

# Keeping Organized

## Physical Organization (Paper)

When choosing to keep organized through physical means, here are some things to keep in mind:

### - **Where will the paper copies be stored?**

+ Binders and filing folders are good places to keep papers organized and available

### - **How will other org members have access to these papers?**

+ You can choose a public place (org lockers) to store your papers or you can give each relevant member a copy of the information

### - **Will the physical copies be a good resource for those who have them?**

+ Sheets with information (sign-ins, ideas, etc.) would be good things to keep

+ Sheets such as old flyers, illegible notes, etc. may only be valuable to certain members of your organization

### - **Be sure to keep accurate records of important documents**

+ Important documents such as waivers, budgets, receipts and etc. should be kept in safe places

+ Scanning or photocopying these types of important documents are highly recommended in case of emergency

## Digital Organization (Online/Digital Files)

When choosing to keep organized through digital means, here are some things to keep in mind:

### - **What platform will you be using to keep organized?**

+ Microsoft Office is a very common software, but other software can be found online  
+ Online platforms (Google Drive, Dropbox, etc.) have become more popular thanks to their accessibility

### - **How will you keep your files accessible to other members?**

+ Emailing documents to other members allows them to keep their own records  
+ Using a shared account for online resources will allow members access at their own convenience (i.e. One main Google account for an organization)

### - **Using categorization/folders so files are easier to locate**

+ Creating folders for documents will help members find certain documents easier (i.e. Folder for "Camping Trip" includes all documents regarding that event)

### - **Mixing physical and digital organization is not a bad thing**

+ When access to a computer isn't reasonable, paper copies are always a good go-to  
+ Scanning paper copies also allows for more comprehensive digital organization (Scanning waivers, sign-in sheets, sign-up sheets, etc.)