

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 committee members 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 on APSA Members Corner and answered any questions directed to us from committee members or students/faculty - Communicated with faculty to promote grad committee events
- Posted meeting minutes to keep the team updated on everything
- Kept track of all orders through google spreadsheets and google forms, and maintained communication and organization through a shared google drive
- Maintained spreadsheet of expenses, reimbursements, and profits from committee fundraisers. Managed E-transfers and deposits to the grad committee bank account.

Monthly breakdown of activities:

August:

- Groundwork for Orientation Shirt Fundraiser
 - Contact and get quotes on Orientation Fundraiser from 3 businesses
 - Collaborate with print company to create design.
 - Reach out to Orientation Coordinator to inquire about a sales slot during first year orientation.

September:

- Orientation fundraising promotion
 - Live announcement during online orientation
 - Facebook post on APSA - twice
 - Email forwarded by student services on our behalf to interested faculty.
- Coordinated Orientation Baseball T-Shirt Fundraiser
 - Shirts were tracked using a google form and payment was confirmed via cross reference of e-transfer with email listed on form.
 - Total T-Shirts Sold (\$25.00): 96 shirts sold
- Orchestrated Shirt Delivery:
 - Co-Chairs held multiple pick-up day options within Edmonton
 - Two other committee members held pick-up day options within Calgary
 - All others were packaged and mailed by co-chairs - all shirts were received

October:

- Groundwork for getaway raffle
 - Grad committee to populate the excel spreadsheet by end of october with suggestions of hotels and their contact information.
 - Google form with a random number generator (livestream it)
 - Prices for raffle tickets to be determined
- Groundwork for Holiday Sweater Fundraiser
 - Contact, collaborate and create design

November:

- Holiday Sweater Fundraiser
 - Approve webstore
 - Print Machine handles all payments and shipping
 - Confirm Design
 - 2 festive designs on either a sweater (\$29.99) or shirt (\$19.99)
 - Advertising
 - 2 original posts on Facebook - one on APSA and another on Alberta Pharmacy United
 - Shared by multiple individuals
 - Instagram through the APSA account and the faculty account
 - Shared by multiple individuals
 - Through collaboration with Alumni, will be included in the monthly e-newsletter
- Groundwork for Winter Wear sale
 - Coordination for approval of design
 - Searching for different vendors that can offer a competitive price on winter items
 - Looking into new designs that don't include UofA logo

December:

- Groundwork for Edmonton Krispy Kreme Sale
 - Work on pricing details and collaboration with other faculties
- Through collaboration with student services obtain donation for gift raffle
 - Raffle only open to Pharmacy students