



The Benefits Of Using Tech to Support Your Council

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Topics For Today

- Using Google
- Social Media
- Zoom/Google Meets



Google Survey

Is your council using Google Drive?

Is it challenging to keep everything organized?



Gmail

- Single account for future use
- Email newsletters and event information
- Schedule emails
- Generic log-in for easy access by multiple people



Using Google Docs

- Meeting minutes and agendas
- Planning documents - grants, honor council, events, bylaws
- Newsletters



Templates and Examples

- [Expense Voucher](#)
- [Board Agenda](#)
- [PARC Newsletter](#)
- [Program Planning](#)
- [Program Evaluation](#)
- [Council Schedule](#)



Google Forms

- Registration for Events
- Surveys
- Voting



PARC Examples

- Event Registration to send to Carrie
(Professional Contact Hours)
 - [Form](#)
 - Results Spreadsheet
- Survey members for feedback
 - [Form](#)
 - [Results Spreadsheet](#)
- [Reimbursement](#)
- Voting
 - [Form](#)
 - [Results Spreadsheet](#)



Using Google Sheets

- Meeting Minutes and Agendas
- Treasurer's Report



Google Slides

- Presentations about candidates running for offices
- Send out to membership as link included on ballot

Creating Folders

Folders

Name ↑



2015 IRC of Ex...



2016 IRC Coun...



2016-2017



Bylaws - AND - ...



Ideas for 2017-...



ILA Honor Cou...



IRC Hall of Cou...



Leadership For...



Membership



Past Years Info...



PD Provider Ap...



Program Grant



Winter 2017 N...

Creating Folders

Folders

Name ↑


 2017 Elections

 French Market ...

 Nancy Stienek...

 Newsletters

 Spring Event

 Treasurer's Inf...

 Winter Event 2...

Files

Point Area Meeting Dates
Board Member Information 2011-2017

Year	Position	Name	Home Phone	Cell Phone	Ext. No.	E-Mail
2011	President	Lee Ann	558-724-8884	558-971-1422	4108	leeann@pointarea.org
2011	President	Lee Ann	558-724-8884	558-971-1422	4108	leeann@pointarea.org
2012	President	Lee Ann	558-724-8884	558-971-1422	4108	leeann@pointarea.org
2013	President	Lee Ann	558-724-8884	558-971-1422	4108	leeann@pointarea.org
2014	President	Lee Ann	558-724-8884	558-971-1422	4108	leeann@pointarea.org
2015	President	Lee Ann	558-724-8884	558-971-1422	4108	leeann@pointarea.org
2016	President	Lee Ann	558-724-8884	558-971-1422	4108	leeann@pointarea.org
2017	President	Lee Ann	558-724-8884	558-971-1422	4108	leeann@pointarea.org

2016-2017 Prairie Area Meeting Dates

Year	Position	Name	Home Phone	Cell Phone	Ext. No.	E-Mail
2016	President	Lee Ann	558-724-8884	558-971-1422	4108	leeann@pointarea.org
2017	President	Lee Ann	558-724-8884	558-971-1422	4108	leeann@pointarea.org

QUESTIONS? CONTACT US!
October 20, 2016
Marquardt 15 Glendale Heights
1860 Glen Elynn Road, Glendale Heights, IL
4:45pm Registration, 5pm Dinner & Meeting, 6-7pm Presentation

Book Gossip with Kathleen March
from Anderson's Bookshop
January 25, 2017
Emmett's Ale House
5200 Main St, Downers Grove, IL 60515
5:45pm Registration, 6-7pm Dinner/Meeting, 7-8pm Presentation

Michael Carton
"LEGO, Literacy, and 21st Century Skills"
April 27, 2017
Marquardt 15 Glendale Heights
1860 Glen Elynn Road, Glendale Heights, IL
4:45pm-5:30pm Registration, Dinner/Meeting, 5:30-7:30pm Presentation

At the below link, you will find the proposed budget notes of I.L.A.'s Annual Subscription Fees and the benefits that come with the **Option 1 (I.L.A. Group Exempt Affiliation)** and **Option 2 (Non-Group Affiliation)**. I.L.A. has also included the costs of Individual Affiliation Packages if we would like to pay additional fees for these expanded benefits.

The additional links shown below are the **Letter of Agreement (LOA)** for Option 1 or Option 2 that I.L.A. expects to be legally signed by each State Affiliates.

