

Student National Pharmaceutical Association

Chapter Reporting
&
Chauncey I. Cooper (CIC)
Excellence Program

Chapter Manual

Student National Pharmaceutical Association
Chapter Reporting and Chauncey I. Cooper Excellence Program:
Chapter Manual

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This manual may be printed and distributed without any special permission.

However, only the version posted on www.snpha.org is considered current and accurate.

Therefore, to limit use to the most current and accurate edition, it may be more useful to distribute a link to the online edition. The original text includes contributions from current and past SNPhA Executive Board members.

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CHAUNCEY I. COOPER CHAPTER EXCELLENCE PROGRAM

History and Purpose

Dr. Chauncey Ira Cooper was the founder of the National Pharmaceutical Association (NPhA). In 1949, Dr. Cooper recognized the vital need to develop a pharmacy organization focused on the needs of the minority community. He strived to promote excellence and uniformity among minority health professionals to improve the quality of health care in minority communities. As the student affiliate of NPhA, the Student National Pharmaceutical Association (SNPhA) must aim to continue to promote the objectives of its founder.

The Chauncey I. Cooper Chapter Excellence Program has been established in Dr. Cooper's honor because of his dedication to excellence. As pharmacy students and SNPhA members, we have a responsibility to ourselves, our communities, and our organization to maintain the excellence set forth by Dr. Chauncey I. Cooper. The purpose of the program is to promote excellence and continuity among SNPhA chapters, as well as enhance the communication network within the organization.

The Chauncey I. Cooper Excellence Award is given in recognition of SNPhA chapters' effort to promote the goals of SNPhA in the spirit of excellence. Chapters are recognized for the planning and implementation of various activities. In addition, they are rewarded for maintaining communication with the National Headquarters.

Award Eligibility

Eligibility for the award is determined by chapter reporting as well as overall chapter involvement and engagement in SNPhA. Chapter leaders can track their progress through the chapter reporting portal on the SNPhA website. The award winners of the Chauncey I. Cooper Excellence Award are announced at the NPhA National Convention. One winner is selected from each division: small, medium, and large chapter. An overall winner is also selected amongst the winners from the three divisions.

EXPLANATION OF CHAPTER EVENT REPORTING

Chapters receive points based on completion of certain activities by the indicated time. Proper documentation must be submitted to the National Headquarters before points will be rewarded. This section outlines all elements involved in chapter event reporting.

A. Type of Events

- a. National Initiatives
- b. Chapter Reflections
- c. Membership & Chapter Registration
- d. Meeting Participation
- e. Community Involvement
- f. Chapter Projects/Events

B. Annual Terms

The last activity date for each academic year is **May 31st**. Therefore, all reporting for the academic year is due no later than **June 15th** (not counting annual report material due on **June 7th**). Activities held beginning **June 1st** of each academic year, including National Meeting attendance and the Scrapbook Competition, will be applied to the next academic year's report and CIC point total.

C. CIC Reporting Access

Chapters have no limit to the number of users they can register for CR2.0 access, however, each chapter is encouraged to consider its anticipated use and actual needs to come up with its own decision of how many users to register. Some chapters will choose to delegate only one or a few members to write reports, and will need only as many users. Other chapters may ask each initiative chair to submit her or his own reports and will register more users. Each chapter must have, at minimum, the President as a user. Chapters **may not** share a single sign-on between multiple people.

Users may register by invite only. At the beginning of the academic year, Chapter Presidents will receive an invitation and will be responsible for adding additional users to their chapters. Chapter users are grouped into three user groups: Chapter Admins or "super-users," Chapter Users, and Chapter Advisors. Chapter Admins have permission to add users, edit user accounts, and see all submitted reports. Chapter Advisors will have similar permissions to Chapter Admins but are distinguished for their different role in the reporting process. Chapter Users may submit reports but will only be able to see reports they have authored. All users will be deleted each year following the SNPhA Annual Meeting in July and Chapter Presidents will be invited to begin their chapters' participation again in August.

Chapters should also assign chapter officer roles to users. This is how National Initiative Chairs and Executive Board members select chapter officers for communication chains.

D. Reporting Guidelines

COVID-19 UPDATES

As COVID-19 continues to affect our nation, SNPhA's topmost concern is for the safety of our members and communities. For this reason, SNPhA will accept virtual events for the rest of the 2020 year. The need for virtual events will be reassessed for 2021 and chapters will be updated accordingly.

Below are the specific CIC reporting requirement involving virtual events:

- Must submit **three (3) photos** of the virtual events. To supplement the in-person action photos, the virtual photos can include any of the following:
 - Screen shots of speaker (**maximum of one photo accepted**)
 - Screen shots of participants (preferably in gallery view)
 - Screen shots of breakout rooms
- Photos should not only include the presentation itself without showing a speaker or participants

Please follow CDC, university and state guidelines. Continue to put public safety at the forefront, especially when planning events. If you have any questions or concerns, please reach out to the National Recording Secretary.

