The 10 Essentials for Alumnae Leaders

1. **ACC Resources** - [https://uscalumnigroups.usc.edu/acc-resources/](https://uscalumnigroups.usc.edu/acc-resources/)
   - Roster, budget, and calendar templates
   - ACC bylaws and history
   - USC logos, graphic identity, etc.

2. **Email** – [www.gmail.com](http://www.gmail.com)
   - One shared email for the group’s leadership board
   - Maintains a historic record of emails / creates transparency
   - Repository for notes, receipts, outlines, and templates

3. **Meeting Minutes** – [Google Docs](https://docs.google.com)
   - Share meeting minutes and agendas
   - You have the option to share as “view only” or “edit”. If you want member to contribute to the document, set it as “edit”.

4. **Rosters** – [Google Sheets](https://docs.google.com/spreadsheets)
   - Update member information in real time
   - Benefit, membership, and communications chairmen are all working off of the same roster

5. **Member/Leadership Applications** – [www.wufoo.com](http://www.wufoo.com)
   - Have potential members apply online!
   - Have current members apply online to be leaders within your organization!

6. **Scheduling** – [www.doodle.com](http://www.doodle.com)
   - It is always difficult to coordinate a phone call or meeting with multiple people. This website lets you create a calendar of potential meeting dates and send it to your members. Your members then select the times they are available. The date with the most people wins!

7. **Conference Calls** – [www.uberconference.com](http://www.uberconference.com)
   - Reserve your own conference line on this website. It can accommodate up to 10 callers

8. **Photo Albums** – [www.flickr.com](http://www.flickr.com)
   - You can also upload albums to Flickr. Check out the USC Alumni Association’s Flickr account here: [flickr.com/photos/usc_alumni/](http://flickr.com/photos/usc_alumni/)

9. **USC Alumni App** - [http://alumni.usc.edu/app/](http://alumni.usc.edu/app/)
   - Locate and network with fellow Trojans, wherever you are, in real-time; connect to USC’s career services; Find and support Trojan-owned businesses; Discover events

    - Accept credit card payments at Homecoming, product fairs, and meetings. Money is deposited directly into your USC Credit Union account.