# APPLICATION PROCESS

Application received → Save to OneDrive → Make one page → *Email applications received Friday prior to BOD to Direct Report & S/T* → *Direct report signs application (s) and turns them in to S/T*

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Student gets appointed ← Email Applicants Monday before BOD regarding location and time of the meeting ← Add Application List and Packet to Website ← Create Application List and Packet ← Update Database

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Draft memo → Get memo signed → *Scan and send memo to respective student representative* → *Student representative emails memo to respective people*

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If a person resigns a new memo is drafted, signed, scanned and emailed. ← Close filled position on website