Annual Chapter Report - 2016

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: 05/13/2016

Name of School/College: **PCOM School of Pharmacy**

Chapter name and region: **Epsilon Delta Chapter. Region III Southeastern**

Chapter advisor’s name and e-mail address: **Dr. Okamoto, PharmD. mokamoto@pcom.edu**

(If chapter has a co-advisor, please list name and email address): **Dr. Michael Lee, PhD. michaellee@pcom.edu**

For split campuses, please list advisor and email address for each campus, if applicable:

Delegate who attended the Rho Chi Annual Meeting: None

Date delegate’s name submitted to Rho Chi.:

Past year’s officers and e-mail addresses:

President: Devon Williams. devonwi@pcom.edu

Vice President: Young Park. youngpa@pcom.edu

Secretary: Remya Radhakrishnan. remyara@pcom.edu

Treasurer: Ronald Desvarieux. ronalddes@pcom.edu

Historian: Brittani Carlington. brittanica@pcom.edu

New officers and e-mail addresses for next academic year: Not yet elected

Anticipated election: October 2016

(If not yet elected, please indicate date of anticipated election and report names within one week of election)

President:

Vice President:

Secretary:

Treasurer:

Historian:

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 2014: 9 members

Class of 2015: 16 members

Class of 2016: 18 members

Class of 2017: 18 members

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

**Note: If your chapter is part of a split campus, please list the meetings with campus reference under the Attendance (i.e. A, B or 1, 2 with a note to indicate the campus of reference).**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Attendance** | **Agenda** | **Action Steps** |
| 12/03/2015 | Georgia Campus-PCOM | **Orientation**  - Rho Chi Q&A Session  -Officer Election  - Review of Bylaws | A brief overview of what was expected of the chapter was given by the advisor. A question and answer session was held about the chapter and about the initiation ceremony that was going to take place on December 16, 2015. Elections for president, vice-president, secretary, treasurer and historian were held. Current elected officers were at the meeting to conduct the election. Those who were running gave brief remarks of why they were running. The advisor briefly went over the bylaws and the meeting was adjourned. |
| 12/16/2015 | Georgia Campus-PCOM | **Rho Chi Initiation Ceremony**  -Welcome and dinner  -Initiation address  -Initiation of inductees and oath  -Installation of new officers  -Conclusion and photos | The ceremony started with welcome announcement and dinner. Current and incoming Rho Chi members were present at the initiation ceremony. Dr. Mark Okamoto, Dean of the School of Pharmacy and advisor of the Epsilon Delta Chapter, gave the initiation address and administered the oath. The new officers of the chapter were installed. The ceremony concluded with a photo session. |
| 3/11/2016 | Georgia Campus-PCOM | **Executive Board Meeting**  -Setting up bank account  Graduation regalia  -Chapter dues  -Service projects  -Year-end review  -Chapter Delegate for national meeting  -Date for follow up meeting | This meeting consisted of the Rho Chi president, vice-president, secretary, treasurer, historian and a faculty advisor for Rho Chi. The meeting started with the discussion of starting up a bank account for the chapter and setting up an operating budget. The idea to ask the Pharmacy Student Council for a loan came up, in which a proposal was written to send to the president of the Pharmacy Student Council asking for a loan to start our operating budget. The discussion on chapter dues came up next. Two proposals on chapter dues were made and the decision for the membership to vote for those proposal at the next general body meeting was also made. The president discussed about service projects and the logistics for the upcoming class to execute. He talked about potentially reaching out to local Rho Chi alumni to facilitate community events or pair up with faculty for specific courses and be a tutor. He talked about the Annual Rho Chi Chapter Report in which the secretary should submit what the chapter did for year before May 15, 2016. The president also talked about sending a chapter delegate for the national Rho Chi meeting, preferably from the E-board. The decision on who will go to the meeting will be decided at a later date. The date for the follow up meeting was set to 4/6/2016 and the meeting was adjourned. |
| 4/6/16 | Georgia Campus-PCOM | **General Body Meeting**  -Inform membership of the new chapter bank account.  -Inform membership of the chapter dues  -Graduation regalia orders for the current graduating class.  -Collaborative events with other Rho Chi chapters | The President of Rho Chi informed the membership about certain housekeeping items, such as of starting our bank account and modification to the bylaws that would be considered related to membership dues. The President mentioned that our main goal of this year was to start a bank account, generate an operational budget and create a list of planned chapter activities. The President informed the membership of how the operational budget was obtained, which was a loan from the council. The president put forth 2 proposals on the chapter dues, in which the members voted on the proposal. The first proposal was for current members to pay $10 (excluding the current P4 class) and for the incoming members to pay $20 dollars with the initial Rho Chi national fee. If we were to follow up with this proposal, the operating budget for next year would be approximately $540. The second proposal was that both current members and incoming members pay $20 chapter due. The incoming members would pay this with the initial national fees. With this proposal the operating budget for next year would be approximately $720. The members approved the first proposal unanimously. The president reached out to other sister Rho Chi chapters regarding possibilities for collaboration. Pictures of the chapter members were scheduled. Lastly, orders for graduation regalia and chapter dues were collected and the meeting was adjourned. |

