HOW DO I SHARE INFORMATION WITH LSTC’S COMMUNITY (LSTC FACULTY, STAFF AND STUDENTS)?

Non-LSTC sponsored

Share community events/conferences/learning opportunities, reminders of community jobs/internships/volunteer opportunities, prayer requests for LSTC and/or non-LSTC people/communities, birth and death notices, mailroom announcements, faculty, staff and student celebrations, etc... through:

- the weekly Dean's Report (issued by Cheryl Hoth on Monday mornings during the academic year)
- via MyLSTC chat boards (open to all)
- via announcements made in MyLSTC community groups by the group owner/manager.

LSTC Sponsored Events

LSTC sponsored/co-sponsored events open to both external and internal constituencies can be shared through:

- the weekly Dean's Report
- the LSTC website homepage or “News” section as a news release
- LSTC website under “News and Events” – “Events”

Partner Events (Events not sponsored directly by LSTC)

For partners/alumni sponsored events (events not sponsored by and/or outside of LSTC)
• During academic year, weekly Dean’s Report
• MyLSTC under “Groups” – “Community Announcements” – “Community Organizing and Event Opportunities”
• MyLSTC under “Groups” – “Student Services” – “Sharing and Receiving LSTC Announcements”
• MyLSTC under “Resources” – “So...what's happening at LSTC” – “Community Organizing and Event Opportunities” button under “I have something to share!”

**Job Announcements**

For LSTC job announcements (not including student employment):

• During academic year, weekly Dean's Report
• [LSTC website under “About” – “Employment”](#)

For LSTC student employment opportunities:

• During academic year, weekly Dean's Report
• MyLSTC under “Groups” – “Community Announcements” – “Student Employment Opportunities at LSTC”
• MyLSTC under “Groups” – “Student Services” – “Sharing and Receiving LSTC Announcements”
• MyLSTC under “Resources” – “So...what's happening at LSTC” – “Student Employment Opportunities at LSTC” button under “I have something to share!”

For LSTC student job/internship/volunteer announcements from partner organizations:

• During academic year, weekly Dean’s Report
• MyLSTC under “Groups” – “Community Announcements” – “Job, Internship and Volunteer Opportunities”
• MyLSTC under “Groups” – “Student Services” – “Sharing and Receiving LSTC Announcements”
• MyLSTC under “Resources” – “So...what's happening at LSTC” – “Job, Internship and Volunteer Opportunities” button under “I have something to share!”

**Employee Resources**

For employee resources, including handbooks, forms, and announcements visit [Paylocity](#).

**Chapel/Worship Resources**

For chapel resources and announcements

- MyLSTC under “Groups” – “Chapel”
- MyLSTC under “Resources” – “Augustana Chapel” button
- Video recordings of past sermons are on [YouTube](#)
- Audio recordings of past sermons are on [SoundCloud](#)

**Campus Forms**

For campus-related forms

- [MyLSTC under “Resources” – “LSTC Forms”](#)