



## Program Folders / Requests

### HOW TO NAVIGATE YOUR PROGRAM AREA FOLDERS

1. To see if you have access to your Program Folder, go to your [Google Drive](#). On the left side, click on "Shared with me." Your Program Folder should be there labeled your respective program area name. For the example below, it shows "Interns."

The screenshot shows the Google Drive interface. On the left sidebar, the 'Shared with me' tab is circled in red. An arrow points from this tab to the 'Shared with me' section in the main content area, which is also circled in red. A red box highlights the 'Shared with me' tab with the text '\*Click here first!'. Below, a folder named 'Interns' is circled in red. The 'Interns' folder is shown with a person icon and the name 'Interns'.

2. Click on your folder. The content in each program folder varies. Information that may be included:
  - a. Program Area Assessments & Program Area Call Notes
  - b. Program Area Request Reference Sheet which includes:
    - i. Printing, Supplies, AV/Tech & Room Set-Up from past program year
  - c. Conference Room(s) Layout
  - d. Copies of your past Program Area Printing
  - e. Program Area Job Descriptions & Outreach Materials
  - f. MLC Sac 2020 Facility Details

### HOW TO MAKE/CHANGE YOUR PROGRAM REQUESTS

1. **DO NOT MAKE ANY CHANGES ON THE DOCUMENTS.** We will not be able to see them and can be overlooked. This should just serve as a reference. If you need to make changes, please read the following instructions.
  - a. To make changes to your **SUPPLIES, PRINTING, OR AV/TECH NEEDS**, please fill out the [72nd MLC Program Request Form](#). This is the same form you will use to request needs for all conferences: T&E I, II, & Sac. Please read each question thoroughly.
  - b. To make changes to your **ROOM SET-UP**, please contact Program Operations ([programops@calymca.org](mailto:programops@calymca.org)) directly and include any room set-up notes, instructions, pictures, drawings etc.