



SCHOOL REPRESENTATIVES

BASIC REPRESENTATIVE DUTIES

- Attend monthly GSC General Assembly Meetings (**Must register on Zoom**)
- Vote in elections
- Attend GSC sponsored events-Volunteer!!
- Relay information from GA meetings back to your schools



MEETING DAYS/TIMES/LOCATIONS

Fall Semester

-Wednesday, September 2, 2020

-Wednesday, October 7, 2020

-Wednesday, November 4, 2020

-Wednesday, December 2, 2020

Spring Semester

-Wednesday, February 3, 2021

-Wednesday, March 3, 2021

-Wednesday, April 7, 2021

-Wednesday, May 5, 2021

- * All GA meetings are the first Wednesday of the month at 6PM.
- * Zoom link provided on Campus Groups Events page.
- * Food will be reimbursed up to \$15 per representative for each GA meeting.



ONE WEEK BEFORE GENERAL ASSEMBLY MEETING

- Look for an email from me (mnb26) about a week before reminding you of the date, time and location of the GA.
 - This email will also contain any materials we will be voting on in GA the following week
 - Please review these materials prior to the GA meeting. They are given out a week before so you can relay the information to your school and so you can come to GA prepared with questions and opinions.
 - Let me know if you are unable to attend the GA Meeting and why.
 - Excused absences are school and work related



~ONE DAY BEFORE GA MEETING

- You will receive another email from me with the finalized GA agenda
- If you are unable to attend the meeting this is your final reminder to please let me know.
 - If you are unable to attend, send a proxy to the meeting.
 - If you are unable to send a proxy send me any questions, comments or votes that you have **before** the meeting.
- Register for the GA meeting on CampusGroups



CAMPUSGROUPS 101: RSVPING FOR GA MEETINGS

The screenshot displays the CampusGroups interface for Case Western Reserve University. The top navigation bar includes the university logo, a home icon, a user profile icon, a calendar icon with '886' events, a star icon, a chat icon, a notification bell with '307' alerts, and a user profile dropdown. The left sidebar contains links for Home, Feed (5), Directory, and MY ACTIVITIES (My Events, My Surveys/Forms, My Tracks/Checklists, My Meetings, My Inbox). The main content area shows a carousel of event cards: 'Graduate Student & Postdoc Coaching Program' (Mon, 26 Aug 2019, 9:00 AM, CWRU), 'Spartan Strengths Quest' (Tue, 27 Aug 2019, 10:30 AM, TBD), 'Action Wake Park Trip #1' (Fri, 06 Sep 2019, 6:00 PM, Action Wake Park), and 'John Wick: Chapter 3 - Parabellum (2019)' (Fri, 06 Sep 2019, 7:00 PM, Strosacker Auditorium). Below the carousel, the 'My Groups (3)' section is visible, featuring three group cards: 'Big Buddies' (3 members), 'Graduate Student Council' (6370 members, highlighted with a blue circle), and 'Law Students' (634 members, 10 events). A blue button '+ My Groups' is located to the right of the group cards. A help icon (?) is in the bottom right corner.

Case Western Reserve University EST. 1826

Home

Feed 5

Directory

MY ACTIVITIES

My Events

My Surveys/Forms

My Tracks/Checklists

My Meetings

My Inbox

Workshop

Graduate Student & Postdoc Coaching Program

Grad Student & Postdoc Coaching ...

Mon, 26 Aug 2019 At 9:00 AM

CWRU

Graduate Student C...

Workshop

Spartan Strengths Quest

Sponsored by Student Activities & Leadership

Strengths 101

Tue, 27 Aug 2019 At 10:30 AM

TBD

StrengthsQuest

Athletic/Sports

Action Wake Park Trip #1

Fri, 06 Sep 2019 At 6:00 PM

Action Wake Park in ...

Wakeboard and Wat...

Social

John Wick: Chapter 3 - Parabellum (2019)

Fri, 06 Sep 2019 At 7:00 PM

Strosacker Auditorium

The Film Society

My Groups (3)

Big Buddies

3

Graduate Student Council

6370

Law Students

634 10

+ My Groups

?

