



The Rho Chi Society

Annual Chapter Report – 2017-2018

Please complete your Annual Chapter Report, adhering strictly to the format below, and submit it to the National Office via e-mail (RhoChi@unc.edu) by May 15.

General formatting guidelines:

- Adhere to the page/word limitations specified in each section.
- Use 12 point, Times-New Roman, font.
- Do not include any attachments or appendices.
- Submit as a Word Document.

Date of report submission: May 3rd 2018

Name of School/College: Howard University College of Pharmacy

Chapter name and region: Beta Sigma, Region II

Chapter advisor's name and e-mail address: Emmanuel O. Akala, R.Ph., Ph.D.

Past year's officers and e-mail addresses:

President: Keisha Stubbs (Kstubby2001@yahoo.com)

Vice President: Augustina Kwevie (tinakwevie@gmail.com)

Secretary: Chiemenah Ohanele (cuohanele@gmail.com)

Treasurer: Ana Vuk (ana.vuk@bison.howard.edu)

Historian: Benjamin Chukwurah (Bchuk1212@gmail.com)

New officers and e-mail addresses for next academic year:

President: Demilade Haastrup (demilade.haastrup@bison.howard.edu)

Vice President: Kidist Kebede (kidist.kebede@bison.howard.edu)

The Rho Chi Society
National Office Contact Information:

Email: RhoChi@unc.edu

Telephone: (919) 843-9001

Fax: (919) 962-0644

**The Rho Chi Society
Annual Chapter Report**

Secretary: Ammara Mahmood (ammara.mahmood@bison.howard.edu)

Treasurer: Adam Hussain (adam.hussain@bison.howard.edu)

Historian: Yanet Adere (yanet.adere@bison.howard.edu)

Number of Rho Chi student members at college or school, listed by class year and program (and by campus if more than one campus):

Class of 2017: 12 members

Class of 2018: 15 members

Class of 2019: 13 members

Class of 2020: 11 members

Graduate program: 5 members

New Graduates Inductees: 4 members

Meetings: Provide information on meetings held in the following tabular format (Limit 1.5 page)

Date	Attendance	Agenda	Action Steps
September 1 st 2017	7 and advisor	Organization recognition on campus, plans for the year and ideas for outreach events	Submit necessary forms to be recognized on campus and decide what events to have for the semester
October 9 th 2017	7 and advisor	Decide how to conduct the Spelling Bee event. How many faculty, food and students will be involved. Fundraising ideas and community service as well.	Email potential judges, start sending out flyers and encouraging students to sign up. Reach out to alumni for donations. Check with Howard

**The Rho Chi Society
Annual Chapter Report**

			hospital for the NBC health fair that occurs in January.
January 19 th 2018	5 and Advisor	Discuss possible summit being planned by Region II members. Decide on Research panel and what faculty should be invited. Decide on what date for induction and speaker.	Invite all faculty to participate in the Research Panel. Reach out to the new research building to inquire about costs and the possibility of having our induction ceremony there.
February 13 th 2018	6 and Advisor	Discuss when new Rho Chi members will be announced. Greek Week and what event we will have. Discuss possible community service events for the semester.	Advisor has confirmed that induction will be held on April 26 th . Make arrangement with Sodexo to close order for food. Continue to brainstorm for event. Community service events will be on April 11 th and April 14 th .
February 28 th 2018	12 members and Advisor	Consideration of new members to be inducted	Review candidates with advisor.
March 27 th 2018	8 and Advisor	Induction ceremony planning, ticket distribution and	Divided out work among members, check-in and update

The Rho Chi Society
Annual Chapter Report

		logistics	advisor with plans, meet the following week to distribute tickets to members for sales Finalize food plans and member that will be reading the bio sketch of inductees
April 3 rd 2018	6 members and advisor	APhA conference	Report on APhA conference and reimbursements, Epilepsy Awareness Month report
April 10 th 2018	6 members and advisor	Induction Banquet	Get biographical sketches,
April 17 th 2018	8 members and advisor	Induction Banquet	Finalize details for the induction ceremony (bios, review program, chairs and tables), collection of dues
April 23 rd 2018	7 members and advisors	Induction Banquet	Program Review and Induction Preparation
April 26 th 2018	8 members and advisor	Induction Banquet	Final rehearsal for ritual for ceremony
May 7 th 2018	13 members and advisor	New officer elections	President reads the roles and responsibilities of each position from the National Bylaws.

