**ALL: REIMBURSEMENT FORMS**

**Sami**

|  |  |
| --- | --- |
| Give Nikki Marvin Money | Done |
| Fill out Notes from Nationals doc | In Progress |
| Organize president folder |  |
| Insert all slips and items sold into sheets | In Progress |
| Email Alissa if there is a new department funding form | Sent |
| Send survey about nationals | Done |
| November monthly meeting slides |  |
| Create a thank you for Beth to give to companies with receipt | Sent text, waiting on response |
| November monthly meeting agenda |  |
| Start looking into locals | Email sent |
| Look into parades |  |
| SWEMail | Done |
| Senior spotlight survey | Done |
| NDSU Student Gov ($2k) |  |
| Gluten free snacks() |  |
| Letter and pics to Arlene |  |

**Nikki**

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| --- | --- |
| Keep working on budget |  |
| Send email to Smude and Sarah about flight reimbursement | done |
| Deposit cash |  |
| Transfer venmo money into swe account | currently transferring money to my bank account |

**Breanna**

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| --- | --- |
| Room for panel event? | Done (Aghill 122 7-9pm) |

**Ella**

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| --- | --- |
| Organize tinsel stuff for Friday & get second table |  |
| Start planning november membership |  |
| Send reimbursement form to Nikki |  |

**Beth**

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| --- | --- |
| Confirm SHAC dates | Done |
| Send out SHAC sign ups | Working on |
| Keep responding to companies about fundraising (1-2 days response max) | Doing |
| Figure out form for Bobcat from Alissa | Waiting on 501c3 Determination Letter |
| Reserve Chipotle fundraiser | Done |
| Fill out Caterpillar matching form | Done |
| Look into panda fundraiser | Done- Waiting on Confirmation |
| Add all the engineering companies at the ndsu career fair to the mailing list | Working on |
| Start tracking the companies that donate and put them on a master list for the past 5 years.. after so many years and a company doesn’t donate we should stop sending them the letter and reach out to new people | Doing |
| Respond to Sami about thank yous | Done |
| Update apparel inventory | Working on |
| Email to ask about white glove money | Done and Received |
| Online order form and designs- apparel | Working on |

**Katrina**

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| --- | --- |
| Confirm November speaker in person | She said she should be in person unless something goes wrong |
| Email to remind about Panel | Done. Getting responses with confirmations |

**Lindsay**

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| --- | --- |
| Email with alissa about getting reimbursed for mommy, me and swe | We used the snacks for Tech Kids too.. |
| Advert. Tech Teens through COE |  |

**Macy**

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| --- | --- |
| Add nationals pics to website and google photos |  |
| Post hw study night flyer the day of (10/25) |  |
| Post tech teens into Facebook groups |  |
| Add monthly and officer meeting agendas to the website |  |
| Put November events into calendar |  |
| Post on linked in about nationals |  |