

**December 7th, 2020**

**FALL COUNCILLORS REPORT**

Nicole Funk, *Community Education Director*

Ongoing:

- Bi-weekly Executive council meetings (Monday 4-5pm); bi-weekly office hours (Wednesday 8-9am).
- Coordination of Fall Term Community Education presentations (daily email correspondence between volunteers and teachers, scheduling, presentation matching, presentation monitoring to ensure teachers and volunteers show up, and presentation updating).

August

- Position transition (getting familiar with presentation material kits, presentations, and the role through Eliana's guidance document from her 2019/2020 term).
- Introduced myself to important contacts (Anjelina Dela-Cruz, Dr. Sanghera, Dr. Guirguis, Dallyce Bialowas, Gillian Johnson, Canadian Skin Cancer Foundation, Do Bugs Need Drugs Program Leaders, WISEST, RxA)
- Presented new Community Education ideas to Dr. Sanghera
- Revised all presentations (and brainstormed new activities since presentation kits would not be available for online presentations)
- Updated instruction documents for each presentation
- Attended APSA virtual retreat
- Attended Event Organizer Training
- Made and presented slides for 2024 orientation
- Worked with Leah Feltham (VP Social) to introduce MINT points for volunteers

September

- Created and sent Google Form to schools in Edmonton as well as interested rural schools for presentation requests
- Updated presentation blurbs, website logistics, and the volunteer spreadsheet on the APSA website with Angel Nong, IT director
- Created a new presentation (Hygiene Heros + Mask Etiquette)
- Recruited volunteers for presentations via APSA Members Corner facebook page
- Created tip sheet for Google Meet presentations
- Reached out to First Nations House to organize Indigenous Admissions presentation

October/November/December

- Correspondence with WISEST for COVID-19 updated conferences
- Correspondence for new Community Education platforms:
  - TeamUP! Science
  - BGCBIGS Programming
  - Science Fun Day (via The Science Fundamentals Foundation of Alberta)
- Split some presentations into a basic version (K-4) advanced version (grade 5+) to meet teacher requests
- Finished up Fall semester presentations
- Sent presentation feedback forms to teachers
- Organized a meeting with Ravina regarding BASE 2 presentations
- Preparing presentations, spreadsheet, and instructions for BASE 2

Sincerely,

**Nicole Funk**, Community Education Director

Alberta Pharmacy Students' Association

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