Unite, Inspire, Lead
Our Students, Our Union, Our Future

Organizing Your Local Association with Google Drive

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Indicate the NEA Strategic Goal and NEA Organizational Priority:

- **NEA Strategic Goal**
  - Strategic Goal 1: Strong Affiliates for Educator Voice and Empowerment
  - Strategic Goal 2: Empowered Educators for Successful Students

- **NEA Organizational Priority**
  - Early Career Educators
  - Every Student Succeeds Act (ESSA)
  - Institutional Racism/Racial Justice in Education
COMPETENCY: ORGANIZING

• Level 2: Mobilizing & Power Building
  – Builds meaningful community partnerships
  – Makes strategic plans that rely on data and analysis
  – Creates conditions for continuous association growth and strength
  – Fosters the development of leaders at all levels of the organization
Organizing

- Building Relationships within and outside your local association
- Understanding what is important to your members and your community
- Sharing what’s important to your members from the state association
- Be Curious
Why Google Drive?

- Syncability
- Available on all devices
- Works in Real time
- Works Offline
- Converts files
- Collaborative
Google Drive

- Go to drive.google.com
- If you need an account sign up here
- https://accounts.google.com
• Click on the Cog Wheel in the upper right hand corner

• Click on settings
- Check these two boxes then click Done
• Drag a file from your desktop into drive to upload
# Google Sheets

- Google’s Equivalent to Excel

## Blank 16-17 Membership.xlsx

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*Membership List*
Google Slides

• Google’s Equivalent of Power Point
Member
Mickey Mouse
Aladin
Jazmin

Potential Member
Donald Duck
Yago

Past Member
Mini Mouse
Goofy

Unlikely
Jafar
Sleeping Beauty
Google Calendar

• With you on any device
• Share the calendars with the groups that need access

Examples of Embedded Calendar Uses

http://www.yesfortempeelementarykids.com/events.html
http://eswaq.org/calendar/
Google Hangouts

- Best way to meet from different cities
- Screen Share
- Present to a group
- Can be used as an app, extension or website
Session Outcomes

• The content from this session can be used in the following ways in your current position/role:
  – Example 1 Create a living membership roster with sections to target focus groups via Google Sheets
  – Example 2 Create heat maps of schools sites and templates for local 10 minute meetings/ local communications via Google Slides
  – Example 3 Create and Organize events through Google Docs, Hangouts and Calendar
Organizing Your Local Association with Google Drive

• Please complete the evaluation for this breakout session!
• Please visit the Leadership Development Resources website at www.nea.org/leadershipdevelopment
• Contact Information
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  – Carrie Viers cejviers@gmail.com