



# REPORT

*From the office of the...*

## Spark Coordinator

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TO: Members of the Executive Board  
FROM: Anika Spasov  
SUBJECT: Spark Report 3  
DATE: October 7<sup>th</sup>, 2019

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### YEARPLAN UPDATE

Hello again! Spark's Mentorship Program has begun and we've already hosted 3 staff socials, training and some events. It's great to see our volunteers engage with first years.

### SERVICE USAGE

Our service usage has increased greatly from last year. Our first week of sessions had 213 students attend, last year had 97 students attend the first week. This is over double! During this first week, we had a lot of students switching around session dates and times, as well as some new ones joining. As I received emails about students no longer being interested in the program, we posted new open slots on our Instagram page. Additionally, we kept some slots open especially for First Generation students. At the event hosted by the Student Success Centre for First Generation students, we had about 30 students sign-up. Furthermore, we had over 320 students register for our Mentorship Program. We actually hired some more TLs off of our waitlist so we could open up more session groups in order to register more students.

Our daytime sessions have also been very well attended. We have 2 this semester - one group on Wednesdays and Thursdays 1:00pm-2:30pm each week. Every student in these groups are off-campus students to better accommodate their schedules. Moving forward, we will likely offer more daytime sessions as they have been going very strongly! Our second week of sessions had about 137 students attend, however, there was the large first year Chemistry midterm that week, in addition to Micro and Macroeconomics. Next year, I would suggest starting session 1 week earlier so that session groups are well-established before midterms begin to hit.

Our events have also been extremely well attended, with largest turn-outs ever!

### PAST EVENTS, PROJECTS & ACTIVITIES

Our Welcome Week events went EXTREMELY well! At the Student Services Carnival we had about 100 students register for our Mentorship Program. Our Pizza Paint Night on Tuesday August 27<sup>th</sup> had over 180 students attend. We

ordered about 120 canvases and they ran out within 15 minutes. After we ran out, students were happy to paint on plates and cardboard. Some even began finger painting if they didn't have a paintbrush. Next year, if the event occurs again, Spark will need to purchase more supplies. The pizza amount was perfect though. However, students seemed very happy and chatted a lot, with students staying to paint and talk well past the 2 hour mark.

On Wednesday August 28<sup>th</sup> we hosted our Puppies, Popsicles and Peers. This event had over 450 students attend and we received lots of positive feedback. Students enjoyed making the dog toys and some even made friendship bracelets and backpack decorations instead. Lots of students were talking and making connections with first years and upper years alike. We moved the dogs outside partway through because of the crowd. I was worried about the dogs with the crowds, but the volunteers assured us that it was okay and that the dogs were used to larger crowds actually. Next year, I would also look into getting 1-2 more dogs to help split the crowds up more. Originally, we had purchased just over 300 popsicles. After the success of Pizza Paint Night though, I got the credit card to emergency purchase more popsicles from Shoppers Drug Mart during the event.

On Monday September 2<sup>nd</sup> we hosted our annual Night Before Classes event with Horizons. Given our Welcome Week attendance, we reached out to various Rep groups to help tour students. About 40 additional Reps showed up to help us, so shout-out to them all! The event had over 500 students attend and went quite smoothly.

Last weekend, we also hosted our Hike n' Hangout event. About 50 students registered for the event and every hiking slot had students in it. Lift kindly provided us with pancakes and the Board Game Society gave us some games to borrow. For a while, we were worried about the rain, but the weather cooperated and did not begin to rain until after all the groups had arrived back from Dundas Peak. Even despite the threat of rain, students showed up and had a great time! Lots of cute photos!

We have also had some campaigns on our social media regarding cool places to check-out in Hamilton, wellness resources and failure. They've been super cute!

The first weekend of September we also ran our volunteer training. It went really well and we asked some new guests to provide some training, such as Maccess. That week we also hosted our first Team Social with co-reveals. We also then ran some co-wars for the first time ever, which was a fun touch! Since then, we have had 3 more Team Socials. One was a board game night and potluck. Then this past Sunday we had a movie night after training and had snacks and watched Monsters, Inc in the big BSB lecture hall.

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

Our big event coming up is our First Year Formal, which will be on Thursday November 14<sup>th</sup> at the Scottish Rites. Our Events Coordinators have confirmed

that FYC will be helping us again fund wise and that we will move forward with the Carnival Theme (super excited for some games and snacks)! Tickets will be sold for \$32 each, all fees included, and we will have 300 tickets for sale total. The additional 25 seats for our capacity are for our volunteers, who will have \$5 tickets. Ticket sales will hopefully begin right after Reading Week.

We are also starting Spark Ambassadors sign-up this week. Our Outreach & Engagement Coordinator is looking into potential collabs with Mac Navigators and FYC for the Ambassadors to have some more responsibilities and learning opportunities. The O&E Coordinator has also finished up our Sponsorship Package, with help from Connor, and it looks great! This is really exciting because it's Spark's first time seeking official sponsors and will hopefully help us generate some funds.

### **BUDGET**

Here is my spending for Spark this far. Our Discover Your City expenses were larger than originally budgeted due to higher retention. Originally, we had planned on \$300 but it was actually \$400. Also, we had to take an additional about \$200 for printing our Metamorphosis pamphlets from UG. This was a lot more than expected and I am hoping to use the money we hopefully make back from Formal to offset this (Events and Sessions budgets both come from Annual Campaigns budget line). I am still waiting for multiple invoices, dating back to July, from the UG. This has been a challenge in terms of budgeting.

