

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!