Step 1:
Click
Graduate
Student
Council



CAMPUSGROUPS 101: RSVPING FOR GA MEETINGS

CASE WESTERN RESERVE UNIVERSITY EST. 1826

Graduate Stu... 886

307

GROUP SECTION

Dashboard

Activity

Group Page

Officers 11

Settings

Reports

Members

List of members, membership status, stats and settings.

6,370 Current

Emails

Send emails, open/click rates and templates.

79 Sent

Events

All your events, registrations, sales and attendance.

35 Past Events

Group Page

Communicate and make resources available to your members.

Surveys & Forms

Collect any data and survey users.

Website

Create and maintain a Website with dynamic data.

ACTIVITY

TODAY

New group members: Wei Song, Jeffrey Eben

Member profile updates: Yu-Hao Sun, Kyle Dunnell, Nicole Ducich, Neal Maddy, Mary Preston, Monica Chavan, Sean Connor, Jaydeep Patel, Venkata Thulabandu, Emily Curto, Carlos Lewis-Miller, Samantha Kolke, Shelby Mills, Michael Douglass, Marianna Sunderlin, Lindsay Sprecher, Martha Coleman, Kunal Rath, Jessica Ketz, Jemila Edmond, Fei Shao, Emily Peterson, Andrea Sackman

Officer login: Katie Holman (4)







YESTERDAY

https://community.case.edu/emails

**Step 2:
Click
Events**





CAMPUSGROUPS 101: RSVPING FOR GA MEETINGS


 Graduate Student Council 245     13 

[How to track attendance with a laptop](#) | [How to track attendance with a mobile](#) | [How to activate self check-in](#)

September Virtual GA Meeting



 Wed, 02 Sep 2020
6:00 PM – 7:00 PM

 Video Conferencing
Link

0
Registered

[Copy Link](#) [Edit](#) [Preview](#) [Track Attendance](#)

Registration Options



Option	Price	Registrations Starts	Registrations Ends	Total # of Items for Sale	Waiting List Activation	Items Sold	Waiting List	Manage
RSVP	\$0	-	-	No Limit	Off	0	-	Edit Delete Access Duplicate
Total						0		






[Add New Option](#)


Step 3: Click on “September Virtual GA Meeting” and RSVP




CAMPUSGROUPS 101: RSVPING FOR GA MEETINGS


  Graduate Student Council

    13 


 Registration

Options	Sales Start	Sales End	Availability	Price	Quantity
RSVP	-	-	Unlimited	FREE	1 

Register

 Details

General Assembly meetings are the first Wednesday of every month at 6 PM.

 Copy Link

Share with friends

*This is what the registration page will look like














DAY OF GA-BEFORE MEETING STARTS

- This fall we will be using Zoom for virtual GA meetings. Spring meetings TBD.
- Attendance will be documented in CampusGroups.
- Food will be reimbursed up to \$15 per representative for each GA meeting. (Submit within 14 days)
 - Submit receipts via Campus Groups form of corresponding GA meeting/month














FOOD REIMBURSEMENTS






Graduate Student Council

[Join Link & QR Code](#)[Join Flyer](#)[Create](#)




Recently



Surveys & Forms

Collect any data and survey users.


35 Created



Website

Create and maintain a Website with dynamic data.


9 Pages



Officers


List of officers, positions, roles and permissions.

10 Active




Emails

Send emails, open/click rates and templates.



Files

Upload photos and documents, share publicly or privately.





Group Page


Communicate and make resources available to your members.

ACTIVITY

TODAY

**New group members:** Danielle Buchinsky, Maria Thea Agat Carpio, Yasmine Elmasri, Bardia Eivazi, Najee Smith, Kelly Brake, Tatiana Bernstein, Aleeya Abbas, Monishan Harendra, Tochukwu Emeghara, Rawaa Almajezi, Vlad Marcu, Longshun Li, Zhuojun Yu, Brie Bigham, Mary OBrien, Joseph Picard











