

Student Org File Project

Rules:

- Don't scan duplicates
- Finish one letter of the alphabet before moving on to the next
- Everything gets scanned - including books and pamphlets
- Anything that won't go through the feeder by itself get taped to a sheet to scan
- One scan - use full org name and date range e.g. *active minds 2019-2020*
- Scan by year - tell Linda what org you're scanning, then name by YEAR ONLY
- All documents sorted newest to oldest
- Verify all documents belong to the org
- > 30 pages (more or less to keep full documents together) gets scanned by year
- ANYTHING FINANCIAL ASK LINDA BEFORE SHREDDING

Progress Tracking

Org Name	Prepped	Scanned	Recieved	Shredded
Active Minds				
African Student Association				
ALASCLISP				
All That Plus Some				
Alpha Alpha Alpha				
Alpha Epsilon Delta				
Alpha Phi Omega				
American Association of University Women				
American Cancer Society				
American Chemical Society				
American Institute of Aeronautics and Astronautics				
American Marketing Association				