



Student-Athlete Advisory Committee E-Board
Final Report for [insert leadership position title here]

Date Updated: (put date here)

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Part 1: Job Description and Duties

Provide a detailed overview of what the position is and what is required for the new leader to do.

Job Overview:

Part 2 - Timeline

Provide an overview of what the leader needs to do and when:

Spring Semester before the start of your position:

- At the final meeting of the semester, make sure you exchange contacts with your successor.
- Go over this report and prepare any questions you have.
- Contact and meet with the past committee head to go over this report. Set up this meeting to ideally occur before the end of the semester (especially if they are graduating!)

Pre-Fall Semester:

- Gather some ideas of events and initiatives that you would like to do this semester and store these in a Google Doc.
- This can be past events that you thought went well, new areas of Syracuse you would like to reach, or events proposed by your committee members.

First-Meeting:

- Create a GroupMe chat for your committee, and send out a Google form asking each member to propose 2-3 community outreach events that they liked, want to see again, or want to start during their time on the committee.
- Add their suggestions to your doc
- Set up a meeting with Aliyah to go over how to get events approved by compliance and see if the department has things planned that she needs help with.

During the Fall/Spring Semesters:

- Hold committee meetings outside of SAAC (at least 1 per month and more if needed). Zoom has worked best, poll your committee to determine what time (in the past we have done 8:30 pm to accommodate practice schedules)
- Make sure that you are planning events well in advance so that your committee has time to coordinate their schedules. Push events to the entirety of SAAC and encourage others to ask their team members to participate (events are not limited to just SAAC members, all athletes are encouraged to volunteer)

- Give committee updates in SAAC meetings that include upcoming initiatives and thank volunteers from past events while updating on how those went

By the End of the Fall/Spring Semester:

- Ensure that you have hit your goal number of events/activities. Adjust for the Spring semester if you are falling short.

End of Spring Semester:

- Ensure that all of your committee members have participated in at least 2 events (they will not be invited back to SAAC if not)
- Start updating this document with anything you would like to change or add based on what worked well for you or could be improved
- Have the document ready by the Final SAAC meeting of the year and send it to Aliyah and the new committee head if it is changing (this has to be done for you to be considered for a leadership position if returning)
- Wait for the new committee head to reach out to you to set up the meeting. Meet with them and answer any questions that they have. Please do this even if you are graduating or moving to a new position!

Part 3 - Goals

Provide examples of goals that you had for the previous year or things you would like to have done.

These goals are just suggestions, so please increase or modify them as necessary. Have your upcoming goals set after you meet with the previous position holder and be ready for your Fall meeting with Aliyah. Set at least 3.

Examples:

Goal: 1 large volunteer event per month and 2 smaller events per month.

Goal: Throughout the year at least 2 events should require athletes to go out into the Syracuse Community.

Goal: Have at least 1 event per semester that is easy for everyone to participate in (bake sale, canned food drive, clothing drive, etc.) and is done at Manley.

Goal: Have at least 20% of SAAC members participating in all events.

Part 4 - Past Community Outreach Events and Contacts

Replace this with relevant information for your committee. For example, Marketing could put what platforms they use, how to get into instagram, who to contact in the Athletics Communications office etc.

Fall Semester:

Event: Turkey Give-Away

Contact: Aliyah (set up by department)

When: Near Thanksgiving

Description: Athletics gets turkeys donated from local businesses to hand out to the community. Just need to coordinate getting athletes to hand them out. Would love to change this to giving out Turkey at a spot downtown, not just at Manley.

Event: Spaghetti-Feed

Contact: Yourself/Aliyah!

When: Near December

Description: Host a community event at Manley. We could provide people with a hot meal (spaghetti) and a chance to talk to athletes and show how much we appreciate the community's support. Need to for sure approve this via compliance.

Spring Semester:

Event: Cuse Spot Kids Camp

Contact: Michelle Walker <mawalker@syr.edu> in January to get SAAC on the schedule (keep contacting her, she can be a little slow to reply but they love having athletes there)

When: February

Description: Professor Michelle Walker of Maxwell holds a yearly kids camp at the Wilson Park Community Center during February. The camp goes for 5 days during local elementary school kids' February break. It is coordinated by the Policy Study program and student-athletes can sign up to host classes within 2-hour blocks. Athletes can either help out with a pre-coordinated class (ex. Cooking, science experiments) or we can host our own (teaching kids dance, soccer, field day, etc.).

Event: Earth Day Clean-Up

Contact: Coordinate with Aliyah to buy supplies, go through a 3rd party, or be on the lookout for emails from the office of off-campus student living (they allow groups to sign up for an area and pick up supplies in Schine)

When: April (near Earth Day but on a day that works for most schedules)

Description: Get clean-up supplies and have student-athletes pick up an area around campus

Anytime:

Event: Blood-Drive

Contact: Aliyah Wade

Description: Cuse Athletics is the host of the Red Cross blood drive twice a year. They need volunteers to sit at the check-in table and check people in. Super easy job and a great opportunity because it's at Manley and Athletes are not allowed to give blood. Coordinate a sign-up sheet in 1-2 hour blocks of the day and pass it along to your committee/SAAC/Teams.

Part 5 - Tips and Suggestions

Provide any general tips and tricks you have figured out for succeeding in the position!

- Plan events as early as possible!
- The more prepared you can be before the first meeting, the less stress you will feel to get a bunch of events in during the last months of the Fall or Spring semester (i.e. peak finals time)!
- Encourage SAAC members to send out events to their teams, we want all of athletics to participate, not just Community Outreach or SAAC.
- Let your committee members take point on events if they feel motivated to
- Always thank volunteers and provide an update at the next meeting
- Work with the Marketing Committee to get events documented (take pictures at the event so we can post them) and to get events promoted on SAAC's social media.
- Track attendance at events in an Excel sheet to give to Aliyah.
- Events don't have to be huge, smaller, more frequent events are great because people can go based on their schedules.
- Be persistent when contacting organizations and volunteers. The nature of nonprofits can make them slower to respond so just remember to politely follow up or try a different contact (sometimes their websites aren't updated!)