

Grad Committee Co-Chairs Semesterly Report

General:

- Held routine meetings throughout the year to keep the committee updated on any changes and upcoming events
- Ensured proper communication with volunteers at all times to make sure they were aware of all the details of their role
- Attended regular APSA meetings whenever possible (not mandatory but useful for keeping up awareness with events that affect grad committee)
- Posted updates in grad committee facebook page and/or APSA Members Corner and answered any questions directed to us from committee members or students/faculty
- Communicated with a faculty to promote grad committee events
- Posted meeting minutes to keep the team updated on everything (appointed a grad committee admin to be in charge of documenting meeting minutes)
- Kept track of all orders through google spreadsheets and google forms, and maintained communication and organization through a shared google drive
- Communicated with VP finance to track payments owed to the Committee from square reader sales
- Maintained spreadsheet of expenses, reimbursements, and profits from committee fundraisers. Maintained cash float for grad committee. Managed E-transfers and deposits to the grad committee bank account. (Previous years have appointed a treasurer for this role)

August 2019:

- Coordinated T-shirt and clipboard sale and released sale at Class of 2023 orientation
 - Artwork voted on by members of the grad committee
 - T-shirts \$20, Clipboards \$13
- Work with VP Finance to arrange taking over the last graduating classes bank account (likely different this year as their grad will be delayed)

September 2019:

- T-shirt sale continued
 - Maintained contact with online company for ordering and keeping track of orders (4imprint - do not recommend this company)
 - Held tabling dates for T-shirt pickup in APSA boardroom
 - "Extra" misprinted T-shirts sold for \$5
- (Would have liked to do another event in September but delays from the T-shirt company extended to process of orientation sales so we were not able to)

October 2019:

- Bake sale → done by members of grad committee in MSB
 - Asked for members of our class to contribute bakesale items as well
 - Items priced "by donation" but requested min of about ~\$2 per item

- Krispy Kreme donut sale
 - Ordered from BC, shipped overnight. Coordinated with some volunteers to help with pick up from warehouse and distribution at university
 - Took pre-orders for boxes and ordered a few extras - could have sold lots more day of
 - \$15/box

November 2019:

- No events planned so as to not interfere with Movember fundraising efforts

December 2019:

- (Would have liked to hold a small event, but the class schedule for this year only had 2 days of class in December)

January 2020:

- Samosa sale
 - Ordered from Ganesh Sweets, they take orders 1 day prior, buy for 50cents/samosa, sold 1 for \$3 or 2 for \$5
 - Picked up in the hour before lunch break (they no longer offer delivery)
- Bake sale #2
 - Same as above
- Superbowl squares
 - Coordinated with VP social and Sport rep
 - They sold squares for superbowl results for \$10 each, 50 squares total, half the profits went to the winner half to the Grad Committee

February 2020:

- Ice cream sundae sale
 - Build your own sundae from a selection of toppings, \$3
- Pharmacy Movie "Night"
 - Event cancelled due to lack of RSVPs, many other events going on at this time

March 2020:

- Grad Clothing sale
 - Offered all APSA members the opportunity to submit logo designs
 - Determined with top ~12 designs with input from Grad Committee members
 - Held a vote for all APSA members to choose their top logo choices
 - Created an online catalogue for students to view clothing options
 - Held various tabling dates to try on clothing and place orders
 - Used the company Elite, they have a UofA rep and are very organized in setting up an online store - still waiting on our order to be ready as there are delays due to COVID cannot comment on the final product yet

- Any logo containing “UofA, UAlberta, University of Alberta” ect must be approved by a university representative (Brenda) - they have EXTREMELY specific guidelines, if you want to do this recommend getting in contact with her before voting on submissions
- Rotation manual sale
 - Coordinate with the faculty to receive PDFs of syllabus
 - Sold for \$10, or 2 for \$15 for 4th year manuals (only sold the BScPharm rotation as manuals for PharmD rotation not available at the time)
 - Rotation manuals printed with budget printing
 - Distribution done through lockers (due to COVID-19, student to sign up for specific time slot and pick up manual from one of the two designated lockers)
- Yearbook sales
 - New initiative for this year -- coordinated with VP finance and Publications Director that for every yearbook sold to our class Grad Committee will receive \$5 from the sale (\$30/yearbook)
 - Allows an easier way for promotion and means of selling them (as classmates could purchase them at other tabling events)
 - Selling the yearbooks earlier on (before 4th year) makes it easier for the yearbook production process

April 2020:

- Nothing possible due to COVID

Ongoing:

- Class yearbook sales and clothing order distribution (as this was not able to be completed given the distancing situation)
- Attending graduation of the Class ahead to help set up and gain insight ((?)unknown if this occur given the circumstances)
- Plan for graduation banquet throughout the summer/next academic year
- Begin venue search and search for various vendors
- Communicate with the faculty and external bodies (eg RxA) for graduation donations

Recommendations:

- Other APSA members plan events and the calendar fills up very quickly, plan your event dates and book them with the VP admin early in order to make sure days that work best with class schedules do not fill up!
- Utilize your committee members as much as you can! 3rd year can get really busy at times
 - We formed our committee in April of our 2nd year after being elected into our positions
- Reach out to past co-chairs if you have any questions! :)
 - Dana (wieringa@ualberta.ca) or FB
 - Sana (Sawad@ualberta.ca) or FB