

626 Speak Out Formal Outline

Co-founders: Joanna Ngo, Keanna Luu, Bailey Nguyen, and Alina Wong

Team Leaders: Karen Shi (art/graphic design), Jayden Chow and Kelly Ta (outreach/membership), Katherine Harry (writing), and Raven Ferrer (editing)

Mission Statement: 626 Speak Out's mission is to spread awareness on relevant social justice issues throughout the 626 community. Our goal is to instill the importance of activism amongst the youth by enlightening them on important topics the public tends to shy away from. We are an activist club operating through an Instagram platform that posts about social justice issues in the 626 region.

Members on each team should complete a suggested amount of 2 hours of work. We completely understand that school work and extracurriculars are time consuming. Postponing or delaying due dates and assignments for 626 speak out is completely understandable, but members HAVE TO PRE-NOTIFY THEIR LEADER. 626 Speak Out members are expected to be dedicated and committed to their position.

Why should you join?

- make a difference in the world through social and political change
- be part of an initiative that tackles injustice
- use your skills and talent for the greater good
- gain service hours
- community contribution

Writers:

Writing Team Leader Job:

- Brainstorm important topics 626SO can write about, whether with your team collaboratively or individually.
- Collaborate with board members to decide which topics to cover each month.
- Create detailed outlines for each writing assignment in Google Docs and share them via link with your team. This includes delegating different segments of the assignment to your team members as you see fit and determining deadlines.
- Be in good communication with your team by Instagram DMs. Create a group chat that includes your team members so you are able to reach them easily. If any of your members are unable to communicate through DMs, contact them through cell number or email.

- Use Google Classroom in collaboration with the editing team leader. You and your teams are going to be working with each other frequently, so this Google Classroom will allow for both teams to view announcements, updates, assignments, etc. posted by you, the leaders, easily.
- Issue out a Google Form monthly to check in on your team. How are they doing mentally? Was their 626SO workload from the past month too much? Too little? Are there any questions, comments, concerns, or suggestions they may have about the writing team in general?
- Keep track of your team member's hours via Google Sheets. After each assignment has been completed, review what each team member contributed and determine the number of hours their work earned based on completion.

Hours received for each assignment:

- Informational posts: 1.5hrs
- Poems: 2hrs
- Articles: 2.5hrs
- Narratives, interviews, and short essays: 3hrs
- At the end of the year, the team leader will total up the hours for each member and secretaries will sign off on the hours for members to use as "volunteer hours."

Job Duties and Expectations:

- Write informational posts, narratives, articles, poems, short essays, interviews, research papers, etc. about important topics that pertain to the general 626 community
- Conduct thorough research on each topic. Information should be unbiased and reliable.
- Examples of topics we may write about in the future:
<https://docs.google.com/document/d/1UOBF7pGtOzcl4njETahMLvAU9JW4jaTTpBV8vCtSBRo/edit>
- Encourage those outside of 626SO to contribute their own written works to the club (ex: submitting an anonymous poem, sharing their own experiences with 626SO in writing about ____)
- Be open and prepared to receive constructive feedback about your writing from the editing team and writing/editing leaders, we want to make sure the information 626SO issues out is accurate and well-presented.
- When writing informational posts, write concisely and to the point (not everyone wants to read a three-paragraph essay as soon as they open Instagram, keep things short and sweet!).
- Be in good communication with your team and team leader by Instagram DMs. Be active in the group chat created by your team leader so you can stay updated about assignments, 626SO events, etc. and easily communicate with the members of your team.

- Actively check the collaborative Google Classroom that will be shared with the editing team. The writing and editing teams are going to be working with each other frequently, so this Google Classroom will allow for both teams to view announcements, updates, assignments, etc. posted by the leaders easily.
- Complete each assignment by the designated deadline. If you need more time to complete an assigned task, contact your team leader ASAP and inform them of the time extension you need. We understand that many people are busy outside of 626SO, extending deadlines as needed is no problem!
- Keep track of your hours via Google Sheets. After each assignment has been completed, your team leader will input the amount of hours you earned into the sheet. If you see that your hours have been inputted incorrectly, contact the team leader ASAP so your hours can be updated accurately.
- It is strongly encouraged that you repost 626SO posts on your Instagram story when they are issued out. Sharing posts through stories is a great way for 626SO to gain exposure and for your work to be showcased, be proud of it!
- When you can, participate in 626SO club-wide projects, events, and fundraisers
- Complete the check-in form sent to you monthly by your team leader. Your input will help your team leader adjust assignments around your needs so that the writing team can run as efficiently as possible. You are also able to express any thoughts, suggestions, concerns, etc. you may have about the team in general.
- Encourage others to follow our Instagram page and support 626SO! The more outreach, the better.

Editors

Editing Team Leader Job:

- Delegate assignments to your team members and set deadlines for their completion
- Send finished works to art
- Collaborate with Writing Team to retain the voice of writers while proofreading and correcting grammatical errors
- Manage your team overall
- Inform team members on upcoming events or notices from the upper board
- Handle inter-team conflicts
- Keep track of service hours

Hour requirements for each assignment:

- A spreadsheet will be kept of each work created, who created each work, and a general estimate of the amount of time taken for each assignment. At the end of the year the team

leader of each team will total up the hours for each member, secretaries will sign off on the hours for members to use as “volunteer hours”

Job Duties and Expectations:

