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
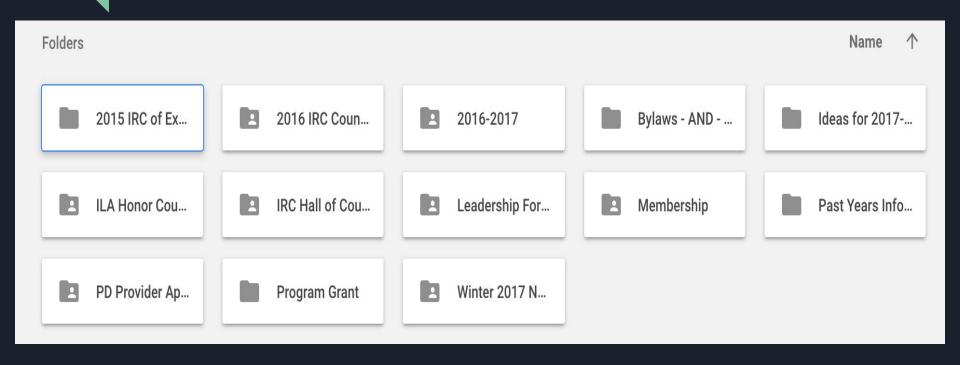
Using Google Sheets

- [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

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

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

- 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

Virtual Visits

Benefits

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

Questions??

If you have any questions,

please email

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