



POLICY MANUAL

Approved by the General Membership: March 27th, 2017

TABLE OF CONTENTS

Section 1 APSA Strategic Plan

Strategic Goals

APSA Academic Plan Priorities

Quality of Instruction and Programs

Tuition and other costs of Education

Space

Support of Undergraduate Professional Development

Section 2 Professionalism Policy

Professionalism Committee

Pledge of Professionalism

Event Policy

Dress Code

Unprofessional Behavior

Social Media policy

Section 3 Communication Policy

Purpose and Scope

Email and Announcement protocol

Communication Tree

Section 4 Finances

CAPSI representatives

Submitting expenses

Budgeting Guidelines

Auditing

PayPal

Section 5 Awards

Section 6 Portfolio Guidelines

Guidelines

Section 7 Records and History

Section 8 Website

Section 9 Office access

Section 10 Online Sign ups

Section 11: Photography and Video Services and Use of Images Policy:

Section 12 Wages - Contracts

SECTION 1 APSA STRATEGIC PLAN

VISION

"Inspiring students to lead the future of pharmacy by creating an experience like no other."

MISSION

To promote unity among pharmacy students and to address pharmacy students' social, academic, and advocacy needs. In particular, we:

- Strive to represent the voice of pharmacy students;
- Promote and advance the profession of pharmacy;
- Serve undergraduate pharmacy students through the provision of social, athletic, academic, and professional events and services;
- Act as a liaison and means of communication for pharmacy students to the Faculty, the Canadian Association of Pharmacy Students and Interns (CAPSI), the Alberta Pharmacists Association (RxA), the Alberta College of Pharmacists (ACP), the Canadian Pharmacists Association (CPhA), the Canadian Society of Hospital Pharmacists (CSHP), the Students' Union (SU) and any other body;
- Promote a positive community image for pharmacy students through community involvement;
- Are a registered student group with the SU, and are subject to the rules and limitations of the SU and University governing the conduct of student groups on campus.

VALUES

As the faculty association for undergraduate pharmacy students at the University of Alberta we value:

- Integrity* in our actions and decisions
- Unity* of pharmacy students
- Student engagement* in the Association, the community, and the pharmacy profession
- Excellence* in student programming and service delivery
- Professionalism* of our governors and members
- Leadership* within the university and among student associations

STRATEGIC GOALS

STRENGTHEN ACADEMIC ADVOCACY

- Initiate midpoint course evaluations facilitated by the VP Academic
- Provide feedback from midpoint evaluations to Course Coordinators
- Continue using the APSA Website to increase student awareness of academic services
- Increase interaction with the Student Advisory Board
- Encourage and enforce higher standards of professionalism for all students
- Work with Faculty and CTL to improve student feedback on courses
- Reduce barriers to student attendance at PDW and Banff Seminar.
- Advocate for the implementation of interactive classroom technology and alternative lecturing methods
- Advocate for improved student interaction with faculty members in informal gatherings
- Strengthen APSA's current academic services (mentorship, journal club)

PROVIDE AND FURTHER DEVELOP VALUABLE STUDENT SERVICES

- Continue to use the website to offer APSA services in a more convenient manner
- Distribute student handbooks to the incoming first year class during Orientation
- Implement an informal mentorship program for students and utilize the Orientation to establish mentors and protégés

BUILD ENHANCED RELATIONSHIPS

- Strengthen relationship between faculty and students
- Hold regular faculty-student social events (Eg. Faculty-Student Coffees, etc.)
- Strengthen relationships with external pharmacy organizations (ACP, RxA, CPhA, the Alumni Association, etc.)
- Continue implementing Community Support Committee initiatives and enhance the public's understanding of the profession of pharmacy
- Attract new sponsors and partners to help plan and produce APSA events
- Establish and maintain contacts with appropriate media to promote APSA initiatives.

IMPROVE ORGANIZATIONAL EFFECTIVENESS

- Improve communications between APSA Councillors through the instant messenger system and website
- Actively pursue sponsorship for the Pharmacy Quarterly (PQ) and improve delivery of the PQ in electronic and paper form
- Communications with Members
- Maintain weekly class announcements, with class reps to highlight new and important items.
- Distribute monthly newsletter to members updating them on APSA activities and events
- Written by President/President-Elect in combination with Publications Committee
- Provide Minutes from Council and Executive Meetings on APSA website
- Increase organization's use of online resources (eg. Google, Doodle, etc.) and optimize utility of new website
- Develop online file sharing platform.
- Streamline online calendar use
- Utilize website as a means of transitioning portfolios between Councillors

APSA ACADEMIC PLAN PRIORITIES

There will continue to be many changes to the pharmacy undergraduate program in the next 5 years. With the continuing implementation of an entry-level and bridging Doctorate of Pharmacy (PharmD) students will be faced with greater demands and financial stress due to the increased length of the degree, and the costs required for experiential education. Bearing this in mind, APSA will be advocating in the following key areas. Our priorities have been established as a result of strategic planning sessions held in Summer 2009 - Summer 2015

QUALITY OF INSTRUCTION AND PROGRAMS

APSA would like to see formative teaching evaluations that allow feedback prior to the end of a course. The Faculty should communicate to students what changes are made to courses or curriculum based on student feedback.

