

Naming Conventions

Category Folders

These folder names should remain unchanged and exist at the highest level of the drive:

- Archive
- Budgeting
- Events
- Governing Documents
- Meeting Minutes
- NPO Recruitment
- Photos
- Student Recruitment

Semester Folders

- **Naming Convention:** Season and Year spelled out fully (e.g., Spring 2024, Fall 2025).

Templates and Samples

- **Naming Convention:** If a file is being used as a template or sample, mark it with one of these annotations at the beginning of the file name.
 - **Template Example:** [TEMPLATE] Events Sheet
 - **Sample Example:** [SAMPLE] Budget Report

Semester-Year Annotations

- **Annotations:** Some files are marked with semester-year annotations like "SP24" (Spring 2024), "FA24" (Fall 2024), "SU24" (Summer 2024).
 - **Usage:** This should be used for files that exist outside of a semester folder, such as meeting minute documents.

Photos

- **Naming Convention:** Group photos by event or common theme and follow these naming conventions to make searching easier.
 - **Event-based Naming:** [EVENT] _ [DESCRIPTION] _ [DATE]
 - **Example:** Fall2024_Orientation_GroupPhoto_20240814
 - **Theme-based Naming:** [THEME] _ [DESCRIPTION] _ [DATE]
 - **Example:** CommunityService_Volunteers_20240720
- **Notes:** Ensure all photos follow these conventions for consistency and ease of search.

General File Naming Conventions

- **Consistent Format:** Use clear and consistent file names to ensure easy identification and retrieval.
- **Avoid Special Characters:** Use spaces instead of underscores or hyphens, and avoid special characters.
- **Examples:**
 - [TEMPLATE] Budget Template
 - SU24 Meeting Minutes
 - [SAMPLE] NPO Proposal

Revision #3

Created 10 June 2024 22:47:28 by Christian Apostol

Updated 14 August 2024 16:27:11 by Christian Apostol