

BC LUNG ASSOCIATION

DEVELOPMENT ASSISTANT (INTERN)

RESOURCE GUIDE

Legend



Social
Media



Golf



Special
Events



WEBSITES

Office Messaging

<https://lung.slack.com/messages/general/details/>

You will use this every day in the office to communicate with your coworkers. It's great for quick questions, sharing files, and group conversations.

Golf Course Ratings

<http://www.top100golfcourses.co.uk/htmlsite/area.asp?id=50>



This website rates the Golf Courses in BC. It helps you find featured courses for the Golf Privilege Club Book.

Image Sizes

<http://blogs.constantcontact.com/social-media-image-sizes/>



Make sure to read this blog before getting started on any social media posts. It tells you what size photos are suitable and is an excellent learning tool!

Link Shortening

<https://bitly.com/>



Use this website for nearly every social media post with a URL link in it. It keeps the post short and stops people from getting distracted.

Photo Rights

<https://www.flickr.com/creativecommons/>



This link will help you find photos you are legally able to use for reprinting. Just check out the licensing restrictions on each photo.



FILES

COMPUTER

Communications & Development

Location: Left hand bar under "Favorite Links" in the search window



This folder holds all the shared files among the Development Team. Use this to find files relating to Special Events. You should also save any files you feel will hold necessary information for your coworkers here

Student

Location: Under documents there will be a file with your name on it and a file labelled "Previous Co-op Students"



All of your personal files will go in the folder with your name on it.



This folder holds folders to break down your files, such as Golf, Trek, etc. This should be one of the first folders you familiarize yourself with upon entering the office. If you need to reference past files, visit the Previous Co-op Student folder and reference the most recent student.



Inventory

Location: This is within the folder that has your name in it (which is located in the Documents file)



The Co-op student oversees supplies and also organizes the storage spaces. This folder holds inventory information about what supplies we have in stock and where it is located. This will be a life-saver if you keep it up to date.

PAPER

Golf Contracts

Location: Black filing cabinet in your cubical.



This is where the contracts from past Golf Privilege Club Books are stored. You can reference the contracts for the current book and learn which courses have auto-renewed for the upcoming year using these files. Old Golf Books can also be found at the bottom of this cabinet.

Golf Order Forms

Location: Brown boxes to the right of your computer.



Every Golf order form is stored in one of these boxes for records. If someone did not receive a book, check these boxes for their order form. If their order was through Kintera, check the white files below these boxes.

Student Manual

Location: Black binder to the left of your computer

If you have ANY questions, check this binder for detailed answers.

Time Sheets

Location: Files against the far wall in the copy room

You must fill in a daily time sheet and submit it twice a month. You will also find fax and expense sheets here.

Find more important files on the bulletin board on your desk!



PROGRAMS



Microsoft Excel & Outlook



Referencing old Excel sheets before major projects will limit confusion. It is particularly helpful for contact information and supply lists. Outlook will be used for e-mailing and scheduling meetings.

Adobe Illustrator



Illustrator should be used when creating graphics or professional documents (including contracts). This will be the program used for the Golf Privilege Club Book and Social Media posts. When in doubt, use Illustrator.

Raiser's Edge

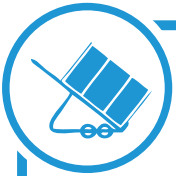


Raiser's Edge is where all of the Golf Book orders are processed. After payment for an order is received, you will input the order into Raiser's Edge. You will also run reports through the system to track sales statistics.

Kintera/TeamRaiser



Kintera and TeamRaiser are both online databases. Any Golf orders received from golf courses or online individual orders will go through Kintera. TeamRaiser is where we keep track of special event participants.



EQUIPMENT

Trollies

Trollies can be found in the basement near the entrance to the stairs. The intern is responsible for supplies and trollies will help make the process more efficient.

Boxes and Envelopes



Boxes and envelopes can be found on the shelves outside your cubical or in the packing station. You can find more stored in the basement.

Office Supplies

Extra office supplies can be found in a cupboard on the far wall in the copy room, two to the right of the sink. Paper is found in the cupboard directly in front of the door in the copy room.