

YEAR PLAN
MSU Spark Coordinator
Jane Luft
2017-2018
(submitted June 13, 2018)



OFFICE OF THE SPARK COORDINATOR INTRODUCTION

Dear members of the Executive Board,

My name is Jane and I am incredibly excited for my role as Spark Coordinator for this upcoming year. Spark has been a really special part of my life for the past few years at McMaster by giving me the opportunity to develop leadership skills that have helped me to succeed and grow in many areas of my life. I am truly grateful to have the opportunity to give back to this service that has given me so much. Spark has greatly impacted the lives of countless other McMaster students and I am thrilled to help Spark continue to expand its reach.

Spark plays a very important role in the success of first year McMaster students. We hear time and again that Spark is a place that first year students feel safe, welcomed, and empowered. Spark provides opportunities for first year students to make friends, develop their leadership skills, and learn what it means to be a part of a community. Not only does it provide these opportunities for first year students but it also provides them to upper year students who want to make an impact on others.

It is with great enthusiasm that I present my vision for the Spark 2018-2019 school year and beyond. I should advise you that a lot of my plans for this coming year are similar to the way things were run last year and while that may seem as if I haven't thought extensively about how to improve Spark, that is far from the truth. From my experience on the executive team last year and from working closely with my coordinator, I have identified which areas of Spark are in need of revamping and have planned appropriate changes to address last year's shortcomings. The reality is that Spark currently runs like a well-oiled machine and I only aim to change what will further improve the service and want to avoid big, risky changes that may only hinder its success. That being said, my hopes for Spark this year are far from small. This Year Plan incorporates the thoughts and ideas of my talented executive team and I

am so excited to share it with you in detail. If you have any questions about my plan, please don't hesitate to reach out.

Sincerely,

Jane Luft
 Spark Coordinator
 spark@msu.mcmaster.ca

Goals/Objectives

MAY	
Service Goal/Objective	Hire a strong and passionate executive team. (More of an April task)
Why:	I can't do this job on my own! Hiring a team of passionate and motivated individuals will help me to do my job as best as I can and will also give 6 individuals a new leadership opportunity to develop skills and work with a team. Passion for Spark is something that will show through the executive members' work and will have a ripple effect on Team Leaders and further, on first year students.
Difficulties:	Scheduling interviews during the last few weeks of class before exams; finding time to meet with new executive members before the end of the school year
Partners:	Lindsay D'Souza (outgoing Spark Coordinator), Hazra Chowdhury (Outgoing FYC Coordinator)
Service Goal/Objective	Establish group expectations, collective goals, and a vision for Spark as an executive team.
Why:	Beginning the year by creating group norms and common goals will set a strong foundation for the rest of the year so that we work well together as a group and can keep each other motivated when we tire during the busy school year. Creating a vision for Spark as a team also ensures that executive members feel that their voice is being heard from the beginning of their term and are volunteering their time towards a service that they are truly passionate about.
Difficulties:	Generating thoughtful, creative, and big ideas in a limited amount of time during the executive retreat when brainstorming for the group expectations/collective goals. This can be mitigated by leaving the "Group Norms" and "Vision for Spark" shared documents open to change throughout the year if executive members think of anything else to add.
Partners:	Executive team, last year's executive team

Service Goal/Objective	Establish a consistent structure for weekly executive meetings.
Why:	Routines are useful for staying organized and on top of a schedule. This routine will include posting a meeting agenda for executive members to review beforehand, starting each meeting with “life updates” to fill each other in on our lives outside of Spark (aiming to develop strong relationships among the team), and portfolio updates to fill each other in on our respective portfolios. By establishing a consistent structure for Spark weekly meetings, expectations will be set for the rest of the year and will help executive members to feel ready for each meeting.
Difficulties:	Ensuring meetings are efficient and productive while maintaining a fun and casual atmosphere; getting through everything in meetings when Google Hangouts/technology can cause difficulties
Partners:	Executive team
Personal Goal	Make connections with organizations and individuals that may be partners for future Spark projects.