I.L.A. Costs and Benefits:
http://www.illinoisreading.org/images/2016_ILA_Option_Costs.pdf

LOA for Option 1 - I.L.A. Group Exempt Affiliation:
http://www.illinoisreading.org/images/2016_ILA_Option_1_LOA.pdf

LOA for Option 2 - Non-Group Affiliation:
http://www.illinoisreading.org/images/2016_ILA_Option_2_LOA.pdf

I.L.A. anticipates generating \$115,000 in additional revenue for I.L.A. from these fees charged to the State Affiliates. This is in addition to the membership fees paid by each individual I.L.A. member. All State Affiliates and local school board members will still be expected to maintain their I.L.A. membership during their term as an affiliate. It was also mentioned that State Affiliates could get a discount on the Annual Subscription Fees if the number of members is increased to a certain amount. These numbers were not shared at the time.

The LOA's do not specify a link in of the Annual Subscription Fees. However, a copy from I.L.A. verbally mentioned that there needs to be a link to a copy of these fees. The LOA's also health

 2016-2017 PA...

 2016-2017 Prai...

 2016-7 Magnet...

 ILA Subscriptio...

 Jan 10

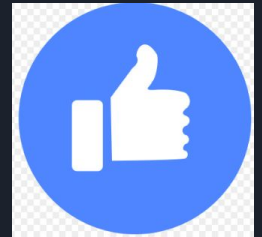


Why Use Social Media

- Many teachers do not use email
- Different ages use different social media tools
- We want to reach as many people as possible
- Post often using all tools to reach as many different people as possible

Facebook

- Create a Facebook Page - [Directions](#)
- Like the [IRC Facebook Page](#) [Illinois Reads Facebook Page](#)
- Search for other councils to “like”
- Send out announcements or other information frequently
- Schedule posts ahead of time





PARC

PARC's Facebook Page

- Promoting upcoming events
- Share the link to newsletters
- Share the link to registration for events
- Link to other councils' events
- Show how to add a post



Twitter

- Create a Twitter Account
- Follow [IRC](#)
- Use the hashtag #IRCreads
- Use common hashtags that correspond to your events such as #tlap, #edtech ([list of common hashtags](#))
- Using a third party app, such as Tweetdeck, you can schedule posts ahead of time



Instagram

- Share photos - [ILA](#) [IRC](#)
- Link to Facebook and Twitter automatically



YouTube

- Share videos - [ILA](#)
- Most popular form of social media
- Great form of communication
- Council Clips



Create a Website

- Use Google Sites [Illinois Reads](#)
- Use Weebly - [SCIRA](#)
- Include all of your newsletters and event registrations etc.



Council Communication

- Check your [IRC Council Webpage](#) to update social media links (tell Carrie)
- Send Carrie your newsletter and links
- Tell Carrie if any of your events change date, place or time
- [Photo Release](#) - for permission to post pictures of people at your events



Council Communication

- “Unless notified in writing, this registration constitutes an agreement that the registrant’s image, likeness, and appearance can be used in photographs of such events and activities.”

This should be included on registration forms for council events

- The Illinois Reading Council (IRC) does not allow harassment or discrimination of any kind at any IRC affiliated event. IRC and its affiliates will take appropriate and immediate action in response to complaints or knowledge of violations of this policy including expulsion from the event. To report an issue, please visit the Event Registration Desk.

Council Communication

IRC Board Page

Board Meeting Materials (Agendas, Minutes, Presentations and Financial Statements for the IRC Board Meetings)	Leadership Handbook (All forms for the IRC Leadership Training Notebook are available here sorted in a month-by-month due date)	IRC Leadership Retreat (Recorded Presentations, PowerPoints, Handouts, and Many Other Resources for the IRC Annual Leadership Retreat)
Council Clock Hour Application (Submit 30 days prior to event)	Council Officer Report (Due by April 15th)	Submit Council Flyers and Newsletters (Submit flyers, newsletters, and other information for posting on IRC Website and social media sites)
Council Activity (This report shows the council activity at board meetings for 2019-2020.)	Council Visits for 2020-2021 (This report is a listing of IRC Officers visiting local and special interest councils.)	IRC New Policies (Please add your council's Anti-Harassment and Videotaping, audio-taping, and Photo Policies to your Council Events.)

IRC Council News

Submit flyers, newsletters, and other information for posting on IRC Website, Facebook, Twitter and other social media sites.

The name and photo associated with your Google account will be recorded when you upload files and submit this form. Not edtechgirls@gmail.com? [Switch account](#)

* Required

Email address *

Your email

Name of Council *

Your answer

Title of Event *



Virtual Visits

Benefits

- Less expensive for speakers
- Greater participation
- Can record sessions
- Flexibility for people



Questions??

If you have any questions,
please email

Sheila Ruh and

Sherry Sejnost

at:

edtechgirls@gmail.com