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

The goals of our chapter this year were to

-Initiate new members on a new cycle in the fall, as the previous initiation was help in the spring.

-Elect new members to leadership positions.

-Establish the chapter financially and be compliant with the PCOM requirements for all student chapters.

-Revise bylaws as needed to meet needs of the new chapter

-Identify potential service opportunities for the chapter

-Assume responsibility for recognition of members prior to commencement.

-Plan to send a delegate to the annual meeting next year.

**Activities**:

Before the first meeting, an e-mail was sent out by the advisor requesting to submit names of those who are interested in running for an officer position and to be prepared to make a brief remark as to he/she would like to run for office at the first meeting. At the first meeting, the chapter’s advisor explained the purpose of Rho Chi and what our goals and expectations are being a member of Rho Chi. Interested members who wanted to run for officer gave their speeches. The advisor briefly went over the bylaws and what to expect for the initiation ceremony. An e-mail consisting of the voting ballot was sent out after the meeting and members were able to vote for the officers. The results of the election were announced through e-mail once the election ended. Two weeks later after the first meeting, the initiation ceremony was held to induct 18 members and new officers were installed. The initiation ceremony took place on December 16, 2016.

As our chapter is relatively new, our primary goal was to set up our chapter bank account. At our general body meeting, which took place on 4/6/16, we discussed with the members what our plan is in terms of taking the loan from the council and paying it back. We also told our plan to order graduation regalia for the current fourth year students. We explained to them how the current third year Rho Chi members will be ordering the graduation regalia for the fourth year students who are about to graduate. The meeting also put forth the proposal of the chapter’s operating budget, in which the chapter president put forth two proposals and members voted for it. These changes of the chapter dues will be reflected in the bylaws. The chapter discussed the possibilities of collaborating with other chapters from different school to do community service projects for the future. We discussed about the luncheon for the current members of the fourth year class in which the graduation regalia will be given out. Money for the chapter dues and graduation regalia was collected.

A luncheon for graduating members of Epsilon Delta is planned for Monday, May 23rd.

**Financial/ Budgeting**:

As the chapter is new this academic year, it needed to be fully compliant with PCOM requirements for student organizations. A loan from Pharmacy Student Council was used to open the bank account. Once open and dues collected, the loan was repaid in full. This loan included the money to purchase the graduation regalia for the current fourth year students who are graduating this year and also included operating start up budget to open up a bank account. The cost of the graduation regalia was $37.50. In order to set up an operating budget, a proposal was adopted unanimously by the membership. In this proposal, the current members pay $10 (4th year students not included). Incoming students, starting next school year, would pay $20 with the initiation fee. With this proposal, the operating budget would approximately be $540. These changes will be reflected in the bylaws.

