Passive items (last month)

- Finishing up unfinished items from Trick or Treat so Golden Can Eat (delivered cans, event recap, sent out thank you email to participants with results of costume contest and most cans collected)
- Preparation for Faculty and Staff Appreciation Week
  - Into the Streets Committee meeting held once per month
  - Roles assigned to each community member
    - Boxes for Thank You Card collection
      - Boxes were made using cardboard boxes wrapped in wrapping paper by committee members, and a USG pen was attached to the box using ribbon
      - Boxes placed in Residence Halls and various places around campus for thank you card drop off (next to each box was a “How to Write a Thank You Card” sheet
      - Thank You Cards were ordered online
    - Tabling for Thank You Cards
      - USG members were asked to table for two hours to collect thank you cards for faculty members (tabling was done in the Plaza and the Student Center)
      - Tabling supplies included: thank you cards, drop off box, pens, USG swag, candy
    - Adopt a Faculty/ Adopt a Department
      - Different clubs and professional societies adopted different staff groups on campus
      - Advertising was done through individual emails to club officers, the Daily Blast, and the BSO weekly email
      - Communication: an initial email was sent out with all information (including the google form for sign-up), then, an “assignment” email was sent out with the club’s assignment – this email contained a form that clubs could fill out if they wanted to request money (up to $30), finally, and “acceptance” email was sent out with the amount of money the club was allocated
        - Clubs were allocated a maximum of $30
      - 241 faculty and staff members were adopted through this program
    - Gift baskets were delivered to each department with all the thank you cards as well as candies
- Attendance at Golden City Council (Once every month)
- Met weekly for upcoming spring Helluva Service Event

Present items

- Transitioning next At Large to the Community
- Met with Sydney to give information about the position in general
- Meet with planning members for Helluva Service Event
- Form a committee for Helluva Service Event (External Outreach)

**Action items (next month)**

- Continue meeting weekly with leadership team for Helluva Service Event
- Information session for Helluva Service Event planning committee
- Begin meeting for Helluva Service Event – organize committee meetings, begin community outreach

**Questions, concerns, announcements**

- Faculty and Staff Appreciation Week went very well!
- Helluva Service Event is coming up

**Monthly summary**

Faculty and Staff Appreciation Week was the largest event for the At Large to the Community Chair this semester. The committee organized thank you Cards drop-off stations, thank you card tabling, thank you card delivery and Adopt a Faculty/Department. From this, thank you cards were delivered all around campus.

The next major step is planning Helluva Service Event, which will be done in close relationship with Res Life.

**People in contact with**

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**Tags**

- Faculty and Staff Appreciation Week
- Helluva Service Event
- Golden City Council