Instructors in the faculty should be well prepared to teach and provide the support they require to excel as instructors. They should be encouraged to undertake self-assessments from Undergraduate Teaching Services UTS, and any required training required for them to be better instructors. There should be an equal emphasis placed on quality instruction and quality research.

The Faculty should be prepared to continually evaluate the delivery of its program and endeavours to integrate and support the use of innovative technology and instruction methods to educate pharmacy students. All members of the faculty should be proficient in using and application of technologies such as Bear Tracks, iClickers, Moodle, and eClass so that students can derive maximum benefit from the tools available to them during their pharmacy student experience.

TUITION AND OTHER COSTS OF EDUCATION

As the Faculty of Pharmacy and Pharmaceutical Sciences moves towards providing a full PharmD program, the cost of education should be expected to rise accordingly. More support must be provided to help cover the costs of experiential education, as this program requires students to complete an extra year of clinical rotations. With the Market Modifier fee approved in 2010 by the Alberta Government, APSA expects that students will be able to take advantage of the benefits agreed upon by itself and the Faculty. Part of this includes scholarships, bursaries, and subsidies provided by the Faculty, and are separate from those administered by Central Administration at the University of Alberta.

The Experiential Education scholarship fund will be active starting in 2014 for all students that have invested into the MMF. Eligibility will be defined through collaborative discussion with Faculty annually. Any student that fails a rotation will not be eligible. Reimbursement will take place at the conclusion of the rotation in the summer. Reimbursed amounts may vary depending on need.

SPACE

Currently, all members of APSA are granted access to the APSA lounge which is located on the first floor of the Medical Sciences Building. Students using the lounge must do so in an appropriate and professional manner, respecting their surroundings and those around them. Students must make sure that the door to the lounge is always locked behind them to avoid any incidences of theft. Failure to abide by the aforementioned conditions will result in a complaint to the Professionalism Committee.

SUPPORT OF UNDERGRADUATE PROFESSIONAL DEVELOPMENT

Students are in an exceptional position to develop into leaders of the profession. This leadership will be integral in advancing the profession and ensuring that people and their families receive the care that they require.

As undergraduate students, the opportunity to develop professionally comes in the form of provincial, national, and international conferences, as well as symposiums and continuing education events. While these opportunities are rich with ideas and knowledge, many students find it difficult to overcome financial and academic barriers that prevent them from attending. When deciding to attend, a student must consider the cost of travel and registration in addition to balancing exam and class schedules. APSA intends to pursue subsidies from the Faculty, as well as a reasonable degree of accommodation in regards to classes and exams for students who attend professional development opportunities.

SECTION 2 PROFESSIONALISM POLICY

Professionalism can be defined in many ways. The definition that APSA has selected as a starting point is from David Maister and states that professionalism is "believing passionately in what you do, never compromising your standards and values, and caring about your clients, your people, and your own career". With this definition in mind, the professionalism policy was developed for APSA members to provide a framework for enforcement of professionalism, but also for the promotion of professional behaviour within the pharmacy student body. Future pharmacists are expected to build their careers on the fundamental values of professionalism: integrity, ethical behaviour, leadership and honour. APSA has at its central mission to take a proactive role in developing these qualities within its membership.

PROFESSIONALISM COMMITTEE

STATEMENT OF PURPOSE

The Professionalism Committee is the body responsible for promoting and enforcing professional behavior among APSA members. To that end, it has three main activities: enforcing this policy and enforcing appropriate discipline, promoting professionalism, and updating and reviewing this policy.

The Professionalism Committee is also responsible for determining action against councillor/officer resignations as follows:

- If the councillor/officer resigns before the APSA summer retreat (usually early June), there is no penalty.
- If they resign after the summer retreat date, their situation will be sent to review by the professionalism committee.
- If the professionalism committee deems that their resignation reasons were invalid, through majority vote within that committee, the professionalism committee has the authority to revoke their "active membership" status for the rest of the year, thus preventing them from going to any events.

ENFORCEMENT

Any member deemed by the Professionalism Committee to have contravened the Pledge of Professionalism or to have exhibited unprofessional conduct, is subject to discipline as determined by the Professionalism Committee. Professionalism concerns may be brought to the attention of the Professionalism Committee by any member.

PROMOTION OF PROFESSIONALISM

The Professionalism Committee shall be responsible for developing and implementing appropriate promotional and proactive activities to ensure awareness of the Professionalism Policy and its expectations for APSA members.

PROFESSIONAL CONDUCT

1. Members and their guests are expected to maintain a high level of professionalism in their actions and conversations. All members must adhere to the Pledge of Professionalism as outlined below.
2. For APSA sponsored social events, it is expected that alcohol consumption will be appropriate for the event location and intentions and that professional behavior will be maintained at all times.
3. For APSA events where a guest speaker is present, common courtesy is expected including the turning off or silencing of cell phones and prompt arrival.

PLEDGE OF PROFESSIONALISM

As a student of pharmacy, I recognize the need to build and reinforce a professional identity founded on integrity, ethical behaviour, and honour. As a member of the pharmacy community I will pursue all academic and professional endeavours with honesty, integrity, and commitment to the health and well-being of my patients. As a student pharmacist, I will strive to uphold this pledge:

DEVELOP a sense of loyalty, duty, responsibility, and accountability to the profession of pharmacy.

