

## **Procedure for Document Approval of DKG California Forms**

The goal is to create a document sharing system in which all forms are located in one place and forms are not lost in emails. Paper will also be saved as hard copies will not need to be printed.

### **Getting Ready**

Google email accounts need to be established as the preferred email. Other email accounts will work but do not offer all the tools. All Google Drive folders will be shared with committee chairs via e-mail addresses and/or links to locate the drive.

### **Type of Files**

- Create documents with Word (preferred) or Google Docs (if your computer does not have Word). Carefully follow the style sheet for grammar and conventions.
- Use files preloaded in committee folders in the “DKG California Forms” folder in the Google Drive or upload from your computer or devices to your committee folder to the Google Drive.

### **Document Creation**

- If a committee uses approved files from last year currently in the drive, they will download to their computer, change dates and contact information as needed. Committees can also create a document from the beginning using Word.
- Once documents are ready for editing, the files will be uploaded or moved to the “1. Editing” file in the Google Drive. Next, send an email to the communication committee liaison to alert them that a form is read for editing and approval.

### **Editing and Approval**

A communication liaison will work with the submitting committee to prepare the document for approval. When the document is error free (or no further errors are seen), it will be moved by the communications committee to the approval folder and an e-mail will be sent to Janis asking for final approval.

### **Finalizing Documents**

Janis Barr will review the documents, make any further changes, and place them in the “3. Final” folder.

**Google Form** Google Forms will be created with a format that is easy to update and can be used multiple years. Members will enter information on the Internet and submit it. Members will not need to download, type, upload and email needed information.

Members simply hit submit and all the information goes into a Google Sheet. No more lost or blank forms (THAT and convention).

- An alternative/optional procedure for committees who want to go straight to Google Forms will be to work with designated members to create a Google Form and also move through the same approval process.