



**Undergraduate Pharmacy Society
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Guide to UPS Points System

This UPS Points guide is a brief overview of how UPS points work and provides a simple procedure for how you go about requesting and submitting points. With many UPS point submissions coming from various clubs and organizations, there needs to be a streamlined process which you will find described below.

What are UPS Points?

UPS points have been invented for the purpose of providing incentive for student participation within the Faculty. Points are classified into 3 categories: Academic, Athletic and Social. All points are awarded at the discretion of the UPS Secretary and the Points and Awards Committee.

How do I login to my UPS Points?

The email for your login is the same email you used to sign up for list-serv. The default password is “password”. Once you login to your points account, you can go to options and change your password. Changing your password will send an email confirmation and you’ll have to click the link in your email to verify your password change. Login using the link below:

<http://upspoints.uoftpharmacy.com/>

Can I receive points for _____?

If you are organizing something on behalf of UPS, your class council, or a pharmacy student group, or organization, and you are unsure of whether UPS points can be awarded, please contact the secretary at secretary@uoftpharmacy.com. If points have been awarded in past years for this particular event, most likely UPS point(s) will be awarded again. If this is a new event for which you would like to request points, please contact the secretary to confirm before you advertise that UPS points will be given. Attached is a list of things for which UPS points were awarded last year. Hopefully, this will guide you if you are unsure of whether point(s) can be awarded.

How many points do I receive?

You will find a list of point allocations attached for which points are awarded as stated in the Constitution. For anything not on this list, the Secretary will use their discretion in how many point(s) will be allocated based on what has been done in the past and how much time/work/effort is involved.

<http://uoftpharmacy.com/media/points/UPSPointsChart.pdf>

Can I receive points retroactively?

According to the 2016-2017 UPS Constitution, UPS points may be awarded for the previous academic year at the discretion of the UPS Secretary in consultation from the relevant event organizers.

How do I submit points to the UPS Secretary?

This was a problem in the past as many people were submitting points in excel files in various ways which were not correct. The system has been overhauled to allow for a more streamline process.

Event Managers: If you are an event manager or organizer, you should request to be setup as one on the UPS Points System by the Secretary. This will allow you to create the event and if necessary generate the codes for your events. These codes can be printed and distributed to participants of the event, who can then take this code and redeem it online on the UPS Points System. This avoids the hassle of tracking attendance, writing down everything and submitting points, as this allows the participants to redeem their codes for points.

Non Event Managers (Regular users, team captains, etc.): Points can still be submitted via Excel sheets. Below is an example of what the sheet should look like. Please follow this template as described.

	A	B	C
1	1	Jane	Doe
2	1	John	Doe
3	2	Sam	Smith
4	2	David	William

Column A: Event ID – If you do not know this, leave it blank. The Secretary will be able to determine this.

Column B: First Name/Middle Name/Nick Name

Column C: Last Name ONLY

Then in the email you send to the secretary, be sure to include the following Event Details:

Event Name

Description

Point Type (Athletic, Academic or Social)

Start Date

End Date

The Secretary will determine the Point Value based on the Constitution and what's been done in the past. If your event is a one day event, the start and end date will be the same.

When to use coupons vs. submitting lists

Points can be entered into the system in two ways: 1) submitted to the Secretary via Excel lists or 2) the user is given a coupon with a code and redeems the points themselves. Coupons are useful for large scale events where tracking attendance is difficult. Coupons can be used for events such as: Houses, Lunch and Learns, Class Socials, etc. where there's a large number of people and sometimes no sign up sheet or

attendance, so it allows the points to be given to those who show up. Submitting points via lists is better for situations such as: sports teams and smaller scale events. Essentially situations where there's a sign up list or a roster is when points should be submitted via lists. If you are unsure which method you should use, contact the UPS Secretary for further guidance.

POINTS HAVE BEEN PREVIOUSLY AWARDED FOR THE FOLLOWING (as of September 2016)