I am also receiving \$1,568.81 back from WWSTAPC for our Welcome Week Events. This is reflected in the boxes highlighted in green on the budget.

5003-0125	SPARK - OFFICE SUPPLIES	60.00			
	\$20 Clubfest table	\$20.00	August 19, 2019	126583	
	TOTAL SPENT IN LINE	\$20.00			
	REMAINING IN LINE	\$40.00			
6103-0125	SPARK - ANNUAL CAMPAIGNS	3,000.00			
	SESSIONS - \$1450.00				\$1,204.60
	4x\$120 for Attitude Bonfire Pit - Invoice	\$480.00	June 26, 2019	PO006936	
	Paint, Canvas and Paint Brushes - WWSTAPC (will be refunded after Welcome Week)	\$266.77	July 26, 2019	126524	
	Parking pass for therapy dogs (will be refunded by WWSTAPC after Welcome Week)	\$18.00	August 12, 2019		WWSTAPC Owed:
	Parking passes for therapy dogs (will be refunded by WWSTAPC after Welcome Week) (2 x \$18)	\$36.00	August 20th, 2019		\$1,568.81
	10 cheese pizzas + 7 pepperoni pizzas from Pizza Pizza - Pizza Paint Night - will be refunded by WWSTAPC	\$397.84	August 27th, 2019	126611	
	Walmart - Puppies, Popsicles and Peers - 7 x Banana Popsicles, Cooler, storage bin - will be refunded by WWSTAPC	\$4.68	August 12, 2019	126569	
	Walmart - Spark Sessions - 2 x rice bags, 5 x chip bags	\$12.32	August 12, 2019	126569	
	Dollarama - Puppies, Popsicles and Peers - 5 x scissors - will be refunded by WWSTAPC	\$13.00	August 12, 2019	126569	
	Dollarama - Pizza Paint Night - 3 x packages of plates, 8 x picture frames - will be refunded by WWSTAPC	\$29.49	August 12, 2019	126569	
	Dollarama - Sessions - 27 x balloon packages, 7 x styrofoam balls, 7 x plastic spoon packages, 5 x pompom packages, 2 x manila envelope packages, 2 x toothpick package, 1 package envelopes, 6 x marshmallows	\$74.93	August 12, 2019	126569	
	Dollarama - Sessions - 2 x pompoms, 2 x manila envelopes	\$5.71	August 12, 2019	126569	
	Dollarama - Pizza Paint Night - 2 x kitchen funnels - will be refunded by WWSTAPC	\$2.88	August 12, 2019	126569	
	Fortinos - Sessions - 1 x vegan marshmallows	\$7.90	August 12, 2019	126569	
	Dollarama - Puppies, Popsicles and Peers - 4 x freezies - will be refunded by WWSTAPC	\$4.52	August 12, 2019	126569	
	Complete Rentals - Tables for Welcome Week events - 3 contracts combined (\$339 + \$351.43 + \$74.58) - will be refunded by WWSTAPC	\$765.01	August 22nd, 2019	16632	
	Shoppers - extra popsicles for Puppies, Popsicles and Peers - 7 x popsicles - will be refunded by WWSTAPC	\$30.62	August 28th, 2019		
	\$20 per session group for Discover Your City (may get some back, still waiting for totals spent for Thursday)	\$400.00	September 30th, 2019		
	Printing from Underground for Metamorphosis Pamphlets (may be moved to events budget after Formal)	\$223.74	September 13th, 2019		
	EVENTS - \$1450.00				\$2,035.00
	Mills Plaza - Night Before Classes rental	\$35.00	August 28th, 2019	126633	
	\$2000 Deposit to Scottish Rites (will make back through ticket sales)	\$2,000.00	July 25, 2019	PO006993	
	OUTREACH - \$100				\$10.50
	Dollarama - Welcome Week Table - 3 x water jugs	\$10.50	August 12, 2019	126569	
	TOTAL SPENT IN LINE	\$4,818.91			
	REMAINING IN LINE	-\$1,818.91			



I am also worried about second semester bookings. I have reached out to a few services to use their booking hours in MUSC, however I have had no luck so far. I will continue to reach out to services and hopefully we find enough. The room booking process really conflicts with the structure of Spark and is becoming increasingly. Any help on this front, would be GREATLY APPRECIATED!

Also, while the higher retention is very exciting, it is also challenging from a budget perspective. In the past the funding has been enough for our supplies, but with registration and retention increasing a lot this year, we have spread a little thin.

There has also been an issue around access to the Committee Room. Our Exec-on-Call need access Mondays-Thursdays 6:15-8:15pm every week. However, the Committee Room is locked 5:00pm onwards. We need access to this space so the Execs can hand out the session supplies to volunteers, have access to cabinet for emergencies and then return the supplies afterwards. There have been multiple occasions when I have been called to run to campus to unlock the Committee room for them because there was no one there to let them in. This past Thursday I was out of town and unable to unlock the door.

Further, the Execs are unable to leave the room for the bathroom, water etc. for 2 hours because the door locks and if they prop it open, security is called. If there is any way our Volunteer Coordinator, Pulkit, can have a key to help alleviate this problem it would be greatly appreciated! It's been an ongoing challenge for the past few years, and it is just not realistic for me to come every single day for me to unlock it.

## **SUCSESSES**

The service has continued to move forward and it has been super rewarding to see our volunteers engage with the first-year students! It has continued to grow and I feel confident in the work we have done. Our events have had amazing turnout, retention has increased from last year and our social media continues to have high engagement. Love for my team <3