

Folder Structure

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Instead of organizing parent folders by semester (i.e "Spring 2024"), folders in the drive are organized by **category**. These **category** folders will contain the following:

- **Template & Sample Files:** Examples of specific documents, spreadsheets, and presentations.
- **Subcategory & Semester Folders:** Specifics for each individual semester (e.g., F24 Budget, NPO Introductory Call Notes).

Here is a breakdown of each of the folders and their purpose:

Governing Documents

This folder contains:

- Stevens Blueprint Constitution
- Materials used in the Registered Student Organization (RSO) process
- Member Roster - *There are plans for this to be moved to the Blueprint Internal Dashboard*
- Various nomination and administrative documents

The Constitution and Roster should be updated as needed. The RSO files can remain untouched and are there for reference.

Meeting Minutes

This folder contains all meeting minutes for Executive Board meetings ONLY. Meeting minutes for each semester/summer should be aggregated onto one document to help track progress from the prior meetings. This also eliminates the need for subfolders and individual meeting minute documents.

NPO Recruitment

This folder contains materials pertaining to finding and obtaining projects from Non-Profit Organizations:

- Introductory Calls
- Proposals
- Recruitment Spreadsheets

- Statements of Work

The structure for this folder is slightly different. Each of these subfolders has their own *semester* folder. This is because we have a well-defined process for NPO recruitment that does not vary as opposed to some of the other **category** folders where we are still defining things.

Student Recruitment

This folder contains materials pertaining to Student Team Recruitment. Namely, the written application forms & spreadsheets used to manage the application process.

A lot of content for this has been ported over to the Wiki, namely the various challenges assigned to each role (Frontend, Backend Challenge).

Events

This folder contains all event planning materials and slide decks. Events are organized by semester, with common templates and samples included at the highest level. As we establish events and find what works best for us, there is unlikely to be too much variance between semesters, and the structure of this **category** folder could change to be by event.

Budgeting

This folder contains all material pertaining to budgeting. This includes budget spreadsheets, additional funding requests, and reallocation requests. There is also a folder for receipts/invoices.

Merchandise

This includes all material related to merchandise. This includes designs, order forms, and spreadsheets to track merchandise hand outs.

Tech Team

I will leave this to VP Operations to see if they want to archive or move into another folder

Stevens Collaboration

I will leave this to VP Operations to see if they want to archive or move into another folder

Photos

This folder contains all of our pictures. Pictures should be grouped by event or by common theme (i.e "Project Teams"). Follow Naming Conventions for pictures and put in their respective semester folders to make it easier to search through them.

Archive

This folder contains the old SEMESTER YEAR structure from the first couple of years. There is some duplicate files that were copied over to the **category** folders. Any old or irrelevant materials can be placed here, however, given the structure described above, members will rarely have to place files here.

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