JUNE	
Service Goal/Objective	Establish regular 1-on-1 meetings.
Why:	1-on-1 (or 2-on-1) meetings provide a unique opportunity for executive members to communicate their questions, struggles, ideas, and feelings about their work to the coordinator.
Difficulties:	Getting used to the routine of having multiple meetings throughout a week, scheduling meetings with co-pairs at times that work for everyone.
Partners:	Executive team
Service Goal/Objective	Solidify important dates for the remainder of the year (e.g. Interviews, TL Training, Opening/Closing Ceremonies, etc.)
Why:	Having a schedule of future events planned well in advance helps the team to feel prepared and have a clearer picture of what the rest of the year will look like. After choosing these important dates we will be able to work backwards and create deadlines for tasks that need to be completed beforehand (e.g. TL application promo needs to be completed before applications open, applications need to be marked before interview offers go out, etc.)

Difficulties:	Scheduling conflicts, risk of scheduling events that may end up conflicting with other events happening on campus.
Partners:	Other MSU groups, clubs, MUSC Office
Service Goal/Objective	Decide as a team on TL application questions that will effectively reveal qualities we are looking for in TLs.
Why:	By discussing what we are looking for in a team, we will be able to develop an application system that fairly assesses what we are specifically looking for in the team of volunteers. Working together to brainstorm question ideas allows for a large variety of options helps to ensure our application will fit within our vision.
Difficulties:	Making decisions as a group without having long, exhausting meetings, ensuring the work associated with developing the right application questions doesn't overwhelm executive members.
Partners:	Kristina Epifano (MSU VP-Admin), other PTMs who have gone through similar hiring processes.
Personal Goal	Complete enough planning that the structure for the rest of the year is very clear and rooms/trainings/socials can be booked as far in advance as possible.

JULY

Service Goal/Objective	Produce and share an engaging promotional video for TL Applications.
Why:	Videos have the unique ability to grab someone's attention more than a simple promotional graphic may have. Last year's promotional video was quite effective in spreading the word about Spark TL Applications and we hope to use this strategy again to our benefit.
Difficulties:	Creating an engaging video that viewers will want to watch all the way through and hear more about TL application details; finding time to film and edit a video with all executive members
Partners:	Haley Greene (Communications Officer), Surabhi Sivartnam (Promotions & Publications Coordinator), Executive team
Service Goal/Objective	Make information about the role of a TL as accessible as possible through various promotional strategies.
Why:	Providing applicants with more information on the application process on the website may help to make potential applicants feel more comfortable and inclined to apply. This may help to increase the number and diversity of

	applications received, providing more opportunity for less experienced McMaster students to become involved and a better chance of hiring the best possible team of TLs.
Difficulties:	Keeping information concise and easy to read, ensuring that info about the responsibilities of the role are not lost beneath personal anecdotes and experiences often used to promote applications.
Partners:	The Underground Media & Design, Haley Greene (Communications Officer), Surabhi Sivartnam (Promotions & Publications Coordinator)
Service Goal/Objective	Book a venue for Spark Formal.
Why:	Securing a venue and date for Spark Formal will allow the Events Coordinators and myself to begin filling in the many details associated with planning a formal event. Together we will be able to work backwards from the date of the formal and work with the Promotions and Publications Coordinator to develop a promotional strategy well in advance of the event. Last year Spark Formal struggled to meet the minimum number of ticket sales so an effective promotional strategy is of great importance this year to ensure enough tickets are sold.
Difficulties:	Choosing a date when midterm exams and other significant events during the semester are not yet scheduled; choosing a venue that is within the budget, accessible to students, and ideal for the events planned
Partners:	Various banquet halls and other venues in Hamilton, Scott Robinson (MSU VP-Finance), Larissa Turco & Emily Yang (Events Coordinators), past event planners
Personal Goal	Improve my communication skills in order to make instructions for exec members clearer and lead meetings in an efficient way.

AUGUST	
Service Goal/Objective	Hire a diverse team of volunteers.
Why:	Choosing a diverse group of individuals as Spark TLs is an important responsibility of the Spark exec team. With diversity comes diversity in experience and for the less experienced, joining the Spark team in a new role can be intimidating no matter how kind everyone is. Choosing TLs that have a range of leadership experience is very important to me because I believe we hold a very special opportunity to empower students to become leaders who may not have engaged in many or any leadership roles before.

