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/
  - 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/
  - 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/
- Know about other resources on campus to be able to refer students as necessary
  - 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!)