

# 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

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