



FAUSA and The Digital Move

The Digital Move for Individuals and Clubs

What does 'The Digital Move' mean?



- Moving to another physical location (new home, new country)
- Moving oneself or one's club to the use of digital and cloud storage applications



Does Any of this Sound Familiar?!



- You have a messenger bag or box filled with essential family paperwork that you use as your one allowed carry on when you made your last move.
- You forgot to put one of those essential papers in that box before the movers came and now it's on the slow boat across the Atlantic, necessitating panic calls to the school, doctor's office, city license bureau, etc.



And for the Clubs Out There?!



- Your club's board just changed over, and one (or more) board member is slow...or moved...or dropped out, and didn't pass on her files and paperwork.
- Your club's archives are in an array of disintegrating bins and boxes in someone's basement or storage unit (not too accessible!).



One organization's experience with The Digital Move: The FAWCO Foundation



- Corporate (vs. individual) ownership of all Foundation data
- Collaborative sharing
- Document Retention Policy, with some items legally required
- Archive (36 boxes of paper files scanned and filed)
- Shared calendar and contacts lists
- Process took 3-4 months of planning, actual migration of data in two days



Platforms for a Digital Move

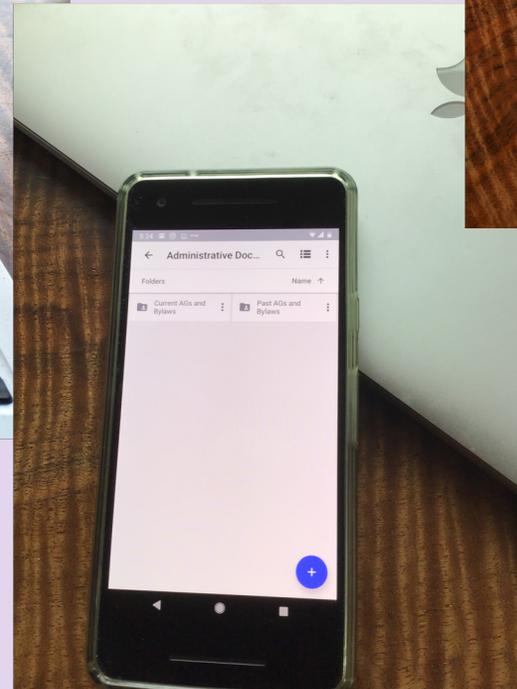
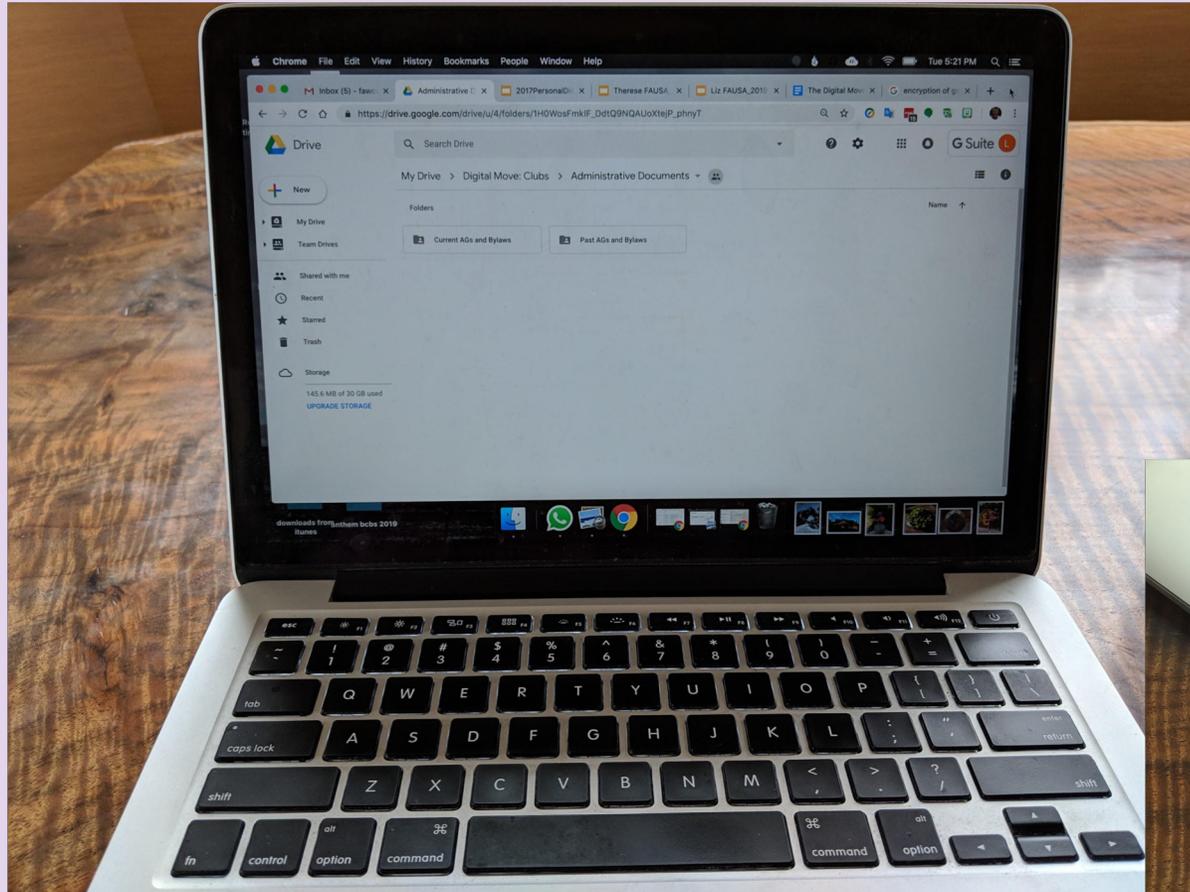


