

Keeping it Organized!

Using technology to make (and keep) your council running smoothly!

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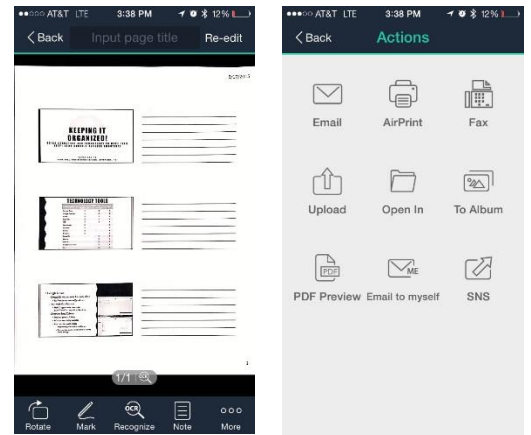
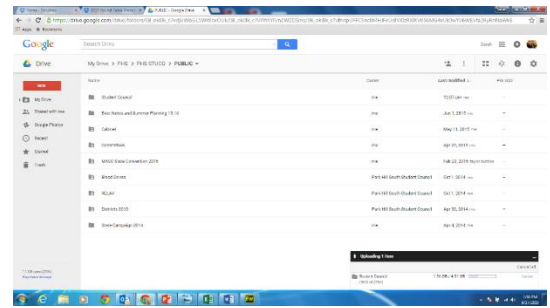
Overview

Tool/Program	Good For Organizing...		App?
	Individuals	Groups	
Google Drive	X	X	X
Google Calendar	X	X	X
Asana	X	X	X
Expensify	X	X	X
1SE	X	X	X
Penultimate	X		X
Evernote	X		X
Swipes	X		X
Dropbox	X		X
GroupMe		X	X
Remind		X	X
Ganttter		X	X
Google Classroom		X	X
Yola		X	X

Details

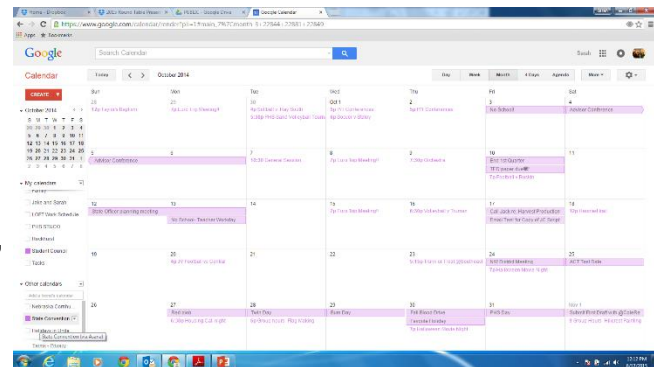
- Google Drive

- Create Drive accounts for each office
 - Ex: President.phsstuco@gmail.com
- Pair with CamScanner
 - Helpful app to take notebook paper/flyers/etc. to pdf's in the drive
- Organize Exec/Cabinet
 - Maintain project folders
 - Information readily available
 - App provides wide access
 - Free from App Store/Android Market
 - Can maintain several drive accounts actively within the app



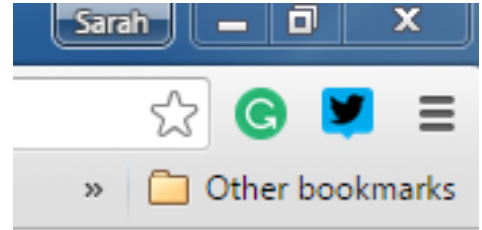
- Google Calendar

- Can fully customize settings
 - Colors, task lists, visibilities, links with Asana tasks, weather, etc....So many options!!
- Quickly overlay personal, STUCO, and other calendars
- Easy to share with students, parents, administrators
 - Printable/sortable by day, week, month, or calendar
- Provides an awesome record of your council activities for the year(s)!
- Apps:
 - CalenGoo
 - iCal
 - Sunrise
 - Google Calendar
 - CalenMob