Difficulties:	Identifying leadership potential in applicants who may not know the “buzzwords” and perfect responses to typical group interview questions and situationals.
Partners:	Other PTMs who have gone through a similar hiring process, Kristina Epifano (MSU VP-Admin)
Service Goal/Objective	Create an exciting and welcoming atmosphere for the newly hired Spark Team Leaders.
Why:	Starting the year off with a positive atmosphere will help volunteers become excited and passionate about their role which will positively impact the first year students they interact with. By creating this atmosphere right away, TLs will hopefully help encourage first years they meet to register for Spark. This positive environment also serves the purpose of making Spark a highlight of each volunteer’s week for the remainder of the year.
Difficulties:	There is a quick turnaround time from the point TLs are hired, Welcome Week, and the start of the school and Spark year.
Partners:	Executive Team
Service Goal/Objective	Create a large interest in Spark during Welcome Week
Why:	Welcome week is a great opportunity for Spark to reach out and make itself known as a resource specifically for first year students. By setting up a tent where TLs can hang out and chat with students, we can hopefully spread the word and demonstrate that Spark is a safe space for students to be supported through the challenges of first year. We will hopefully be able to get a lot of first year registration during Welcome Week so we can finalize Spark groups early in September. We also hope to use promotional strategies such as a large snapchat QR code along with other social media handles that allow students to stay in the loop about Spark throughout the year. This aims to maintain interest in Spark beyond the excitement of Welcome Week.
Difficulties:	Navigating the schedules of exec members and new TLs that may be involved in WW activities and already have responsibilities, being a memorable service when so many groups are also promoting their work during the week
Partners:	Kristina Epifano (MSU VP-Admin), Josh Marando (WW Faculty Coordinator), Erin Hopkins (Residence Orientation Planner), Sean Beaudette (Student Leadership & Learning of Residence Life), Tanya Kett (Student Success Centre)
Personal Goal	Show my appreciation to my executive team for working so hard over the first 4 months!

SEPTEMBER

Service Goal/Objective	Register 220 (11 per group x 20 groups) students in the first term Spark weekly mentorship program.
Why:	While capping the number of students enrolled in Spark may seem like a poor strategy for reaching as many first year students as possible, it is important to ensure the resources and volunteers available are able to take on the students enrolled in the program. Capping also ensures that not all interested students register for Spark in first term, leaving few students to register second term. Last year we struggled to register a lot of students in second term which resulted in very small session groups or groups where no students showed up at all which could be very discouraging for TLs. By reducing the number of students per group from 12 (last year's cap) to 11, we can hopefully shift some student registration from first term to second term without turning away too many students who really want to join.
Difficulties:	Capping runs the risk of students who missed out on first term registration losing interest by the time second term registration opens in December
Partners:	Josh Marando (Volunteer Coordinator), Melissa Paglialunga (FYC Coordinator), Executive Team, RezLife, Student Success Centre
Service Goal/Objective	Make new TLs with fewer leadership experiences feel comfortable and valued in their role.
Why:	From my own experience, I know how intimidating it can feel to join such a strong group of student leaders who seem to all have extensive leadership experience. Ensuring that new TLs feel prepared for their role and valued by the team will help them to have a positive experience with Spark as well as shape a positive experience for their students. I plan to do this by encouraging the sharing of tips from past experiences in leadership among volunteers as well as hosting meaningful volunteer appreciation events. Creating specific documents and online resources for TLs to collaborate and help one another will help to make less experienced TLs feel prepared for their role. This will also hopefully create meaningful relationships among TLs and help everyone feel at home in the Spark community.
Difficulties:	Ensuring TLs with more leadership experience remain "levelled out" when sharing experiences and advice for TLs with less leadership experiences.
Partners:	Returning TLs, Josh Marando (Volunteer Coordinator)
Service Goal/Objective	Plan and go on a fun Executive Retreat to facilitate team bonding.

Why:	September will be a very busy month and will mark 1/3 of the year spent as an executive team. Once we are all back in Hamilton for the school year, I'd like to go on an executive retreat to spend time together as a team outside of our Spark meetings. Last year our executive team did a trip to a cottage and we really enjoyed the time getting to know one another better and developing strong relationships. Team bonding events such as this help to build a positive team dynamic that helps the team to work more effectively together when working on Spark and resolving problems as a group. I want to ensure executive members are enjoying themselves as a member of the Spark exec team and will stay motivated and excited throughout the year.
Difficulties:	Finding a weekend to book off since September becomes very busy, choosing a retreat location/activity that suits everyone
Partners:	Executive team
Personal Goal	Staying calm when things don't go according to plan and managing my time to avoid too much stress.

