



# REPORT

*From the office of the...*  
**SWHAT Coordinator**

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TO: Members of the Executive Board  
FROM: Sowmya Karthikeyan  
SUBJECT: SWHAT Report 1  
DATE: July 3<sup>rd</sup>, 2018

## **YEARPLAN UPDATE**

The past couple of months have all been planning periods for myself and the executive team. Since the service does not run during the summer, we are preparing for the year.

We completed our full walker/dispatcher hiring in April and our team was finalized in May. Since then, I have had my executives write out years plans for their own roles and we will be going over them together in the next two weeks.

## **SERVICE USAGE**

SWHAT does not run over the summer.

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

No events have taken place as of yet, most of our events run during the year.

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

SWHAT will have a booth in the Horizons Successfest, which gives us an opportunity to make ourselves known to incoming year students. Our first major event in September (after Welcome week), is first year hiring so this is a good way to make SWHAT known.

With respect to WW, I am still figuring out what walker availabilities are so that we can determine if SWHAT can be open for all of welcome week.

My executive team and I will also start planning for a volunteer training, that will hopefully happen in August.

Additionally, my PR coordinators have been speaking with EFRT about potential shared promotional magnets.

**BUDGET**

No part of the budget has been used up until now.

**VOLUNTEERS**

As aforementioned, we have hired our volunteer team and so far, I have only communicated with them over email. However, soon we will be adding them to our Facebook group. This will give volunteers some time to get accustomed to the new team and also gives most of them a more accessible way to reach myself and the executive team.

In terms of numbers, our dispatch team is entirely full. Our walker team is almost full, we have 6 most spots that will be ideally be filled in by first years.

**CURRENT CHALLENGES**

We have had no major challenges thus far.

**SUCCESSSES**

Correspondence with both my volunteers and executive team has been effective and efficient. I am happy to see that my exec team is very motivated and excited for their roles and they have already begun to take initiated and start preparing for the new year.

**OTHER**

Although SWHAT has not been up to much in the past few months, I anticipate that July and August will be busy with welcome week and September planning,