**Member profile updates:** Alana Todd, Cami Ross, Hannah Braunstein, Erin Shelton, Randy Blackford, Brett Campbell, Alexa Stovsky, Delaney Jones, Nikki Mitchell, Janice Gerda, Weinan Li, IVORY SIMMS, Parisa Dehghanzadeh, Samantha Waddell, Samuel Halpert Rodis, Rachel Stegemann, Tyler Kim, Katherine Karkoska, Kevin Pataroque, Mia Baker, Karyn Newton, Preeti Kaur, Mia Hafer, JohnPatrick O'Hagan, Alexis Rittenberger, Luke Robson, Victoria Avi, Sheila Pedigo, David Walbert, Khawla AlJohani, Isabel Fedewa, Alejandro Martinez, Elizabeth Williams, Li Li, R. Todd Kramer, Victoria Middlebrooks, Adrian Griffin, Bill Ding, Hiripan Ontiveros, Rhiannon Reese, Kathryn Wilcox, Niket Dilip Chaudhari, Krashagi Gupta, Theresa Aldrich, Sarah Mueller, Vignesh Sada, Debbie Redi, Danyal











<https://community.case.edu/surveys>

**Step 1:
Click
Surveys &
Forms**


FOOD REIMBURSEMENTS

24513






Surveys & Forms (21)




Active ▾Type ▾- Tags - ▾Last Created ▾

☐

Delete

1

September GA Reimbursement

 Form

Created on Aug 13, 2020

Edit Tags

5 Questions

0 Submissions

☒ Sign-In Required

☐ Single Answer

☐ Disable Editing

Edit

Step 2:
Click on
Form

FOOD REIMBURSEMENTS

September GA Reimbursement

Edit

Copy Link

Manage

September GA Reimbursement

Thanks for attending the September GA Meeting! GSC will reimburse your food order up to \$15. This can include the delivery fee and tip.

In order to receive reimbursement for the meal you purchased for the GSC meeting, you need to fill out the form below in its entirety. A copy of the itemized receipt (what you purchased and how) is one of the requirements. A photo will suffice, as will a screen shot of your online receipt.

Checks will be mailed to the "current address" you have listed in SIS. If your location has changed, PLEASE be sure to update SIS. Checks will take an estimated 15 days to process.

Name *

Student ID # found in SIS (the 7-digit number, NOT your case email) *

Does the receipt clearly show the form of payment? Ex: Mastercard XXXX XXXX XXXX 1234 *

- ☐ Yes
☐ If no, please take a clearer picture

Does the receipt clearly show the food vendor's name? *

- ☐ Yes
☐ If no, please take a clearer picture

Receipt *

Upload file

Save As Draft

Submit

*This is
what the
form will
look like

DAY OF GA-DURING THE MEETING

- Pay attention and ask questions.
 - Remember that there are over 6,500 graduate students at CWRU. The job of the 9 executive members is to make sure we are making decisions, putting on programming that best reflect the general attitude and opinions of the graduate student population. You play a BIG role in making this happen.
- School Reports
 - At the end of GA meetings.
 - This is a time to give an update about things happening at your school, raise concerns that we didn't address earlier in the meeting, or ask for clarification about anything we had talked about earlier in the meeting.



DAY OF GA-AFTER MEETING

- Look for an email from me the same night as the GA with the meeting minutes.




GSC WEBSITE: ACCESSING MEETING MINUTES

URL: <https://gsc.case.edu/>

Case Western Reserve University | Groups

Group PageJoinContact UsLogout




Graduate Student Council

HomeImportant DocumentsGeneral Assembly Meeting MinutesEventsNewslettersFormsContact Us

USEFUL LINKS


[GSC Newsletter Submission Form](#)
Use this form to submit content for the weekly GSC Newsletter

GROUP ACTIVITY





















Cassandra Liew, Rebecca Leach, Natalie Hearty and 21 other people are now members of Graduate Student Council.

12 Aug



Monique Hanson. Harsh

GA MEETING MINUTES

☆ 	May 5 2020_GA_Meeting_Minutes Size: 31.77 KB Sun, Jun 7 at 12:48pm	 
☆ 	April 7 2020_GA_Meeting_Minutes Size: 0.56 MB Sun, Jun 7 at 12:47pm	 
☆ 	March 3 2020_GA_Meeting_Minutes Size: 47.15 KB Tue, Mar 3 at 7:17pm	 
☆ 	February 4 2020_GA_Meeting_Minutes Size: 47.52 KB Tue, Feb 11 at 5:10pm	 
☆ 	December 3 2019_GA_Meeting_Minutes Size: 46.38 KB Sun, Dec 8, 2019 at 8:56pm	 
☆ 	November 5 2019_GA_Meeting_Minutes	 

***Click on
Tab at
top of
website
to access
minutes**

