

ASHLEY JOSEPH - PROJECT LIST - March 2017

NASPA Regionals

- Submission of program proposal
- Submission of poster presentation

NASPA Nationals

- Report of sessions attended to Cabinet of College Reps

SUMMER TRAINING

- Location for retreat
 - payment
- Final schedule of trainings
 - Room reservations
 - Meals
 - supplies
- CSUnity
 - Student selection applications
 - Hotel
 - Registration
 - Rental car
- Curriculum for summer trainings

INUAGURATION 2017

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

SCREAMING EAGLES

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

FLY LEADERSHIP CONFERENCE

- Food committee
- Marketing committee
- Recruitment committee
- Session planning on civic engagement service abroad

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
 - April 3rd
 - April 24th

- Update election information
- Candidate reminders

Ashley to do

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

COLLEGE REPS

General

- Club Council Blueprint
- Transition Folder Info to Reps

CCOE

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

B&E

- Spring 2-on-1
- Then N' Now

A&L

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

ECST

- ECST ASI Support
- Spring 1-on-1

HHS

- Health Fair Planning with Health Services
- Safe Spring Break finals
- Spring 1-on-1

NSS

- Plan for GEEK Week
 - Location bookings
 - Facilities space reservations
- 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
- Ashley's Visa forms submission

ALTERNATIVE BREAK 2018

- Travel dates
- Launch meeting
 1. Handouts- application/info

2. Ppt
3. Refreshments
4. Posters
5. Sign in sheet

OTHER

- Monthly service hours listing to members