FOSTER professional competency through self-directed and continual learning. I will strive for high ideals, teamwork, and unity amongst members of the profession and health care community.

CONDUCT myself in a professional and ethical manner within the academic and practice setting.

ADVOCATE a sense of pride and respect for the profession of pharmacy, while striving to promote the profession amongst my colleagues and the community.

MAINTAIN the highest ideals of patient care and professional virtues.

SUPPORT my colleagues by actively encouraging commitment to the Alberta College of Pharmacist's *Code of Ethics*.

As a student of the Faculty of Pharmacy and Pharmaceutical Sciences, I commit to personally uphold this pledge and hold the health and safety of each patient to be the primary consideration.

EVENT POLICY

EVENT COORDINATOR RESPONSIBILITIES

1. For APSA sponsored events that require pre-registration, the following information shall be included on the sheet: the date, time and location of the event; the event coordinator's name, position, phone number and email; the dress code for the event.
2. Event coordinators may lengthen the notice required to cancel for an event. This shall be indicated on the sign-up sheet.
3. This policy and dress code shall be enforced in a reasonable manner by the event coordinator.
4. For all events that fall under the banner of APSA, an event request must be submitted through Bearsden no later than 10 business days in advance in order to receive approval from Student Group Services. This process can only be completed by an executive member of APSA.
5. In all events involving alcohol, the primary and secondary event organizers must attend Event Organizer Training, possess valid ProServe training, and follow all policies and procedures as outlined in the SU document under Events and Approval.

SIGN-UP LISTS

For APSA sponsored events which are blacklisted:

- i. 48 hours' notice must be given to the coordinator of the event if the member cannot attend, or they may find another member to take their place.
- ii. If a member does not attend an event which they registered for, they will not be permitted to attend APSA events which require pre-registration for the remainder of the academic term. The Vice President Administration and IT Director shall keep a list of members in this category on the APSA computer.
- iii. In extenuating circumstances, such as medical, family, or other emergencies as deemed acceptable by the Professionalism Committee, exceptions may be made. The member must submit in writing to the chair of the Professionalism Committee their reason for non-attendance and the Committee will consider the appropriate course of action.

NOTE: Exams or assignments are not acceptable reasons for non-attendance.

DRESS CODE

1. For APSA sponsored events, a dress code of business casual will be expected unless otherwise noted. Denim, running shoes, jogging/yoga pants, hoodies, sandals or clothing with a dominant logo are not acceptable items for business casual. Skirts and shorts must be of an appropriate length.
2. The coordinator of an event may include a statement of an alternative dress code when advertising events.
3. If the event coordinator deems that an individual does not meet the dress code, they may refuse admission to the event.

UNPROFESSIONAL BEHAVIOR

The Professionalism committee defines "unprofessional behavior" as any action, gesture, or comment made by a student in which the reputation of the University of Alberta, its Faculty of Pharmacy and Pharmaceutical Sciences, APSA, any Pharmacy related association, or the profession of Pharmacy becomes tarnished. For a student to be eligible for APSA reimbursements for external pharmacy events (i.e. Professional Development Week, the CSHP Conference, etc.), there must be no evidence of unprofessional behavior throughout the entire trip. "The trip" refers to the time period in which pharmacy students travel together under the banner of APSA. Should there be no evidence or mention of a student's unprofessional behavior, the student will be free to proceed with the reimbursement process. Students must also fulfill any additional event-specific requirements established by event organizers or APSA affiliates in order to be considered for reimbursement.

Conversely, should there be sufficient evidence of a student's unprofessional behavior from any sources including, but not limited to, other students attending the conference, APSA councillors, event organizers, or any facility that the University of Alberta's Pharmacy Students utilized while representing APSA, eligibility for reimbursement to the reported student will be under investigation. Any evidence of unprofessional conduct or behaviours should be brought immediately to the attention of the Professionalism Committee, which will investigate and examine all evidence pertaining to the student's behavior SOLELY while representing APSA. Their behavior outside this time period will NOT be examined. The committee, which is composed of select APSA councillor's, an appointed student representative, and a Faculty representative, will then meet with the student and together determine if the student acted unprofessionally in a manner to which the reputation of any of the aforementioned organizations was tarnished. Should the students' behavior be deemed unprofessional, that student will forfeit their right to any reimbursement funds, regardless of the fulfillment of any other requirements or criteria pertaining to the trip/event. The committee will present their findings to APSA at the next council meeting. The student will remain eligible for other reimbursement funds based on other events. The student will also not lose their APSA membership, should they be a member. The main goal of this policy is to encourage students now and in the future to act professionally while they represent APSA and the profession of pharmacy.

Should an APSA member have multiple professionalism meetings with the committee regarding similar breaches in conduct, they will be subject to termination of their APSA membership, including but not limited to, ineligibility for any travel reimbursements or APSA awards, loss of APSA card, and blacklisted from all APSA sponsored events, for the term of one year. They will have the opportunity to apply to regain their membership after this term of reference has expired via a letter of intent to Vice President of Academic outlining the reasons for termination and improvements made upon them. Membership will be successfully reinstated after a two thirds vote of the Professionalism committee.