- Edit and give suggestions to the work on writers before publishing
- Spell check and grammar check
- Check for the overall flow of a passage
- When working on pieces that will be used as posts be concise, this will help the reader be engaged
- Maintain the original voice of the writer and speaker (when editing quotes)
- Provide criticism and do not fear being critical
- Be prepared to contribute at least 2 hours a week
- Members can be writers and editors
- Writers and Editors should co-exist and collaborate in an effective and respectful manner
- Work with the other members of your team and members of other teams
- Take assignments and feedback from your leader
- Notify your leader of any need to postpone a deadline
- Optional: Repost 626 Speak Out posts on your instagram story (be proud and showcase your work by reposting it on your ig story!)
- Optional: participate in “all member” 626 Speak Out projects, events, and fundraisers
- Optional: make suggestions on how to improve your team and the club overall
- Have a strong line of communication between you, your team members, and your leader

Artists/Graphic Designers:

Art Team Leader Job:

- Actively communicate with the Writing and Editing teams on upcoming posts. Art should begin with basic graphics as soon as writing finishes their work in order to save time.
- Work with outreach on website-related graphics and consider all visual suggestions from the Outreach Team.
- Communicate major news and updates from upper board to your team members
- Delegate artistic responsibilities to Art team members and send reminders in case they forget. An Instagram group chat is best for communication.
 - It would be beneficial to link the Google Doc to the post’s content in the chat, label the slides with numbers and have Art Team members choose the slide they wish to draw a graphic for.

- Give hours to team members in accordance to the quality of their work. If any team member finds your delegation of hours unfair, they are completely entitled to speak with you for a reconsideration.
- Handle inter-team conflicts. For posts that cover sensitive topics, be sure to inform team members that they do not need to work on the post if they are uncomfortable
- Communicate with everyone on the team and make sure all assignments are submitted on time by checking in regularly
- Be flexible with deadlines and always prepare backup plans in case members fail to submit a graphic in time

Hour requirements for each assignment:

- A spreadsheet will be kept of each work created, who created each work, and a general estimate of the amount of time taken for each assignment.
- At the end of the year the team leader of each team will total up the hours for each member, secretaries will sign off on the hours for members to use as “volunteer hours”
- If a member finds the hours they were given for a particular assignment to be too short of the time actually spent on it, they may speak to the leader for a reconsideration
- Generally, story posts are worth fewer hours than main feed posts

Job Duties and Expectations:

- Create graphics for each post/ story post
- Be prepared to provide 1 graphic per week (not always, but in case we are on a tight posting schedule, this will be the case)
- Follow general aesthetic and color palette of the Instagram account (IMPORTANT)
- Send all finished works as a PNG (clear background) image to the leader’s email
- Have strong artistic vision and idea of the general approach you want to take for each piece
- Produce a related art work for each writing post
- Look at reference photos, **do not plagiarize from the Internet**
- Design stickers and prints for fundraisers (in the future)
- How are you encouraging community art contributions?
- Allow anonymously made contributions
- Contribute works that are related to activism in the community, will be posted on the account
- Work with the other members of your team and members of other teams
- Take assignments and feedback from your leader
- Notify your leader of any need to postpone a deadline

- Optional: Repost 626 Speak Out posts on your instagram story (be proud and showcase your work by reposting it on your ig story!)
- Optional: participate in “all member” 626 Speak Out projects, events, and fundraisers
- Optional: make suggestions on how to improve your team and the club overall
- Have a strong line of communication between you, your team members, and your leader

Outreach/Membership:

Editing Team Leader Job:

- Delegate assignments to your team members
- Manage your team overall
- Inform team members on upcoming events or notices from the upper board
- Handle inter-team conflicts

Hour requirements for each assignment:

- A spreadsheet will be kept of each work created, who created each work, and a general estimate of the amount of time taken for each assignment. At the end of the year the team leader of each team will total up the hours for each member, secretaries will sign off on the hours for members to use as “volunteer hours”

Outreach/Membership is mainly in charge of communication and research between the team and third party organizations. Outreach team members are expected to:

- Organize social media pages
 - Instagram highlights and stories
- Take charge of advertising our club/gaining members
 - Build mutual followers on Instagram
 - Get story reposts
 - Contacting other activism pages for reposts
 - Plan collaborations with other pages/clubs/organizations
 - Gain traction on social media and in the 626 area
- Push communication
 - Answer questions that members have
 - Contact schools
 - Organize meetings/assemblies
- Events
 - Plan, organize, and delegate tasks for fundraisers and events

- Come up with ideas for fundraisers and events
- Go to and publicize events and fundraisers
- Follow and follow back social media accounts of people from your school/region
- Reach out to individuals to join the club as a general member or team
- Handle issues and management for each school
- Work with the other members of your team and members of other teams
- Take assignments and feedback from your leader
- Notify your leader of any need to postpone a deadline
- Optional: Repost 626 Speak Out posts on your instagram story (be proud and showcase your work by reposting it on your ig story!)
- Optional: participate in “all member” 626 Speak Out projects, events, and fundraisers
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Secretary:

- Record meeting minutes
- Manage attendance
- Manage individual service hours
- Gather information and lists on the needed topics
- Manage and organize project notes and information
- Handle legal events
- Work with the directors to send emails, dms, etc. for events/projects
- Record notes from events/projects
- Work with the directors to manage membership

Treasurer:

- Manage and keep track of profits + expenses
- Plan fundraisers/reach out to businesses

Google forms position application:

https://docs.google.com/forms/d/e/1FAIpQLSdMAYjTUCf0BvMsW1ZI6Wz5EGtZRbEk6IB2gt91cbWvaXog3Q/viewform?usp=sf_link

Google forms general member application:

https://docs.google.com/forms/d/e/1FAIpQLScWimHFGJkHKtbXka0kVMasEqkYcxCKb1xZnz-JZNxjdf4KZA/viewform?usp=pp_url&entry.1781500597=Alina+Wong

Contacts:

Email: 626speakout@gmail.com

President/Co President:

Joanna Ngo (626)747-5213

Alina Wong (626)232-8181