



REPORT

From the office of the...

CLAY Coordinator

TO: Members of the Executive Board
FROM: Taylor Bridgens
SUBJECT: CLAY Report #3
DATE: Tuesday March 14th 2017

UPDATE

CLAY is coming up soon and we are all getting so excited. Planning is well underway and everyone is progressing very well on their portfolios! We have really gotten into the groove of things and it is going well so far. I am so incredibly lucky to get to work with such an amazing group of people! They are so hard working and absolutely blow me away!

SERVICE USAGE

We have been having weekly committee meetings with pretty consistent turn out of about 5 – 10 people.

We had about 30 people come to our first coffee house.

In collaboration with Spark and Horizons, we had an applicant's workshop, in which about 30 people were in attendance.

PAST EVENTS, PROJECTS & ACTIVITIES

CLAY Committee Meetings

Committee Meetings have continued to go very well and have been very beneficial. We also help a written application workshop and clay info night during one of our committee meetings and it was said to be very helpful.

Staff Applications

We spent a lot of time brainstorming questions to make sure that they were as equitable as possible, and it was super exciting to see that the highest written application score actually came from a first year. In an effort to make CLAY's hiring process more equitable, we created a guidebook, so that people could find out more about CLAY, what the commitment is like and what the weekend looked like. We received 232 applications and it was so exciting to see so many people who were so excited and passionate about CLAY.

CLAY Coffeehouse

The CLAY Coffeehouse was extremely successful and had a good turnout, so many talented performers and a wonderfully energy. We ended up raising a little over \$500 in one night which is incredible.

Applicants Workshop

Spark, CLAY, and Horizons planned the Applicants Workshop together. It was held on the last Sunday of reading week. We had a lower turnout than we had expected, but those who came found it extremely beneficial and said lots of positive things. The workshop consisted of 3 mock stations, a one on one interview, a group interview, and a written application workshop. We are currently in the process of making a transition report to help future years with the planning process.

Organization/School Visits

Jess and Monica, the Outreach Coordinators, are amazing and have visited many schools and organizations to promote CLAY and try and build stronger bonds and partnerships between CLAY and the Hamilton community. We are reaching out to lots of organizations and groups of students who wouldn't otherwise get the opportunity to come to CLAY.

UPCOMING EVENTS, PROJECTS & ACTIVITIES

Staff Interviews

This weekend we are conducting staff interviews, which consists of 4 rotational stations designed to look at an applicant's ability to: work with others, demonstrate reflective and logistical capabilities, and demonstrating passion towards CLAY. Again, in an effort to make the process more equitable we released an interview information and prep guide. This guide basically went over what the interview would look like, some interview tips and ways to prepare for the interview.

Other upcoming events include our weekly committee meetings, a trip to Camp Trillium, staff bonding events, a trivia night fundraiser, as well as other fundraising initiatives, and many more visits with schools and organizations.

BUDGET

CLAY REVENUE				
ITEM	QUANTITY	PRICE	TOTAL	MONEY MADE
Crown Wards	40	\$146.02	\$5840.71	
Delegate Fees	94	\$165.00	\$15510.00	
MSU Budget	1	\$14,750.00	\$14750.00	\$14750.00
Staff Fees			\$0.00	
Reduced Delegate Pricing			\$0.00	
Sponsors	1	\$6,000.00	\$6000.00	\$162.45
TOTAL REVENUE			\$42,100.71	\$14,912.45
CLAY EXPENSES				
ITEM	QUANTITY	PRICE	TOTAL	SPENT
Camp Fee	230	\$50.00	\$12,995.00	\$1,000.00
Food	230	\$58.00	\$15,074.20	
Bussing	1	\$4,000.00	\$4,000.00	
Printing	1	\$1,000.00	\$1,000.00	\$750.00
Events	1	\$2,000.00	\$2,000.00	
Conference Gift	232	\$1.50	\$348.00	
Training	1	\$500.00	\$500.00	
T-Shirts	245	\$7.50	\$1,500.00	
Sessions	1	\$500.00	\$500.00	
LDL Expenses	1	\$800.00	\$800.00	\$800.00
Food	178	\$5.00	\$890.00	
Administration	1	\$100.00	\$100.00	
Special Projects	1	\$1,000.00	\$1,000.00	\$98.22
Summer BBQ	1	\$750.00	\$750.00	
Contingency	1	\$500.00	\$500.00	
TOTAL EXPENSES			\$41,957.20	\$2,648.22
CLAY TOTALS				
TOTAL EXPENSES			\$41,957.20	
TOTAL REVENUE			\$42,100.71	
TOTAL NUMBER OF DELEGATES			178	
TOTAL NUMBER OF STAFF			48	extra money goes to free delegates
TOTAL NUMBER OF PLANNING TEAM (LD'S)			7	
TOTAL NUMBER OF PRINCIPLE PLANNING			4	
TOTAL (REVENUE - EXPENSES)			\$143.51	\$12,264.23

VOLUNTEERS

We are conducting interviews to hire our staff team this weekend, which is super exciting. Once they are hired we are going to have many staff socials and other fun things.

CURRENT CHALLENGES

We ordered exec shirts from Charitees and they did not turn out how we wanted or expect and have gotten a full refund. Outreach wasn't hearing back from too many organizations and guidance counselors, so they went to schools and organizations in person to talk about CLAY.

SUCSESSES

There have been many successes! Sponsorship and Fundraising is doing an amazing job, the coffeehouse was a big success, they have gotten quite a few sponsors and have lots of upcoming events planned! Outreach has been calling and meeting with people in person to help strengthen CLAY's bond and form partnerships with the Hamilton community. Kayla, our Media and Design Coordinator, works so hard and creates so tuns of beautiful promotional material for CLAY. Sessions are coming along nicely and have just had their committee meeting and have gotten a lot of good feedback from committee members! Events is in the process of finalizing our speaker and have been brainstorming ways they want to improve upon the SET experience. Lastly, Lindsay, our Volunteer and Logistics Coordinator has helped and supported all of the above platforms and has created the schedule and interview groups for this upcoming weekend!