

ASHLEY JOSEPH
Programs Coordinator
PROJECT LIST-March 7, 2017

SUMMER TRAINING

- Location for retreat
- Final schedule of trainings
- CSUnity planning and selection (transportation, hotel, registration)
- Curriculum for trainings

INUAGURATION 2017

- Menu
- Location
- Date confirmed
- Covino speech request
- Finalize script
- Invitations
- Guest list
- Décor order
- Music selection-payment

SCREAMING EAGLES

- Ongoing check in with volunteer information
- End of the year meeting planning

FLY LEADERSHIP CONFERENCE

- Food committee
- Marketing committee
- Recruitment committee

STIGMA FREE WITH NAMI

- Décor orders
- Weekly meetings with the team
- Location bookings and follow up
- GER meeting
- Budget POA

SAFE SPRING BREAK

- Refreshment truck booking
- Budgeting
- Committee planning meeting

ELECTION

Website Updates

Marketing

- Newspaper ad dates and inserts
- Update election information

Ashley to do

- Budget updates
- Running listing of candidates
- Meeting with Michael to complete set up for Meet the Candidates

OTHER

- Weekly service hours listing to members

COLLEGE REPS

General

- Club Council Blueprint

CCOE

- Spring 2-on-1
- Be sure the locations are correct and confirmed

B&E

- Spring 2-on-1
- Spring event planning

A&L

- Book photo booth, caricature, juggler, and live painter for La Finesse 2017 4/11
- Artist for event
- Decor order for la finesse
- Balance budget
- Spring 2-on-1

ECST

- ECST ASI Support
- Spring 1-on-1

HHS

- Health Fair Planning with Health Services
- Spring 1-on-1

NSS

- Plan for State of the College Decorations
- Plan for GEEK Week
- Spring 2-on-1

ALTERNATIVE BREAK 2017

Travel Forms

- Final listing to Dena

Fundraisers

- \$319 November Fundraiser distribution

Curriculum

- Final Project showcase POA

Reminders

- March email reminders and updates

With Emily

- Pay chaperone insurance

ALTERNATIVE BREAK 2018

- Travel dates

- Launch meeting

1. Handouts- application/info
2. Ppt
3. Refreshments
4. Posters
5. Sign in sheet