

## Ashley Joseph Project List

### Cabinet of College Representatives

- Monthly Assessments of initiatives uploaded to OneDrive
- Monthly Budget updates
- Receipts for purchases to Natalia and Dena
- Biweekly meetings with Cabinet Chair

### A&L

- Mid-Year DStress Planning
  - Location booking
  - Booking Food Vendor
  - Décor
- Career Forum Planning with the Career Development Center
- Weekly Advisement Session

### B&E

- Issues with College Reps participating
- Working directly with College Advisors on April Financial Fitness Workshops

### CCOE

- Finalizing Spring CPR Training
- Mid-Year Dstress Planning
  - Location booking
  - Booking Food Vendor
  - Décor
- Weekly Advisement Session

### ECST

- Mid-Year Dstress Planning
  - Location booking
  - Booking Food Vendor
  - Décor
- Recruitment of 2<sup>nd</sup> Representative
- Weekly Advisement Session

### HHS

- Mid-Year Dstress Planning
  - Location booking
  - Booking Food Vendor
  - Décor
  - SHAC, CAPS, NAMI tabling
- Weekly Advisement Session
- Health Fair Planning with Health Center and XTreme Fitness
  - Marketing
  - Evaluation Booth
  - Raffle Prizes

- STIGMA FREE Planning
  - Location booking
  - Décor
  - Program agenda (guest speakers and student musicians)
- Safe Spring Break Planning

#### NSS

- Mid-Year Dstress Planning
  - Location booking
  - Booking Food Vendor
  - Décor
- Weekly Advisement Session
- Speaker Series Advisement

#### Alternative Break

##### 2018

- March and April Fundraisers
- Final roster to Page for Class Verification
- Final passport updates to EF Tours
- Copies of Passports
- Complete insurance document and request additional insurance
- Curriculum for February, March, and April classes
- Evaluation/Assessment editing
- Webpage expansion
  - Adding a contact, us for more information
  - Adding 2017 Passion Projects

##### 2019

- Select program for 2019
- Select dates for 2019
- Table at the 2/22 Study Abroad Fair
- Meet with Jen Miller for approval to recruit
- Meet with risk management (precautions, lodging, expectations, etc.)
- Grant listing

#### Election 2018

- Marketing with Gus & Tony
  - Website updates
  - Newspaper ads and insert listing
  - Posters, flyers, etc.
- Application reviews with Frangelo
- Committee Meetings (weekly)
- Advising Commissioner (weekly meetings)
- Conducting Election workshops

- Working with USU on joint events
  - Food
  - Décor
  - Program agenda
  - Raffle prizes
- Planning for Candidate Briefings
- Planning for Candidate Debates
- Advising Candidates as needed
- Create Candidate folders
- Working with ITS to ensure voting system is a go
- Working with In & Out/Baja Tacos for Voting Parties
  - Food
  - Décor
  - Program agenda
  - Raffle prizes
- Inauguration 2018 Planning
  - Menu
  - Décor
  - Program agenda
  - Invitations
  - ✓ Location

### Summer Training 2018

- ✓ Tentative summer training schedule
- Booking location for summer retreat (overnight)
- Working with USU to ensure no overlap on training dates

### Programs and Marketing Assistant Hiring

- Reviewing resumes
- Setting up & conducting interviews
- Hire by March 1, 2018

### Screaming Eagles Street Team

- Recruitment of new members
- Opportunities out to current members
- Orientation and monthly meetings
- Volunteer assignments for February and March

### Special Project- Student Leadership Summit 2018

- Attend as staff support
- Facilitating workshop

### Special Project- CHESS 2018

- Attend as staff support
- Facilitating workshop planning

#### Special Project- ASI Farmers Market

- Reserving intercampus pass for farmers (biweekly)
- Weekly updates to vendor permits
- Permit approval with Risk Management and UAS (biweekly)
- Assigning ASI folks to table/cart during each market
- Working with lyft and housing to do additional tables

#### Special Project- ASI Ignited Deeds

- Managing left over supplies
- Dropping items at the local women's shelter

#### Special Project- ASI-CSI-CCC Speaker Series Collaboration

- Bi-weekly meetings with planning team
- Contacting 32 possible speakers
- Finalizing on campus locations
- Requesting checks for speakers
- Preparing contracts for speakers
- Planning reception following each speaker
- Assigning volunteers to each speaker

#### Special Projects- Outreach

*Class Visit 2/14/18, 1:55-2:55pm*

- Recruiting 3 students to share about ASI and do an office tour
- Collecting planners and calendars to disseminate

*LA Jordan High Sophomore Class Visit 3/7/18*

- Recruiting 3 students to share about ASI
- Full day agenda with CCC, ASI, CSI, &V Housing  
**Time** Arrival 10am; Departure 2pm

10am	Drop Off at University-Student Union (5154 State University Drive, LA 90032)
10:15 – 11am	Introduction to Campus and Student Civic Engagement by <b>ASI Members</b> Loc: U-SU Plaza Stage Area
11:05am – 11:30am	<b>Alternative Break</b> Student/ <b>Cross Cultural Center</b> Student/ <b>Greek</b> Student / <b>DACA</b> Student Loc: U-SU Plaza Stage Area
11: 30am - 12:15pm	Tour of the <b>Cross-Cultural Centers, Fitness Center, and Club Offices</b> (split students into smaller groups)
12:20 – 1pm	Lunch in the USU Plaza area
1 – 2pm	Tentative Tour of <b>Housing and Residential Life</b> with <i>Maria</i>
2pm	Depart from University Housing Office (5300 Paseo Rancho Castilla Los Angeles, CA 90032-8647)

