

## Ecolunch Coordinator

Ecolunch is an informal forum for graduate students from all six Ecology Center affiliated departments (WILD, WATS, ENVS, PSC, GEOL, BIOL) to present their research or special topics of interest to other graduate students as well as to discuss papers and issues related to graduate student life. This position involves scheduling student presenters, ordering pizza, and periodically soliciting funding from the departments whose students benefit from this opportunity to teach and learn from other graduate students.

Before starting this position you have to send an email to Geno Schupp (eugene.schupp@usu.edu) notifying him who the coordinators are for the coming year. As this position involves paying for pizza, you will need to do some small paper work at the QCNR Business Service Center to be allowed to handle the p-card.

The coordinator for Ecolunch is responsible for:

- (1) arranging a relevant speaker to present every Friday in NR 204 at 12noon (reserve room). Keep in mind that the week before each Ecology Seminar is reserved to discuss a few of the speaker's publications.
- (2) ordering Dominos pizza at 10am (when they open) for delivery at 11:45-12 so that graduate students will have an even greater incentive for attending. This is done using the Ecolunch (Geno Schupp advising) p-card and an itemized receipt with no tax charged should be ordered so that it can be turned in to the QCNR Business Service Center with the list of attendees. Make sure to order a mix of veggie and non-vegetarian options. (Keep in mind that everybody eats the vegetarian pizzas but not everybody eats the non-vegetarian pizzas.)
- (3) running the operations during Ecolunch. By that, I mean introduce the speaker and discuss any other pertinent information as well as pass along a sign-in sheet that will go to the business office along with the itemized receipt.
- (4) sending out emails announcing the topic to be discussed the Monday before the talk.
- (5) asking the departments for funding. This includes all three QCNR college departments, the dean's office, and the Ecology Center. The Business Service Center will have records of past amounts each department "donated" so you know what to ask for.

There is a folder that gets passed on to the Ecolunch Coordinators. It contains all of the information necessary to do this job, down to the minutest detail of when to call the pizza shop, so the job can be easily passed on to the next person.

Overall, it has not been difficult to get people to sign up to present at Ecolunch. An email at the beginning of the semester with a link to the schedule seems to be enough. Then, if openings remain, they can be advertised at Ecolunch or in subsequent emails.