GENERAL REQUIREMENTS

- Reports must be submitted through the Chapter Reporting portal within 14 days of the activity date beginning on the day after the activity date (see 14+1 rule).
- Reports must include at least **three (3)** action pictures, videos, or a combination of the two.
 - **Action pictures should be of the activity itself** as described in the written report (i.e. if the report mentions screening, the photos should include showcase members performing the screenings).
 - Pictures of materials used or distributed will not count toward the picture requirement.
 - Some initiatives require pictures of the materials used; those must still be submitted **in addition to the 3 required pictures or videos**.
- A **minimum of two (2) SNPhA members** must be present for the event to count as a SNPhA event.
- When reporting the number of patients affected, include the number of patients directly impacted by the chapter's activity, not the number of people in attendance at an event as a whole; these numbers will not be the same in many circumstances.
 - For **social media posts**, the number of views or likes the post has generated should be used for the number of patients directly impacted
- If you have questions about these requirements or find that these descriptions need updating, please contact the National Recording Secretary.

MEDIA REQUIREMENTS FOR CIC POINT SUBMISSION

All activities earning CIC points are required to have no fewer than three pictures, videos, or a combination of the two attached to receive CIC credit. ***Pictures of materials distributed as part of an activity do not count toward the 3-picture requirement.*** Exceptions to the 3-picture requirement are chapter newsletters, social media/website uploads, bulletin board updates, and certain surge events. Failure to upload and attach the required media for any activity will result in no CIC points being awarded for that activity. Media uploads and requirements for each initiative are described in more detail in the National Initiatives section of this manual. For **virtual events**, please see **COVID Updates** above for photo requirements

REPORT CATEGORIES

Selecting the appropriate report category when submitting a report is critical to that report's timely review and approval. Selecting the wrong report category will result in delays. Most report categories correspond directly to the terms in the National Initiatives and Miscellaneous Event Reporting sections. Those categories which do not should be easily discernible, such as Chapter Meeting and Fundraising activities. If you are unsure to what category your activity belongs, reach out to your Region Facilitator.

DUE DATES AND THE 14+1 RULE

Unless stated otherwise, due dates are at 11:59 p.m. local time. All reports are due within 14 days of an activity, beginning on the day after the activity date, hence 14+1 days. For example, an activity dated on the 1st of the month is due on the 15th of that month; the 14 days to submit the report begins on the 2nd, and the +1 is the day of the activity itself. Exceptions to this rule include activities with a predefined due date, such as Signatura, and the monthly and annual report materials, which have a specific window in which they may be completed (Monthly and Annual Report materials include: Monthly or Annual Reflection, Bulletin Board Showcases, Social Media and Website, or other fragments as requested by the Region Facilitator). Other activities, such as surge activities, may be announced with a specific due date.

RESUBMISSIONS OF RETURNED EVENTS

National Board members may request additional details, clarifications, or re-writes of submitted reports. Chapters must respond to these requests **within five (5) days** of this communication

- After five days, if chapters are still within the 14+1 day time frame, clarification is still permissible. If chapters are outside the 14+1 day time frame, activities are automatically denied after the 5 days have passed.
- The five-day window is counted on the 5+1 principle, meaning that it begins on the next business day after the clarification request is made.

ONLY ONE (1) RESUBMISSION is allowed per report. Failure to properly clarify/resolve the errors in the original report will result in automatic rejection of resubmitted report. If you have any questions or concerns, please reach out to the National Recording Secretary.

E. Surge Events

Some initiatives may announce extra events or activities for CIC points. Surge events are activities for CIC points that the National Board creates. These surge events may not fit exactly into the usual requirements for initiative activities or may have additional requirements. Instructions for reporting surge events and the number of points earned will be included with the announcement, if applicable. These surge event points do not apply to the 300 points for the first 10 events reported for each Initiative.

F. Reporting Integrity

Documentation of activities is the key to collecting Chauncey I. Cooper Points. Chapters can only receive recognition by communication with National Headquarters through the Chapter Reporting (CR) portal. Points are awarded based on events as verified by the National Board. These reports are used to award chapters the appropriate points for activities completed. Be sure to list and describe activities completely. Remember to download and keep a copy of the completed monthly and annual reports for your chapter records.

Chapters must adhere to the honor code in their reporting. Any time spent earning cocurricular credit or as an employee or volunteer of a non-SNPhA entity cannot be counted as volunteer time for SNPhA activities. Chapters found reporting false or improper events will be subject to strict penalties. Any violation will result in removal of all CIC points previously accrued. Multiple violations will result in (1) notification to the chapter advisor, (2) disqualification from the CIC Excellence Program for the calendar school year, and (3) chapter probation for the current and following school year.

G. Longitudinal or Serial Activities

Some activities may span multiple days, but an honest reflection on the nature of the event requires that the multi-day project be submitted as a single activity. An example would be a continuous CV review which meets to provide feedback multiple days in a month or week; this should be submitted once monthly for Professional Development points. Patient care activities with different patients and student volunteers should count as separate activities; educational or other activities with similar materials and the same target population within a single month should be combined into one activity. Specific questions should be addressed through the Region Facilitator or Initiative Chair.

