



Using a District Vision Google Drive

Setting up a Google drive for your district's Visioning program can streamline Vision information storage and promote accessibility for the team. Here are the why, what, and how to create a Vision Google drive for your district:

Why

1. **Centralized Access:** provides a single location for the Vision team to access current materials
2. **Easy Sharing:** enables sharing documents via links, eliminating the need for email attachments
3. **Organized Information:** provides separate folders for each Club Visioning (CV) event containing all related materials
4. **District-wide Repository:** acts as a shared repository for consistent district Vision information and continuity for leadership

What

Here is what a sample District Vision drive folder structure looks like:

#	Folder	Purpose
1	Club Vision Administration	Team goals, club log, team roster
2	Club Vision Evaluations and Metrics	Evaluation Summary, metrics
3	Club Vision Masters 1.0	Historic CV material masters
4	Club Vision Masters 2.0	Current CV material masters
5	Club Vision Promotion	CV Promo Presentation, Document
6	IVFC Documents	CV Materials from IVFC
7	Scheduled and Completed Workshops	CV materials in folder by club
9	Vision Team Leader Toolkit	Team Leader Materials
10	Vision Team Agenda and Roles	Team Agenda and Roles
12	Vision Team Training and Preparation	Training Materials and Practice

How To Create

1. **Set up a Google drive** specifically for district Visioning. See YouTube tutorials such as <https://www.youtube.com/watch?v=EbVnObwFJic> on how to set up a Google drive.
2. Create designated folders for each aspect of Visioning (see above).

3. Assign access authorization based on folders and roles.

<u>#</u>	<u>Folder</u>	<u>Owner</u>	<u>Access</u>
1	Club Vision Administration	3	1-4
2	Club Vision Evaluations and Metrics	3	1-4
3	Club Vision Master 1.0	3	1-3
4	Club Vision Master 2.0	3	1-3
5	Club Vision Promotion	2	1-3
6	IVFC Documents	2	1-3
7	Scheduled and Completed Workshops	3	1-7, 8*
9	Vision Team Leader Toolkit	2	1-4
10	Vision Team Agenda and Roles	2	1-7
12	Vision Team Training and Preparation	2	1-7

* *Restricted to their club folder

<u>Access Groups</u>	
1	Drive Owner
2	District Leader(s)
3	District coordinator
4	Team Leads
5	Tech and Scribe
6	Facilitators
7	District Club Vision Trainer
8	Club sponsor (Pres, Club Coordinator...)

4. Download current Visioning documents from the IVFC website into appropriate folder for use in Club Visioning events. If using a technology tool (Google forms or SurveyMonkey form) for scribing/voting/surveys, you will need to request a copy or create the form using the standard IVFC form layout.

5. Educate and connect your Vision team members to the appropriate folders for their access and usage needs.

By following these steps, you can establish an efficient and well-organized system for storing and accessing Visioning materials within your district. If you have questions or need advice on setting up a Vision Google drive, feel free to reach out to your IVFC Zone Vision Coordinator.