

March 21, 2022

Dear APSA Members,

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

January

- APSA Lounge/PBL rooms:
 - Took down Christmas decorations and organized them for storage
- Textbooks:
 - Updated the information sheet containing details and prices of the available textbooks
 - Posted textbook information and order form on APSA Members' Corner
 - Placed the bulk textbook order with CPhA
- Social Media Wellness Challenge:
 - Planned the month-long Social Media Wellness Challenge with Space & Wellness Committee members Haneen and Neha
 - Purchased prizes and gift cards for winners chosen throughout the month
- Winter Semester Kick-Off Mixer:
 - In collaboration with other APSA executives, planned a virtual mixer for students and staff to attend on January 7th

February

- Textbooks:
 - Picked up textbooks from local FedEx location and 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
- Lockers:
 - Communicated with students who only purchased lockers for the fall semester to collect winter semester fee upon the return to in-person classes
- Random Acts of Kindness - Valentine's Day Edition:
 - Planned a virtual Random Acts of Kindness initiative with Space & Wellness Committee member Mandy
 - Sent out virtual Saje Wellness gift cards to 5 random students who were nominated
- Picture That - Wellness Bingo Edition:
 - Collaborated with John, VP Fundraising, to propose the wellness bingo idea to RxA to secure funding
 - Planned a virtual Wellness Bingo challenge with Space & Wellness Committee

members Kit and Sarah

- Sent out virtual Amazon gift cards to 3 randomly selected students who submitted a bingo card
- PAM Booklet Wellness Tips:
 - With suggestions from the Space & Wellness Committee, wrote an article discussing wellness tips to be included in the PAM 2022 booklet

March

- RxA Social Media Initiative:
 - In collaboration with Marzena and John, helped create social media posts to promote RxA and emphasize the benefits of being an RxA member

Upcoming

- Wellness Committee Ice Cream Event:
 - Planning an event with the Space & Wellness Committee to hand out free ice cream to students on April 1st to celebrate the end of the year
- Final Exam Wellness Challenge:
 - Planning a challenge with the Space & Wellness Committee to promote mental and physical wellness during final exams

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 Anjela)
- 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

Alberta Pharmacy Students' Association (APSA)

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