



Typical Year's Program: A Guide for Chapters to Consider

Summer

- a. Over the summer, the **leadership team** should have at least one meeting and correspond via email and/or phone. The leadership team should consist of chapter officers, chapter advisor(s), local professional members including recent graduates, and potentially a student representative from each class.
 - Evaluate the previous year and set specific goals for the upcoming year, including deadlines and delegation of responsibilities
 - After the planning meeting(s), it is beneficial to email the entire chapter stating your goals and providing important dates
- b. Attend CPFI Annual Meeting and National Student Retreat in June.
- c. Plan with the administration for outreach to the new pharmacy students.
- d. Update your CPFI bulletin board (if applicable at your school) and your student chapter's website or Facebook page

Fall

- a. Outreach to new incoming class of pharmacy students.
- b. Plan with administration and other school of pharmacy groups to have a specific time for CPFI meetings in order to avoid conflicts.
- c. Maintain your formal status as a CPFI student chapter.
 - Ensure your chapter is properly registered with the university and college of pharmacy.
 - Complete the CPFI [Chapter Application/Update Form](#).
 - Have your members [join or renew](#) their membership with CPFI
- d. Consider inviting students, faculty, administration, and local professional members to join the student chapter in an annual induction ceremony to formally welcome new members.
- e. Contact your Regional Director to see if there will be a retreat in your region.
- f. Through the NSC's coordination, many chapters participate in Operation Christmas Child in early November.
- g. Publicize and plan to attend the Global Missions Health Conference in November.



Spring

- a. Continue regular meeting times, recruitment of members, and chapter activities.
- b. Evaluate your chapter and consider ways to expand the ministry of CPFI at your school
- c. Prepare to maintain your fellowship with students who are going on rotation and graduating. Students on rotation and recent graduates often feel removed from their chapter's fellowship, which is worsened by the fact that they are going through a transition from student to professional that is riddled with uncertainty.
 - Refer gradates and P4s to the [Guest Speaker Registration Form](#)
 - Consider having a special dinner for the chapter to recognize chapter members who are graduating, advisors, guest speakers, and others who contributed towards the chapter throughout the year.
- d. Hold elections with enough time to allow for training of the new officers
- e. Publicize and plan to attend the CPFI Annual Meeting and National Student Retreat in June.
- f. Encourage members and upcoming graduates to prayerfully consider national leadership roles within CPFI