



Colby College — Student Government Association  
*Communications Chair Report*  
*September 2022*

Name	Position	Email
Jackie Hardwick	Communications Chair	jjhard24@colby.edu

September Goals
<ul style="list-style-type: none"><li>● Begin Storytimes</li><li>● Start Newsletter</li><li>● Update Official SGA Instagram</li><li>● Update Website</li><li>● How to Print Posters</li></ul>

September Accomplishments
<ul style="list-style-type: none"><li>● Storytime<ul style="list-style-type: none"><li>○ nomination form sent out</li></ul></li><li>● Newsletter<ul style="list-style-type: none"><li>○ Sent twice in September</li><li>○ Updated style/fonts</li></ul></li><li>● Insta Updated<ul style="list-style-type: none"><li>○ New highlights for each semester</li><li>○ Old post archived</li><li>○ Follower list only includes Colby/Waterville clubs and businesses</li><li>○ Pinned Post: Colby Deals + Exec Board office Hours</li><li>○ # new followers since August</li></ul></li><li>● Many Posters Made<ul style="list-style-type: none"><li>○ Mainly made for Instagram account</li><li>○ Printed Vaccine Campaign Posters<ul style="list-style-type: none"><li>■ Figured out who to email &amp; SGA account number</li></ul></li></ul></li><li>● Room Bookings<ul style="list-style-type: none"><li>○ Booked Page Commons/Lunder Room for State of the College/Storytime</li><li>○ Weird website, kinda old and confusing</li></ul></li></ul>

### September Addressed Feedback

- Calendly for Storytime to make booking easier
  - Presidents will go last instead of first
- Newsletter will be sent Friday by 6 PM
- 2 Instagram post a week + repost other events on Story
- Need to figure out how to make recurring bookings on a room

### October Goals

- Actually Begin Storytimes
- Update Website
- Transportation Campaign
- Insta Campaign to Intro Exec Members
- Figure Out Promo for Prom

Questions or concerns? Please provide feedback to these members using [this link](#). This form will be checked weekly and they will get back to you as soon as possible.

Electronic Signature from member(s):

A handwritten signature in black ink, appearing to be 'Jewel' or 'Jackie', written in a cursive style.

Jewel "Jackie" Hardwick, SGA Communications Chair