- Google Drive/G Suite (Microsoft One Drive, Dropbox, others)
- Compatible, sync, and continuous backup on Macs, PCs, iPhones, Androids, tablets
- Free (or minimal charge for extra storage) for individuals
- G Suite free for non-profit organizations in 50+ countries

<https://support.google.com/nonprofits/answer/1614602?hl=en>



Laptop, Android, iPad



Benefits of Cloud Storage for Individuals



- Easy to use for documents, spreadsheets, photographs.
- Available across multiple devices at a moment's notice: to view or print
- Available globally
- Can share and collaborate with spouse, other family members
- No need to keep (most*) files of important papers at hand
- Importance of having necessary documents backed up digitally
- Sharing/editing/viewing privileges for security



In Case of Emergency...Essential Information to have access to when Moving



<p>Vital Documents</p> <ul style="list-style-type: none"> ▪ Birth Certificate ▪ Social Security/National ID ▪ Driver's License ▪ Passports ▪ Marriage License ▪ Immigration ▪ Contacts/Address Book ▪ Power of Attorney ▪ Living Will or Health care directives ▪ Wills and Trusts ▪ List of accounts and Passwords ▪ Location list of all documents 	<p>Property: House/Home</p> <ul style="list-style-type: none"> ▪ Deeds ▪ Lease ▪ Maintenance record ▪ Home and Asset Inventory list and photos ▪ Insurance <p>Automobiles and Transport</p> <ul style="list-style-type: none"> ▪ Title/Lease ▪ Maintenance records ▪ Insurance
<p>Medical –for each family member</p> <ul style="list-style-type: none"> ▪ History ▪ Blood type ▪ Allergies ▪ Medications and Supplements ▪ Vaccinations ▪ Doctors and Providers ▪ Health Insurance/Medical ID cards 	<p>Pets</p> <ul style="list-style-type: none"> ▪ Vaccinations ▪ ID ▪ Description: species, weight, color, height ▪ Veterinarian contacts
<p>Finances</p> <ul style="list-style-type: none"> ▪ Bank details ▪ Checking & Savings ▪ Income statement ▪ Credit Cards ▪ Bills/Loans/Debts ▪ Accounts Receivable ▪ Mortgage ▪ Insurance: Life and Property ▪ Tax Documents – 7 yrs ▪ Pensions ▪ 401K ▪ Brokerage Accounts 	<p>Education, Employment, and Military</p> <ul style="list-style-type: none"> ▪ Transcripts ▪ Degrees and Diplomas ▪ Employment history ▪ Any other Certifications

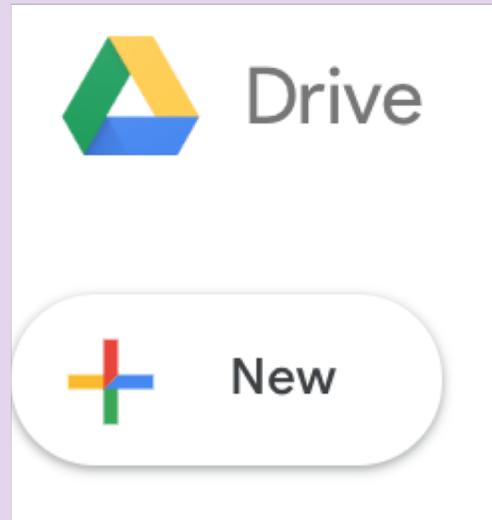
Credit: 2017 FAWCO conference presentation. Louise Greeley-Copley



How to Get Started!



- Get a Google account if you don't already have one.
- Open up Google Drive, and click 'New' and then 'Folder'



Add Folders with Important Information



A screenshot of the Google Drive web interface. The top navigation bar includes the Drive logo, a search bar, and user account information for 'G Suite'. The breadcrumb path shows 'My Drive > Digital Move: Individual'. A sidebar on the left contains navigation options like 'New', 'My Drive', 'Team Drives', 'Shared with me', 'Recent', and 'Starred'. The main content area displays a grid of folders under the heading 'Folders'. The folder 'education related' is highlighted with a blue border. Other folders include 'automobiles', 'employment related', 'Financial', 'Legal', 'Medical', 'military', 'Moving related', 'pets', 'property', and 'Vital documents'. A 'Name' column header with an upward arrow is visible on the right side of the folder grid.



