



## Chapter Report Guidelines

Deadline: August 31st at 11:59 PM PDT of each year  
**Submit electronically in one PDF document via Google Form**

All chapters should submit an annual Chapter Report to the National Office no later than July 31 each year. The Chapter Report is used by the National Executive Committee to assess trends among chapters, to develop programming to strengthen our collegiate members, and to determine the Chapter of the Year Award

Submissions accepted beginning June 1. The reporting period may be different based on the academic year of your school. If your chapter conducts events outside of a traditional academic year (ie July/August-May/June), you may choose when to report activities but they should not be included on multiple years' reports.

Electronic submission of a **single PDF file** via Google Form accessed on PLS website is required.

When saving your file, please follow this exact format for the file name:  
Greek Letter Name\_ School Name\_Year.  
Example: Alpha\_ Auburn University\_2020

There is not one single format for the Phi Lambda Sigma Chapter Report. Photographs are encouraged, as well as any original documents or other supporting materials that would illustrate the activities described in your submission. Points will also be given for creativity.

At a minimum, chapters should include the information on the following pages. Additional information is welcome, as the chapter sees fit.

If you have questions about the submission process, please contact the Executive Director at [exec\\_director@philambdasigma.org](mailto:exec_director@philambdasigma.org).

### **Phi Lambda Sigma Chapter Report**

Google Form Submission Deadline: August 31st at 11:59pm PDT annually

Chapter Name	
School or College of Pharmacy	
Primary Advisor Name and Email	
Dean Name and Email	
Region	
Reporting Year	
Submitted by (name and position in chapter)	
Submission Date	

To be collected via Excel sheet. See template on Website.

- Officer List\*
- Advisor(s) List\*
- Chapter Roster

Description of Induction Ceremony\*

- Date
- Location
- Number of inductees
- List of inductees and their membership category
- Name of speaker (if applicable)
- Brief description of the speaker's presentation (if applicable)

Chapter Activities\*

- Please submit the following information for each chapter event
  - Activity Title
  - Date(s)
  - Location
  - Number of participants
  - Summary (must include the significance of the function to the mission of Phi Lambda Sigma)
  - If collaboration with at least one other Phi Lambda Sigma chapter or another organization on your campus occurred, please include that here as well

Engagement with National Office (A brief description of each of the following including attendee(s))

- Leadership Challenge
- Attendance at the House of Delegates and Awards Ceremony
- Attendance at Student Leadership Retreat
  - Attendance at webinars/calls with National Executive Committee or Regional Liaison

Individual Member Accomplishments (Honors, Awards, National/Regional Positions, etc.) can be listed here or on Excel sheet 2

- Member name
- Title of accomplishment
- Date of accomplishment
- Brief description of the accomplishment

Digital Presence (Please include links or usernames) - Phi Lambda Sigma encourages each chapter to develop and maintain a digital presence.

- Social Media (including but not limited to Facebook, Instagram, Twitter, etc) • Website – If your chapter has a website, please include the web address and include a link back to the national Phi Lambda Sigma website ([www.philambdasigma.org](http://www.philambdasigma.org)) on your Chapter's site.
- Screenshot one of your Chapter's social media posts and explain why you would like to highlight it (eg. most likes, most comments, most shares, proud accomplishment)

Creativity

- Additional points may be awarded for creativity in report presentation

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\*Denotes required items for submission