

## Program Ideas Bank (PIB)

### Contact Information

Name:  Date:

Email:

Name:

University:

SAA Pillar:  Advocacy  Education  Fundraising  Humanitarian  Social  Other

Activity Name:

### Activity Purpose:

The monthly recap newsletters serve to inform members, students on their externships, faculty, and all interested (such as alumni) about what the local chapter of SAA has been doing in the past month, as well as what is upcoming.

### Activity Description:

To keep everyone informed about what your chapter has been up to as of late, create a word document with short articles about recent events or news. Creating a template document that you can use month to month can help keep the recap clean and quick to make. Make it your own, but consider including contact information for your chapter, upcoming events, as well as hyperlinks to more extensive information (right click on the area of text you want linked, select hyperlink, and then paste URL) without creating clutter in your document.

Dates:  How Far In Advance Did You Prepare:

Recommended # of Participants:  Activity Location:

### Important Contacts or Resources:

Consider sending this email recap newsletter to:

Current SAA members, faculty, alumni, students on their externships, your SAA regional representative

### Tips:

- Create an email list in your contacts that will receive this email on the 1st of the month, keep it updated as interest in your Recaps grows!
- Also attach a .pdf document that can be read easily on mobile devices. Be aware, however, that hyperlinks will not work with a .pdf
- Invite chapter members to submit ideas and articles for inclusion!

*This page is optional, and should be used to keep track of all costs associated with the activity. However, if the activity does not have any associated costs, then this page is unnecessary.*

## Estimated Cost Breakdown

Use this chart as an easy way to breakdown the total cost of the items needed for the activity.

Item	Purpose	Cost
Example: Poster Boards	To advertise the event around campus	\$5.00 - \$10.00
		Total: 0.00

For more information please contact the [SAA Chapter Relations Committee Chair](#).