OCTOBER	
Service Goal/Objective	Re-Introduce Spark Ambassadors
Why:	<p>Spark Ambassadors are first year students involved in Spark's weekly mentorship program that can choose to become even more involved as a representative of the service. The initiative happened 2 years ago but was discontinued last year but I'd like to re-introduce the program. Spark Ambassadors will meet weekly or bi-weekly and assist in: giving feedback on Spark's programs (Workshops, Sessions); planning and helping out at future Spark events with the Events Coordinators; developing and carrying out promotional strategies with the Promotions & Publications Coordinator. Spark Ambassadors have the advantage that they themselves are in first year and have a unique perspective on how Spark serves its demographic. They also have a better reach to other first year students and will be useful for promoting events and term 2 registration.</p> <p>Spark Ambassadors are also an incredible opportunity for first year students to become involved in something without having to face the application and interview aspect that may be intimidating and deter them from getting involved.</p>
Difficulties:	Navigating many schedules to find a meeting time that works for most Spark Ambassadors, splitting the load of planning and leading Spark

	Ambassador meetings among executive members, maintaining interest throughout the year.
Partners:	Josh Marando (Volunteer Coordinator), Kristina Epifano (MSU VP-Admin), FYC members
Service Goal/Objective	Host a successful workshop or event for first year students with high attendance.
Why:	The Spark workshops held in the fall have always had very low attendance. To combat this trend, we plan to choose a time before a ton of midterms have begun, reserve time in sessions trainings for the Events Coordinators to explain the event to TLs and recruit volunteers, use the help of the new Spark Ambassadors to plan the event and invite students to come, and plan an event that students feel is a good use of their time. These strategies aim to increase attendance which supports the goal of Spark to reach all McMaster first year students that may not be involved in the weekly mentorship program.
Difficulties:	Sometimes there are factors we can't control that affect students' decisions to attend an event, there is likely always going to be a midterm for at least one course every week in October
Partners:	Spark Ambassadors, Larissa Turco & Emily Yang (Events Coordinators), Underground Media & Design, FYC
Service Goal/Objective	Begin 1-on-1 check-ins with all Spark Team Leaders.
Why:	Again, 1-on-1 meetings provide the space for individuals to voice their concerns that they may not be comfortable bringing up in a group or without being prompted to talk about how they're feeling. This is also an excellent opportunity to collect feedback on sessions and events that the executive members can use when working on their portfolios.
Difficulties:	Scheduling meetings with 40 volunteers is a large undertaking
Partners:	Josh Marando (Volunteer Coordinator)
Personal Goal	Build meaningful relationships with the team of volunteers.

NOVEMBER

Service Goal/Objective	Effectively promote Spark Formal (ideally sell out all tickets).
Why:	Spark Formal is an incredible opportunity to engage first year students socially, allow Spark groups to spend time together outside of session, and engage students who are not yet involved in the program.

Difficulties:	Promoting the event while other events are simultaneously being promoted, promoting the event as a valuable use of time (to socialize and take a break from studying) during the busy semester)
Partners:	Spark Ambassadors, Compass, Melissa Pagliaunga (FYC Coordinator), FYC members, the Underground Media & Design
Service Goal/Objective	Make a sessions training into a mini-social.
Why:	While the Spark socials planned by the Volunteer Coordinator are awesome and valuable because they occur during “non-Spark time”, I believe that using part of the hour every week reserved for sessions training is an excellent opportunity to enhance connections between volunteers in a social setting. Spark volunteer socials often have low attendance due to the busy schedule of students but by using the time volunteers have already accounted for, we can ensure TLs can make relationships with one another and build a strong team among all volunteers.
Difficulties:	Ensuring there is enough time for the Sessions Coordinators to adequately train TLs on the upcoming session while also having a mini-social
Partners:	Nikhail Singh & Anika Spasov (Sessions Coordinators), Josh Marando (Volunteer Coordinator)
Personal Goal	Stay engaged and focused on long-term Spark tasks that will allow second semester to run smoothly.