H. Case Decisions and Appeals

Some activities may not clearly fit the definitions outlined in this manual. In this case, case-by-case decisions will be made from the consensus of the National Board. A chapter may request a decision on its activity through the chapter's Region Facilitator or the appropriate Initiative Chair. Chapters may also appeal points awarded by Region Facilitators or Initiative Chairs this way.

I. CIC Chapter Reporting Questions

Each year, the Executive Board strives to present a comprehensive webinar describing the CIC Chapter Excellence Program and the requirements for Chapter Reporting. However, sometimes chapters may feel that they would benefit from further explanation or demonstration of CIC and Chapter Reporting. Any chapter or group of chapters may request an additional meeting by emailing the Recording Secretary. Every effort will be made to meet each chapter's needs and keep specially requested meetings small enough that all questions may be answered.

J. Steps to Chapter Reporting

Before learning about the specifics of Chapter Reporting, it may be useful to become familiar with the steps each report takes within the CR system. Approval of reports in Chapter Reporting is a two-step process wherein reports are first approved by the respective Executive Board Member for the activity type and then confirmed by the Recording Secretary. CIC points are added at the end of the process after confirmation by the Recording Secretary.

Below are the steps to chapter reporting

1. An activity takes place at the chapter level. Pictures or videos are taken of the activity (at least 3) and the number and characteristics of patients are recorded.
2. A representative from the chapter enters a report for the activity into the CR (Chapter Reporting portal) and attaches any necessary pictures or materials.
3. The appropriate National Board Member is selected to review the report based on the category chosen during submission.
4. The National Board member may approve the report, return it to the chapter for clarification or revision (this will allow the chapter to return to step 2 and resubmit), or deny the report permanently.
5. Reports that have been approved will be reflected in the bar graph in CR.
6. The approved report is then forwarded to the Recording Secretary.
7. The Recording Secretary may confirm the report, return it to the chapter for clarification or revision (this will allow the chapter to return to step 2 and resubmit), or deny the fragment permanently.
8. Confirmed reports will also be reflected in the bar graph in CR.
9. The report is automatically added to the chapter's monthly and annual reports. At the end of each month and at the end of the academic year, the chapter will submit a monthly (annual) reflection.
10. Region Facilitators read the monthly (annual) reflection and approve the monthly or annual report.

All of the forwarding within the system is handled automatically. Chapters are responsible for steps 1, 2, and 9, and CR is designed to show feedback so that chapters can identify where in the process any report is at any time and can make sure their reports are being faithfully built.

K. CIC Point Ranking

Chapters have access to a list of chapters ranked by CIC points by National Organization, Region, and Size Division. National and Regional rankings are available throughout the entire academic year. Divisional rankings will be made available as soon as possible after SNPhA's primary membership drive concludes on November 1st and chapters are sorted into divisions based on chapter size (small, medium, and large). While the number of points accumulated is far from the sole determinant in selecting the winners of the Chauncey I. Cooper Chapter Excellence Awards, chapter candidacy for this award is based on Divisional point rankings. Chapters can use these point rankings to compare their activity and standing to other chapters and can use past CIC point records to compare their activity to their own chapter from previous years. Of course, CIC points are only a surrogate marker and do not necessarily reflect a chapter's impact on its community and on SNPhA. True winners of the CIC Excellence Award will have an impact on their patients' lives, their members' lives, SNPhA, and the world of pharmacy, and will earn points as a consequence of these outcomes.

L. Drafting Quality Reports

Some of the goals and reasons for chapter reporting are to generate a historical narrative, to serve as a basis for teaching future generations of SNPhA and learning from our own past, and to train ourselves in the culture of documentation which exists in healthcare and pharmacy. It is essential, therefore, that we practice drafting quality reports, and that we know what a quality report looks like.

Quality reports preserve the original activities in their fullness. For patient care, these might look like SOAP notes, and consist mostly of clinical information; the focus of these reports is the patient. For SNPhA events, where students are involved in the planning and execution of service events, the focus is both the community or patient and the student. These reports will include not only what actions are performed or an assessment of the patients, but also a reflection from the student's perspective of what went well, what could be improved, and how the student felt or what she or he learned from the activity. Some activities will not lend themselves to these types of reports, such as simple newsletter submissions or social media updates, but where there is room to show student growth, our documentation should reflect this growth.

Region Facilitators and Initiative Chairs may return a fragment to a chapter for revisions and improved quality of the report even if the activity meets the minimum requirements outlined in this manual. This is for SNPhA, so we may improve our historical narrative, for future students, so they may learn from your hard work and efforts, and for you, so you may grow as student pharmacists. Sometimes a report which would have been accepted in August will be returned in November. This is because we are always growing and seeking to improve. We hope that you choose to accept the challenge to always write quality reports and to always improve the quality of your reports.