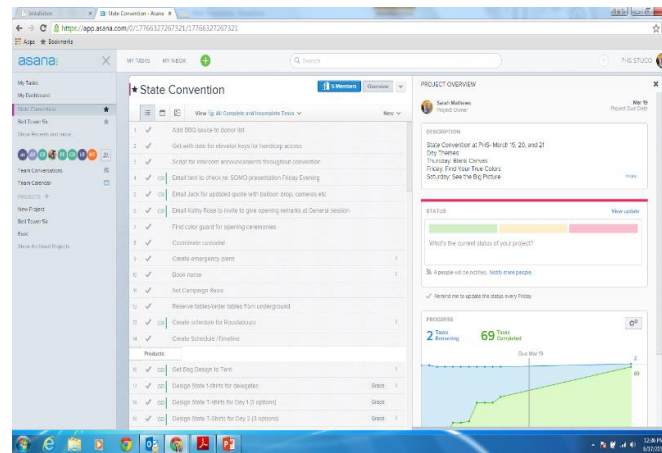
- Grammarly

- Google Chrome App Extension
- Free to download and use
- Online proofreading/spell check
- Works within online forms, programs, etc!



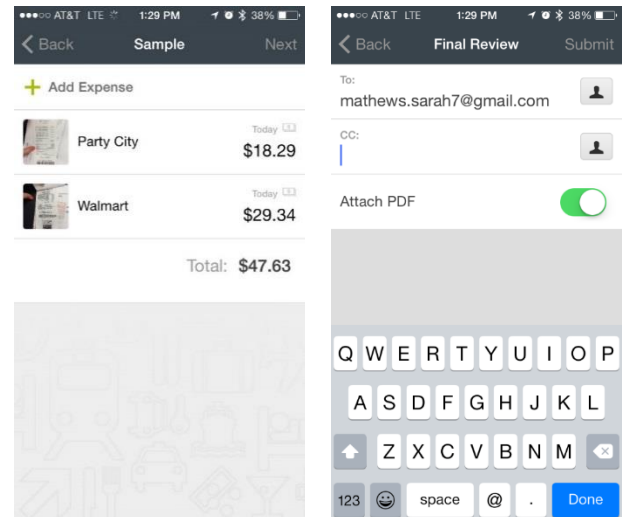
- Asana

- Shared Checklists
- Can overlay on Google Calendar
- Task/subtask format
- Assign tasks
- Visual aspect to completion
 - Graphs
 - In-app calendar overlay
- Group checklists by project
 - Email reminder function
 - Allows for personal checklists or grouping by family tasks and school tasks
- Web-based
 - Extreme functionality on the web
 - App provides easy access for officers and others included in the project



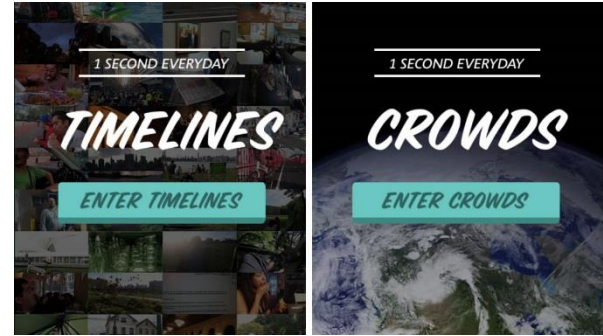
- Expensify

- Great way to manage receipts
- Create full reports to maintain committee budgets
- Once complete, can share with treasurer, advisor, etc.
 - Creates PDF's- can upload to google drive committee folder to save detailed budget info
 - Helps eliminate lost receipts questions about what project/committee the expense belongs to



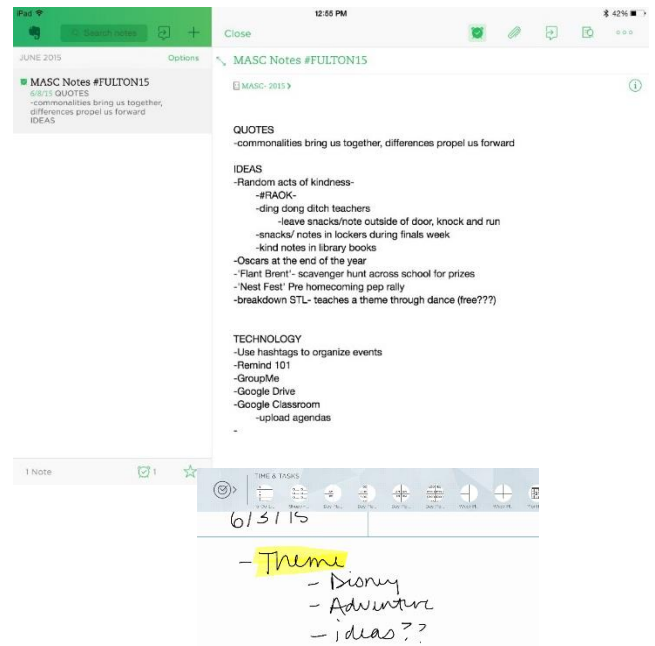
- 1SE (One Second Everyday)

- A great way to create an informal recap video of your year
- Historian can upload their own photos/videos or media from others (added to their camera roll)
- Creates a cool overview video from the uploaded and edited media!



