Improve Your Chapter's Productivity with
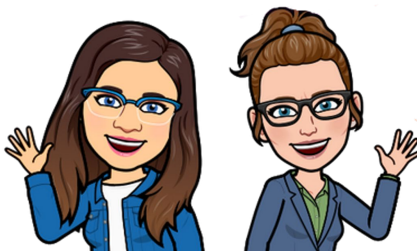
🔍 **Google Tools**

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Who's in the Room?

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

Turn & Talk

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

Our Story

- Joined Upsilon chapter during the pandemic
- Significant change in chapter membership
  - Loss of chapter history
  - Inaccessible legacy knowledge
- Attended at DKG TSO State Convention in 2023

Our Rediscovery

- Learned
  - What documentation & materials we ought to have
  - Of prior chapter storage space & its subsequent loss
- Discovered
  - Who possessed existing materials & records
  - Chapter archives in multiple locations
    - Local university
    - TWU

Our Solution

- Future-proof the chapter
  - Succession planning
  - Streamline chapter communication
  - Common storage of documentation
    - Creation of separate executive board & member areas
  - Procedures for creation & sharing of documentation
    - Empowering members to contribute & create documentation

Gmail

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

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

🔺 Google Drive

Setting it up
1. Sign into GMail
2. Click on the Waffle icon
3. Scroll to Drive
4. Create Folders (think organization)
5. Upload or Create Files in Folders

How we use Drive
- Archiving of chapter documents
  - Chapter Rules
  - Chapter Membership
  - Yearbook
  - Newsletters
- Collection of member information
  - Brief Biographies
  - Publication(s)
  - Service Records

Google Forms

Setting it up
1. Click on the Waffle icon
2. Scroll to Forms
3. Click 'Blank Form'
4. Fill in the Title & Description
5. Add questions & sections to fit your need(s)
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
- Games

Google Sheets

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. 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

Google Docs

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

How we use Docs
- Chapter Yearbook
- Meeting/Event Materials
- Exemplars
  - TSO Forms
  - Presentation Proposals
  - ASTEF Grant Proposals

How we could use Docs
- Newsletters
- Increase accessibility to Word documents

Google Slides

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 a new slide

How we use Slides
- Chapter Presentations

How we could use Slides
- Games
- Brainstorming Programs
- Project Scrapbooks
- Chapter Promotion

Google Contacts

Setting it up
1. Click on the Waffle icon
2. Scroll to Contacts
3. Click Label +
   a. Insert text & click Save
4. 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

Google Photos

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

Google Calendar

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
    - Other DKG Events
  - Project(s)
  - Committee(s)
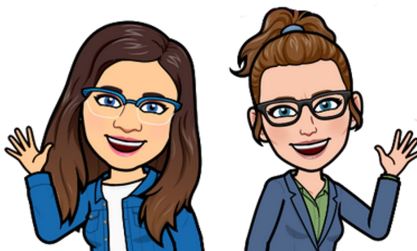 - DKG Publication Cycles

Thank You

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Here goes your

Presentation Title

The hamburger button is linked to the next slide.

ere goes your

sentation Title

Replace the icons above with your shortcuts and edit the links. On this slide, the hamburger menu is linked to the previous slide.