POINT DISTRIBUTION TABLE

National Initiatives	
Bridging the Gap	300*
Fighting Diabetes	300*
Legislative/Membership Benefits/Immigration (LMBI)	300*
Mental Health	300*
Operation Immunization	300*
Power to End Stroke (PTES)	300*
Project Keepsake	300*
Remember the Ribbon (RTR)	300*
<i>*Chapters earn 300 points for the first 10 activities for each initiative (total 3,000 points). Subsequent activities for each initiative earn 150 points.</i>	
Membership & Reflections	
Monthly Reports (10) By the 2 nd of each month;	150 total (12.5 each, 37.5/summer)
Annual Report (by June 7th)	100
Membership Application/Dues (by Nov. 1st)	300
• High school Affiliate Members (first 3 members)	150
○ Each additional 5 members	50
• Pre-Pharmacy Affiliate Members (first 10 members)	150
○ Additional points for > 10 members	50
Chapter Fee and Registration Form (by Nov. 1st)	200
Meeting Participation Category	
Regional Conference	100
• Additional points for >10 members attending	50
• Additional points for Advisor in attendance	25
National Convention	200
• Additional points for >10 members attending	75
• Additional points for Advisor in attendance	75
Resolution Submission (maximum 2)	Up to 300 (per resolution)
• Resolution(s) passing regionally	300
• Implementation of resolution (maximum of 2)	300 (per resolution)
• Resolution(s) passing nationally	500 (per resolution)
Community Outreach	
Health Service	150 (per event)

POINT DISTRIBUTION TABLE (CONT.)

Chapter Projects	
CAPS Participation <ul style="list-style-type: none"> • Collaborative Signatura submission • More than 2 chapters collaborating 	200 (per event) 10 50 each (150 pt max)
Professional Development	150
Black History & Cultural Diversity (each project)	150
Bulletin Board Showcase (max of 2)	150
Chapter Newsletter	100 (per month)
<i>Signatura</i> Submission	50 (per submission)
Chapter Social Media <ul style="list-style-type: none"> • Facebook page • Twitter account • Instagram Account • Chapter Website <i>*Minimum of 3 UNIQUE post per platform each month submitted in ONE (1) report</i>	Up to 200 (per month) 50* 50* 50* 50*
Scrapbook Submission <ul style="list-style-type: none"> • Chapter Scrapbook Winner 	150 250

NATIONAL INITIATIVES & REPORTING

SNPhA has eight national initiatives, which are described below. National Initiative Reports submitted through the Chapter Reporting portal (CR) are submitted to the appropriate National Board member. Initiative chairs will then evaluate their respective reports to ensure that the chapter has conducted an event that is acceptable for awarding CIC points based on these protocols. For a single event to receive credit for multiple initiatives, it must independently meet all criteria related to each initiative counted, and separate reports must be submitted for each initiative counted. All mentions of officers in this section refer to the National Board members.

A. Bridging the Gap (BTG)

Bridging the Gap is an initiative dedicated to enriching the education of our members as well as supporting the transition from being a SNPhA member to an active National Pharmaceutical Association (NPhA) member, which is SNPhA's parent organization. This initiative also aims to promote the field of pharmacy and encourage undergraduate and pre-pharmacy students to become future pharmacist.

Chapters earn points for encouraging high school and undergraduate students to pursue degrees in health sciences, specifically pharmacy. These outreach events are designed for the development of high school and undergraduate students into future professionals and acquainting them with the pharmacy profession. A minimum of **two (2) SNPhA members** must be present during the event

Bridging the Gap events should meet **at least 2 of the following 3** requirements:

1. Presentation, dissemination, or creation of educational material on the pharmacy profession, or skills/ knowledge needed for the pharmacy profession
2. Provision of a list of online and local resources for pharmacy students to reach out to pharmacists, or pre-pharmacy students/high school students to reach out to pharmacy students
3. Facilitating a seminar or lecture to members, pre-pharmacy students, and high school students

Picture Requirements: Include **three (3)** pictures that show at least one of the following:

- Student education
- Interactions between:
 - Pharmacist - Pharmacy student
 - Pharmacy student - pre-pharmacy student
 - Pharmacy student - high school student

Must include at least 1 picture of information distributed if applicable

*Chapters earn **300 points** for the **first ten (10) activities** submitted under this initiative, excluding surge events (see Surge Events on p.8). Subsequent activities **after the first ten (10)** earn 150 points each. For questions pertaining to this initiative, reach out to the National Bridging the Gap Chair.*

B. Fighting Diabetes (FD)

SNPhA has accepted the challenge to educate patients on disease state management, lifestyle modifications, medication therapy, and monitoring related to Diabetes. Chapters will be awarded CIC points based on clinical programming targeting these diabetes-related educational topics and health screenings.