SOCIAL MEDIA POLICY

APSA supports and encourages the use of social media outlets (Facebook, Instagram, and Twitter) to advocate and bring about positive publicity to the Faculty of Pharmacy and Pharmaceutical Sciences and the profession as a whole. It is extremely important that members should have a professional profile and act in a respectable manner when they represent themselves online, but also to have a courteous and respectful demeanor in exchanges with their classmates and other Faculty staff.

In the event that members are not properly representing the Faculty or APSA on any APSA related social media outlet (APSA member's corner) they will be called to the Professionalism committee and will be subject to repercussions based on the incident severity, including but not limited to: Loss of reimbursements funds, loss of social event privileges or termination of membership. This policy is set in place not to silence or limit a student's freedom of speech or personal expression on their own profiles, but to encourage conscious thought in how they are representing themselves.

SECTION 3 COMMUNICATION POLICY

PURPOSE AND SCOPE

This policy applies to student members of APSA. It has been created to reduce the number of emails and announcements sent to students and staff, and to maximize communication with members. Its purpose is to encourage the appropriate use of various mediums of communication. Official APSA communication should always remain professional, timely and concise.

EMAIL AND ANNOUNCEMENT PROTOCOL

FACULTY AND STAFF

Members of the Faculty and Staff are encouraged to send their announcements to Class Representatives for inclusion in the weekly email. The President shall be responsible for communicating this policy to the Faculty and Staff.

APSA COUNCIL

Councillors shall submit their announcements to the relevant Class Representative(s).

1. The deadline for submission is 18:00 on Sundays.
2. Class Representatives shall send the announcement between 18:00 and 21:00 on Sunday.
3. Emails should include a text version of the email body.
4. Councillors shall type their announcements in advance in an easy to read style

GENERAL EMAIL

When sending email from the APSA account, ensure that you put all recipients in the BCC line and sign the email with your name, position and email. Ensure the subject line clearly explains the emails purpose.

For urgent emails that cannot be included in the weekly mail out, permission must be obtained from the President or President-Elect. The Vice President Administration is responsible for checking the APSA email account on a daily basis. Junk mail shall be deleted and messages shall be forwarded to the appropriate person(s).

APSA MEMBERS

All members are entitled to have announcements included in the Class Representatives weekly email. They must contact the relevant Class Representatives by the established deadline.

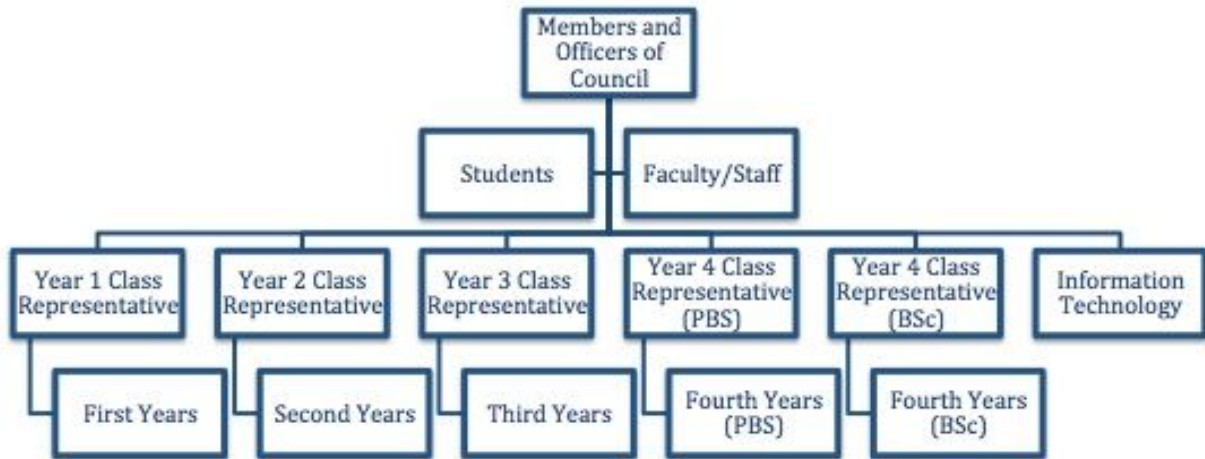
WEBSITE

Councillors with announcements should forward them to the IT Director for posting on the website. Make sure to include any documents that you would like linked from your announcement. The IT Director shall update the main page at a minimum of once per week so that it remains current and the deadline to submit posts on the website is Sunday at 18:00.

IN-CLASS

- Class Representatives shall make brief in class announcements.
- Before making an in-class announcement permission shall be sought from the instructor/lecturer.
- Announcements should generally be less than 3 minutes and should interfere minimally with the start of class. When possible begin your announcement a few minutes before class begins.

COMMUNICATION TREE



SECTION 4 FINANCES

CAPSI REPRESENTATIVES

Unless possible via the Market Modifier Fund or the CAPSI, APSA commits to fund the cost of sending our VP CAPSI who is our CAPSI Senior Representative and our CAPSI Junior Representative to PDW and CPhA conferences, as possible based on financial standing of the Association, where they will act as our student representatives. This commitment includes travel and accommodation expenses for CAPSI Junior Representative and VP CAPSI. Expense Claims Expenses to be claimed must be submitted to the VP Finance. All records of receipts as well as an expense claim form (can be found in the General Council Google Drive or obtained via VP Finance) must be provided. If food expenses for travel are involved, APSA will not cover alcohol. The President and VP Finance will maintain the right to approve or disapprove all expense claims.

