submitted by a chapter member:<br>(1 Point) NCPA Foundation Summer Internship (due Dec 31 <sup>st</sup> )<br>(1 Point) NCPA APPE Rotation (open all year)<br>(1 Point) NCPA Student Leadership Council (due Dec 31 <sup>st</sup> )<br>(1 Point) NCPA Foundation Scholarship (due March 15 <sup>th</sup> ) | 4         |                            | Summer Internship <a href="#">HERE</a> .<br>APPE Rotation <a href="#">HERE</a> .<br>SLC <a href="#">HERE</a> .<br>Scholarship <a href="#">HERE</a> . |

**Category Total: 25**

## Promoting Independent Pharmacy

| Scoring Category           | Scoring Criteria                                                                                                                                                                                                                         | Max score | Blank for Chapter Planning | Notes and Links                                                                                               |
|----------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|----------------------------|---------------------------------------------------------------------------------------------------------------|
| *Chapter Highlight Form    | Assign one point for each activity completed.<br>(1 Point) New Member Event<br>(1 Point) Community Service Event<br>(1 Point) Special Trip/Pharmacy Visit<br>(1 Point) Advocacy-Related Event<br>(1 Point) Fundraiser<br>(1 Point) Other | 3         |                            | Chapter Highlight Form <a href="#">HERE</a> .<br><br>Max of 3 points, but this is an <b>or more</b> category. |
| *Special Trips/Site Visits | Assign points based on the number of special trips/site visits.<br>(0 Points) No site visit/special event<br>(2 Points) One site visit/special event<br>(4 Points) Two site visits/special events or more                                | 4         |                            | Examples of these events are pharmacy tours, multiple club members having dinner with independent owners.     |
| *Chapter Speakers          | Assign one point for each entity that spoke to the chapter.<br>(1 Point) CPESN<br>(1 Point) NCPA: Chapter Visit<br>(1 Point) PCCA<br>(1 Point) Pharmacy Owner<br>(1 Point) State Pharmacy Association<br>(1 Point) Dispensary of Hope    | 3         |                            | Speakers <a href="#">HERE</a> .<br><br>Max of 3 points, but this is an <b>or more</b> category.               |

### Promoting Independent Pharmacy (continued)

| Scoring Category              | Scoring Criteria                                                                                                                                                                                                                                                                                                                                                                                                                                          | Max Score | Blank for Chapter Planning | Notes and Links                                                                                                                                                                                                                                                                                                                                                                      |
|-------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|----------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| *Annual Convention Attendance | Assign points based on the number of members who attended the NCPA Annual Convention in October.<br>(0 Points) No members<br>(1 Point) One member<br>(2 Points) Two members<br>(3 Points) Three <b>or more</b> members                                                                                                                                                                                                                                    | 3         |                            | Convention sign-up <a href="#">HERE</a> .                                                                                                                                                                                                                                                                                                                                            |
| Business Plan Competition     | Assign points if your chapter participated in the Good Neighbor Pharmacy NCPA Pruitt-Schutte Student Business Plan Competition.<br>(0 Points) No<br>(4 Points) Yes                                                                                                                                                                                                                                                                                        | 4         |                            | Business Plan Competition information <a href="#">HERE</a> .                                                                                                                                                                                                                                                                                                                         |
| *Ownership Education          | Assign points for each educational program that chapter members attended.<br>(2 Points) POLA (Pharmacy Ownership and Leadership Academy)<br>(2 Points) Business Plan Competition webinar<br>(2 Points) NCPA Ownership Workshop<br>(2 Points) First Financial Bank speaker<br>(2 Points) Rx Ownership speaker<br>(2 Points) NCPA webinar (Not student-lead)<br>(2 Points) Pharmacists Mutual<br>(2 Points) PCCA Boot Camp<br>(2 Points) PCCA online course | 6         |                            | POLA <a href="#">HERE</a> .<br>Business Plan Competition webinar <a href="#">HERE</a> .<br>NCPA Ownership Workshop <a href="#">HERE</a> .<br>First Financial Bank speaker, Pharmacists Mutual, and Rx Ownership speaker <a href="#">HERE</a> .<br>NCPA webinar <a href="#">HERE</a> .<br>PCCA <a href="#">HERE</a> .<br><br>Max of 6 points, but this is an <b>or more</b> category. |

**Promoting Independent Pharmacy (continued)**

| Scoring Category | Scoring Criteria                                                                                                                                                                                                                                                                | Max Score | Blank for Chapter Planning | Notes and Links                    |
|------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|----------------------------|------------------------------------|
| Nominations      | Assign one point for each nomination submitted.<br>(1 Point) NCPA Chapter Member Excellence Award (due Feb 28 <sup>th</sup> )<br>And<br>(1 Point) Faculty Liaison of the Year (due Mar 30 <sup>th</sup> )<br>Or<br>(1 Point) Preceptor of the Year (due June 30 <sup>th</sup> ) | 2         |                            | Nominations <a href="#">HERE</a> . |

