

**December 21, 2021**

**Dear APSA Members,**

Within this document you will find the roles and responsibilities I have taken on over the course of the fall semester through my position as VP Student Services.

### **July**

- APSA membership cards:
  - Edited existing sponsorship letter and compiled a list of potential sponsors
  - Contacted several businesses via email and phone inquiring about sponsoring our membership cards

### **August**

- APSA membership cards:
  - Secured 10 discounts to businesses in Edmonton: The Pint, Buckingham, YEG Cycle, Earls Campus, Beercade, Sherlock, LaunchPad, Edmonton Float House, Chopped Leaf, and Remedy
  - Collaborated with Cameo Hanlon (UrbanSparq Hospitality) to design the membership cards and send them for printing
- Orientation:
  - Edited and submitted a welcome letter from VP Student Services to the incoming class of 2025
  - Developed slides and presented virtually at orientation on August 26th - discussed the mentorship program, textbooks, lockers, APSA lounge/PBL rooms, the Space & Wellness Committee, and mental health/wellness resources
- Mentorship program:
  - Posted a sign-up sheet on APSA Members' Corner for interested students
  - Created mentorship groups consisting of 1 student from the class of 2022/2023, 1 student from the class of 2024 and 2-3 students from the class of 2025 - groups consisted of students from the same Mint Cup team
  - Shared the mentorship groups on APSA Members' Corner and the class of 2025's facebook page after first year orientation
  - See the mentorship groups here: [👤 Mentorship Teams 2021/22](#)
- Space & Wellness Committee:
  - Established the Space & Wellness Committee consisting of 2 students from the classes of 2022, 2023, and 2024
  - Created a Facebook group chat as our main method of communication
  - Hosted a meeting to discuss and plan wellness initiatives to be held throughout the year
- Lockers:
  - Cleaned out all lockers in MSB to prepare for fall locker rentals
  - Brought belongings found in lockers to Student Services to contact students for pick-up

- Randomized locks and created a spreadsheet containing all the locker numbers and combinations
- Created a google form for locker rentals and posted on APSA Members' Corner
- Worked with Daniel (VP Finance) to ensure students had sent their payment and were APSA members prior to sending them their locker assignment/combination
- Assigned students to lockers and sent out locker assignments/combinations via email
- APSA Lounge:
  - Cleaned out and organized the lounge with help from other students: threw out old food, cleaned out fridge and microwave, organized cupboards, etc.
  - Developed APSA Lounge COVID-19 guidelines in collaboration with the faculty and posted these guidelines throughout the lounge
- PBL Rooms:
  - Removed supplies/wellness bags from the PBL rooms to limit the use of shared items after discussion with Dallyce
  - Brought containers of whiteboard markers, erasers, and other school supplies to Student Services for students to use if needed
- Other:
  - Met with Dallyce over Zoom to discuss wellness initiatives and brainstorm ideas on how to promote student well-being

## **September**

- Mentorship program:
  - Planned a Mentorship Meet & Greet Trivia Night with Jared (VP Social)
  - Hosted the Trivia Night on September 22nd virtually over Zoom
  - Purchased and distributed prizes for the winning team (mugs and faculty socks)
- Space & Wellness Committee:
  - Selected 2 students from the class of 2025 to become committee members
- Textbooks:
  - Developed an information sheet containing details and prices of the available textbooks
  - Posted textbook information and order form on APSA Members' Corner
  - Facilitated the RxFiles discount by posting the discount codes/links on APSA Members' Corner
- Back to School Photo Challenge:
  - Planned a Back to School Photo Challenge with Jared (VP Social) and the Space & Wellness Committee to be held throughout September
  - Worked with committee members Neha, Haneen, and Mandy to post challenges and record submissions
  - Purchased and distributed prize to winner (school supplies basket)

## **October**

- APSA membership cards:
  - Communicated with Distrikt Media and picked up the cards when they were

- finished printing
- Distributed cards to students with help from the class representatives
- Textbooks:
  - Placed the bulk textbook order with CPhA and had the textbooks delivered to the university
  - Placed textbooks into empty lockers in MSB
  - Emailed students their combination so they could come pick up their books at a time that was convenient for them
- Random Acts of Kindness Initiative:
  - Planned a Random Acts of Kindness Initiative with Space & Wellness Committee member Mandy
  - Purchased supplies and set up the bulletin board outside of Student Services for students and faculty to write random acts of kindness and nominate their peers
  - Sent out virtual Tim Horton's gift cards to 10 random students who were nominated
- Annual Pumpkin Carving Contest:
  - Planned the Pumpkin Carving Contest in collaboration with Student Services to be held in person on October 29th
  - Posted a sign-up sheet and google form for submissions on APSA's Members' Corner
  - Together with the Space & Wellness Committee helped set-up/clean-up and live streamed the event over Zoom
  - Encouraged staff and students to wear their Halloween costumes to school on October 29th and awarded Mint Cup points to those who posted photos

## **November**

- Addressing Anxious Thoughts Lunch & Learn:
  - Coordinated a lunch & learn on addressing anxious thoughts from Dr. Michaela Kadambi, a psychologist at UofA's Counselling and Clinical Services - the workshop was held on November 8th over Zoom
- Build Your Own Wellness Kit Event:
  - Worked with Space & Wellness Committee members Andrea and Kit to plan the wellness kit event and obtain sponsors from various places on campus and businesses in the community
  - Purchased additional items and bags for the event
  - Created a Facebook event page and collected contact tracing information which was submitted to BearsDen following the event
  - Ran the event with the Space & Wellness Committee on November 19th outside the Dean's office
- The Great APSA Bake Off:
  - Planned and executed a social media baking challenge with Space & Wellness Committee member Youssef
  - Purchased and distributed prize to winner (baking supplies basket)
- APSA Lounge/PBL rooms:

- Purchased Christmas decorations and decorated the lounge and PBL rooms

### **December**

- Hot Chocolate Kit Event:
  - Purchased hot chocolate, mini marshmallows, candy canes, and bags to create hot chocolate kits for students and faculty
  - Helped create the kits together with the Space & Wellness Committee
  - Created a google form to collect contact tracing information which was submitted to BearsDen following the event
  - Distributed the hot chocolate kits on December 1st outside the Dean's office
- Annual Gingerbread House Contest:
  - Planned the Gingerbread House Contest in collaboration with Student Services to be held in person on December 6th
  - Posted a sign-up sheet and google form for submissions on APSA's Members' Corner
  - Together with the Space & Wellness Committee helped set-up/clean-up
  - Encouraged staff and students to wear Christmas sweaters to school on December 6th and awarded Mint Cup points to those who posted photos

### **Ongoing**

- Attended bi-weekly APSA Executive Council meetings
- Attended bi-weekly APSA General Council meetings
- Attended weekly touch-base meetings with the faculty (Dr. Sanghera and Dallyce)
- Checked locker rental google form and sent out combinations for students purchasing a locker throughout the semester
- Answered emails and questions regarding lockers, textbooks, the mentorship program, wellness initiatives, etc.

If you have any questions or concerns, please don't hesitate to reach out to me.

**Sincerely,**

**Alyssa Hellman**

Vice President Student Services

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