SUBMITTING EXPENSES

Expenses must be submitted to the VP Finance via the Expense Claim Form which can be found in the General Council Google Drive Folder or be obtained via the VP Finance. All claims must have the appropriate receipts attached to the Expense Claim Form and be submitted in the same semester in which the event took place.

BUDGETING GUIDELINES

Budget guidelines are to be established by the VP Finance of that fiscal year. Councillors will provide an excel spreadsheet detailing all expenses for any major events requiring over \$500 in funds to the VP Finance.

AUDITING

An official audit will be conducted annually at APSA's year-end (April) by an individual or company external to APSA. The audit results will be provided to the Student's Union Financial office. Financial reports shall be submitted to the SU no more than 6 months after the year-end. In accordance with SU Bylaw 8100, the audit shall be performed by an individual with the designation of CA, CMA or CGA as recognized by Canadian accounting bodies. At any time, the SU Audit Committee can investigate APSA's finances and request audit results, in accordance with Bylaw 8100.

PAYPAL

PayPal will be used as an additional service to students to provide an online option for ticket sales to larger APSA events (e.g. Mr. Pharmacy, Blue and Gold). The PayPal account will only be accessible by the President and the VP Finance, however all receipts and orders will be sent to the general APSA email account in which VP Administration has access to assist with the processing of payments.

SECTION 5 AWARDS

All award winners will receive a cheque for the amount of their award and a personalized plaque. Plaques with yearly winners will be hung in the APSA lounge.

GUY GENEST PASSION FOR PHARMACY AWARD

Value: \$500, in addition to a reserved registration for PDW

Number: 1

Criteria: In honor of Mr. Guy Genest, a passionate and enthusiastic supporter of Pharmacy students and interprofessional health care practices, this award recognizes a CAPSI member's notable passion for, and dedication to, the profession of Pharmacy. Passion for the Profession of Pharmacy which may be demonstrated in any number of ways, including, but not limited to:

- Engagement in professional pharmacy related activities (ie. PAM, PDW)
- Active involvement in a professional organization
- Initiatives to advance the profession of pharmacy (ie. interdisciplinary work – promoting/increasing awareness of the role of pharmacists as an important member of the health care team)
- Organization/participation in community/university outreach efforts
- Volunteer experiences within the faculty or other pharmacy related settings (ie. acting as a peer mentor/tutor, engaging in directed studies projects etc.)
- Exceptional research involvement
- Any other activities that exhibit dedication to, and passion for, the profession of pharmacy
- Good academic standing

One recipient is selected from each Faculty/School of Pharmacy in Canada. Award winners will be officially recognized at the annual awards ceremony during PDW.

Donor: Wyeth Consumer Health Care and CAPSI National

Application: All nominees must complete and/or provide:

1. A Guy Genest Passion for Pharmacy Award Nomination form
2. A letter of intent
3. References letter(s)- Maximum of 3

DEAN OF PHARMACY AND PRESIDENT OF APSA'S AWARDS FOR EXCELLENCE IN COMMUNITY SERVICE

Value: \$500 monetary award for each recipient as well as a certificate recognizing the recipients' contributions

Donor: The Faculty of Pharmacy and Pharmaceutical Sciences and the Alberta Pharmacy Students' Association

Number: 4 - one student from each year

Criteria: An APSA member who has demonstrated outstanding commitment to improving the lives of those in the local and/or international communities. Candidates should be intimately involved with APSA community development programs and fundraising initiatives, as well as demonstrating leadership and dedication in the planning and completion of extracurricular volunteering activities.

Application: Nominees should submit:

1. A completed application/nomination form
2. A 1 page letter of intent
3. Reference letter(s)- Maximum of 2, 350 words each
4. A curriculum vitae detailing completed activities/involvement including a reference (name, contact information) for each activity completed.

The Dean of Pharmacy and the APSA President will be involved in the recipient selection.

CLASS AWARD

Value: \$500

Number: 4- one student from each year

Criteria: An APSA member who promotes pharmacy unity and spirit within their class and between all pharmacy years. This individual also participates in a variety of APSA sponsored events. Involvement during past years of pharmacy will be considered, with emphasis to be placed on activities during the current school year. APSA Councillors are not eligible for this award.

Donor: Alberta Pharmacy Students' Association

Application: A completed Nomination Form and a one-page letter of intent.

SPORTSMANSHIP AWARD

Value: \$500

Number: 4 - one student from each year

Criteria: An APSA member who has been an active participant in the Faculty of Pharmacy and Pharmaceutical Sciences intramural program. This individual demonstrates team leadership skills and promotes sportsmanship among all players.

Donor: Alberta Pharmacy Students' Association

Application: A completed nomination form and a one-page letter of intent.

The male and female sports representatives will be involved in the recipient selection.

CITIZENSHIP AWARD

Value: \$500

Number: 1

Criteria: An APSA member who demonstrates outstanding leadership and citizenship within and outside of the faculty and shows active involvement in the organization and participation of pharmacy, health, and/or community initiatives. The APSA President or Past-President is not eligible for this award.