- Must provide direct outreach to patients and/or healthcare providers or students
- Must provide a detailed description of the event and level of patient outreach
- A minimum of **two (2) SNPhA members** must be present during the event
- Must include **two (2) of the following** to qualify as a diabetes event:
 - Distribution of patient information related to diabetes (i.e. pamphlets, brochures, printouts). **Must include a picture of the materials distributed in addition to the three pictures or videos required**
 - Diabetes-related screenings (blood glucose, A1c, diabetic foot screenings)
 - Medication review or insulin technique education
 - Seminar/lecture to membership or patients directly related to diabetes
 - Create/distribute surveys to assess participant knowledge

*Chapters earn **300 points** for the **first ten (10) activities** submitted under this initiative, excluding surge events (see Surge Events on p.8). Subsequent activities **after the first ten (10)** earn 150 points each. For questions pertaining to this initiative, reach out to the National Fighting Diabetes Chair.*

C. Legislative/Membership Benefits/Immigration (LMBI)

The purpose of LMBI is to increase registered voters and to address, educate, and advocate for legislation that positively impacts the profession of pharmacy and issues related to healthcare for all, including the minority and underserved populations.

Legislation/Immigration Event Requirements

- Must serve to educate patients, legislators, or members of the pharmacy and/or healthcare profession about legal or legislative issues affecting healthcare.
- Must include one of the following to qualify as a Legislative event:
 - A letter writing campaign to educate legislators, address concerns, and offer potential solutions for topics pertaining to healthcare reform and the profession of pharmacy
 - A voter registration drive with additional information on how citizens can become more involved with the local or national legislative system
 - An event which advocates or educates on legislative topics that affect the pharmacy profession. Examples include Lunch & Learn as well as events centered about American Pharmacist Month in October
 - Involvement in government affairs at the local, state, and national level, such as education on the U.S. Consensus and voting
- Must serve to advocate for immigrant rights, bring awareness to the injustices facing the immigrant population and/or promote education on immigration issues.
- A minimum of **two (2) SNPhA members** must be present during the event

Resolution Points & Requirements

Every SNPhA chapter is encouraged to submit a resolution. A **maximum of 2 resolutions** submission per chapter will be accepted. The second submission must be a **collaboration**. Point allocations for resolutions are as follows:

- A chapter will receive **300 CIC points** for each resolution if the following is met:
 - Resources are provided along with each resolution(s)
 - Submitted by the set deadline
 - Updates and amendments to resolutions at regional conference are submitted prior to the start of the second business session or the designated time set by the Speaker of the House
- Resolutions that pass regionally will receive 300 CIC points per resolution.
- Chapters who implement their own resolution or another chapter's resolution from either the current regional conference or a previously passed resolution will receive **up to 300 CIC points** for each implementation event (max of 2)
 - Events must be reported under the LMBI category with the activity title as "Resolution ___ (state the classification of the resolution) Implementation"
- Finally, resolutions that pass nationally will receive 500 CIC points per resolution.
 - These points will be awarded to the chapter next academic year

*Chapters earn **300 points** for the **first ten (10) activities** submitted under this initiative, excluding surge events (see Surge Events on p.8). Subsequent activities **after the first ten (10)** earn 150 points each. For questions pertaining to this initiative, reach out to the National LMBI Chair.*

D. Mental Health (MH)

1 in 5 adults will struggle with a mental health issue this year alone. Through this initiative, SNPhA can break down barriers and change the way people everywhere embrace mental health. Every group of individuals is impacted in some capacity, from minority communities and veterans, to the elderly and the youth. This is why it is important for us to 1. Feel equipped to talk patients about their mental health and 2. Strengthen our own mental health so we can bring out the best in ourselves and others. This year, SNPhA Mental Health encourages innovative outreach and inclusion of all communities to execute SNPhA's mission of serving the underserved.

- A minimum of **two (2) SNPhA members** must be present during the event
- Must meet at least two (2) of the following five (5) requirements:
 - Presentation, dissemination, or creation of educational material on mental health
 - Provision of a list of online and local mental health resources (including locations to visit is ideal when possible)
 - Conducting/assisting healthcare providers with depression screening/related testing
 - Provision of mental health outreach to patients, providers, or students
 - Facilitating a seminar or lecture to members or patient populations

*Chapters earn **300 points** for the **first ten (10) activities** submitted under this initiative, excluding surge events (see Surge Events on p.8). Subsequent activities **after the first ten (10)** earn 150 points each. For questions pertaining to this initiative, reach out to the National Mental Health Chair.*

E. Operation Immunization (OI)

This initiative is intended to increase the public's knowledge about immunization issues both domestically and globally, while increasing the number of children and adults who receive immunizations through education, awareness, and administration of vaccines led by student pharmacists.

- Must provide direct outreach to patients and/or healthcare providers or students.
- Must include one of the following to qualify as an Operation Immunization event:
 - Distribution of patient information related to immunization
 - i.e. pamphlets, brochures, printouts
 - Providing immunizations to patients
 - Providing medication and vaccination review/education to patients
 - Seminar/lecture to membership or patients directly related to immunization
 - Letter writing campaign, calls, or advocacy for immunizations with state or national legislatures. *(All legislative advocacy events that only incorporate the topic of immunizations should be submitted for Operation Immunization; if other legislative issues are addressed as well, then these events may be submitted for both the Legislative and Operation Immunization initiatives.)*
- A minimum of **two (2) SNPhA members** must be present during the event

Due to limitations/restrictions as a result of the COVID-19 pandemic, if you feel you are unable to meet these criteria but have an idea for your chapter to get involved, please submit to the National Operation Immunization Chair for review prior to hosting the event.

