Notes:

Clubs lack of Response

SABO

Confusion in process

Fall 2021

Emailed around 12 Clubs

Around 6-8 Conferences

Finalize remaining audits, or continue them start of next semester

Spring 2022

Start semester with pre-made assignments (Over Winter)

Let’s set up a meeting time for the semester towards the start of Spring now

January 23rd, 2022 @ 2PM

\*Initial meeting, where we can decide future meetings\*

Update Email List Consistently

Changes / Updates

For Audit Weeks:

Initial Email - Sent Monday of the week

* Specify response deadline of Wednesday
* Follow-Up Email on Wednesday
* Phone Call / VoiceMail on Friday

SABO Access by Spring (I did everything I was able to do this semester)

* Winter break
* Initial meeting on Jan 21st, go over SABO

Change format of Excel Sheets

“When clubs receive the email, they are a bit confused on what to do (note from week 1 club)”

* Edit the initial email to be simpler OR edit the email to include clarification text
* We create a simple audit email, that isn't intimidating
  + Send them the pdf beforehand to look over \*might need revision

Should we send follow up email (which specifies them to respond with meeting times they are available) right after the initial email?

* Yes, definitely want to send a follow up email that states
  + Fill out the questionnaire form we have
  + Final recommendations and answers to questions

How to conduct email only audits? → Simply ask them to fill out the form and send over their financial documents?

* Yes, we want to send them the form to fill out / send us information for and also any financial documents if applicable
* Same thing and process, except having to setup a actual meeting
* Must follow up and track

“Confusion about where to find cap sheet”

* https://rusa.rutgers.edu/legislation-officer-reports-published-reports/published-reports

Conference template only accounts for event programs, not the money spent for general meetings

* Add “Organizational Maintenance” / “Overhead” on Intake Form
  + Explains more about our takebacks