- Evernote

- Great for meeting notes/minutes
- Can share to Drive accounts or with others via email
- Link Reminders and files
 - Can pair with CamScanner
 - Can overlay audio notes
 - Create 'notebooks' to organize

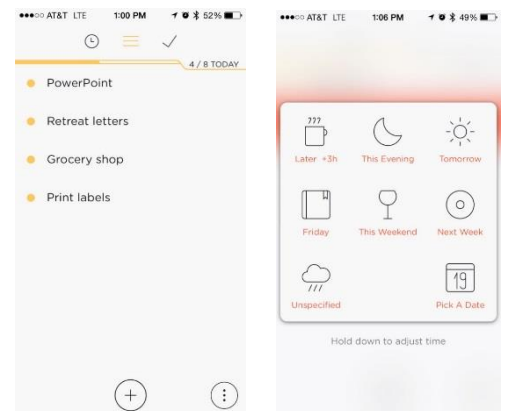


- Penultimate

- Handwriting App
- Organizes notes into searchable documents
- Syncs to Evernote notebooks
- Good for brainstorming and meeting notes!

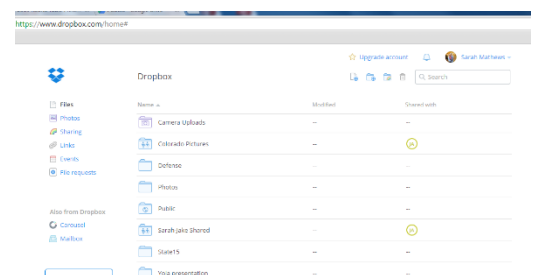
- Swipes

- Great as a personal checklist
 - Allows for prioritizing tasks
- Can tag tasks to categories/projects
- Can assign tasks calendar dates
- Archives old/completed tasks
- Easy to use format
 - Great for sharing with kids who need a hand in organizing themselves!



- Dropbox

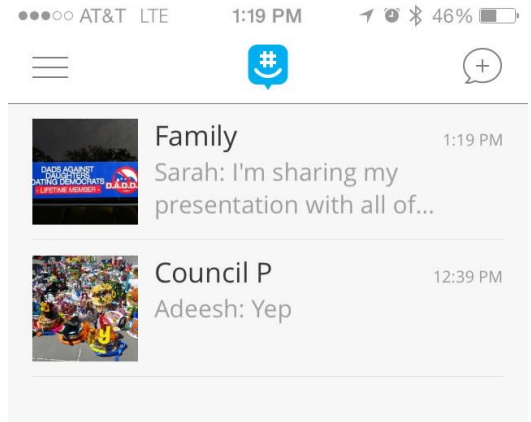
- Provides a place to share and edit documents, photos, spreadsheets and more!
- Retains original file format



- No unnecessary conversions
- Limits opportunity for formatting errors
- Limited storage space without premium plan

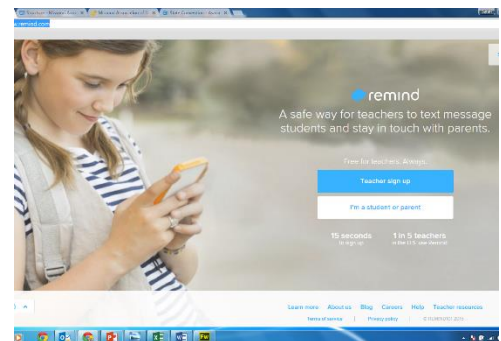
• GroupMe

- Provides a forum for unlimited members to communicate
- Works on wi-fi
- Allows for notifications and photo sharing
- Great for communicating with a large group
 - Can facilitate multiple discussion groups
 - Provides calendar access to share dates/meetings/reminders