**Category Total: 25**

## Advocacy

| Scoring Category       | Scoring Criteria                                                                                                                                                                                                                                                                                                                                                                                             | Max Score | Blank for Chapter Planning | Notes and Links                                                                                                                                                                                                                                                                                                                          |
|------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|----------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| NCPA Grass Roots Email | Assign points based on the number of grass roots email drives your chapter participated in.<br>(0 Points) No Emails<br>(2 Points) One Email Drive<br>(4 Points) Two Email Drives                                                                                                                                                                                                                             | 4         |                            | Advocacy toolkit <a href="#">HERE</a> .                                                                                                                                                                                                                                                                                                  |
| State Education        | Assign points if you provided students with education on state-specific issues your state pharmacy association is working on.<br>(0 Points) No<br>(2 Points) Yes<br><br>Goal: to instruct students about a state-specific problem so it increases the network of advocates.<br><br>Examples to receive credit: email drive with links and several paragraphs, in-person meeting (make it fun [trivia/game]). | 2         |                            | Examples that will receive no credit:<br>social media post, handing out a flyer.<br><br>Googling your state pharmacy association is a great place to start.<br><br>If you have questions, please ask your chapter advisor or <a href="#">regional representative</a> for assistance.<br><br>Advocacy information: <a href="#">HERE</a> . |

### Advocacy (continued)

| Scoring Category  | Scoring Criteria                                                                                                                                                                                                                                                                                                                                                                                                          | Max Score | Blank for Chapter Planning | Notes and Links                                                                                                                                                                                                                |
|-------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|----------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Federal Education | <p>Assign points if you provided students with education on a federal problem NCPA is working on.<br/>(0 Points) No<br/>(2 Points) Yes</p> <p>Goal: to teach students about a federal problem so it increases the network of advocates.</p> <p>Examples to receive credit: email drive with links and several paragraphs, in-person meeting (make it fun [trivia/game]).</p>                                              | 2         |                            | <p>Examples that will receive no credit: social media post, handing out a flyer.</p> <p>If you need assistance, please ask your <a href="#">regional representative</a>.</p> <p>Advocacy information <a href="#">HERE</a>.</p> |
| Public Education  | <p>Assign points if you provided the public with education on a state or federal problem within healthcare.<br/>(0 Points) No<br/>(3 Points) Yes</p> <p>Examples to receive credit: hosting a campus table to educate non-pharmacy students about PBMs, presenting to undergraduate students on the importance of advocacy and policy engagement, or participating in a local fair to teach the community about PBMs.</p> | 3         |                            | <p>Examples that will receive no credit: events geared toward pharmacy students and not the public.</p> <p>If you need assistance, please ask your <a href="#">regional representative</a>.</p>                                |

### Advocacy (continued)

| Scoring Category       | Scoring Criteria                                                                                                                                                                                                                                                                                                                                                                                                                               | Max Score | Blank for Chapter Planning | Notes and Links                                                                                                                                                                                                                                                                                                                                                 |
|------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|----------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Advocated for Students | <p>Assign points if you advocate for students at the university, state, or federal level.<br/>(0 Points) No<br/>(3 Points) Yes</p> <p>Goal: to learn how to advocate for something relatable at a student level.</p> <p>Examples to receive credit: petitioned student body council for a change on campus, advocated to add business education as an elective, advocated for students to learn test-to-treat within the pharmacy program.</p> | 3         |                            | <p>*Advocacy does not always mean you accomplish your goal.</p> <p>Examples that will receive no credit: one email with no follow-ups to your university or without trying to have an in-person meeting, flyers stating a problem.</p> <p>If you have questions, please ask your chapter advisor or <a href="#">regional representative</a> for assistance.</p> |
| State Advocacy         | <p>Assign points if you participated in a state advocacy event.<br/>(0 Points) No<br/>(3 Points) Yes</p> <p>Goal: to participate with your state pharmacy association in an advocacy event.</p> <p>Examples to receive credit: state legislative day, a state grassroots roots campaign.</p>                                                                                                                                                   | 3         |                            | <p>Examples that will receive no credit: a state pharmacy association guest speaker.</p> <p>Googling your state pharmacy association is a great place to start.</p> <p>If you have questions, please ask your chapter advisor or <a href="#">regional representative</a> for assistance.</p>                                                                    |

**Advocacy (continued)**

| Scoring Category | Scoring Criteria                                                                                                                                                                 | Max Score | Blank for Chapter Planning | Notes and Links                           |
|------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|----------------------------|-------------------------------------------|
| *NCPA Fly-in     | Assign points if your members attended NCPA Fly-In.<br>(0 Points) No members<br>(1 Point) One member<br>(2 Points) Two members<br>(3 Points) Three <b><u>or more</u></b> members | 3         |                            | Fly-In information <a href="#">HERE</a> . |

**Category Total: 20**