**The Rho Chi Society
Annual Chapter Report**

			Then each candidate presented his/her platform. Paper ballots were done at the end to determine candidate for the position.
--	--	--	---

Strategic Planning: What goals were set that relate to the Rho Chi mission? (Limit 0.5 page)

Our goal as a chapter for the school year was to increase our visibility on campus and be a force to be reckoned with and ultimately impact our community in a positive way. We wanted our activities and events to align with the mission of Rho Chi Society which involves the advancement of pharmacy, collaboration as well as intellectual achievement. Some of the events that we executed that aligned with the aforementioned mission and goals include tutoring. While our college of pharmacy offers its own tutoring services via student tutors that are paid to do so, we saw that students still needed one-on-one tutoring especially when they may have to remediate a class and we met that need. We also collaborated with other organizations within the college of pharmacy and helped with health outreach. Getting members involved and enthusiastic throughout the year was also key to the success of our events. Meeting frequently and communicating with our advisor regarding our goals proved beneficial.

Initiation Function: Describe the initiation function, including when and where it took place, who attended it (not specific names), information on the speaker (if applicable), etc. (Limit 250 words)

The Rho Chi Society
Annual Chapter Report

Our annual banquet and initiation ceremony was held on Thursday, April 26, 2018 at the Howard University Interdisciplinary Research Building on the first floor. There were about 70 people in attendance that evening and this included the inductees, their family and friends, faculty, staff, our keynote speaker, Toyin Tofade, MS, Pharm.D., BCPS, CPCC (Dean and Professor of Howard University, College of Pharmacy) and current Rho Chi members. The evening began with our Mistress of Ceremony making everyone feel welcome and an invocation from another member. The Rho Chi President also extended a warm welcome to the crowd and invited everyone to have dinner over some music. Pictures of events we have held throughout the year showed on the display screen as guests enjoyed dinner.

The initiation ritual was started by having current 3rd year members read a biographical sketch of each inductee after which all current members were encouraged to help pin and welcome the new members.

Our speaker was introduced by our advisor Dr. Akala. After the keynote address, plaques and thank you gifts were presented to the keynote speaker by our advisor and executive board.

Evaluation/Reflection: Provide a reflective paragraph that evaluates the effectiveness of your activities and ways to improve. (Limit 500 words)

Before the school year started we had a couple of great ideas on events that we would like to have throughout the year. We were able to accomplish some of them but we were faced with some challenges for the ones we couldn't execute. We were able to

**The Rho Chi Society
Annual Chapter Report**

participate in outreach events, tutoring programs, and other events that serve both the students and the community. We believe we set goals and worked towards achieving Rho Chi's mission statement. Although our chapter has only a few members per class as compared to some other chapters, we saw that as strength and tried to work together more closely to carry out the events that we have. However more could be done in getting more members involved because for some of the events, the burden rested on the e-board, as other members did not feel obliged to participate. The same people tend to volunteer for different events. Without a doubt, more participation from members will propel our chapter to greater heights. The newly inducted members have already been assigned to their respective committees and encouraged to start brainstorming and working together in order to have great events for the coming school year.

If your chapter would like to be considered for the Most Improved Chapter Award, please complete the following form on a separate page. (n/a)

Most Improved Chapter Award

Some chapters have been relatively inactive in past years, but current students/advisors have made great strides to increase the activities/projects of their chapters. Rho Chi has instituted a designation for the "Most Improved Chapter Award" to recognize such strides. In order to be eligible for this award, a chapter must meet all the basic chapter requirements requested within the chapter annual report. Furthermore, the chapter annual report, names of elected officers, and the name of the chapter delegate to the Rho Chi Society National Office must be submitted to the Rho Chi National Office by the respective deadlines for each of these items. The

**The Rho Chi Society
Annual Chapter Report**

chapter must send a representative to the Rho Chi Society Annual Meeting. In addition, chapters must have “active” chapter status for at least 2 consecutive years (e.g., new schools must be in at least the third year of chapter activity).

If your chapter would like to be considered for the “Most Improved Chapter Award,” indicate the significant improvement(s) of your chapter below. Limit to one page.

Name of School/College:

Chapter name and region:

Name of member submitting statement:

Name of Chapter Advisor:

Appendix 1

Chapter Activities Report Template

[Chapter Name, School Name] Activity Table								
Category of Activity ¹	Title of Activity	Brief Description ²	How Does This Activity Align With the Rho Chi Mission	Years the Activity has Been Ongoing?	If Activity has Been Ongoing for >1 Year, What Evaluations	How Many Members Participated in the Activity?	How Many Students (non-members) and/or	Financial Information for the Activity [Budget Required, Fundraising