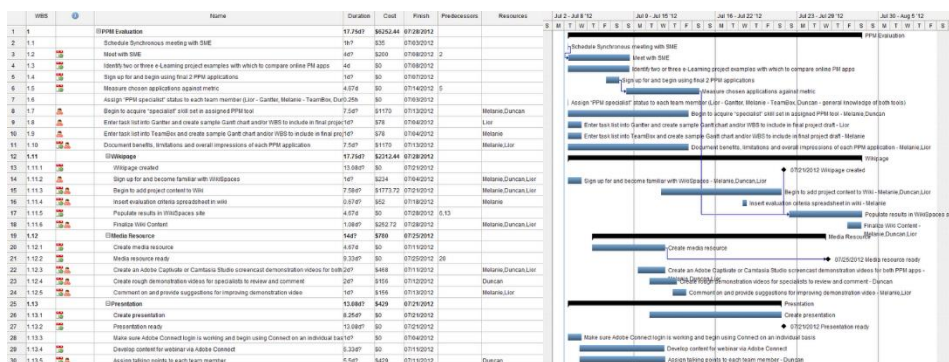
• Remind

- Allows for communication without sharing phone numbers
- Utilizes mass text features (similar to twitter)
- One- or two-way communication
- Can facilitate multiple group Reminds



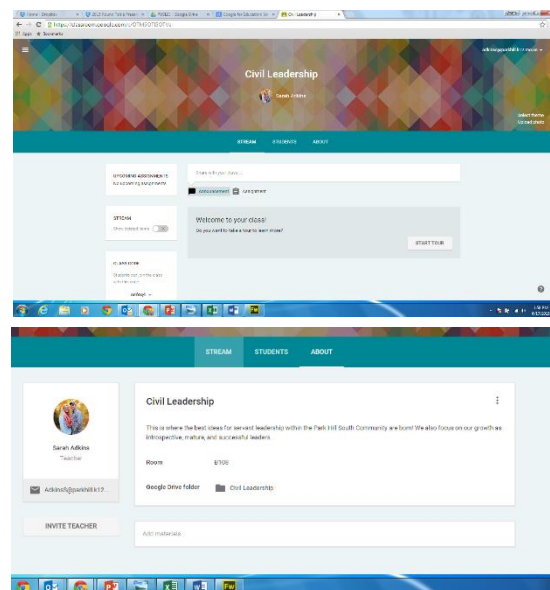
• Ganttter

- Collaborative, visual way to illustrate deadlines
- Sets project timeframes using the due date and length of task completion for each task as it leads up to the project finish.
- Can assign tasks
- Overlay on calendar
- Exposure to 'real-world' project management software



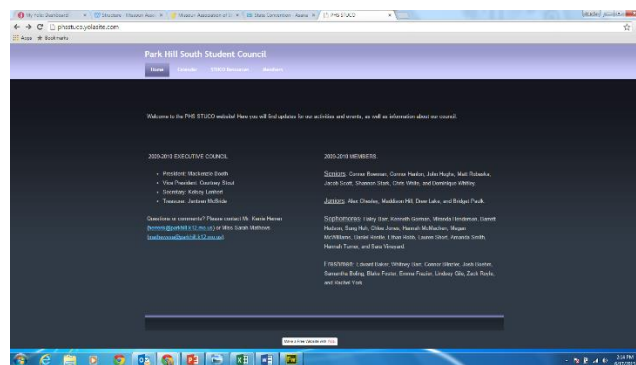
- Google Classroom

- Provides a great place for document storage or leadership class assignments
 - Discussion boards
 - Syllabus
 - Book chats
 - Leadership/service logs etc
 - Due dates (link up with calendar)
- Can accept assignments from students through classroom page
- Must utilize google school email
- Can link with drive, calendar, and other google productivity apps!



- Yola

- Free website hosting
 - Fully customizable
 - Apps, counters, blogs, etc.
- Great place for document or photo storage
 - Service forms
 - Syllabus
 - Project photos
- Unlike Blackboard/D2L/BrightSpace, etc, travels with you year after year with little to no maintenance 😊 (depending on what you want to host!)
- Can password protect pages for a 'members only' section
- Great way to loop in families and administrators
- Can sync with google calendar!



If Technology isn't your bag, some cool low-tech resources that I love and use:

- Day Designer Daily/Weekly/Monthly Planner
- Evernote Notebook
- UPrinting

There are TONS of great ways to provide organization and structure in your home council that are:

- interesting,
- easy to use,
- can (and will!) ultimately make your life as an advisor a little easier!

Many of the items in this presentation overlap with each other, and THERE IS NO ONE BEST WAY!
Best of luck as you find the resources and technology tools that work for YOU!

Please feel free to pass any questions along, I'd love to hear how these resources are working for you!
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