Outreach Team Wiki Page Organization

Outreach

Create an organized database of all outreach information, including the three main sections of awareness, fundraising and recruiting. Other important areas of information to include and organize are:

- Outreach Calendar: make sure it is clear for the next group of students which deadlines or events they need to be mindful of.
- Information from past events. Keep notes of contacts, things that went well and should be repeated, and things that you learned.
- Contacts and their relevant information
- Easy to find presentations, posters, pamphlets and demonstration information(Please include PDF and editable form)
- Contacts of past guest speakers and people we have contacted to come speak in the class
- Make sure that the databases of grants and other organizations are well organized and up to date.
- Make sure that all necessary information is uploaded and easily accessible for future team members

Make sure all of the attachments to the Outreach wiki space are clearly organized and up-to-date. If there is outdated material, either update it or state that it is outdated and provide justification. Most of these attachments are filed under the applicable outreach resources page, and each page should be checked regularly.

Throughout the Semester...

1. All attachments should be made to the Outreach Resources child page that describes what it is. i.e. Poster, Flier
2. Grants that you apply to should be described on the Grant Applications page, with the application attached to the page (if it is unique, if it is not unique just specify which file you used).
3. The wiki pages recruiting, fundraising, and awareness should be updated for content to reflect the goals of your team.
4. Update the website as needed. Keep it up to date with current events and news about the team. Update the student spotlight monthly.