DECEMBER	
Service Goal/Objective	Open and promote Term 2 registration for Spark’s weekly mentorship program.
Why:	With last year’s low term 2 student registration, I want to ensure that there is enough time for students who may be interested in Spark to learn about the program and sign up if they want to join. This aims to take off some of the pressure to promote registration in the first couple weeks of January. Last year we had to compete with MSU Presidential Elections for visibility which was a major challenge. By starting in December, we can reach students when there are few other campaigns or promotions happening for various school events.
Difficulties:	Getting promotional material prepared during exam season

Partners:	Underground Media & Design, Surabhi Sivartnam (Promotions & Publications Coordinator),
Service Goal/Objective	Host a holiday social to show volunteer appreciation.
Why:	I want Spark Team Leaders to feel that their efforts do not go unnoticed and that all the time and energy they have invested over the past semester has really made an impact on their students. Making this event as accessible and enjoyable as possible will encourage TLs to come out to the social and enhance connections among volunteers who may not have seen one another since another social or the first Spark training.
Difficulties:	Enticing volunteers to attend the social during the busy exam season, giving thoughtful gifts to TLs without spending too much of the budget.
Partners:	Josh Marando (Volunteer Coordinator)
Service Goal/Objective	Collect extensive TL and student feedback on Term 1 Sessions.
Why:	Last year as Sessions Coordinator, we missed the opportunity to deliberately collect feedback from first year students enrolled in Spark during first term. This feedback would have been very valuable for tailoring Term 2 sessions to best fit first year needs. Collecting feedback from sessions is also valuable for reporting to the Executive Board about what students are specifically getting out of Spark. Continuing with collecting TL feedback also provides valuable perspectives on how sessions can be improved for the upcoming semester.
Difficulties:	Getting first year students to fill out a survey or feedback form, avoiding collecting so much feedback that it is overwhelming for the Sessions Coordinators
Partners:	Nikhail Singh & Anika Spasov (Sessions Coordinators)
Service Goal/Objective	Collect Mid-Year transition reports from executive members.
Why:	This ensures that the “Running Transition Reports” are completed after a lot of tasks have been completed and exec members have executed their plans. By having execs fill these out mid-year, it ensures their thoughts and ideas are fresh and they can provide more information for the incoming executive members in April. We had difficulty ensuring all transition reports were completed before the new executives began their term this year so hopefully it will alleviate the load of completing the entire transition report in April. Instead, exec members will have 4 months (max) to finish writing about their experiences in their roles.

Difficulties:	Expecting a lengthy amount of writing during the busy month of December
Partners:	Executive Team
Personal Goal	Spend time with executive members and strengthen relationships with each member through 1-on-1's and casual hangouts.

JANUARY	
Service Goal/Objective	Hire the new Spark PTM
Why:	Getting started on hiring the incoming Spark Coordinator at the beginning of the term ensures that there is ample time to adequately transition them and prepare them for the role. I appreciated knowing well in advance that I would be taking on this role and was able to plan my own schedule for hiring an executive team and getting training from my predecessor.
Difficulties:	Ensuring the timing works with Kristina, finding time to interview and review applications during a busy time for Spark and during Presidential Elections
Partners:	Executive Board, Kristina Epifano (MSU VP-Admin)
Service Goal/Objective	Register 200(+) students for second semester Spark.
Why:	Last year we struggled to reach 100 students registered for Term 2 Spark which resulted in small session groups and low retention. This could be quite discouraging for Spark TLs who were eager to impact first year students and ended up having few to no students show up every week. Starting off the term with a large number of students ensures that even if students stop coming to Spark, the odds lean in favor of every group having a few students attend sessions.
Difficulties:	Students often feel they don't "need" Spark after finishing one semester of first year, students may now be involved in other organizations and don't feel they would have time for Spark, promoting Spark in January can be difficult due to Presidential Elections
Partners:	Underground Media & Design, Surabhi Sivartnam (Promotions & Publications Coordinator).
Service Goal/Objective	Run a successful and motivating Winter Re-Training for Team Leaders

Why:	After one term of being a Spark TL, volunteers can get tired and begin to feel that Spark is a burden or just another box to check in their school week. I want to ensure that TLs feel supported and motivated throughout the year. By having a Re-Training that reminds TLs why they enjoy Spark and commit 4 hours every week to the service, we can hopefully inspire them to keep going and continue putting time and energy into the students they mentor.
Difficulties:	Planning a re-training that most TLs can attend, ensuring the re-training doesn't feel like nagging or feel patronizing to TLs
Partners:	Josh Marando (Volunteer Coordinator)
Personal Goal	Create a lot of interest in the position of Spark Coordinator so there is a decent-sized pool of applicants for the job.

