

Ashley Joseph Project List

STUDENT ENGAGEMENT

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 2nd 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

Special Project- ASI Farmers Market

- Reserving intercampus pass for farmers (biweekly) (ongoing)
- Weekly updates to vendor permits (ongoing)
- ✓ 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 (ongoing)
- ✓ 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 **ASI Members** Loc: U-SU Plaza Stage Area

11:05am – 11:30am **Alternative Break Student/Cross Cultural Center Student/Greek Student /DACA Student** Loc: U-SU Plaza Stage Area

11: 30am - 12:15pm Tour of the **Cross-Cultural Centers, Fitness Center, and Club Offices** (split students into smaller groups)

12:20 – 1pm Lunch in the USU Plaza area

1 – 2pm Tentative Tour of **Housing and Residential Life** with *Maria*

2pm Depart from University Housing Office (5300 Paseo Rancho Castilla Los Angeles, CA 90032-8647)

Summer Training 2018

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

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

ELECTION ADVISEMENT

- Marketing with Gus & Tony
 - Website updates (ongoing)
 - Newspaper ads and insert listing (ongoing)
 - ✓ Posters, flyers, etc.
- ✓ Application reviews with Frangelo
- Committee Meetings (bi-weekly)

- Advising Commissioner (weekly)
- ✓ 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 (ongoing)
- ✓ Create Candidate folders
- Update Candidate folders
- Working with ITS to ensure voting system is a go (ongoing)
- Working with In & Out/Baja Tacos for Voting Parties
 - Food
 - Décor
 - Program agenda
 - Raffle prizes
- Inauguration 2018 Planning
 - Menu
 - Décor
 - Program agenda
 - Invitations
 - ✓ Location

HHSX101 ASI ALTERNATIVE BREAK PROGRAM

2018

- 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
- Informational Session
 - PPT
 - Copies of Documents (applications/info)