Improve Your Chapter's Productivity with

Google Tools

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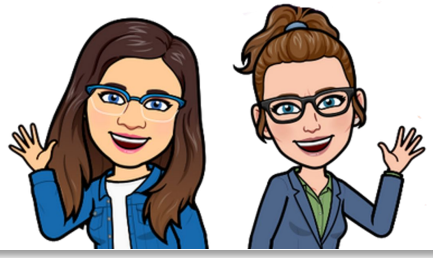

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Who's in the Room?

1. Chapter Member
2. Committee Member
3. Chapter Officer
4. Chapter President
5. Area/State Leadership

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Turn & Talk

How does your chapter collect, organize, & share documents?

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Our Story

- Joined Upsilon chapter during the pandemic
- Significant change in chapter membership
  - Loss of chapter history
  - Inaccessible legacy knowledge
- Attended State Events
  - DKG TSO State Convention 2023
  - SE Regional Area Workshop 2024

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Our Rediscovery

- Awareness
  - Documentation & materials we ought to have
  - Prior chapter storage space & subsequent loss
- Discovery
  - Who possessed chapter materials & records
  - Chapter archives in multiple locations
    - Local university (SHSU)
    - TWU

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Our Solution

- Future-proof the chapter
  - Succession planning
  - Streamline communication
  - Sustainable document storage
    - Create separate board & member areas
  - Process for creating & sharing documentation
    - Empower members to contribute & create documentation

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Gmail

Pro-tip!
Choose something easy, generic, but recognizable

Setting it up

1. Open Web Browser
2. Go to Google.com
3. Go to Google Account sign in page
4. Click *Create Account*
5. Follow steps on screen

🚀Consider establishing an account recovery protocol

How we use Gmail

- Send chapter-wide emails
  - Newsletter Distribution
  - Meeting Invites
  - Membership Updates
  - Re-share TSO Information
- Use as primary chapter email contact (especially with TSO)
- Track submissions and conversations

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Google Drive

Pro-tip!
Think about your organization system first!

Setting it up

1. Sign into GMail
2. Click on the Waffle icon
3. Scroll to *Drive*
4. Create Folders
   (brainstorm organization that makes sense for your chapter)
5. Populate the Drive by Uploading Files or Creating Files in Folders

How we use Drive

- Archiving of chapter documents
  - Chapter Rules
  - Membership Records
  - Yearbook
  - Newsletters
- Collect member information
  - Member Biographies
  - Publication(s) for MiP
  - Service Records

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Google Forms

Pro-tip!
Ask the important stuff first

Setting it up

1. Click on the Waffle icon
2. Scroll to *Forms*
3. Click ‘Blank Form’
4. Fill in *Title* & *Description*
5. Add *Questions* & *Sections*
6. Review & proofread
7. Click *Send to Email*
8. Click *Responses* to view results

How we use Forms

- Collect information
  - Meeting/Event RSVPs
  - Membership Updates
  - Publication Information

How we could use Forms

- Brainstorming Program Ideas
- Meeting/Event Sign-in
- Meeting Games/Activities

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Google Sheets

Pro-tip!
Be mindful of the executive team's skill sets - KISS

Setting it up

1. Click on the Waffle icon
2. Scroll to *Sheets*
3. Click 'Blank Spreadsheet'
4. Add fields to meet your need(s)

Generate Sheets from Forms

1. In a Form click *Responses*
2. Click on *Link to Sheets*

How we use Sheets

- Record information
  - Membership History
  - Membership Updates
  - Meeting/Event RSVPs
  - Publication Information

How we could use Sheets

- Chapter Ledger
- Meeting/Event Sign-ins
- Program Ideas

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Google Docs

Pro-tip!
Duplicating is easy -
Dup before modifying

Setting it up

1. Click on the Waffle icon
2. Scroll to *Docs*
3. Click ‘Blank Document’
4. Add headings, text, images, etc. to fit your need(s)

How to Duplicate

1. Click on *File*
2. Click *Make a Copy*

(Works for all Google Doc Types)

How we use Docs

- Chapter Yearbook
- Meeting/Event Materials
- Exemplars
  - TSO Forms
  - Proposals & Applications

How we could use Docs

- Newsletters
- Increase accessibility to Word documents

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Google Slides

Pro-tip!
Think “Chapter use” not “individual [member] use”

Setting it up

1. Click on the Waffle icon
2. Scroll to *Slides*
3. Click ‘Blank Presentation’
4. Choose or import a Theme
5. Add headings, text, images, etc. to fit your needs
6. Click on ‘+’ to add new slides

How we use Slides

- Chapter Presentations

How we could use Slides

- Games
- Brainstorming Programs (as a shared whiteboard)
- Project Scrapbooks
- Chapter Promotion

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Google Contacts

Pro-tip!
Be intentional about entering contacts

Setting it up

1. Click on the Waffle icon
2. Scroll to *Contacts*
3. Click *Label* +
4. Insert text & click *Save*
5. Add options:
    a. Frequent Contacts
    b. +Create Contact

How we use Contacts

- Email Contact Lists
    - Members
    - Prospective Members
    - Inactive Members
    - TSO Contacts

How we could use Contacts

- Email Contact Lists
    - Program Contacts
    - Community Partners

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Google Photos

Pro-tip!
Pictures are greedy on space - be strategic

Setting it up

1. Click on the Waffle icon
2. Scroll to *Photos*
3. Click on *Albums*
4. Click on *+Create Album*
    a. Add a title
    b. Add photos

How we *could* use Photos

- Archive photos from chapter events for use in
    - Chapter Yearbook
    - Chapter Newsletters
    - Chapter Social Media

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Google Calendar

Pro-tip!
Think “Chapter use” - not “individual member use”

Setting it up

1. Click on the Waffle icon
2. Scroll to *Calendar*
3. Click *+Create*
4. Click *Event*
    a. Add title, date, time

How we could use Calendar

- Sharable Calendars
    - Chapter
        - Meeting/Events
        - Deadlines
        - Member Birthdays
    - Project(s)
    - Committee(s)
    - DKG Publication Cycles

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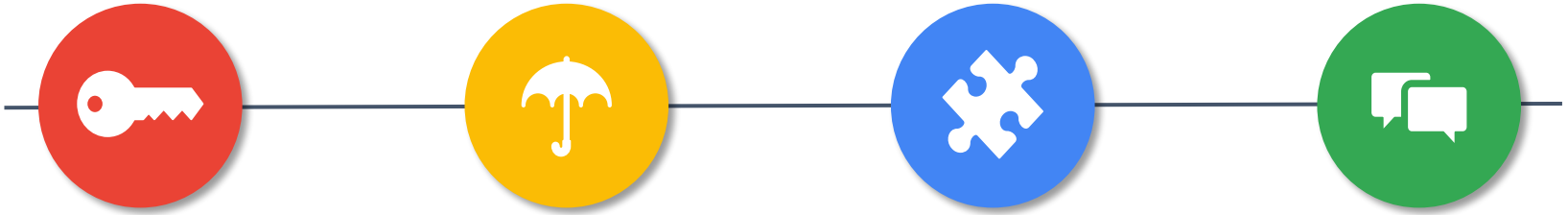
Considerations



Who do you share the password with?

Back-up plan in case something happens to the “key holder”

Involve Leadership Team in Organization

Run all Chapter comms through the account

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Thank You

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