Add Sub-Folders by Person and Year

A screenshot of the Google Drive web interface. The top navigation bar includes the Drive logo, a search bar, and utility icons. The breadcrumb path is "My Drive > Digital Move: Individual > education related". The main content area shows a list of folders under the heading "Folders". Two folders, "Eric" and "Liz", are visible and highlighted with blue borders, indicating they are being created or edited. The left sidebar shows navigation options: "New", "My Drive", "Team Drives", and "Shared with me".

Drive

Search Drive

My Drive > Digital Move: Individual > education related

Folders

Eric

Liz

Name ↑

New

My Drive

Team Drives

Shared with me



Benefits of Cloud Storage for Clubs



- FAWCO, The FAWCO Foundation, FAUSA all use G Suite: compatibility and familiarity with the same platform.
- Makes transfer of access to new board/committee members easy with change of names associated with aliases.
- Reduces hassle of boxes of paper files transfer and storage.
- AWC Hamburg's tip in FAWCO's Best Practices: event planning



How to Get Started for Clubs



- Decide if the digital move is for your club: task force then full board discussion and decision.
- Identify the technical/IT coordinator.
- Apply for G Suite for nonprofits.
- Find another FAWCO club that has already been through this process to mentor your club.
- Migrate existing digital information to G Suite.
- Board/user training, preferably hands on.



Sample File Organization for Clubs



The screenshot displays the Google Drive interface. At the top, there is a search bar labeled "Search Drive" and a "G Suite" profile icon. The breadcrumb path is "My Drive > Digital Move: Clubs". The main content area shows a grid of folders under the heading "Folders". The folders are organized as follows:

Folders				Name	↑
Administrative Documents	Historical Documents	Nominating	Parliamentarian		
Presentations	President	Secretary	Treasurer		
VP Communications	VP Fundraising	VP Membership	Work in Progress		

The left sidebar contains navigation options: "New", "My Drive", "Team Drives", "Shared with me", "Recent", "Starred", and "Trash".



Nest Folders by Subject, Year



A screenshot of the Google Drive web interface. The breadcrumb path is "My Drive > Digital Move: Clubs > Administrative Documents". The "Folders" section displays two folders: "Current AGs and Bylaws" (highlighted in blue) and "Past AGs and Bylaws". The left sidebar shows "My Drive", "Team Drives", and "Shared with me". The top navigation bar includes a search bar, help, settings, and app icons, along with the "G Suite" user profile.

A screenshot of the Google Drive web interface showing the contents of the "Current AGs and Bylaws" folder. The breadcrumb path is "My Drive > Digital Move: Clubs > Administrative Documents > Current AGs and Bylaws". The "Files" section displays two documents: "Administrative Guidelines 2019" and "Bylaws 3/2019". The left sidebar shows "My Drive", "Team Drives", "Shared with me", "Recent", "Starred", and "Trash". The top navigation bar is identical to the previous screenshot.



Security Considerations



- Google encryption
- <https://support.google.com/googlecloud/answer/6056693?hl=en>
- 'Data is encrypted at several levels; Google forces HTTPS for all transmissions between users and G Suite services.'
- Includes Gmail, Calendar, Google Drive, Docs, Sheets, Forms, Slides, Hangouts, Contacts and others.



Edit, View and Share with Others



Share with others Get shareable link

People

Therese Hartwell × Add more people...

Add a note

- Can organize, add, & edit
- Can view only

Notify people

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Notify people



More Sharing Restrictions



Sharing settings

Link to share (only accessible by collaborators)

https://drive.google.com/drive/folders/1H0WosFmkIF_DdtQ9NQAUoXtejP_phnyT?usq

Who has access

	Private - Only you can access	Change...
	Liz Janson (you) fawcoliaison@fausa.org	is owner

Invite people:

Therese Hartwell Add more people...

Notify people - [Add message](#)

[Send](#)

[Cancel](#)

Send a copy to myself

Owner settings [Learn more](#)

Prevent editors from changing access and adding new people



Using a Shareable Link



Share with others

Get shareable link 

Link sharing on [Learn more](#)

Anyone at fausa.org with the link **can view** ▼

Copy link

https://drive.google.com/drive/folders/1H0WosFmkIF_DdtQ9NQAUJoXtejP_phnyT?u

People

Enter names or email addresses...



Done

Advanced



Added Security



- Regular backup to external hard drive and/or flash drive
- Backup cloud service such as Backblaze (continuous backing up)





Questions?! Discussion?!!

Copies of this presentation available upon request:
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