**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 initiation ceremony took place at the 1818 Club at 6500 Sugarloaf Parkway, Duluth GA. It took place on December 16, 2015 at 6:30 PM. Current members of Rho Chi (P4), outgoing officers and faculty were present at the ceremony. The program started with a welcome speech by the Dean and Advisor of the Epsilon Delta Chapter, Dr.Mark Okamoto and dinner was served. Dr.Okamoto spoke of the history, tradition and purpose of Rho Chi and conducted the initiation of 18 members and an Oath was taken. The new officers were installed. The new officers included president, vice-president, secretary, treasurer, and historian. Dr.Okamoto made a conclusion speech and photos of the members were taken.

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

Our primary goal was set at the beginning when the chapter members were elected, which was to jump start a bank account and have enough operating budget; this goal was achieved. Next school year, our goal is to do more service projects and fundraising. Additionally, we would like to start a tutoring program for first and second year pharmacy school students. Through the service projects, fundraising and tutoring programs, we would get our chapter name recognized.

**Other information**: If you would like to provide other information about your chapter that was not included in the above categories (e.g., development of a new website, organizing a regional meeting, etc.), add it here: (Limit 500 words)

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

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 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**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| [Rho Chi Epsilon Delta Chapter, PCOM School of Pharmacy] Activity Table | | | | | | | |  |
| Category of Activity1 | Title of Activity | Brief Description2 | How Does This Activity Align With the Rho Chi Mission Statement? | Years the Activity has Been Ongoing? | If Activity has Been Ongoing for >1 Year, What Evaluations Have Been Done to Assess the Success of the Activity and What Improvements Have Been Done Over the Past Year? | How Many Members Participated in the Activity? | How Many Students (non-members) and/or Patients were impacted by the Activity? | Financial Information for the Activity [Budget Required, Fundraising Amount] |
| Intellectual Leadership Activities (i.e., tutoring, sponsored lectures, poster sessions, etc.) |  |  |  |  |  |  |  |  |
| College of Pharmacy Events [non-academic, non-patient outreach] | Initiation Ceremony | Held on December 16, 2015. 18 members were inducted and new officers were installed. Faculty, current members and incoming members were present at the ceremony. | Members were recognized for their achievements. | 3 | The initiation ceremony is now in a new cycle in the fall. Previous initiation was held in the spring. | 18 members were inducted. | N/A | N/A |
| Luncheon | A luncheon for graduating members is held before they graduate. | Members are recognized for their achievement. | 3 | Members are given their Rho Chi honors cord and medallion. This luncheon is done every year for the members before graduation. | 18 members | N/A | N/A |
| Patient Outreach Events/ Community Service |  |  |  |  |  |  |  |  |
| Fundraising Events |  |  |  |  |  |  |  |  |

Guidelines:

1. For each activity within a category use a separate line in the table (you may add more lines as you see fit)
2. Keep your descriptions of each activity brief limiting overall table to 3 pages or less.

Appendix 2

Rho Chi Chapter Annual Report Template

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| --- | --- | --- | --- | --- |
| **ITEM** | **Amount Debited ($$ spent)** | **Amount Credited ($$ raised)** | **Balance** | **Comment** |
|  |  |  |  |  |
| Chapter loan from Pharmacy Student Council |  | 800 | 800 | Needed operating start-up budget. Paid back after money was raised. |
| Chapter dues |  | 87.50 | 887.50 | Operating budget |
| Graduation Regalia Orders |  | 825 | 1712.50 | Orders for graduation regalia for graduating members and current members, as paid by the members. |
| Loan payment | 800 |  | 912.50 | Paid back the loan borrowed from Pharmacy Student Council. |
| Payment of Graduation Regalia | 825 |  | 87.50 | Post payment to Rho Chi National Office for the graduation regalia. |
|  |  |  |  |  |
|  |  |  |  |  |