Category	Description																																						
Academics	<ul style="list-style-type: none"> • First Class Honours (No Exemptions) • First Class Honours (With Exemptions) • Conferences 																																						
Sports/Athletics	<ul style="list-style-type: none"> • Tournaments <ul style="list-style-type: none"> ○ Softball ○ European Handball ○ Dodgeball ○ Broomball ○ Ultimate Frisbee ○ Squash • Curling Bonspiel • Dragonboat • Tug-of-War • Athletes of the Month (Sept, Oct, Nov, Jan, Feb, March) • Most Valuable Players for each sport • Coaches for sports • Playing on a Varsity Team (UofT team, not just Pharmacy) • Class athletic events • Intramural Sports <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;">FALL</td> <td style="width: 50%; vertical-align: top;">WINTER</td> </tr> <tr> <td>Coed Ultimate Frisbee</td> <td>Coed Intertube Water Polo Div I</td> </tr> <tr> <td>Coed Volleyball Div I</td> <td>Coed Volleyball Div II</td> </tr> <tr> <td>Coed Volleyball Div II</td> <td></td> </tr> <tr> <td>Coed Volleyball Div III</td> <td>Women's Basketball Div II</td> </tr> <tr> <td>Coed Basketball Div I</td> <td>Women's Volleyball Div I</td> </tr> <tr> <td>Coed Basketball Div II</td> <td></td> </tr> <tr> <td>Coed Flag Football Div II</td> <td>Women's Indoor Soccer Div I</td> </tr> <tr> <td>Women's Soccer</td> <td>Men's Volleyball Div II</td> </tr> <tr> <td>Women's Volleyball Div II</td> <td>Men's Basketball Div I</td> </tr> <tr> <td>Women's Volleyball Div II</td> <td>Men's Basketball Div II</td> </tr> <tr> <td>Women's Flag Football</td> <td>Men's Soccer Div III</td> </tr> <tr> <td>Women's Basketball</td> <td>Men's Hockey Div IV</td> </tr> <tr> <td>Women's Hockey Div II</td> <td></td> </tr> <tr> <td>Men's Hockey Div II</td> <td></td> </tr> <tr> <td>Men's Flag Football Div II</td> <td></td> </tr> <tr> <td>Men's Basketball Div II</td> <td></td> </tr> <tr> <td>Men's Soccer Div III</td> <td></td> </tr> <tr> <td>Men's Volleyball Div II</td> <td></td> </tr> </table>	FALL	WINTER	Coed Ultimate Frisbee	Coed Intertube Water Polo Div I	Coed Volleyball Div I	Coed Volleyball Div II	Coed Volleyball Div II		Coed Volleyball Div III	Women's Basketball Div II	Coed Basketball Div I	Women's Volleyball Div I	Coed Basketball Div II		Coed Flag Football Div II	Women's Indoor Soccer Div I	Women's Soccer	Men's Volleyball Div II	Women's Volleyball Div II	Men's Basketball Div I	Women's Volleyball Div II	Men's Basketball Div II	Women's Flag Football	Men's Soccer Div III	Women's Basketball	Men's Hockey Div IV	Women's Hockey Div II		Men's Hockey Div II		Men's Flag Football Div II		Men's Basketball Div II		Men's Soccer Div III		Men's Volleyball Div II	
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Social - Clubs	<p>CAPSI (Canadian Association of Pharmacy Students and Interns)</p> <ul style="list-style-type: none"> • Bake Sales • Compounding Competition • Mock OSCE • NCAA Basketball Pool 																																						

	<ul style="list-style-type: none"> • Operation Wash Up • OTC Competition • Outreach • Patient Interview Competition • Professional Development Week (PDW) Events • Pharmacy Awareness Week/Month (PAW/PAM) Events • Symposium <p>Choir</p> <p>EVOLVE</p> <ul style="list-style-type: none"> • Executive Members • Journal Club <p>Monograph</p> <ul style="list-style-type: none"> • Article Submissions • Regular Contributors <p>GMI (Global Medicine Initiative)</p> <ul style="list-style-type: none"> • Executive Members • Workshop <p>ISPF (International Pharmaceutical Students' Federation)</p> <ul style="list-style-type: none"> • Chaperone • Diabetes Campaign • Junior/Senior Rep • Summer Exchange Student <p>PFEC (Pharmacy Financial Education Club)</p> <ul style="list-style-type: none"> • Events • Seminars • Executive Members <p>PhaSST (Pharmacy Students Service Team)</p> <ul style="list-style-type: none"> • Executive Members • Holiday Outreach • Kensington Gardens • Bags of Kidney <p>PMP (Pharmacy Mentorship Program)</p> <ul style="list-style-type: none"> • Executive Members • Career Night <p>PSFCA (Pharmacy Students For Cancer Awareness)</p> <ul style="list-style-type: none"> • Executive Members • Career Night • Cancer Awareness Week <p>SOAPE (Students for Optimizing and Advocating Pharmacy Endeavours)</p> <ul style="list-style-type: none"> • Executive Members • Bake Sale • Blueprint for Pharmacy • Pharmacy 101 <p>Yearbook</p> <ul style="list-style-type: none"> • Contributor • Cover Contest
Social – Volunteers	<ul style="list-style-type: none"> • Baker/Bake Sale • Fall Campus Day • MMI • OPASC • PAW/PAM • PDW • Phollies

	<ul style="list-style-type: none"> • Phrosh • Residency Night • Science Rendezvous • Summer Mentorship Program • UofT Day • UPS BBQ
Social – Professional Events	<ul style="list-style-type: none"> • AIDS Everyday Challenge • APS Pharm D Seminar • Blood Drive • CADTH Presentation • Charity Week • Christmas Toy Drive • CIBC Run For the Cure • CPhA Presentation • CSHP AGM • Dean’s Fundraiser • Diabetes and Vegetarianism Symposium • Genetics Event • Novopharm/TEVA Leadership Seminar • OPA Conference • Rotman Investment Challenge • Student Literary Challenge • Students for Medication Safety • Student’s Panel Seminar • TD Bank Presentation
Social – Social Events	<ul style="list-style-type: none"> • 30 Hour Famine • Argos Game • Arts Night • Attending OPA Event • Back to School Get Together • Blue Jays Game • Boat Cruise • Camping Trip • Casino Night • Chilli Sale • CN Tower Climb • Comedy Clubs • Fear Fest • Foosball Tournament • Gotcha • Halloween • House Events • Multicultural Potluck • Murray’s Blog Reader • OPA Cup • Paintball • Phollies • Phrosh • Piccadilly’s School’s Out Party • Pilates • PJ Day • Pub Crawl

	<ul style="list-style-type: none">• Raptors Game• Rock Climbing• Salsa• SkyZone• SPIN Ping Pong• Toronto Rock Game• UPS Logo Contest
Social - Councils	<ul style="list-style-type: none">• UPS General Council• Class Council Members (including Grad Formal Committee)