Live Impact 2020-2021 Expectations

Everyone at CCE

- **Enter Activities** for notable interactions with caregivers, contacts, faculty, organizations, scholars, and students
  - **Connect Note** or **Upload Files** can be used for sensitive information, as well as coding (Talk to Gia)
- **Read** weekly Live Impact reports
- **Contact** Bonnie if:
  - New forms are needed (ex. Surveys, attendance, program registration)
  - You have a bulk import (more than 20 entries) that you’d like to have completed (ex. Enrollment list, attendance list, new email address list)
  - You need help pulling a specialized list (ex. Names and addresses of 19-20 RAMP participants or email addresses for all organizations that focus on early learning)

Admin Team

- **Upload Files** for CCE all staff updates and CCE advisory board meeting notes
- **Contact** Bonnie with complete list of student employees (office staff, ambassadors, K12, and Jumpstart), with updates each quarter

Campus Engagement Team

- **Create/Update Records** for CEL students, plus organizations and contacts
- **Enter Activities** for notable interactions with SU students, faculty, organizations, and contacts
- **Update Attendance Forms** for SU student attendance for any virtual gatherings (ex: student-led forums)

Community Impact Team

- **Create/Update Records** for all families (Gia), plus organizations and contacts (All)
  - **Connect Note** created for Children B-5 in Parent Record
- **Enter Activities** for notable interactions with caregivers, contacts, and organizations
- **Update Attendance Forms** for caregivers and contacts for any virtual gatherings (ex. Early learning circles)

Gates Team Name TBD

- **Create/Update Records** for new organizations and contacts
- **Enter Activities** for notable interactions with community, family, and school partners

SUyI Program Staff

- **Create/Update Records** for scholars (and caregivers, when possible)
- **Monitor** trainings and background checks for SU students
- **Enter Activities** for notable interactions with scholars, school, and family
- **Update Attendance Forms** on a bi-weekly basis
- **Contact** Bonnie as scholars or students drop the program on quarterly basis

**Questions?** Your Live Impact Crew is happy to support. *Feel free to reach out to Bonnie, Gia, or Tess if you are ever unsure of something or want to brush up on your skills!*