

## 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

- Weekly Advisement Session

#### B&E

- Working directly with College Advisors on April Financial Fitness Workshops
- Weekly Advisement Session

#### CCOE

- Weekly Advisement Session

#### ECST

- Weekly Advisement Session

#### HHS

- Weekly Advisement Session
- Health Fair Planning with Health Center and XTreme Fitness
  - Marketing
  - Evaluation Booth Plan of Action
  - Raffle Prizes
- STIGMA FREE Planning
  - Location booking
  - Décor
  - Program agenda (guest speakers and student musicians)
- Safe Summer Break Planning

#### NSS

- 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)
- Working with lyft and housing to do additional tables

#### Special Project- Transition Folder Building

- Disseminating Transition Folder prompts and logs to members
- Review submitted Transition Folders for accuracy and competence
- Updating position descriptions and task logs

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

- Bi-weekly meetings with planning team (ongoing)
- Requesting checks for speaker
- Planning reception following speaker
- Assigning volunteers for the event
- Tickets for 4/19 Event
- Room Set Up with UAS
- Selecting Student Speaker
- Selecting ASI Speaker

- Menu and set up for Meet & Greet 4/19
- Working with Gus on ticket, marketing, and VIP badges

#### 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
- Creating workshop buildout

#### Programs and Marketing Assistant Hiring

- Orientation of New PMA
  - Development of Screaming Eagles
  - Special Projects for Spring Semester

#### Screaming Eagles Street Team

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

#### **ELECTION ADVISEMENT**

- Marketing with Gus & Tony
  - Website updates (ongoing)
  - Newspaper ads and insert listing (ongoing)
  - ✓ Posters, flyers, etc.
  - Table tents throughout campus
- Committee Meetings (bi-weekly)
- Advising Commissioner (weekly)
- Working with disqualified candidates
- Reviewing slate forms and materials with slates
- Candidate Meet & Greet
  - Set up/take down
  - Agenda
  - Food
  - Décor
  - Raffle prizes
- Winner Announcement BBQ
  - ✓ Food
  - Décor
  - Program agenda
  - Raffle prizes
- Planning for Candidate Debates
  - Food
  - Set up/take down
  - Questions
  - Script
  - Raffle prizes
  - Sign in sheets and technology
- Working with In & Out/Baja Tacos for Voting Parties
  - Food

- Décor
  - Program agenda
  - Raffle prizes
- Inauguration 2018 Planning
  - Menu
  - Décor
  - Program agenda
  - Invitations
  - ✓ Location
- Advising Candidates as needed (ongoing)
- Update Candidate folders
- Working with ITS to ensure voting system is a go (ongoing)

### **HHSX101 ASI ALTERNATIVE BREAK PROGRAM**

*2018*

- Final Class Preparation
- University Travel Forms submission
- Evaluation/Assessment editing
- Webpage expansion
  - Adding a contact, us for more information
  - Adding 2017 Passion Projects
- Collection of Tips
- Dissemination of travel information and EF backpacks
- Collection of Citizen in the Community project newsletters

*2019*

- Recruiting for 2019 Program (ongoing)
- 2<sup>nd</sup> Information Session
  - PPT
  - Copies of Documents (applications/info)
  - Reviewing Applications
- Grant listing