**4. Website Upkeep and Redesign**

**Contributors:** Jonathan, Khush, Melissa

**Advisor:** Laura

**Meetings with Advisor:** 3 Meetings (Intro Meeting, Progress Update Meeting, Final Update)

**Check-in:** 7/19/21

**Due date:** 8/30/21

**Description:**

Our website has been integrated into the RUSA site in the past year, and it has allowed us to maintain our information in an accessible and simple way. In order to achieve our goal of being more accessible and open to the student body, we can improve our site by including more information that is relevant to organizations on our processes and how to maximize the use of their funding.

**Minimum Requirements:**

* Brainstorm ideas as to what can be included in the site that is not currently there that would be beneficial for clubs to have access to such as information on how the student activities fee is allocated. This can go beyond the direct scope of the Allocations Board to include information that we often receive inquiries about and can help Treasurers better understand how to receive and effectively use their funding.
* Create new informative content for the website that could possibly include PowerPoint presentations or videos walking through how to complete a budget or explaining different funding guidelines.
* Work with Laura to receive feedback on the current site and what she believes could be improved.
* Update board member information to reflect the 2021-22 Allocations Board and any other information that must be updated for the new year.
* Make visual improvements that may make the site more intuitive, easy to navigate, and appealing.

[**https://www.rusa.rutgers.edu/allocations**](https://www.rusa.rutgers.edu/allocations)

List things you like about the current website here:

List things you dislike about the website here:

* Dates are not updated (biweekly reminder to keep dates and information updated)
* Pictures
* Fonts
* About page → minimize white space
* Clarify some of the paragraphs

Pages:

Home - Jonathan

* Add pictures
* Update info
* Add most recent budget/funding guidelines

About - Jonathan

* Update people/information

Appeals - Jonathan

* Waiting on dates for appeals meetings so will update accordingly (in person/ virtual
* Add description of appeals meeting and how they work

Funding

* Get rid of funding guidelines and leave historical data

FAQ - Melissa/Khush

* Check to make sure Q&As are still relevant
* Update out of date info/add or delete irrelevant questions

Help - Jonathan

* Don’t really like this page being called help, maybe resources or something similar
* Make sure info is still relevant

Contact

General Thoughts:

* Add list to rutgers approved food vendors
* Send appeals mins to advisors
* Send email to all orgs that want to travel at all