# 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.)