



The Rho Chi Society

Annual Chapter Report – 2017

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.

Date of report submission: May 12, 2017

Name of School/College: University of Saint Joseph School of Pharmacy

Chapter name and region: Epsilon Alpha Chapter – Region I

Chapter advisor's name and e-mail address: Dr. Dora Wiskirchen (dwiskirchen@usj.edu)

Delegate who attended the Rho Chi Annual Meeting:

John Madu – delegate

Kristela Vulaj – alternate

Jamie Blanck – attendee

Date delegate's name submitted to Rho Chi: 2/15/17

Past year's officers and e-mail addresses:

President: Rhett Sparkman (rhsparkman@usj.edu)

Vice President: Brian Knight (bknight@usj.edu)

Secretary: Samantha Green (segreen@usj.edu)

Treasurer: Emma Gimose (egimose@usj.edu)

Historian: John Pernyeszi (jpernyeszi@usj.edu)

**The Rho Chi Society
National Office Contact Information:**

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The Rho Chi Society
Annual Chapter Report

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

President: Gina Heffern (gheffern@usj.edu)

Vice President: Eric Davies (edavies@usj.edu)

Secretary: Stephanie Forgette (sforgette@usj.edu)

Treasurer: Ngumbah Chumbow (nchumbow@usj.edu)

Historian: Hillary Kuzaro (hkuzaro@usj.edu)

Number of Rho Chi student members at college or school, listed by class year and program:

Class of 2014: 11 members

Class of 2015: 12 members

Class of 2016: 14 members

Class of 2017: 17 members

Class of 2018: 18 members

Meetings:

Date	Attendance	Agenda	Action Steps
11/22/2016	Class of 2018: 12 Class of 2017: 0 Class of 2016: 0 Faculty: 1 Total: 13 members	I. Call to Order II. Approval of the Agenda III. Approval of Minutes IV. Old Business <ul style="list-style-type: none"> a. Tutoring Program b. USJ SOP Annual Newsletter c. Fundraising d. Community Service e. Treasurer's Report V. New Business <ul style="list-style-type: none"> a. New Member Induction Banquet 2017 VI. Announcements: Next Meeting Date TBD (January) VII. Adjournment	<ul style="list-style-type: none"> ● Establishment of master list with willing tutors (both Rho Chi and non-Rho Chi members) for each subject and contact person(s) who will match P2 tutors to P1 students in need of academic support ● Establishment of USJ SOP Annual Newsletter Committee ● Fundraising ideas discussed: 50/25/25 raffle with collections allocated to Rho Chi Epsilon Alpha along with other charities (Special Olympics and/or Autism Speaks); dinner event ● Community service ideas discussed: Special Olympics, Autism Speaks (various awareness walks and events); Stop & Shop

The Rho Chi Society
Annual Chapter Report

			<p>Quarterly Health Screenings/Flu Shot Clinics</p> <ul style="list-style-type: none"> ● Induction Banquet 2017 planning and brainstorming; establishment of committee that will oversee and plan the event
1/19/2017	<p>Class of 2018: 13 Class of 2017: 0 Class of 2016: 0 Faculty: 2 Total: 15 members</p>	<p>I. Call to Order II. Approval of the Agenda III. Approval of Minutes IV. Old Business</p> <p>a. USJ SOP Annual Newsletter</p> <p>i. Subcommittee sign-up</p> <p>ii. Establish timeline for submissions, print, etc.</p> <p>iii. Review previously submitted content</p> <p>iv. Brainstorm new/additional ideas</p> <p>b. Fundraising</p> <p>i. Raffle</p> <p>ii. PA school pharmacology tutoring</p> <p>c. Community Service</p> <p>i. Autism Speaks Walk/Run</p> <p>d. Tutoring program</p> <p>i. Pharmacology assistance to</p>	<ul style="list-style-type: none"> ● USJ SOP Annual Newsletter discussed: Alumni contribution ● Community service ideas discussed: Walk/Run for Autism Speaks (2 separate events, both approved) <ul style="list-style-type: none"> ○ 5/6 (Waterbury, CT) ○ 6/4 (Hartford, CT) ● Tutoring program discussed: PA program request for assistance with pharmacology through the spring semester; Dr. Wiskirchen to obtain more information from the PA school <ul style="list-style-type: none"> ○ Paid position: to be discussed- individual payroll or lump sum payment to Rho Chi as fundraising ● Rho Chi Annual Meeting: In conjunction with APhA National Meeting (San Francisco, CA) <ul style="list-style-type: none"> ○ Established members willing to represent Rho Chi as delegates