Donor: Alberta Pharmacy Students' Association

Application: All nominees must complete and/or provide:

1. A nomination form
2. A one page letter of intent
3. Reference letter(s)- maximum of 2, 350 words each
4. A curriculum vitae detailing completed University activities/involvement including a reference (name, contact information) for each activity completed.

DEDICATION TO THE PROFESSION AWARD

Amount: \$250

Number: 1

Criteria: An APSA member who has been actively involved in the accurate representation and promotion of fellow students and the profession of pharmacy. They actively participate in faculty functions and have willingly assumed representative roles on various APSA and faculty committees

Donor: Faculty of Pharmacy and Pharmaceutical Sciences Alumni Association

Application: A completed Nomination Form and a one-page letter of intent.

DR. JOHN A. BACHYNSKY AWARD

Amount: Two Complementary Blue & Gold Tickets

Number: Not defined

Criteria: Nomination of a staff member or liaison at the University of Alberta who has acted as an advocate for undergraduate student issues and inspired those students around him/her to strive for success in their

undergraduate career. The recipient may be a member of our faculty, support staff, or liaison staff, who is involved in student life and activities for the Faculty of Pharmacy and Pharmaceutical Sciences at the University of Alberta.

The award does not need to be given out yearly and will only be presented if there is a worthy recipient.

Donor: Alberta Pharmacy Students' Association

Application: A completed Nomination Form and a one-page letter of intent.

COUNCILLOR'S AWARD

Amount: \$250

Number: 1

Criteria: An APSA council member who has displayed commitment, enthusiasm, leadership and professionalism throughout their term on APSA. This individual is one who has brought spirit, comradeship, and encouragement to council. They continually stretched above and beyond their council duties to ensure APSA council projects and events are a success. The President, President-Elect and Past President are not eligible for this award. Only current APSA Councillors may submit a nomination for another individual on Council.

Donor: Alberta Pharmacy Students' Association

Apply: A completed nomination form and a one-page nomination letter detailing the councillor's contributions (max 350 words)

PAST-PRESIDENT AWARD

Amount: \$1000

Number: 1

Criteria: Awarded to the APSA Past-President in recognition of the commitment, enthusiasm, leadership and professionalism demonstrated throughout his or her term on APSA Council.

Donor: Alberta Pharmacy Students' Association

Application: No application

SPONSOR AWARD

Amount: Two Complementary Blue & Gold Tickets

Number: 1

Criteria: Presented to an APSA sponsor who demonstrates dedication to the profession and contributes to student life through sponsorship and support beyond financial assistance, including sponsorship of educational and social events.

Donor: Alberta Pharmacy Students' Association

Application: A completed nomination form and a one page letter of intent. This award will be selected by the APSA Fundraising director if no nominations are submitted.

ALBERTA PHARMACY STUDENTS' ASSOCIATION HONORARY LIFE MEMBERSHIP

Amount: Two Complementary Blue & Gold Tickets

Number: Not defined

Criteria: This award shall recognize the continued long-standing contributions of a distinguished individual to APSA student members at the University of Alberta. The award winner will have demonstrated a high quality of character, passion for the profession of pharmacy and, specifically, have made continued contributions to the undergraduate pharmacy student experience at the Faculty of Pharmacy and Pharmaceutical Sciences at the University of Alberta. **This award does not need to be given out yearly and will only be presented if there is a worthy recipient. It is to be treated as APSA's most prestigious award.**

Donor: Alberta Pharmacy Students' Association

Application: Nominations for this award may be submitted by any APSA General Member to the President. The nominator must present to APSA General Council the qualities that make the nominee worthy of this prestigious award, and letters of support for the nominee. APSA General Council will then vote on whether the award will be

presented to the nominee. Award winners will be awarded two tickets to the Blue and Gold Ball where they will be recognized through a presentation by President. The award winner will be asked to give a speech and a copy of his or her biography will also appear in the next edition of Pharmacy Quarterly.

GUEST LECTURER RECOGNITION OF EXCELLENCE

Value: Two Complimentary Blue & Gold Tickets

Donor: Alberta Pharmacy Students' Association

Number: 1

Criteria: This award recognizes the expertise and high quality of teaching provided to pharmacy students from an academic not employed by the Faculty of Pharmacy and Pharmaceutical Sciences. The recipient is passionate about the topic material and instills a similar interest in their students through lecture(s), seminar(s), etc. This individual shares a common goal of student success by providing an excellent learning opportunity by remaining available for questions, and providing feedback. **This award does not need to be given out yearly and will only be presented if there is a worthy recipient.**

Application: A nomination form and a one-page letter of intent.

APSA AWARD FOR STUDENT ADVOCACY

Value: \$1000

Donor: Alberta Pharmacy Students' Association

Number: 2

Criteria: An APSA member who actively advocates and promotes the profession of Pharmacy both within our Faculty and to the public. Candidates should show commitment to our profession, and through effective communication provide direction and support for fellow pharmacy students. They continually work to increase public awareness of the pharmacy program and of services that pharmacists can provide.

Application: All nominees must complete or provide:

1. A nomination Form
2. A one-page letter of intent
3. Reference letter(s)- maximum of 2, 350 words each
4. A curriculum vitae detailing completed University activities/involvement including a reference (name, contact information) for each activity completed.