Add your title here

TITLE A

Something

Something again

Another dummy text

Something

Another dummy text

Something again

TITLE B

Something

Something again

Another dummy text

Something

Another dummy text

Something again

TITLE C

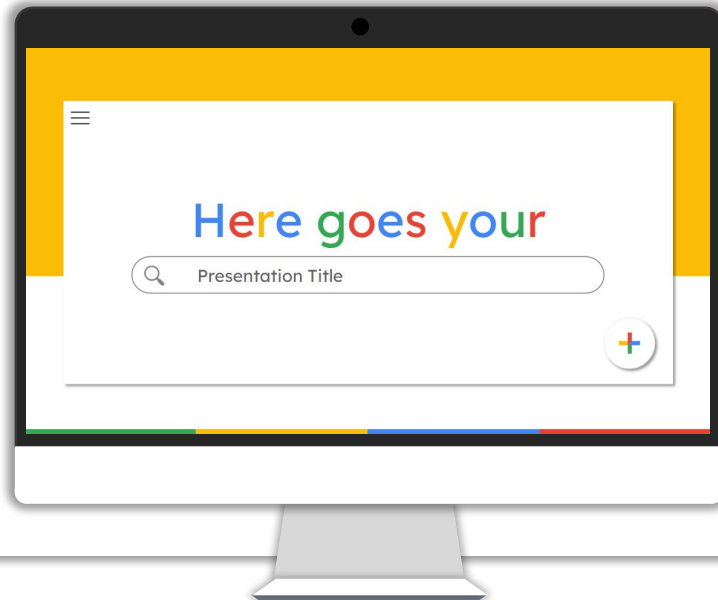Something

Something again

Another dummy text

Something

Another dummy text

Something again

Add your title here

If you are presenting a website, an internet product or an app, you can use this computer mockup to showcase it.
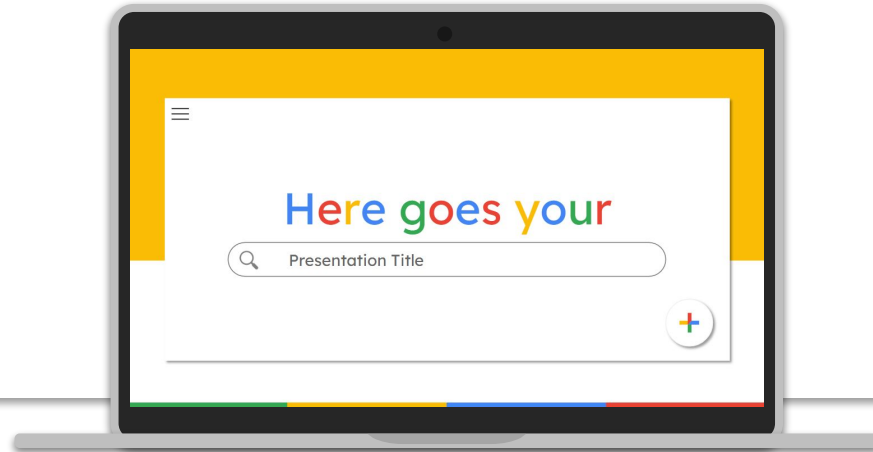
Just replace the screenshot with your own.

Here goes your

🔍 Presentation Title

+

Add your title here

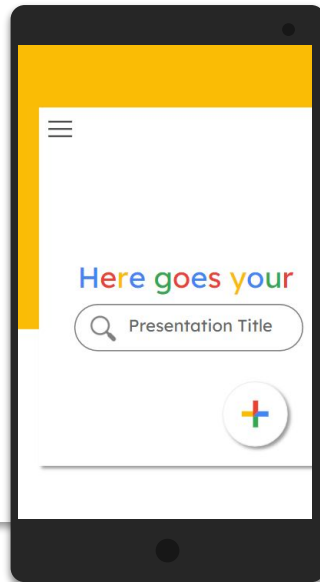If you are presenting a website, an internet product or an app, you can use this laptop mockup to showcase it.

Just replace the screenshot with your own.

Here goes your

🔍 Presentation Title

Add your title here

If you are presenting a website, an internet product or an app, you can use this smartphone mockup to showcase it.

Just replace the screenshot with your own.

Here goes your

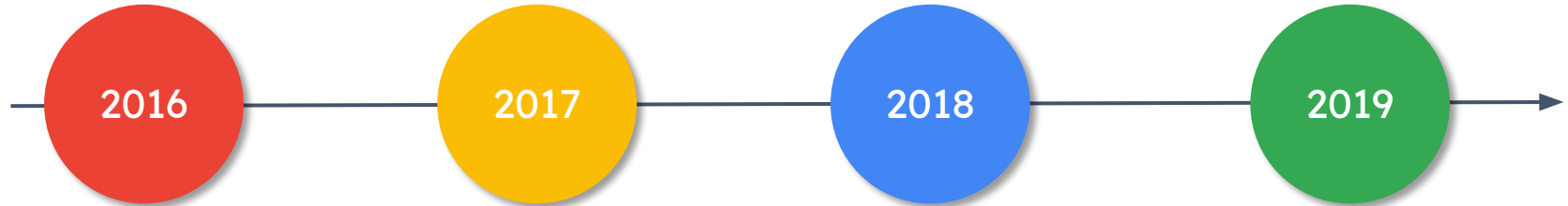🔍 Presentation Title

+

Add your title here

If you are presenting a website, an internet product or an app, you can use this tablet mockup to showcase it.

Just replace the screenshot with your own.

Here goes your

🔍 Presentation Title
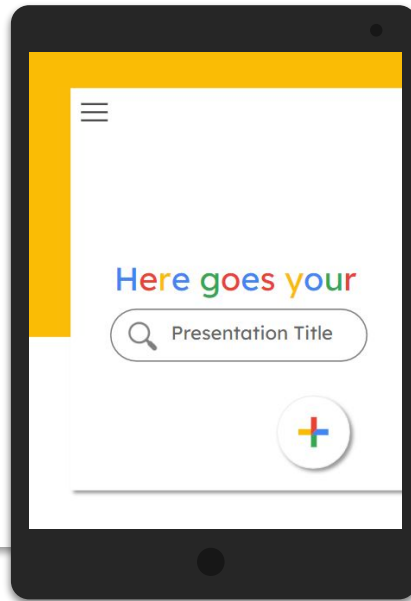
Add your timeline here

2016

2017

2018

2019

You can use this slide to show milestones

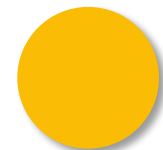Or the history of your topic.

It is also useful to show the evolution of historical events.

Just add your text and the related years.

Icons

You can resize them, change fill and / or border color.

Just copy and paste them on the desired slide.

Presentation Template
SlidesMania

🔍 **SlidesMania**

slidesmania.com

Free themes and templates for Google Slides or PowerPoint

Images: Unsplash

Please keep this slide or mention us and the other resources used on the footer of a slide

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Sharing is caring!