

# Help!

## I'm writing a Chapter Achievement Report

but I don't know where to start

### The 3 "I's" of a CAR

How to answer the questions of innovation, involvement, & Impact

#### Innovation

How is the event or activity unique & creative? How is it different than what you have done before? Why does it stand out?

#### Involvement

Who is involved in the event? What did planning, promotion, training, & collaboration look like?

#### Impact

How did the event affect the target audience & those involved? What were the outcomes?

#### Top quick tips

Include [numbers](#) & [stats](#) where you can to show growth

[Double check](#) any links & documents: are they blank? accessible? clearly organized?

Report writing is a [team](#) sport!



# So many sections!

How do I know what to include?

Try answering these questions:

## Operational Leadership

How does your chapter function? How do you encourage membership? What benefits do you provide & how do you celebrate your members?

## Policy

How do you educate & train members about advocacy? How do you advocate for the profession, both with the community & policy makers?

## Patient Care

How does the event incorporate each operation's national initiatives? What quantitative measures can you show? What was the goal of the event & how was it beneficial?

## Professionalism

How does the event enhance your members' experience? What was the purpose of the event?

## IPSF

How does the event accomplish the mission of IPSF? How does the event educate about or reach international populations?



## Remember your audience

When choosing what to include in your Chapter Achievement Report, remember who will be reading it. CARs are read & scored by fellow student pharmacists & new practitioners- everyone reading them is either in or has been in your shoes. Use the word counts wisely & judiciously. Tell your story, answer the 3 "I's", & minimize any fluff.