APSA AWARD FOR STUDENT RESEARCH

Value: \$1000

Donor: Alberta Pharmacy Students' Association

Number: 2

Criteria: An APSA member who has or is currently pursuing innovative research in core areas relevant to pharmacy and pharmaceutical sciences. Candidates must have actively participated in their research projects or significantly assisted with research being conducted by faculty members. The recipient of this award will have demonstrated both passion and dedication in their area of research.

Application: All nominees must complete or provide:

1. A nomination form
2. A one-page letter of intent
3. Reference letter(s)- maximum of 2, 350 words each
4. An abstract summarizing their research and involvement

APSA AWARD FOR STUDENT LEADERSHIP

Value: \$1250

Donor: Alberta Pharmacy Students' Association

Number: 2

Criteria: An APSA member who exemplifies the qualities of a leader in everything they do. Candidates must be actively involved with students and faculty. Recipients of this award recognize their own talents and strengths and use these to guide and encourage their peers. A great leader is someone who has a passion for inspiring greatness in those around them.

Application: All nominees must complete or provide:

1. A nomination form
2. A one-page letter of intent
3. Reference letter(s)- maximum of 2, 350 words each
4. A curriculum vitae detailing completed University activities/involvement including a reference (name, contact information) for each activity completed.

APSA AWARD FOR STUDENT TALENT

Value: \$500

Donor: Alberta Pharmacy Students' Association

Number: 1

Criteria: An APSA member who promotes the Faculty of Pharmacy the profession and the advancement of both utilizing talent and creativity not typically displayed in the promotion of Pharmacy. Candidates must promote the profession using methods such as, but not limited to: music, writing, art that can be shared through multiple media outlets such as myapsa.ca, PQ Quarterly, ACP, RxA, and Facebook. The promotion should be both unique and insightful.

Application: All nominees must complete or provide:

1. A nomination form
2. A one-page letter of intent
3. A copy of the talent

APSA TRAVEL AND EDUCATION REIMBURSEMENT AWARD

Amount: Not defined

Number: Not defined

Criteria: This award is based off of a student's financial need to supplement the costs and fees associated with attending pharmacy related conferences, granted that they:

- Are an APSA member
- Disclose all other sources of supplementary funding
- Have already attended the conference

APSA cannot grant funds prior to attendance as receipts and allocations of funds will be taken into account with all submission. All successful candidates will be notified no later than one week from the last general council meeting of the term in which they applied. Spring and summer submissions will be evaluated at first general council meeting of the new academic year.

Apply: All nominees must complete or provide:

1. A proposal letter to APSA general council, at least two weeks from the conference end date
2. An article to the PQ +2 about their experience
3. A travel and education reimbursement award form

THE REAL MVP AWARD

Amount: \$500

Number: 4 - one student from each year

Criteria: An APSA member who has become an active and impassioned member of the pharmacy program through their active involvement in APSA and Faculty events and initiatives. Emphasis will be placed on commitment and participation that was above and beyond the call of duty. APSA Councillors are not eligible for this award.

Apply: All nominees must complete or provide:

1. A completed application/nomination form
2. A one-page letter of intent
3. A reference letter(s) - max 2, 350 words each
4. A curriculum vitae detailing completed activities and involvement including a reference (name, contact information) for each activity completed

SECTION 6 PORTFOLIO GUIDELINES

APSA portfolios are invaluable sources of information for the Council member assuming your position in the upcoming year. Please ensure that it includes a document of the activities performed over the last year and a clear explanation of the duties of the position.

GENERAL POINTS

- These guidelines are only suggestions as to how to organize your portfolio; this format may not exactly suit your portfolio, so please make adjustments as you see fit.
- Please make an effort to organize your portfolio by placing the most important information in the binder given to you by APSA. If an additional binder is required, use a large binder.
- As mentioned above, it is imperative that you go through your portfolio and update all necessary or outdated material
- When you have completed your portfolio, please put these guidelines at the front of your binder. Hopefully these guidelines can help ensure that well organized portfolios will be handed over each year.
- Remember that you will not have to rewrite every section of your portfolio. Only make additions and deletions that you feel are necessary.
- Where appropriate, Council members must store their portfolio on General Council Google Drive.
- Provide important contact information (e.g. contacts from sponsors in Fundraising Director portfolio, specific faculty contacts that you will likely be in contact with.)

GUIDELINES

1. **LETTER OF INTRODUCTION/ CONGRATULATIONS**
 - This can contain any useful information you want to convey to the new APSA member.
 - You **must** include your summer address and phone number, or another number at which you can be reached (e.g. your permanent home number) during the summer months. Also include immediate duties, meetings etc.
2. **LIST ALL RESPONSIBILITIES YOUR SUCCESSOR HAS TO ASSUME IMMEDIATELY. FOR EXAMPLE, UPCOMING END-OF-THE-YEAR MEETINGS (INCLUDING THE CHANGEOVER MEETINGS), THINGS TO BE RESERVED.**
3. **BRIEF OUTLINE OF YOUR PORTFOLIO**
 - Give a short synopsis of what your portfolio entailed over the last year. This will likely provide much appreciated insight about the portfolio as your successor may only have a general idea of his/her responsibilities.
4. **SPECIAL/IMPORTANT ITEMS OF NOTE**
 - List any essential items you have included in the portfolio as well as the method you used to identify these pages (eg. Highlighted, starred pages.)
5. **CALENDAR OF EVENTS**
 - Establish a calendar style method for explaining the month-by-month duties of the portfolio. Please include a listing of important responsibilities to be addressed in a certain month, pressing items for the coming month and any appropriate additional notes.
 - While this may seem time consuming, this is critical for your successor to ensure that deadlines and important invitations are not missed. One suggestion is to start this endeavour when you assume your portfolio and update it regularly.

