



REPORT

From the office of the...

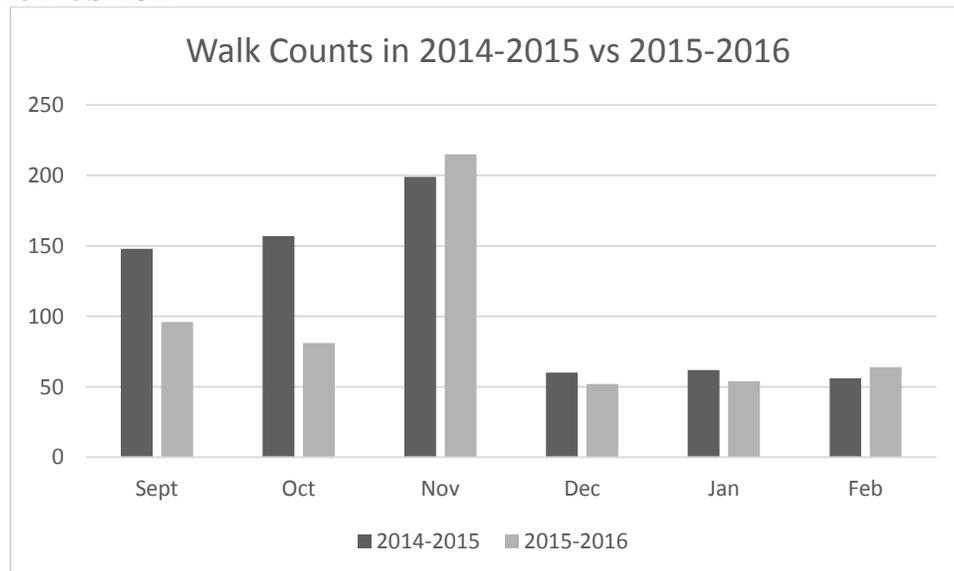
Student Walk Home Attendant Team (SWHAT)

TO: Members of the Executive Board
FROM: Serena Arora
SUBJECT: SWHAT Report #4
DATE: March 15, 2016

UPDATE

Right now it's March – which means it's time for our second Walk-A-Thon of the school year. This time we decided to donate the proceeds to Interval House! Although the month is a bit shorter (closed for the Snow Day and for Easter weekend), we are hoping to again achieve our goal of 200 walks.

SERVICE USAGE



PAST EVENTS, PROJECTS & ACTIVITIES

In an effort to address some of the redundancies that exist between dispatchers and executives, we piloted a system where executives/dispatchers switch off for 3 hour shifts each night. After trying it out for two months, we asked the dispatchers what they preferred and ultimately decided to go back to the old system! However, we are trying to separate the two more from a role perspective than a timing perspective, by having the

executive's main goal to be creating a positive environment and engaging the volunteers whereas the dispatchers provide the majority of the logistical and radio support.

We also had our first themed week for our Walk-A-Thon, called Walking with the Stars! Giuliana, Ehima, Spencer, and Justin Monaco-Barnes for walks during the week and posted photos on our Facebook page. Ehima also offered to spend 3 hours walking students himself which was so lovely! If our Facebook page reach is any indication, the BOD really helped to get awareness out about our Walk-A-Thon.

UPCOMING EVENTS, PROJECTS & ACTIVITIES .

Our next week for Walk-A-Thon promo will be to bring back SWHATed At Mac! We are also in the process of ordering a pop-up banner so that we can really draw attention when we use the atrium!

Leon (the incoming SWHAT PTM) and I have also been working closely to figure out a vision for the office and how we want to continue to make SWHAT the comfortable and community-oriented space that our old office was! Some ideas would be to reorganize the back office to make more space (as everything we add needs to be stored during the day), get more chairs, and re-introduce a revamped volunteer appreciation wall!

BUDGET

McMaster Student's Union							
Dept. 0117 - Student Walk Home Attendant Team							
For the Nine Months Ending January 31, 2016							
	Current	Prior Yr.	Current	Prior Yr.	Prior Yr.	Approved	% Budget
	Month	Month	YTD	YTD	YE	Budget	Used
	January	January	2015-16	2014-15	2014-15	2016	To Date
8 All							
9 5003-0117 SWHT - OFFICE SUPPLIES			40.35	17.73	17.73	250.00	16.14%
10 5101-0117 SWHT - TELEPHONE	70.60	35.30	211.80	317.70	423.60	500.00	42.36%
11 5201-0117 SWHT - PHOTOCOPYING				0.46	0.46	50.00	0.00%
12 5501-0117 SWHT - REPAIRS & MTCE.				254.84	928.45	200.00	0.00%
13 6102-0117 SWHT - ANNUAL CAMPAIGNS				226.00	459.00	450.00	0.00%
14 6494-0117 SWHT - VOLUNTEER RECOGNITION		195.44	896.11	1,132.15	3,036.00	2,500.00	35.84%
15 6501-0117 SWHT - ADV. & PROMO.	(504.51)	1,074.96	(309.96)	1,514.24	1,834.98	1,800.00	(17.22%)
16 6633-0117 SWHT - TEAM UNIFORMS				281.77	281.77	320.00	0.00%
17 6804-0117 SWHT - VOLUNTEER TRAINING		96.06	3.50	96.06	226.70	200.00	1.75%
18 6901-0117 SWHT - TRAVEL & CONFERENCE	88.09	714.46	515.22	1,839.61	3,028.54	2,100.00	24.53%
19 7001-0117 SWHT - WAGES	507.85	657.38	3,525.82	4,311.28	6,595.36	5,700.00	61.86%
20 7101-0117 SWHT - BENEFITS	32.33	46.14	262.70	315.74	496.92	450.00	58.38%
21 8001-0117 SWHT - DEPRECIATION EXPENSE			632.60	674.78	1,012.17	1,000.00	63.26%
22							
23 Total All	194.36	2,819.74	5,778.14	10,982.36	18,341.68	15,520.00	37.23%

- In terms of projected spending:
 - o Adv & Promo → Pop-up banner, buttons
 - o Office Supplies → Shelves for back office, more storage
 - o Volunteer Recognition → End of year gifts, March/April food
 - o Volunteer Training → Training social/refresher night, executive transition meeting

VOLUNTEERS

Leon and I have decided that this year we would like to undergo a rehiring process for our existing volunteer base and then will put out a volunteer application for new volunteers in April. We felt as though we would like the opportunity to trim our volunteer base and make sure we are retaining the most committed and excited. However, in order to successfully operate in September, we do need a substantial number of volunteers. By instituting an Intent to Return form, we can estimate how many volunteers we can hire and then select enough to allow us to operate in the fall while still leaving spots open for new students in September.

We also will be piloting our new volunteer buddy system in the fall where volunteers who live in the same area (but who do not want to use a taxi slip) can be paired together. When we did our Fall Review survey, this was an idea that most volunteers seemed to be interested in, but we are concerned about feasibility for our Logistics Executives! April will be our first test run.

CURRENT CHALLENGES

There was just a bit of confusion around SSC and SWHAT communication. This year, Ehima acted as the liason between the SSC and SWHAT. When making changes to the back office (for example, installing shelves), do we need to ask for permission from the SSC? If so, should I contact Gisela directly or go through Ehima? Will Justin continue to act as this liason?

SUCSESSES

We have again beaten the number of calls we received in February 2015, the second time we have done so in the 2015-2016 year! Also, I feel as though that Leon and I have already started working together to develop more long-term plans for SWHAT and that the transition process has been and will continue to be a really positive one!