



# REPORT

*From the office of the...*  
Spark Coordinator

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TO: Members of the Executive Board  
FROM: Jimmy Long  
SUBJECT: Spark Report 4  
DATE: February 4, 2015

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## **UPDATE**

After a smooth transition into our second cycle Spark is now settled into the winter term which will run until the end of March. Before that we collected data from both students and Team Leaders to measure the success of the first term which was overwhelmingly positive. Looking forward we are currently beginning the development of a long-term plan for the service, planning some collaboration with other services, and preparing to bring Spark to the SRA.

## **SERVICE USAGE**

So far session turnout and Opening Ceremonies turnout have both been very promising. Our ten groups are averaging 7-8 students who are engaged with the program with much lower variance than last term. Our Opening Ceremonies also attracted around 50 students, which I was very happy with given how many students have class at the time we held it. I think the main reason for this increase has been a more informed group of students this term who had a better understanding of what they were signing up for. Moving forward a priority for the next Spark Coordinator will be to find the best way to properly communicate what Spark is to incoming students over the summer.

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

We opened registration for our second cycle in mid-December and attracted around 110 students to the program. One main difference I found in applications this term versus last term was the much more substantial reasons students had for signing up – while it might seem counterintuitive, I think there is a much greater need for Spark in the second term than in the first. Before registration opened up, the exec and I sat down for a fairly lengthy meeting of taking the feedback we got from first term and using it to reformulate the Spark curriculum. This included lots of small changes to individual sessions, restructuring the order to make it more pertinent to term 2, and replacing the session on stress management with one on presentation skills. We also made some internal logistical changes based on Team Leader feedback such as now running sessions from Monday-Wednesday and having training on

Thursdays. Having just completed our second week we have now gone through the Intro to Spark and one on midterms/study habits.

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

Next week our session will be on how to get involved/hired, covering things like resumés and interviews which I think is set at a very timely point of the year. We are also looking forward to collaboration with CLAY in the very near future, and as I mentioned, looking at how the service can evolve over the next few years. I am also preparing our presentation to the SRA which I am expecting we will make in the month of February.

### **BUDGET**

<b><i>Budget Line</i></b>	<b>Amount Allocated</b>	<b>Percentage Spent</b>	<b>Amount Spent</b>
<i>Special Projects</i>	\$2000.00	30%	\$600.00
<i>Adv. &amp; Promo</i>	\$2000.00	55.67%	\$1,113.40
<i>Leader Training</i>	\$500.00	35.15%	\$175.74

### **CURRENT CHALLENGES**

Everything has gone much smoother than I anticipated this term, with the only current challenge being planning for the SRA presentation which is most likely going to occur earlier than we expected because of hiring concerns.

### **SUCSESSES**

I think that our level of engagement we're seeing from students so far this term is a notable success in itself, and especially worth noting is that a good number of these new registrants signed up for the program based on referrals from students who participated last term. Our survey results are also definitely worth noting given the many positive and substantial comments we received from students. As a personal success, I didn't sleep through a single class this week!