Club Resources
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• Take notes at Meetings with officers
  ○ Make special note of what needs to be done and allocate those tasks to someone to complete.
    ■ Follow up with the individual who was delegated the tasks 3 - 7 days, if they haven’t completed the task
  ○ Put these notes in a publicly available location (Google Drive, Discord, etc.) so any officer can add to it for the agenda/ refer to see their tasks
  ○ Coordinate what needs to be done, such as reserving a room
    ■ Room Reservation Calendar to see what events are going on- https://www.cs.utah.edu/calendars/#3147
  ● Email frontdesk@cs.utah.edu with your faculty advisor cc’d to reserve a room

• Reply to emails professionally and promptly.
  ○ I recommend you reply to emails as soon as you get them! Log in on your phone to easily get the notifications!
  ○ If the company is creating a flyer, send the logo as an attachment and kindly request you place the logo on their flyer.
  ○ If you make a flyer for a company event, email it to the company a week in advance to get approval.
  ○ Go through the inbox to see previous company contacts. If they are still with the company, they can send you to the correct contact to plan future events.
  ○ Can cold email recruiters from LinkedIn or use contacts (like parents)!
  ○ Can always ask Serena (serena012isawesome@gmail.com) for a contact at X company! :)

• At events
  ○ Arrive 15 minutes early to get set up
  ○ Introduce yourself to the presenter/Speaker
  ○ Give a quick introduction for yourself, the club, any announcements, then turn the time over to the presenter
  ○ Have a list of filler questions in case no one asks any questions to ensure you are maximizing the speaker’s time

• Manage Campus connect https://getinvolved.utah.edu/
  ○ Funding Guidelines for 2021-2022 school year: https://getinvolved.utah.edu/news/232234
  ○ Funding Deadlines for 2021-2022 school year: https://getinvolved.utah.edu/organization/asuu/documents/view/1972314
  ○ Get funding requests in ASAP since it takes 60 days to get funding
  ○ Approve of members (needs to be up to date to get funding)
  ○ Need to reapply for recognition every Spring Semester with updated President, Vice President, and Treasurer
• **Officer Elections**
  - Ensure a Google form has been created with required fields of name and email.
    - Can add additional fields such as “why they want to be an officer”, their discord name, etc.

• **Find Sponsors**
  - Utilizing Industry contacts for sponsors
  - Can use ASUU for funding - Doesn’t reimburse taxes
  - Can use COE for funding [https://www.coe.utah.edu/students/current/student-organizations-directory/](https://www.coe.utah.edu/students/current/student-organizations-directory/)
  - Could as SoC for funding (last resort)
  - Reach out to any brand ambassadors to see if they can fund an event

• **Marketing**
  - Post event on Campus Connect [https://getinvolved.utah.edu/](https://getinvolved.utah.edu/)
  - Post on Instagram
    - Post if more than a week in advance
    - Story if it is within 48 hours
    - ALWAYS post Sponsors/Collaborators to get more reach
    - Make an introduction post introducing officers each year. Post on the weeks without events
  - Make Announcement on Discord (This connects and auto posts onto the bulletin board on CS@ the U)
  - Can print flyers and bring to College of Engineering Office to get stamp of approval to hang in public spaces (like bathrooms) for more reach
  - Reach out to professors to help advertise the events
  - Post on Twitter & Facebook (if applicable)
  - Ensure Discord is secure and if any incidents occur, be able to quickly block and intervene in those situations.
  - Be up to date on marketing supplies
    - E.g. stickers and t-shirts
    - Request funding
    - Order on [https://www.4imprint.com/](https://www.4imprint.com/)

• **Know about other resources on campus to be able to refer students as necessary**
  - Student Resources [https://www.asuu.utah.edu/student-resources/](https://www.asuu.utah.edu/student-resources/)
  - Can collaborate with some of these resources to host fun events.
    - E.g. Feed U pantry to host a cooking night, Counseling/wellness Center for a meditation session

• **Have backpocket ideas for events:**
  - Socials
  - Event with University Professors
  - Event with University Researchers
  - Event with Campus Student Resource
  - Group Hiking (bring water for students!)