

# Communications Department

## Bimonthly Tasks for Weeks 1-3

90 pts - Each department leader needs to show evidence of completion on or before August 31st. Tasks completed early can be turned in and verified at any time. It is the responsibility of each department leader to make sure that this is done. All members of the department will receive the same task points. All late work will be worth 1/2 credit. Assign the below tasks to team members so that you can complete all tasks by the deadline.

### Task 1. Company Fundraising:

One of the challenges each year for companies is to earn money to pay for the things they need through the year. Too often, the company is asking employees to donate for the things the company needs. This is not how a company works, so you are tasked with developing a plan to help the company raise money. With opportunities like Back to School night sales and Welcome Back grams, you will need to plan a way in which you can raise money for the company. Download the **FundRaising** file from the VE Task Matrix and meet together as a team with the Marketing Department to brainstorm ideas and come up with a plan to fund raise. You will need to go to the activities office to get the proper paperwork and submit that at least a week before your event and then run the event.

**10pts Evidence: Completed Fundraising Plan:** Responsibility: Any Team Member at meeting

**20pts Evidence: Completed Fundraising Event:** All Team Members

### Task 2. Company Bulletin Board:

Your company bulletin board is the professional communication center of your company. You will display important company information here. Develop a thematic bulletin board for the current month. The bulletin board will be used for company communications and is where you should be posting information that everyone should know. You can also add pictures from events, people doing things over the summer, past employee of the month recognition materials and advertise company events that happening in the next 2-6 weeks. The bulletin board should be updated weekly and the theme will be updated at the beginning of each month.

**15pts Evidence: Completed bulletin Board for August:** Responsibility: Any Team Member

### Task 3. Company Social Media Set-up and Calendar

Log in to the company social media accounts and make sure everything is working. The passwords should be found in communications folder on the Google drive. Sign up for and add a Company LinkedIn account. Assign social media leads to team members ( Instagram, LinkedIn) for them to maintain those accounts for the year. Open the company Google account and using the Google calendar, set up a calendar from September through December for scheduled postings for all social media accounts. The following schedule should be established; Instagram- 2 or more times a week, LinkedIn - 1 or more post a week.

**15pts Evidence: List of Leads for each account and Calendar done:** Responsibility: All Team Members

### Task 4. Company Email & Text Groups

Log into the company Google account and review all the email that has come in. File, forward or delete emails as needed to clear out the email account. In the contacts, update email groups (departments and leadership) to reflect the changing of positions in the company. Remove any employees who have left the company from the company email. In addition, for communication purposes, set up a group text so that all the employees are in the group and this can be used for company reminders and contact information. This can be done on an employees' phone (through IOS or remind) or using Allo in the Google apps. You decide. It just needs to allow you to send a group text to the entire class for reminders and such. Include the teacher in the group text and all staff email groups.

**10pts Evidence: Send out an all company message and text:** Responsibility: Any Team Member

**Task 5. Mailboxes:**

Set up the company mailboxes for each employee. You might not have enough space for everyone to have their own box so you can have associates from the same department share a box. Make labels on the computer and tape the labels to their mailboxes with their full name/s & position

**10pts Evidence: Completed labeled employee mailboxes:** Responsibility: Any Team Member

**Task 6. Type up Meeting Norms**

When leadership is finished with the company meeting norms, rules and expectations meeting. Get a copy of the agreed upon norms, rules and expectations and type them up and send them out to all employees.

**10pts Evidence: Sent copy of norms, rules and expectations:** Responsibility: Any Team Member