

Freshman Representative Checklist

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Freshman Representative Checklist

This Checklist is meant to provide Freshman Reps exposure to the different responsibilities of each E-Board Member. During each week, they should be covering the topics and hold a 1:1 with the respective Executive Board member. Once they have gained exposure to all of these fields, they can begin executing their initiative.

Setting up

- Granting Access
 - Add to shared drive
 - Add to Ducklink
 - Add to “E-Board” role on Discord
 - Add to Wiki

Your Role as Freshman Rep

- Discuss and begin planning for Freshman Representative Initiatives
- Schedule 1:1's with remaining E-Board members
- VP Projects
 - Overview of current NPO Projects
 - Shadow a Project Team meeting

Understand how Blueprint works

- Overview of current NPO Projects
- Show a project team meeting
- Shadow a Design Team meeting
- Overview of Infrastructure & Internal Projects
- Shadow a Tech Team meeting
- NPO Recruitment Process
- Student Evaluation Process
- Help Setup for an event

Freshman Representative Onboarding

Welcome to Blueprint! We are really excited to welcome you to the team and start working together. We truly believe in our mission and are thrilled you decided to run for freshman rep.

Our Mission

Read the following link to learn more about our mission, values and goals we have in place for the next 5 years. [Wiki Link](#).

Blueprint Structure

Before we deive in, here's a quick overview of how our executive board (e-board) is structured. Because Blueprint is a very operations-heavy organization, we divide our work into two subteam:

- **Operations Team** - Focused on supporting our project teams. They ensure each project team has the resources, guidance, and structure needed to deliver software for our partner organizations
- **Club Team** - Focused on teh internal and community side of Blueprint. They handle everything related to club operations - planning events, designing flyers, booking rooms, and keeping our campus presence strong.

You can checkout the following wiki link to learn more about how Blueprint is structured, and all the teams we have. [Wiki Link](#)

Current NPO Partners

We currently have two projects, learn about them, their mission, and undertand the software we are building for them.

- [GenXL](#)
- [OpenReferral](#)

Communication

We use discord as our main communication channel. If you have any questions or want to bring up anything with the e-board, please tag us on Discord. We have multiple channels

- fa25-eboard
 - General channel
- engineering
 - Infrastructure and Tech Team discussions
- projects
 - Project Teams discussion
- design
 - Desing Team concerns, Website re-designs
- marketing
 - Flyers, announcements, etc
- operations
 - Documentation and Processes planning
- recruitment
 - Recruitment related communication
- onboarding
 - Project Team member onboarding discussion
- events
 - Events planning
- budgeting
 - Any finance or budgeting related concern
- non-technical
 - Our fun, random channel

Please try to categorize your message accordingly.

Meeting Cadence

We have weekly alternating meeting schedule.

- Week A
 - Operations Team meets **Wednesday 5:00 pm - 6:00 pm**
 - Club Team meets **Thursday 6:30 pm - 7:30 pm**
- Week B
 - Whole e-board meets **Wednesday 5:00 pm - 6:00 pm**

This week we are in schedule A. You are required to attend both meetings to meet the whole team. Please let me know if you can't attend either meeting.

Responsibilities as Freshman Rep

We're so excited for you to join us and start learning the ins and outs of how we run Blueprint! As a Freshman Representative, your first step will be to shadow members of the Executive Board (E-Board) to see how everything fits together. Your first task will be to set up 1:1 meetings with each E-Board member. During these chats, take some time to learn about their main responsibilities, what challenges they face, and how their roles contribute to Blueprint's overall mission.

- [President](#)
- [VP Operations](#)

Operations Team

- [VP Projects](#)
- [VP Tech](#)
- [VP Design](#)

Club Team

- [VP Recruitment](#)
- [VP Marketing](#)
- [VP Finance](#)
- [VP Events](#)

In addition to shadowing, we'd love for you to **take on a project of your own this year** — something that can make a lasting impact on the organization. Some examples of past Freshman Rep projects include:

- **Blueprint Grow:** A mentorship program connecting new members with experienced mentors (we're running it again this year!).
- **Onboarding Documentation:** Last year's Freshman Rep created an onboarding guide to help new members learn the technologies our developers use every day — check it out on our [Wiki](#)

Deadlines

You will have to present your Blueprint project **October 29th** during our EBM, you will present your idea, execution plan, and outcomes in front of the e-board.

Shadowing Schedule

Week #	Esther	Nishit
Week 1	Brandon	Lucas
Week 2	Lucas	Miguel
Week 3	Miguel	Brandon
Week 4	Emilio	Dominic

Week 5	Dominic	Emilio
Week 6	Ivan	Harris
Week 7	Harris	Ivan
Week 8	Ananya	Sahana
Week 9	Sahana	Sutej
Week 10	Sutej	Ananya

Freshman Rep Project Template

Here's the sections the project idea must include.

Business Problem

Describe the specific pain point or opportunity your project addresses within Blueprint.

- What is the issue or gap you've observed in the organization?
- Who is affected by it? Who are the main stakeholders of your project?
- Why is solving this problem important for the club's growth or impact?

High Level Overview

Summarize your proposed solution in a few clear sentences

- What are you building or implementing?
- How will this solution address the problem you've described?

Execution Plan

Outline how you will bring your idea to life.

- What are the major steps to complete the project?
- Who will you collaborate with (VP Techs, VP Projects)?
- What resources or support might you need from the executive board?

Timeline

Lay out when key milestones will happen.

- Break the project into phases
- Estimate realistic timeframes
- Highlight any dependencies or critical dates

Risks

Acknowledge what could go wrong or make the project more challenging - and how you might mitigate it.

- Time constraints? Technical Complexity? Dependency on others?
- How will you address or adapt to these risks?