The Rho Chi Society
Annual Chapter Report

		<p>students from the PA program</p> <p>V. New Business</p> <p>VI. Treasurer's Report</p> <p>VII. Announcements: Next Meeting Date: Thursday, March 2, 2017 at 11:05 am</p> <p>VIII. Adjournment</p>	
3/02/2017	<p>Class of 2018: 17</p> <p>Class of 2017: 0</p> <p>Class of 2016: 0</p> <p>Faculty: 2</p> <p>Total: 19 members</p>	<p>I. Call to Order</p> <p>II. Approval of the Agenda</p> <p>III. Approval of Minutes</p> <p>IV. Old Business</p> <p>a. USJ SOP Annual Newsletter</p> <p>i. Subcommittee updated draft of content and layout</p> <p>b. Fundraising</p> <p>i. Raffle tickets for the 50/25/25 raffle to benefit Autism Speaks</p> <p>ii. Looking for volunteers to sell</p> <p>c. Community Service</p> <p>i. Saturday, May 6, 2017, 7am-2pm (Walk at Liberty Park, Waterbury, CT)</p> <p>ii. Saturday, June 3, 2017, 2pm-5pm (set-up day at Rentschler</p>	<ul style="list-style-type: none"> • USJ SOP annual newsletter: progress made with content and set-up, submitted to the chain of command for further review • Fundraising event: 50/25/25 raffle for Autism Speaks <ul style="list-style-type: none"> ○ Established prices for tickets (\$1 for 1 ticket, \$3 for 5 tickets, \$5 for 10 tickets) ○ Each Rho Chi member will be responsible for selling 10 tickets ○ Secondary prize (gift card): Possibly Subway gift card per member's content; possibly other local businesses to donate/sponsor gift cards (NY Deli, Max Bibos, Panera) ○ Start selling raffle tickets 3/20/17 and raffle to close on 4/21/17 ○ Advertise raffle ticket sales on Facebook (USJ SOP school bulletin board, class pages) • Community service <ul style="list-style-type: none"> ○ PA school tutoring is currently in the works and a plan will be put

The Rho Chi Society
Annual Chapter Report

		<p>Field, East Hartford, CT)</p> <p>iii. Sunday, June 4, 2017, 7am-2pm (Walk at Rentschler Field, East Hartford, CT)</p> <p>V. New Business</p> <p>a. PA school tutoring</p> <p>VI. Treasurer's Report</p> <p>VII. Announcements: Next Meeting Date: Thursday, April 6, 2017 at 11:05 am</p> <p>VIII. Adjournment</p>	<p>together as soon as Dr. Wiskirchen hears back from the PA school contact</p> <ul style="list-style-type: none"> ○ All community service events with Autism Speaks have been approved via Dr. Skyers
4/13/17	<p>Class of 2018: 14</p> <p>Class of 2017: 0</p> <p>Class of 2016: 0</p> <p>Faculty: 0</p> <p>Total: 14 members</p>	<p>I. Call to Order</p> <p>II. Approval of the Agenda</p> <p>III. Approval of Minutes</p> <p>IV. Old Business</p> <p>a. Community Service</p> <p>i. Autism Speaks - Saturday, May 6, 2017, 7am-2pm (Walk at Liberty Park, Waterbury, CT)</p> <p>ii. Autism Speaks - Saturday, June 3, 2017, 2pm-5pm (set-up day at Rentschler Field, East Hartford, CT)</p> <p>iii. Autism Speaks - Sunday, June 4, 2017,</p>	<ul style="list-style-type: none"> ● Sign-ups for community service Autism Speaks walks to close soon ● NAMI Walk – Bushnell Park sign-up still open ● USJ SOP Annual Newsletter Committee <ul style="list-style-type: none"> ○ First issue prior to 2018 graduation ● Fundraising raffle ticket sales <ul style="list-style-type: none"> ○ Update Google Drive document to keep track of sales ● Rho Chi Tutoring Service <ul style="list-style-type: none"> ○ We need to get the word out so that our availability is well known by the student community

The Rho Chi Society
Annual Chapter Report

		<p>7am-2pm (Walk at Rentschler Field, East Hartford, CT)</p> <p>iv. NAMI - Saturday, May 20, 2017, 7am-12pm (Walk at Bushnell Park, Hartford, CT)</p> <p>b. USJ SOP Annual Newsletter</p> <p>i. Approved</p> <p>ii. Subcommittee to move forward with production</p> <p>c. Fundraising</p> <p>i. Raffle tickets for the 50/25/25 raffle to benefit Autism Speaks</p> <p>ii. Tickets on sale</p> <p>V. New Business</p> <p>a. Annual Rho Chi Induction Ceremony</p> <p>b. Subcommittee formation</p> <p>c. Speaker selection</p> <p>VI. Treasurer's Report</p> <p>VII. Announcements: Next Meeting Date: TBA</p> <p>Adjournment</p>	
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Strategic Planning:

- Planning the initiation of new members for the coming year and the accompanying banquet.
- Fundraising event (50/25/25 Autism Speaks Raffle): which is also a requirement to receive allocated funds from the school's Student Government Association.
- Establishment of an annual newsletter publication that represents the USJ School of Pharmacy. It will be primarily headed and organized by Rho Chi Epsilon Alpha newsletter subcommittee but there will also be collaboration with the entire school on this project to provide an annual newsletter submission.