*Chapters earn **300 points** for the **first ten (10) activities** submitted under this initiative, excluding surge events (see Surge Events on p.8). Subsequent activities **after the first ten (10)** earn 150 points each. For questions pertaining to this initiative, reach out to the National Operation Immunization Chair.*

F. Power to End Stroke (PTES)

SNPhA has founded the PTES initiative with the mission to drive the message that stroke is largely preventable and to help increase awareness of stroke signs, symptoms, and prevention. Chapters will be awarded points for screening and outreach events promoting awareness.

- Must provide direct outreach to patients, preferably in targeted areas such as minority and multicultural communities, college campuses, or high schools, and/or education of stroke-related topics to healthcare providers and/or students.
- If the event does not incorporate direct patient outreach, pictures of education materials must be provided **IN ADDITION to the 3 pictures** (or 2 pictures and a video) already submitted.
- Education events cannot occur concomitantly with SNPhA chapter meetings.
- Public Awareness events that incorporate limited education do not count as PTES events and must be submitted as a Social Media event.
- A minimum of **two (2) SNPhA members** must be present during the event
- Must include two (2) of the following to serve as an PTES event:
 - Distribution of patient information related to Stroke and Cardiovascular Health (i.e. pamphlets, brochures, printouts, etc.)
 - Questionnaire plus point of care testing such as Blood Pressure or cholesterol testing
 - Medication review/patient counseling
 - Seminar/lecture to membership or patients
- The national PTES chair reserves the right to ask for more information or deny any chapter's event submission to ensure fairness across the country.

- **Smoking Cessation Requirements:**
 - Must provide direct outreach to patients
 - A minimum of 2 SNPhA members must be present during the event
 - Must include at least two (2) of the following to serve as a Smoking Cessation event:
 - Presentation/visual aids of plausible pharmacologic and/or non-pharmacologic therapies to begin smoking cessation and consequences of tobacco.
 - Educate children or adolescents on the dangers/hazards of smoking on health
 - Explanation of pulmonary functions tests and locations where tests can be performed
 - Incorporation of the 5 A's or R's of smoking cessation counseling

*Chapters earn **300 points** for the **first ten (10) activities** submitted under this initiative, excluding surge events (see Surge Events on p.8). Subsequent activities **after the first ten (10)** earn 150 points each. For questions pertaining to this initiative, reach out to the National PTES Chair.*

G. Project Keepsake (PK)

The Project Keepsake Initiative, formerly named Chronic Kidney Disease (CKD), serves to increase awareness of the risk factors and disease states that can lead to CKD. Chapters are awarded points based on patient screenings, distribution of health information, and awareness during National Kidney Disease Awareness Month.

- Must provide direct outreach to patients and/or healthcare providers or students
- Must include two of the following to qualify as a CKD event:
 - Distribution of patient information related to CKD
 - i.e. CKD pamphlets, brochures, printouts
 - Must include a picture of the materials distributed in addition to the three pictures or videos required
 - Questionnaire screening (screening for history, risk factors, past medical history) plus blood pressure screening
 - Medication review
 - Seminar/lecture to membership or patients directly related to CKD
- A minimum of **two (2) SNPhA members** must be present during the event
- **Organ Donation Event Requirements:**
 - Must provide direct patient outreach with minimum 2 SNPhA members present at event
 - Must include at least 2 of the following to serve as an Organ Donation event:
 - Presentation or distribution of visual aids from credible sources such as organdonor.gov or transplants.org about the importance of organ donation and providing resources for people to register as organ donors.
 - Assist in executing a donor drive.
 - Participation in the American Society of Transplantation Challenge.
 - Include “Mythbusting Counseling and Visual aids” found at Organ Donation Myths

*Chapters earn **300 points** for the **first ten (10) activities** submitted under this initiative, excluding surge events (see Surge Events on p.8). Subsequent activities **after the first ten (10)** earn 150 points each. For questions pertaining to this initiative, reach out to the National Project Keepsake Chair.*

H. Remember the Ribbon (RTR)

Remember the Ribbon is a nationwide project to improve the health and social environment of minority communities with respect to HIV/AIDS awareness, education, and prevention.