FEBRUARY	
Service Goal/Objective	Begin Term 2 1-on-1 check-ins.
Why:	Again, 1-on-1 meetings provide the space for individuals to voice their concerns that they may not be comfortable bringing up in a group or without being prompted to talk about how they're feeling. Continuing with these meetings in term 2 helps to demonstrate that we want to support volunteers throughout the year.
Difficulties:	Scheduling 40 meetings, reluctance to actually plan a meeting when volunteers are busy with other commitments
Partners:	Josh Marando (Volunteer Coordinator)
Service Goal/Objective	Recruit another group of Spark Ambassadors
Why:	While one of the main purposes of introducing Spark Ambassadors is to help with Term 2 registration and these new Spark Ambassadors wouldn't be able to help with that, it is still an incredible opportunity for first year students to become involved in something without having to face the application and interview aspect that may be intimidating and deter them from getting involved. It also provides the opportunity for current Spark Ambassadors to practice their leadership skills by welcoming and orienting the new Spark Ambassadors to the program.
Difficulties:	Ensuring there are enough duties for all the Spark Ambassadors to help with in order to feel engaged
Partners:	Spark Ambassadors, Josh Marando (Volunteer Coordinator), FYC

Service Goal/Objective	Use Sessions trainings as opportunities for volunteer appreciation.
Why:	In term 2 of Spark, trainings are often much less structured due to the fact that session activities are often reused from first term and TLs don't need a full run-through of the activity. This provides more time during the hour training which can be used to show volunteer appreciation and keep TLs motivated to keep going until the end of the term. By leading fun activities, giving out warm fuzzies to one another, and providing snacks and refreshments every once in a while, Spark will remain as a highlight of the volunteers' weeks and will keep them motivated to continue their efforts.
Difficulties:	Maintaining good attendance when trainings become less structured and involve more socialization (some TLs will begin to think it's not as important to attend training anymore)
Partners:	Nikhail Singh & Anika Spasov (Sessions Coordinators), Josh Marando (Volunteer Coordinator)
Personal Goal	Keep the energy of myself, the exec team, and the volunteer team up as enthusiasm fades.

MARCH	
Service Goal/Objective	Help hire the new Spark Exec with the incoming PTM
Why:	Completing hiring in March allows for less stress during the last month of the school year when exams are happening and it can be very hard to schedule interviews and then an initial exec meeting. It also means that applicants have time to write a cover letter and apply before they become overwhelmed by exam season, thereby increasing the number of applicants.
Difficulties:	Scheduling interviews with classes, long weekends, etc.
Partners:	Another MSU service PTM, the incoming PTM
Service Goal/Objective	Collect another round of student and TL feedback.
Why:	Although our term will be nearing the end, this feedback is vitally important for the incoming Spark Executive team. I plan to create multiple surveys for Spark students, Spark Ambassadors, and Spark TLs to collect feedback on our different programs and events that can be used to improve the service in the following year.

Difficulties:	Enticing people to fill out the survey (could incentivize this through a raffle prize though)
Partners:	Underground Media & Design, Nikhail Singh & Anika Spasov (Sessions Coordinators), Larissa Turco & Emily Yang (Events Coordinators)
Personal Goal	Stay committed to my Year Plan specifically to make sure I collect feedback for the incoming Spark team.

APRIL	
Service Goal/Objective	Host a thoughtful and enjoyable Volunteer Appreciation social
Why:	After many hours of volunteering their time, Team Leaders deserve to feel appreciated and valued. By hosting a large gathering that TLs have the opportunity to mingle, recall memories of the year, and have some fun, we can demonstrate that we truly appreciate the team's efforts and that we wish them well in their future.
Difficulties:	Finding a venue that can fit and feed 41 people, choosing a venue that allows for mingling and socialization, booking a venue when many other groups are also booking end-of-year socials
Partners:	TwelveEighty, the Phoenix, Josh Marando (Volunteer Coordinator), Underground Media & Design
Service Goal/Objective	Ensure PTM is adequately transitioned (e.g. have transition report finished, meet with MSU Office staff and future partners they will need to work with, have multiple meetings to discuss the role)
Why:	It can be overwhelming to learn everything at once when being trained as a new PTM so spreading this out over a month or two can help decrease the load. It is also important to schedule meetings with partners and stakeholders so that they can take place before myself and the incoming PTM leave for the summer or have exams in April.
Difficulties:	Finding time to schedule these meetings during the exam period and during the meetings the new PTM will be having with their new executives
Partners:	MSU Office Staff, Student Success Centre
Service Goal/Objective	Ensure exec members have submitted their transition reports and have met with the incoming execs by the end of the month.