6. COUNCIL IDEAS
 - If your portfolio involves chairing a particular committee, please note what the committee accomplished over the past year and any suggestions for improvement.
7. PROBLEMS ENCOUNTERED AND SUGGESTIONS
 - List any problems or mistakes encountered during your term of office with suggestions to avoid these in the future.
 - If deemed more appropriate, the specifics of said problems can be omitted. That is, you do not have to include specifics of a situation but can instead outline factors that may have contributed to a problem. (Eg. Poor spirit, unsatisfactory involvement from Class Representatives)
8. SUGGESTIONS FOR THE UPCOMING YEAR
 - Categorize your suggestions in the following manner:
 - i. Ideas initiated this year that you would like to see continued.
 - ii. Traditional events that have been organized for years and do not require significant modification.
 - iii. Any new ideas that you did not have the time or opportunity to establish.
9. CONCLUSION
 - Include anything that these guidelines have overlooked (e.g. add dividers to keep the binder organized etc)

Remember that another APSA Council member will be reviewing your portfolio. Please devote time and energy to this task. The goal is to produce a concise and complete portfolio that will help future councils.

SECTION 7 RECORDS AND HISTORY

Records and history of APSA will be maintained by the VP Administration. APSA will be registered as a student group annually by the President. All relevant information shall be reported including financial audit and budget information, constitution and policy updates, events, etc. All executive, councillor, and officer positions and contact information shall be reported.

SECTION 8 WEBSITE

The APSA website will be maintained by the Information Technology Director.

SECTION 9 OFFICE ACCESS

Each member of the Executive and General Council will be provided with the key code for the APSA office, located in ECHA.

SECTION 10 ONLINE SIGN UPS

APSA online sign-ups for various events will be provided through the use of Google forms and will be posted on the MYAPSA website. Sign-ups will not be available for all events and only upon the discretion of APSA council.

SECTION 11: PHOTOGRAPHY AND VIDEO SERVICES AND USE OF IMAGES POLICY:

ALL PHOTOS TAKEN AT APSA EVENTS ARE AN AUTOMATIC RELEASE BY THE SUBJECT.

- APSA is free to use these photos for its own promotion; however the photos of the student shall not be distributed to external vendors/organizations.
- Any students not agreeing to this should not attend APSA functions, as photo/video may occur at any time especially by the Yearbook editors.
- Request for removal of photos from social media is at the discretion of the Publications Director and the President.

- The copyright of the photos remains with the organization that took the picture and the artist (depending on the agreement between the artist and the organization). APSA does not hold the copyright, only the right to use the photos for its own promotion; exception are photos taken by yearbook editors.
- For photos taken by the yearbook editors, APSA will maintain the copyright along with the yearbook editor. The yearbook editor is free to use the photos for their own portfolio and grants APSA the right to use the photos as well.
- Photo credits are not an obligation by APSA but out of courtesy are highly encouraged for vendors/artists who provide their services free without charge. The exceptions are: paid vendors, yearbook editors (who are on staff and thus provide their services as part of their position and therefore whose credit is implied).
- Photos taken of individual students may be used by individual students for their own social media, as long as the image contains themselves in the picture. Students cannot use any images that are taken at APSA events, paid or unpaid, for commercial reselling or promoting their own company in any way unless they were the artist who took the picture.
- All of the above points pertain to video as well.
- Photography/video vendors who are paid for their services should always be evaluated for competitive rates. Options should be presented to council for deliberation, especially when there is a potential for conflict of interest. Exception: when the artist/vendor provides their services free without charge. There is no conflict of interest possible when someone is working for free. In the event that more than one person wishes to provide their services free without charge, and there is only one position available, the first person to offer their services should be chosen.
- All paid vendors should provide a copy of the images to APSA to maintain for its own promotion purposes and APSA's publication director shall be the one to negotiate this in the package.
- Unpaid vendors, (exception yearbook editors), may or may not submit photos to APSA to be stored in their repository depending on their agreement with APSA. Unpaid vendors are not required to submit work to APSA, unless the work is paid for. As long as a vendor/artist is unpaid they maintain the creative right to submit as many or as few photos to APSA as they please.

SECTION 12: WAGES- CONTRACT:

- If an APSA member or a third-party is involved in any service involving labor fees, an agreed upon contract must be drawn PRIOR to initiation of the service.
- The contract must be signed by both parties before initiation of the service.
- This contract would involve the terms and conditions of payment, detailed wage, date of delivery of service, and method of payment.
- The contract must then presented to and approved by APSA's General Council.
- If no contract has been agreed on, APSA is not responsible for any unanticipated labor fees or other costs incurred by the parties hiring the service.