- Must provide direct outreach to patients, (preferably in targeted areas such as minority communities, college campuses or high schools) **AND/OR** education of HIV/AIDS- related topics to healthcare providers and/or students.
 - If the event does not incorporate direct patient outreach, pictures of education materials must be provided **IN ADDITION** to the 3 pictures (or 2 pictures and a video) already submitted
 - Public Awareness events that incorporate limited education do not count as RTR events and must be submitted as a Social Media event
 - A minimum of **two (2) SNPhA members** must be present during the event
- Must include two of the following to qualify as an RTR event:
 - Distribution of patient information related to HIV/AIDS (i.e. pamphlets, brochures, printouts). Must include a picture of the materials distributed in addition to the three pictures or videos required
 - Provide a list of local HIV/AIDS testing locations
 - Medication review/patient counseling on HIV, STI, or Hepatitis C treatments
 - Seminar/lecture to membership or patients directly related to HIV/AIDS /STIs
 - Conduct or help other healthcare providers with HIV, STI, or Hepatitis C testing

*Chapters earn **300 points** for the **first ten (10) activities** submitted under this initiative, excluding surge events (see Surge Events on p.8). Subsequent activities **after the first ten (10)** earn 150 points each. For questions pertaining to this initiative, reach out to the National RTR Chair.*

MISCELLANEOUS EVENT REPORTING

This section will explain the type of events that can be reported outside of the national initiative events. Each section will also address the requirements for each submission.

A. Monthly Chapter Report & Reflection

At the end of each month, chapters may submit a monthly reflection to the Region Facilitator. Reflections must be submitted **no earlier than 3 days before** the end of the month and **no later than the 2nd day of the next month**, or as designated by the Region Facilitator. Submit under “Monthly Reflection” under the chapter reporting portal.

The submission for the monthly chapter report and reflection must include the following:

1. Overall assessment of the chapter’s progress over the month
2. 3 Strengths of the month
3. 3 Areas to Improve of the month
4. 3 Goals for the next month

*Each monthly report is worth **12.5 points**. The Summer/August report is worth **37.5 points**. The total of 10 Monthly reports are worth a total of **150 points total**.*

B. Annual Report & Reflection

Like the monthly report, annual reports are built out of the documentation submitted throughout the year. At the end of each year, chapters may submit an annual reflection to the Region Facilitator. Reflections should be submitted after the last activities of the year in May but **no later than June 7**, or as designated by the Region Facilitator.

The submission for the annual report and reflection must include the following:

1. Overall assessment of the chapter’s progress over the year
2. 3 Strengths of the year
3. 3 Areas to Improve of the year
4. 3 Goals for the next year

*The Annual Report is worth **100 points**.*

C. Membership & Chapter Registration

Chapters must register their members with the National Office, which includes assessment of membership dues, payment of annual Chapter Fees, and submission of Chapter Registration or Renewal forms. Year-specific instructions will be issued as early as possible each academic year. The deadline for submission of each of these is **November 1st** of each respective academic year.

Chapter fees and Registration or Renewal forms are required to maintain active chapter status. New chapters needing to establish charters or inactive chapters needing to renew their charters should request assistance from National Office to remediate through this process.

*Chapter Registration submitted by November 1st is worth **200 points**. Membership Dues submitted by November 1st is worth **300 points**.*

High School Membership

Chapters earn points for registering high school students as affiliate members. Member registration is ongoing; therefore, points are awarded when high school members are registered, not at the November 1st deadline for general membership. Chapter receive 150 CIC points for the first 3 high school members and 50 CIC points for each additional 5 members after the first three.

Pre-Pharmacy Membership

Chapters earn points for registering undergraduate or graduate pre-pharmacy members. Member registration is ongoing; therefore, points are awarded when pre-pharmacy members are registered, not at the November 1st deadline for general membership. Chapter receive 150 CIC points for the first 10 pre-pharmacy members and 50 additional CIC points having over 10 pre-pharmacy members.

D. Meeting Participation

REGIONAL CONFERENCE

Chapters receive points for registered members in attendance at the regional meeting. Additional points are awarded for chapters with more than 10 members in attendance or chapters whose advisors are present. The host school will provide a list of attendance to verify presence.

***100 points** are awards for registered members in attendance. An additional **50 points** are awards for > 10 members in attendance. Additional **25 points** are awards for a chapter advisor in attendance.*

NATIONAL CONVENTION

Chapters receive points for registered members in attendance at the SNPhA National Meeting. Additional points are awarded for members with more than 10 members in attendance or chapters whose advisors are present. National Office will provide a list of attendance to verify presence. National Meeting points will be applied to the following year's CIC point total by the National Board.

200 points are awards for registered members in attendance. An additional 75 points are awards for > 10 members in attendance. Additional 75 points are awards for a chapter advisor in attendance.

CHAPTER DELEGATE/RESOLUTIONS

Points are awarded for submitting the Delegate Credential Form by the deadline designated by the National President-Elect and the Resolutions Committee. Resolutions are to be submitted prior to the regional meeting at a date to be determined by the National President-Elect. Additional points are awarded for successfully passed resolutions and implementation. (See LMBl on p.16)

Delegate Credential Form submitted by deadline is worth 50 points. Resolution Submission (maximum 2) up to 300 points (per submission). Resolutions passing regionally is 300 points. Implementation of resolution is 300 points (per submission). Finally, a resolution passing nationally is 500 points (per submission).

E. Community Involvement

HEALTH SERVICE PROJECTS

Health service projects are health-related education, outreach, and screening events which do not already qualify for initiative points. Examples include sickle cell anemia, birth control seminars, drug abuse workshops, blood drives, and walks and awareness events to promote various health causes, among other things.

