

Grad Committee Co-Chairs Fall Semesterly Report

General:

- Held meetings every month to keep committee members up to date on any changes and upcoming fundraisers. Posted meeting notes to keep the team informed.
- Attended regular APSA meetings to keep up with events/restrictions affecting grad committee
- Posted updates on APSA Members Corner and answered questions directed towards us from faculty, students, and committee members.
- Kept track of all orders through spreadsheets and google forms, and maintained a shared drive to keep all documents organized/available to committee members
- Maintained a spreadsheet of expenses, reimbursements, and profits from fundraisers held by committee. Managed e-transfers and deposits to the grad committee bank account and made payments to companies as needed (with help from VP Finance when required).

Monthly Activities Breakdown:

July-August:

- Planning for Orientation Sale
 - Meetings with committee members to discuss designs/items for sale
 - Contact print company and get quote
 - Reach out to orientation coordinator to inquire about promoting sale during first year orientation

September:

- Orientation T-Shirt and Lanyard Sale Promotion
 - Live announcement during online orientation
 - Facebook posts on APSA - 2
 - Posted on APSA Instagram page
 - Reached out to class reps to put reminder in weekly emails
 - Email forwarded by student services on our behalf to faculty and support staff
- Orientation Fundraiser Coordination
 - Orders were tracked using a google form and payments were confirmed by cross-referencing of e-transfers with names listed on the form
 - Total T-shirts Sold (\$25): 46 shirts sold
 - Total Lanyards Sold (\$7): 62 lanyards sold. 38 remaining to be sold
- Organized Shirt Pickup
 - Co-chairs held multiple pick-up days at the University. Worked with those that couldn't make a pick-up time to ensure everyone received their order.
- Planning for Cookie Dough Sale
 - Contacted company about running fundraiser and setting up online store

October:

- Bachelorette Bracket
 - Advertising: posts made on APSA Facebook and Instagram
 - Added players to the bracket after confirming payment by emailing them with the league information
 - Total players (\$10- half going to winner) = 12

- Cookie Dough Sale
 - Advertising:
 - Posts on APSA Facebook page- 2 posts, Post on APSA Instagram, word of mouth to family and friends of committee members/ classmates
 - Coordination:
 - Online store ran from October 1- 12.
 - All orders tracked on a spreadsheet.
 - Indeygo handled all payments through the online store. Extra cookie dough advertised on pick-up day and payments accepted through e-transfer.
 - Total tubs sold (\$20+ \$2 processing fee per order): 120 tubs sold
 - Cookie Dough Distribution
 - Each person that placed an order was emailed about pick-up time and location.
 - Co-Chairs picked up orders from Indeygo facility in Edmonton and distributed out of APSA lounge.
 - All pick-ups were tracked on a spreadsheet- all tubs picked up
- Planning for Winter Clothing Sale
 - Meetings with committee members to brainstorm designs and possible items to include

November:

- Planning for Winter Clothing Sale
 - Reached out to 3 print companies to get quotes for toques, hoodies, crewnecks, and t-shirts. Sale to be held as a pre-order.
 - Held meetings with committee members to finalize clothing designs and items

December:

- Winter Clothing Sale
 - Advertising:
 - Post on APSA Facebook and Instagram, post on Alberta Pharmacists' United Facebook page
 - Collaborated with class reps to include in weekly emails
 - Email forwarded by student services on our behalf to faculty and support staff
 - Orders placed through a google form and tracked on a spreadsheet. Payment confirmed via cross reference with names listed on google form.
 - Total crewnecks (\$33) = 48
 - Total hoodies (\$40) = 20
 - Total t-shirts (\$25) = 7
 - Total toques (\$15) = 19
 - Distribution to happen in January at the start of winter semester
 - Will include pick-ups at the university, locations around Edmonton, and mailing
- Planning for February Fundraiser
 - Reached out to a restaurants for gift cards for a 'date-night' basket raffle