בס"ד

Chayolei Tzivos Hashem
Handbook Series

Handbook

THE COMPUTER CLERK

Notes:

Table of Contents

Techno-Duction 2

The One - Two Punch 3

Responsibilities 3

Tech Info 5

Broaden Your Horizons 7

Techno-duction

So, you've been chosen as the computer guy… Pretty impressive.

The Rebbe always stresses how everything in this world was created for the sole purpose to serve Hashem computers included. It's your job as Computer Clerk to do your best and in the most effective way possible. Although your handbook will outline of what is expected from your unit it should not limit your imagination and talents and what you could do for your unit, Chayolei Tzivos Hashem, as well as the world at large, to help bring the Hisgalus of Moshiach speedily in our days.

Broaden Your Horizons

One of the benefits of being a Computer Clerk, is the ability to market your unit.

The following are some examples:

- **A Unit Logo**
- **A Unit Newsletter**
- **A Unit Journal**
- **Articles for the Chayolei Tzivos Hashem newsletter**
- **Etc.**

The imagination is endless!

to get an outside opinion). If it still takes a while to figure out what you have in your hands, you might want to reconsider.

Legibility

When designing & creating your publication, make sure that the information is legible; it must be easy to read & understand. Only use fonts that are clear & easy on the eyes (some fonts look better when they are small, some look better when they are large).

Grammar

Get a bit familiar with the tools and features of the program that you will be using; the grammar tool, spell check tool, etc.

New Monthly Newsletter

This year we will be having a monthly competition for the "Invitation of the Month" which will be printed in the CTH newsletter. To be included in the competition you must give a copy of your invitation to the CTH office by Wednesday 6:00pm of that week.

There will also be a half page dedicated for each unit to provide an article, song, cheer, puzzle, riddle etc. The deadline for all material to be handed in by is "Yom Chof" of the month. Make sure your unit is represented.

The One - Two Punch

There is a famous expression: two heads are better than one. Past experience has proven that when the Unit Leader & Computer Clerk work together, things tend to get done much faster and better. Make sure to be in contact with your unit leader on a regular basis, ensuring that everything will run smoothly (by the way, if two minds are better than one, one wonders what new brainstorms you can come up with).

Responsibilities

The responsibilities of a Computer Clerk are:

@ To Confirm by Monday of each week the location of that week's Melave Malka (in the case a farbrengen or workshop, it should be indicated on the invitation).

@ Make an invitation for your unit, inviting them to the Melave Malka. Make sure that the event, location and time are included and clearly marked down.

@ Make sure to get the invitations to each one of the Chayolim in your group. Remember: if a link in a chain is

missing , the chain is broken. Make sure that you do your parts make sure the week's event go as smooth as possible. For those Chayolim that might not be learning in your Yeshivah, you may want to give it to someone you know and are friendly with from that specific Yeshivah. Also, make sure to both notify the office & your Madrich about the Melave Malka (and delivering an invitation to them).

@ During the Melave Malka, different issues are brought up (such as Chanukah Mivtzoim, Purim Mivtzoim, Yud-Alef Nissan Mivtzoim, the Grand Expo, a Shabbaton, etc.). Make sure to note down all ideas and notes of importance that result from the meeting.

@ Type out your notes and print them out. That way they will be available for reference the next time the unit gets together.

@ When something is typed out and refered to later, whether you decide to make some changes or not , the formation of a better "battle plan" is planned out and executed much better when typed out clearly.

@ Type out a "Thank You" letter to the host of that week thanking them for the hospitality to hosting that week's Melave Malka.

Tech Info

The following are some noteworthy points which you might want to bear in mind:

Programs

As Computer Clerk, one of your main responsibilities is to prepare an invitation for your unit's Melave Malka. The following are some suggested graphic program that can be used:

@ Microsoft Word

@ Microsoft Publisher

@ Print Shop

If you prefer to go a bit professional, you might want to try **Quark Xpress and Photoshop.**

Design & Layout

This usually takes the most amount of time, depending who you are. When you begin designing your invitation, you probably will have a choice between two ways:

@ An Invitation

@ A Letterhead

One of the talents in knowing how to design is how to fit all of the information required within the space available, while at the same time giving a certain personality, look, and style to it. The layout should be easy for the reader to find out all of the information (you might want to show it to someone