Why:	It is important that transition reports are submitted in time for the incoming executives to have a fair start when they begin their term on May 1 st . I struggled navigating how to help my executive member and help them begin tasks when they didn't receive a transition report for the first month of their term. I want to ensure the incoming PTM has the resources they need to support their executives.
Difficulties:	Enforcing deadlines without overwhelming or putting too much pressure on executive members.
Partners:	Executive Team
Service Goal/Objective	Host an end-of-year exec appreciation event.
Why:	After an entire year of working together and expectedly many ups and downs, I want to make sure our team ends the year on a good note and everyone feels appreciated for their efforts after a long year. We will have spent many many hours together and made many sacrifices to ensure that Spark runs smoothly throughout the year so having a final event to celebrate the year is a great way to finish it off and leave our roles feeling accomplished.
Difficulties:	Finding a time that works with everyone during exams and before everyone leaves for the summer
Partners:	Executive Team
Personal Goal	Accomplish all major goals of the Year Plan and reflect and learn from any goals that were not accomplished.

Long-term planning

Overarching Vision (what is the ultimate goal?)	<i>Spark as a highly visible and credible McMaster first year student success service.</i>
Description	Spark is currently an important service offered to all first year students at McMaster that typically engages around 400 students through its mentorship program and other events. My overarching vision is to have Spark become a very prominent support for first years such that all first year students at least know someone involved in Spark and

	<p>understand what the service is all about. I so frequently hear “I wish I had known about Spark in my first year, I totally would have done it!” from my peers and I am aiming to get to the point where that isn’t said anymore.</p>
<p>Benefits</p>	<ul style="list-style-type: none"> • Spark has the ability to instill confidence in students that they carry with them throughout the rest of their time at McMaster. By increasing the visibility of Spark and reaching more students, we can create more student leaders and students who strive to reach their personal goals. • Spark empowers upper year students to become leaders and mentors and is a great gateway into working with and understanding the MSU. From my own experience, I knew very little about the structure of the MSU but my time spent volunteering with Spark taught me a lot and continued to provide me with new growth opportunities. As Spark grows as a service to impact more first year students, the number of volunteers needed to support these students also grows, thus increasing the number of upper year students that are empowered. • Spark can work closely with the Student Success Centre to centralize supports for first year students. By impacting so many first years, Spark can lobby to receive funding from the SSC and further enhance its initiatives and programs.
<p>Year 1 Goals</p>	<ul style="list-style-type: none"> • Enhance student turnout at Spark programs (weekly mentorship program, workshops, Spark Formal, other Spark events) • Collect large amounts of quality feedback to shape the future of Spark programs and continue to improve their turnout • Collaborate with other campus groups to increase cohesion amongst different transition programs • Improve upon current logistics and systems used by Spark • Continue building a consistent Spark brand to increase its credibility as a first year success service • Continue to promote Spark through many connections such as RezLife, SSC, other MSU services, faculty societies, etc.
<p>Year 2 Goals</p>	<ul style="list-style-type: none"> • Expand number of Spark Team Leaders and create new volunteer roles (e.g. Events, Sessions, Promo) that work with executive members to plan and execute the projects in their portfolio. Executive members will no longer

	<p>simultaneously be Team Leaders to lighten their increased portfolio workload.</p> <ul style="list-style-type: none"> • Implement feedback from last year to improve Spark programs and continue reaching more students.
Year 3 Goals	<ul style="list-style-type: none"> • Review the success of the increased number of volunteers and increase budget as necessary. • Collect feedback from the previous year's exec on the pros and cons of the new volunteer team structure and make any necessary changes. • Maintain relationships with campus partners to continue affirming Spark's credibility as a first year success service.
Partners	<p>Kristina Epifano (MSU VP-Admin) Scott Robinson (MSU VP- Finance) Tanya Kett (Student Success Centre) Sean Beaudette (RezLife)</p>