**The Rho Chi Society
Annual Chapter Report**

			Statement?		Have Been Done to Assess the Success of the Activity and What Improvements Have Been Done Over the Past Year?		Patients were impacted by the Activity?	Amount]
Intellectual Leadership Activities (i.e., tutoring, sponsored lectures, poster sessions, etc.)	Tutoring	Rho Chi members helped tutor P1 through P3 students. A separate one on one tutoring session was held by P3 for their classmates as well.	Intellectual achievement	Yearly	Students typically complete surveys to assess the effectiveness of each tutoring session and tutor	12	About 40	n/a
Intellectual leadership	Spelling Bee	Students are tested on the knowledge of the top 200 drugs	Intellectual achievement	Yearly	Students give verbal feedback. This event has always been run effectively at my school as it is a student favorite.	8	50	\$300

**The Rho Chi Society
Annual Chapter Report**

College of Pharmacy Events [non-academic, non-patient outreach]	Orientation Week	This occurs first week of school. New students learn about Rho Chi and how to become members	Stimulate critical inquiry to advance pharmacy	Yearly	Students also give verbal feedback. In terms of improvement we had brand/generic drug games on our table which made it more interactive and fun	10	50	na
College of Pharmacy Events [non-academic, non-patient outreach]	Interview Weekends	Members volunteered at prospective college of pharmacy student interview events throughout the year. Some sat on the student panel while others participated in the actual interviews	Collaboration	Yearly	Fellow members have given feedback on this event. It is usually low pressure and a way for incoming students to find out more about our pharmacy program.	11	70	n/a

**The Rho Chi Society
Annual Chapter Report**

College of Pharmacy Events [non-academic, non-patient outreach]	Semester Preview	This informal event serves to help students start the semester off on a great note. Upperclassmen speak to respective classes on how to approach each module or class, professor and how to approach their classes.	Intellectual achievement	New initiative	Verbal feedback was collected. Some of the suggestions included making this more one-on-one instead of a group of Rho Chi members taking turns in speaking.	12	45	n/a
College of Pharmacy Events [non-academic, non-patient outreach]	Autism Awareness	For this event we all wore blue and played trivia about autism with students.	Intellectual achievement	Yearly	This event is part of an event that the college of pharmacy holds yearly called Greek Week Rho Chi usually collaborates with PLS for this event. Each event changes every year so this year, we decided to bring awareness to autism.	12	50	n/a

**The Rho Chi Society
Annual Chapter Report**

Patient Outreach Events/ Community Service	Capitol City Pharmacy Medical Reserves Corp (CCPMRC) Wellness Fair	For this health fair, Rho Chi was focusing on Diabetes and bringing awareness to our community. We administered a risk assessment and spoke with attendees on the importance of prevention, a healthy diet and exercise	Community service	Yearly	This is a yearly event as well and we get feedback from the CCPMRC. What usually changes yearly is the venue of the event. In terms of execution, students are usually eager and enthusiastic about participating in this event. Rho Chi members also participated with booths dedicated to other disease states.	5	100	n/a
Fundraising Events	Rho Chi T-shirts	We were able to design and start selling Rho Chi t-shirts for our chapter	Intellectual achievement, collaboration	New initiative	This is the first time we are selling t-shirts and we are eager to see how successful this will be.	3	40	\$1115.10

The Rho Chi Society
Annual Chapter Report

Financial/ Budgeting: Provide information on how your budget was determined and approved and how it supported your chapter's activities. Include information on fund-raising that was conducted to meet this budget. (Limit 250 words) (See Appendix 2 for Budget Example Template.)

ITEM	Amount Debited (\$\$ spent)	Amount Credited (\$\$ raised)	Balance	Comment
Balance Forward		\$9,325.41	\$9,325.47	Balance from last year
Spelling Bee Participants		\$75.00	\$9,400.47	15 people participated
Spelling Bee Prize/Food	\$389.73		\$9010.74	
University Check		\$2,250.00	11,260.74	Funding from University
Chapter T-shirts		\$25.00	11,285.74	
Reserved Room for Induction Ceremony	\$450.00		\$10835.74	
Programs for Induction ceremony and plaque for keynote speaker	\$418.00		\$10,417.74	
Gift to Keynote Speaker and Chapter President	\$453.14		\$9964.60	Bag
Food at Induction Ceremony	\$1,847.40		\$8,117.20	From Sodexo
TWO (2) representatives trip to APhA Annual Meeting	\$1,577.93		\$6,539.27	Food/flight/registration
Fee to National Rho Chi for inductees	\$975.00		\$5564.27	
Fee to National Rho Chi for materials	535.00		\$5,029.27	Letterhead, envelopes
Chapter Dues		\$60.00	\$5,089.27	
Inductees' initiation fees		\$2,200.00	\$7,289.27	
Induction Ceremony Tickets sold		\$2,534.00	\$9823.27	