

STUDENT ORGANIZATION EVENT FOLLOW UP FORM

Organization (Each Organization MUST write their OWN follow up analysis)

ACCP (CPC)
 APhA-ASP
 AMCP
 ASHP
 ATP
 CPhA
 CPhA
 CSHP
 Honor Council
 Kappa Psi
 NCPA
 Phi Delta Chi
 SBC
 SNPhA
 UAEM
 UAEM
 WWRx
 Other: _____

Date (s): _____ **Location:** _____
Time: _____ **Address:** (if not CNCP) _____

Nature of Activity (Check all that apply):

Professional Meeting (Nat/State/Local) Fundraising Class Project Other: _____
 Community Service Event Legislation Social _____

Brief Description of Event: _____

DID YOU MAKE ANY CHANGES TO YOUR PROPOSAL? Submit an updated proposal with all the changes.

Collaboration/Sponsorship/Organizations/Student Involvement:

LIST ALL NAMES OF ALL PERSONS INVOLVED IN THIS EVENT & CONTACT INFO (email or phone #)

	NAME/TITLE	CONTACT INFO
Local/State/National Organization		
Other Schools' Organizations		
Preceptor Site/Preceptors		
Students (List ALL names involved or attending):		
Others		

ATTACHMENTS:

1. Attach a copy of any and all marketing materials or handouts that were given at your event.
2. A 1 or 2 page summary of outcomes information. (Data collection data) If no data, why?
3. A 2 page (300-700 words) collaborative self-reflection paper submitted by the Primary Contact for this event. Make sure to include the following:
 - a. A brief summary of your event that explains where you were, what you did, how you did it.
 - b. Some positive feedback of your event of what worked well.
 - c. Some constructive criticism of your event and what didn't work so well and some ways you could improve it next time to have an even better experience.
 - d. Preparedness - Did you have everything you needed (were you prepared enough)?
4. Student & Preceptor Signatures of those in attendance (See next page).

THIS FORM & ALL ATTACHMENTS MUST BE SUBMITTED TO YOUR ADVISOR WITHIN 7 DAYS AFTER THE EVENT.

Advisor Signature: _____ **Date:** _____

Student Affairs Use Only

Follow up form received by: *Signature* _____ *Date:* _____

