



# REPORT

*From the office of the...*  
**SHEC Coordinator**

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TO: Members of the Executive Board  
FROM: Sutina Chou  
SUBJECT: SHEC Report #2  
DATE: August 14<sup>th</sup>, 2017

## **UPDATE**

We're right in the heart of summer, so things have been quiet lately with the exception of Welcome Week preparations and a few other odds and ends. Looming deadlines with regards to peer support training weekend and first year hiring are what we are currently focused on.

## **VOLUNTEERS**

The volunteer team remains the same as of my last report; like I mentioned, we have the entirety of our team with the exception of our first years. The delay of peer support training has been both a blessing and a curse in the sense that it has actually bought us more time to promote applications and give a little bit of breathing room before sending the new hires right to training. The revised hiring schedule reads as follows:

As such, the dates we are looking at are:

- ✓ Applications open: August 20<sup>th</sup>
- ✓ Applications close: September 7<sup>th</sup>
- ✓ Interview offers made: September 9<sup>th</sup>
- ✓ Interviews: September 11<sup>th</sup>-13<sup>th</sup>
- ✓ Offers made: September 14<sup>th</sup>/15<sup>th</sup>
- ✓ Training weekend: September 16<sup>th</sup>-17<sup>th</sup>

## **PAST EVENTS, PROJECTS & ACTIVITIES**

I've just about wrapped up with all of my Welcome Week involvements in terms of working groups, which has been great. The posters and campaign that have resulted from the discussions look wonderful and I'm excited to see them in action in a few weeks.

We also had a presence at Horizons Successfest in the tradition of previous years. Although I was the only one who could make it, many rave cards were given out and connecting with first years was incredibly nice and valuable. Something that worked really well was telling them to like our Facebook page to stay notified of when applications open, as I've seen traffic increase since then, which is nice given how quiet the summer season can be on any service social media channel.

Planning for the Wellness Fair is wrapped up and MUSC forms have been filled out, so we are pretty much just waiting for it to happen, and for the banner to be printed!

## **UPCOMING EVENTS, PROJECTS & ACTIVITIES**

We're still working on the video for Ways to Wellness – I had planned to have things done for this week, but summer availabilities have made things difficult. As a result, I am hoping to wrap things up in the coming weeks and have a video ready for early September, likely after Welcome Week (maybe on the first day of classes!).

ResLife programming has worked out really well, we'll be running our event on the following days in the following locations, (please help us promote them if you can!):

- ✓ August 27th, Hedden Hall, 7:30pm
- ✓ August 29th, West Quad, 7:00pm
- ✓ August 31st, McKay Hall, 7:30pm
- ✓ September 1st, Edwards Hall, 7:00pm
- ✓ September 1st, Les Prince Hall, 7:00pm

I've also chatted briefly with the AVP Services about doing a Peer Support Services survey and review, so that is tentatively in the works for now. Kristina is handling most of the logistics in terms of creating questions and organizing PTMs, so if you have questions or interest in this it would be best to ask her.

Most of our big ticket items are coming up in the first few weeks of September, with the two main focuses being first year hiring and peer support training weekend. First year hiring remains a tight turnaround process even with the extended days that we have now. My biggest concern is how we are going to handle things if we have too many people applying as a result of longer advertising, but I think we'll just deal with that if it occurs.

One upside is that this year we'll be able to actively recruit people during Clubsfest, which we'll be participating in. This will be our first outing as a service to do promotions for all first years, so we'll be making an official debut of our new pull-up banner and hopefully also have new swag to give away. We are in the process of ordering stickers and designing buttons to have ready for this event.

We are in the process of developing programming for the service specific training sessions of peer support training weekend. My Volunteer Coordinator has been extraordinarily helpful and on top of things, so that has been reassuring. Training is pretty much always stressful regardless of the circumstances, so we're doing our best to deal with things early. Much of our content is going to be similar to last year, with some revised modules that are more hands-on and interactive, including role-play situations as well as actual in-office components. This change is in accordance with feedback solicited from previous volunteers, so it will be important to see how this year's staff responds.

In response to the date of training weekend being pushed back, we've had to decide how we are going to operate during the first full week back (September 11<sup>th</sup> to 15<sup>th</sup>). In a conversation with my Volunteer Coordinator, we have made the call to implement reduced hours for all five days that are staffed by returning volunteers and executive

members (at least one per shift) with new volunteers coming by to fulfill a pre-training assignment.

**BUDGET**

5003-0116	SHEC - OFFICE SUPPLIES	\$110.00
	TOTAL SPENT IN LINE	\$0.00
	REMAINING IN LINE	\$110.00
5951-0116	SHEC - REFERENCE LIBRARY	330.00
	TOTAL SPENT IN LINE	\$328.91
	REMAINING IN LINE	\$1.09
6102-0116	SHEC - ANNUAL CAMPAIGNS	\$2,000.00
	TOTAL SPENT IN LINE	\$20.00
	REMAINING IN LINE	\$1,980.00

6494-0116	SHEC - VOLUNTEER RECOGNITION	\$2,500.00
	TOTAL SPENT IN LINE	\$1,494.78
	REMAINING IN LINE	\$1,539.46
6501-0116	SHEC - ADV. & PROMO.	\$2,500.00
	TOTAL SPENT IN LINE	\$0.00
	REMAINING IN LINE	\$2,500.00
6804-0116	SHEC - TRAINING EXPENSE	\$1,200.00
	TOTAL SPENT IN LINE	\$0.00
	REMAINING IN LINE	\$1,200.00

The big purchases so far have been volunteer t-shirts and the new collections to our lending library, which we are very excited about. Our advertising line expenditure is higher than indicated above, as we have been billed for some design work and promotional materials and I am waiting to get an invoice for it. This doesn't really affect anything as we have a standing order with Underground anyways, but I wanted to note that we are actually spending money out of that line (a lot of money, to be honest).

**CURRENT CHALLENGES**

The biggest challenge has been racing against time. Summer has quickly flown by and it's going to become a little frenzied as we try to sort things out and put ourselves in a good position to start the year. I'm optimistic about the situation, and am keeping an eye on things in order to ensure that people (including myself) get the help that is needed to meet deadlines and achieve goals.