

Grad Committee Co-Chairs Winter Semesterly Report

On Going Basis:

- Held weekly meetings to communicate, plan, and keep committee members up to date on upcoming and current fundraisers. Posted meeting notes to keep the team informed.
- Attended APSA general council meetings (not mandatory) to stay informed of events/restrictions that would affect the grad committee.
- Posted updates on APSA Members Corner and answered any questions directed towards us from faculty, students, and committee members.
- Kept track of all orders through spreadsheets and google forms; 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).

Monthly Activities Breakdown:

January:

- December Clothing Sale Distribution
 - All items picked up from Big Frog printing company by grad co-chairs
 - Orders were sorted into 4 pickup locations in the city and those that ordered were emailed their pickup location and time
- Purdy's Chocolate
 - Advertising
 - Posted on APSA facebook and Instagram; shared by multiple committee members
 - Orders placed through a google form and tracked on a spreadsheet. Extras sold in person over three days in March.
 - Collaborated with Boxed Blessings to reach order minimum
 - Totals Sold: almond bars (\$5) = 83, milk chocolate bars (\$2.50) = 59, milk chocolate lollies (\$2.00) = 49
- Grad Clothing Sale Design Callout
 - Posted google form on APSA facebook for students to submit designs
 - Designs were compiled into a single document that was posted to APSA facebook for student body to vote on their preferred design(s)
 - Designs with the most votes (top 2) used for clothing sale. Individuals that submitted chosen designs were given free item from sale as a prize.

February:

- Super Bowl Squares
 - Collaborated with VP Social to offer Mint Cup Points with purchased squares
 - Advertising: multiple posts on APSA Facebook

- Created a spreadsheet of available squares, which was shared in facebook posts. People reached out to one of four fundraiser coordinators to reserve their chosen square(s). All payments were collected by e-transfer and confirmed; every square sold (\$10 x 100).
- Prizes given out as follows:
 - Half-time \$100, Quarters \$25 x 2, Grand (end of game) \$350
 - 50% kept by grad committee
 - Winners reached out to and corresponding prize amount sent by e-transfer
- Grad Clothing Sale
 - Item selection and negotiations with Big Frog; development of clothing catalog.
 - Started promoting, and opened, sale
 - Multiple posts on APSA facebook and instagram

March:

- Grad Clothing Sale
 - Extended sale for a week due to high demand
 - Orders placed through a google form and kept track of on a spreadsheet; e-transfer payments confirmed throughout sale.
 - Totals Sold: Hoodies (\$50) = 38 , Black Hoodies (\$55) = 9 , Crewnecks (\$35) = 127 , Black Crewnecks (\$40) = 6, Long Sleeve (\$30) = 25 , Black Long Sleeve (\$35) = 5, T-Shirts (\$25) = 23 , Black T-Shirts (\$30) = 2
- Rotation Manual Sale
 - Contacted faculty coordinators of Pharm354 and Pharm454 to collaborate and gain access to syllabus/course materials needed for rotations
 - Advertised to Class of 2025 and 2024, with help from class reps, via posts to class Facebook pages and class emails
 - Options to pick up manual in Edmonton, or have it mailed.
- Raffle
 - Dec-Feb reached out to potential sponsors to secure donations
 - Collaborated with committee members to develop bundles
 - Promotion of raffle through posts to APSA facebook and instagram
 - Tickets available for purchase from March 28 - April 11
 - Ticket Prices: 1 for \$5, 5 for \$15, 10 for \$25, or 20 for \$40
 - Tickets purchased through a google form, with payment through e-transfer. Spreadsheet used to confirm payment and keep track of tickets sold. Virtual ticket emailed as confirmation to those who purchase.

April:

- Raffle
 - Winners to be drawn on April 11, 2022, using a random name generator.
 - Contacted via email to coordinate distribution of prize
- Grad Clothing Sale Distribution

- Planned to take place at the University once order is completed and obtained by grad committee
- Rotation Manual Distribution
 - Manuals to be mailed or picked up at University.

July:

- Liaise with RxA contact
 - Discuss involvement/support for Grad Banquet