F. Chapter Projects

BLACK HISTORY & CULTURAL DIVERSITY

These are projects related to minorities in science, health care, or public service or which promote diversity and cultural awareness.

Chapters earn 150 points for each activity submitted under this category. For questions pertaining this category, reach out to the Regional Facilitator.

BULLETIN BOARD OR SHOWCASE

These activities include setting up a display (showcase) for a certain time in the pharmacy building or on campus to promote professionalism or updating a permanent bulletin board within the pharmacy building. The display may be focused on SNPhA or other pharmacy- or professionalism-related topics.

*Chapters earn **150 points** for each activity submitted under this category with a **maximum of 2 submissions**. For questions pertaining this category, reach out to the Regional Facilitator.*

CHAPTER ACHIEVEMENT PARTNERS (CAPS)

Chapters are encouraged to collaborate with any recognized SNPhA chapter to allow for the exchange of ideas, activities, and information in fulfilling SNPhA's mission. This collaboration may be in the form of physical cooperative activities, conference calls, or collaborative longitudinal projects. Chapters also receive bonus points if NPhA members are involved in the event or if a Signatura article is written featuring the event.

- Must involve at least 2 members from each chapter, and at least two chapters
- Must consist of a detailed agenda of activities that will be performed
- The event must be directed towards chapter development, membership education, or disease state focus. This includes joint events
- Must include one of the following to qualify as a CAPS event:
 - Provide coordinated direct patient outreach.
 - Meeting discussing how to further the mission of SNPhA or Chapter Development. This may be a virtual or physical meeting. Chapters must submit their meeting agenda and detailed meeting minutes to the National Vice President as an attachment to the report.

*Chapters earn **200 points** for each activity submitted under this category. Chapter can earn an **additional 10 points** for collaborating on a Signatura submission on the CAPS event. Events with more than 2 chapter collaborating earn **50 points** for each additional chapter (**maximum of 150 points**). For questions pertaining to CAPS, reach out to the National Vice President.*

CHAPTER NEWSLETTER

Chapters receive credit for submitting copies of all chapter newsletters distributed to the general membership for each month. Must be submitted **no earlier than 3 days before** the end of the month and **no later than the 2nd day of the next month**, or as designated by the Region Facilitator

*Chapters earn **150 points per month** for each activity submitted under this category. For questions pertaining this category, reach out to the Regional Facilitator.*

PROFESSIONAL DEVELOPMENT

Any activity with a direct impact on students' professional lives, such as CV review, professional workshops, professional or residency panel discussions, leadership training, or pharmacy practice training may be submitted as professional development.

*Chapters earn **150 points** for each activity submitted under this category. For questions pertaining this category, reach out to the Regional Facilitator.*

SCRAPBOOK

SNPhA holds a scrapbook competition each year at the National Meeting. Chapter scrapbooks document chapters' activities for the year in a creative way.

*Chapters earn **150** submitted a scrapbook entry. The winner of the Scrapbook Competition will be awarded **250 points**. All points will be added to the point total for the next academic year. For questions pertaining this category, reach out to the Regional Facilitator.*

SOCIAL MEDIA & WEBSITE

Chapters are recognized for maintaining an online presence and regularly updating Twitter, Facebook, Instagram, and other social media platforms as well as their Chapter websites or blogs. Regular updates are indicated by providing screenshots of a **minimum of three UNIQUE posts or updates per platform each month**.

Must be submitted **no earlier than 3 days before** the end of the month and **no later than the 2nd day of the next month**, or as designated by the Region Facilitator

All social media posts must be compiled and filed into ONE (1) report. For instance, if a chapter wants to submit Twitter and Facebooks posts, the report should include at least 3 screenshots from Facebook and at least 3 screenshots from Twitter in a single submission.

Submissions must be a photo and may not be a link to the actual posts themselves. Photos must include the **exact date** of the post (i.e. must say *Feb 2nd, 2020* and not *Tuesday*). Each post should be UNIQUE, and the same post should not be utilized across platforms. For example, a photo submitted for Twitter should not be the same as a photo submitted Facebook.

For social media posts, the **number of views or likes** the post has generated should be used for the number of patients directly impacted.

*Chapters earn **50 points** for submitting at least 3 unique posts per platform each month. Chapter may earn up to 200 points each month. For questions pertaining this category, reach out to the Regional Facilitator.*

SIGNATURA

The *Signatura* is SNPhA's newsletter and is published online. Chapters are invited to submit articles on chapter activities, current events, new drugs, or other SNPhA- or pharmacy-related topics. The National Public Relations Liaison oversee the *Signatura* and will post deadlines and requirements each year. These requirements may be unique from year to year and will not be outlined in this manual. Signatura submissions require the **minimum 3 pictures** but should include as many pictures as are necessary to support the article, and the Public Relations Liaison may ask for additional pictures to fit her or his edition of *Signatura*.

*Chapters earn **50 points** for each activity submitted under this category. For questions pertaining this category, reach out to the National Public Relations Liaison.*