**Program Board And Homecoming Training**

**Learning Outcomes**

As a result of participating in summer training, students will:

1. Create a list of shared expectations for the team.
2. Discuss effective communication skills through team building activities.
3. Prepare fiscal paperwork, including opening, changing and closing a purchase order, filling out an expense justification, submitting invoices for payment, using a blanket purchase order and spending with the pCard.
4. Describe the process for ordering good and services, including how to communicate with vendors, asking for quotes and contracts, working with catering, requesting food waivers, and renting equipment.
5. Explain the process for making event reservations and demonstrate use of online event registration through CollegiateLink.
6. Demonstrate how to create and plan successful events through role-playing exercises, the creation of Day of Show plans and the assessment of events through Event Evaluation forms.
7. Analyze event budgets to determine the level of fiscal responsibility.
8. Explain the role of Program Board in Student Government, including the statutes and GAC.
9. Tour the Kaye Auditorium and meet with staff to discuss successful event planning in the Auditorium.
10. Demonstrate food safety knowledge by passing the Food Safety Certification exam through Environmental Health & Safety.
11. Demonstrate golf cart safety knowledge by passing the Golf Cart Certification exam through Environmental Health & Safety.
12. Understand the role of volunteers, strategies for how to hold volunteers accountable, and how to lead their committees.