Activities:

- **Tutoring Service** - *Continued initiative* - A tutoring service where P2 members (both Rho Chi and non-Rho Chi members) are made available to other students for academic support in various areas. We established a tutor coordinator who was responsible for setting up students in need of tutoring with tutors skilled in specific areas. 22 students were made available in different subject areas as tutors and we tutored 24 people over the course of the semester.
- **Annual School Publication** - *Continued initiative* - The chapter's newsletter subcommittee has planned and organized the publication of an annual newsletter publication to represent the USJ School of Pharmacy. It will include student and faculty achievements, student activities and organizations, academic topics, specific student biographies, and article publications from student organizations. We will be collaborating with the other school organizations, Dr. Joseph Ofosu, Dean of the School of Pharmacy, and the school's marketing department.
- **Community Service Event(s)** – *New initiative* – The chapter has been working in collaboration with Autism Speaks to establish a continued relationship. We have arranged to participate in two local awareness walks in the months of May and June and we have had over 100 students signed up to participate and raise awareness for this great cause. We look forward to working with Autism Speaks for years to come.
- **Fundraising Event(s)** – *New initiative* – To fundraise for Autism Speaks, we held a 50/25/25 raffle where students and faculty could buy raffle tickets to win various prizes. Many people participated and in the end, we were able to donate \$200.00 to Autism Speaks. We look forward to having fundraisers like this in the future.

Financial/ Budgeting:

This year's budget and dues structure was developed by our chapter treasurer and adopted by current membership. Chapter funding has been achieved through collection of chapter dues, the induction ceremony, and budget appropriation for the USJ Student Government Association.

Initiation Function:

The initiation took place on Wednesday, October 19, 2016 at the Pond House Cafe in Elizabeth Park, located in West Hartford, CT. In attendance were numerous Rho Chi members from various initiation years, friends and family, faculty, and representatives from the various other organizations from the USJ School of Pharmacy. The featured speaker was Amber Castle, the Supervisor of Education and Residencies at Yale-New Haven Hospital.

Evaluation/Reflection:

Rho Chi Epsilon Alpha was only chartered two years ago so we are still establishing our footprint and building upon what we have already started as a new chapter. So far, we have been able to make great progress with fundraising events, the USJ School of Pharmacy Annual Newsletter, and community service events. We have worked with Autism Speaks for both community service and fundraising events and hope to continue to collaborate with this organization for years to come. With more time and members, we will continue to grow and prosper.

Other information:

N/A

Appendix 1

Chapter Activities Report Template

[Epsilon Alpha Chapter, University of Saint Joseph School of Pharmacy] Activity Table								
Category of Activity ¹	Title of Activity	Brief Description ²	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.)	Rho Chi Society Tutoring Service	Organized a tutoring service where P2 students would be available to tutor other students in various subject areas.	Students had the opportunity to work with fellow classmates to advance professional relationships and intellectual achievement.	2	N/A	22 tutors (13 Rho Chi Epsilon Alpha Members, 9 non-members)	24 people were tutored	N/A
College of Pharmacy Events [non-	N/A							

The Rho Chi Society
Annual Chapter Report

academic, non-patient outreach]								
Patient Outreach Events/ Community Service	Autism Speaks local awareness walks	Rho Chi Epsilon Alpha has partnered with Autism Speaks to get USJ School of Pharmacy Students to participate in 2 local awareness walks.	Students had to opportunity to make a difference by collaborating with Autism Speaks for a great cause.	1	N/A	120 students have signed up to participate between both events (both Rho Chi Epsilon Alpha and non- members)	We estimate that thousands of people will come out to support Autism Walks, so we will be supporting a great cause.	N/A
Fundraising Events	Autism Speaks 50/25/25 raffle	Rho Chi Epsilon Alpha held a raffle to raise funds for Autism Speaks.	Students had to opportunity to make a difference by collaborating with Autism Speaks for a great cause.	1	N/A	8 Rho Chi Epsilon Alpha members were responsible for selling tickets. Each member had 100 tickets to sell.	We were able to sell to students and faculty all throughout USJ School of Pharmacy. Funds were donated to Autism Speaks so everyone was able to help contribute to a great cause.	We raised about \$200.00 for Autism Speaks.

The Rho Chi Society
Annual Chapter Report

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 Epsilon Alpha Chapter Annual Report Template.

ITEM	Amount Debited (\$\$ spent)	Amount Credited (\$\$ raised)	Balance	Comment
Last year chapter balance	--	--	\$1768.80	
Dues/Ticket Income	\$0.00	\$7620.80	\$7,620.80	National and Chapter Dues, Guest Ticket Sales
SGA Funds	\$0.00	\$700.00	\$8,320.80	Organization funds from SGA
Banquet Expenses	\$4,431.16	\$0.00	\$3,889.64	Induction Ceremony Dinner, Decorations, Speaker Gift
Payments to National Office	\$1170.00	\$0.00	\$2,719.64	Dues, stationery, graduation cords
Miscellaneous	\$92.54	\$0.00	\$2,627.64	Chapter sign, postage
Chapter Fundraiser/Dues	\$0.00	\$478.00	\$3105.64	
			\$4844.82	Current balance as of 05/08/17