



REPORT

From the office of the...

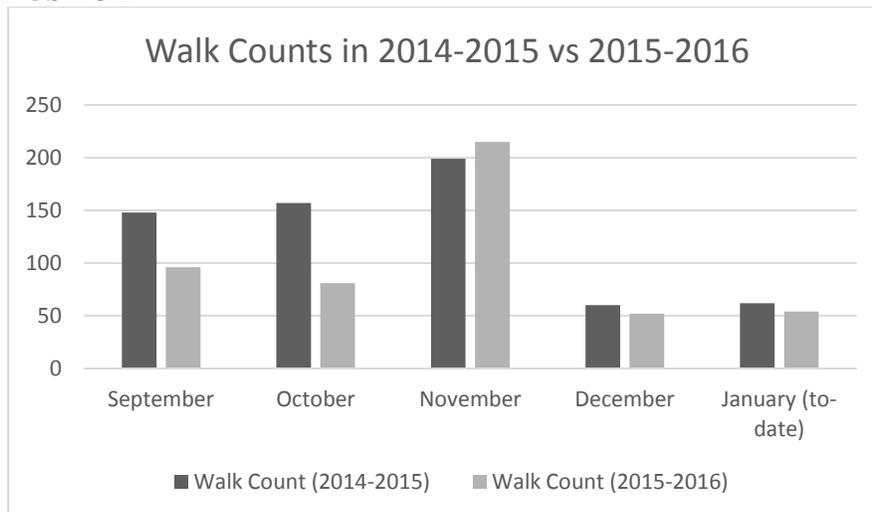
Student Walk Home Attendant Team (SWHAT)

TO: Members of the Executive Board
FROM: Serena Arora
SUBJECT: SWHAT Report #3

UPDATE

The holiday break was a great opportunity to reflect on the fall semester and learn from our mistakes. Now that we have a regular meeting time ironed out, I am hopeful that we will take the lessons from the fall and apply them to the winter term! Also, I am very excited to announce the hiring of the new SWHAT Coordinator – it will be a fantastic opportunity to work together to implement some long-term planning!

SERVICE USAGE



The large difference in walk counts between this year and last year seems to be evening out, and hopefully with increased promotional events and activities, we will continue improving on service usage. Our November Walk-A-Thon this year marked the highest number of walks ever recorded in one month, so we would like to continue that in 2016.

PAST EVENTS, PROJECTS & ACTIVITIES

We just released the SWHAT Fall Review survey, which had a response rate of about 50%. As an executive team, we are discussing the results and will be attempting to address the issues identified moving forward throughout the semester. We also recently started a SWHAT Street Team that would assist our PR Executives in planning and facilitating events!

UPCOMING EVENTS, PROJECTS & ACTIVITIES

Our application cycle for Winter 2016 has just closed and we received 60 applications for approximately 5 spots! Due to the high number of applications for a limited number of spots, we are also considering ways to revamp our interview process.

We are starting SWHAT Chocolate Nights which will be one of hopefully many more outreach events we host during our hours of operation! Between 9pm and 11pm on Tuesdays, SWHAT will be giving out free hot chocolate in the atrium to promote the service.

BUDGET

<i>McMaster Student's Union</i>							
<i>Dept. 0117 - Student Walk Home Attendant Team</i>							
<i>For the Seven Months Ending November 30, 2015</i>							
	Current	Prior Yr.	Current	Prior Yr.	Prior Yr.	Approved	% Budget
	Month	Month	YTD	YTD	YE	Budget	Used
	November	November	2015-16	2014-15	2014-15	2016	To Date
8	All:						
9	5003-0117 SWHT - OFFICE SUPPLIES		40.35	17.73	17.73	250.00	16.14%
10	5101-0117 SWHT - TELEPHONE	35.30	141.20	247.10	423.60	500.00	28.24%
11	5201-0117 SWHT - PHOTOCOPYING			0.46	0.46	50.00	0.00%
12	5501-0117 SWHT - REPAIRS & MTCE.				928.45	200.00	0.00%
13	6102-0117 SWHT - ANNUAL CAMPAIGNS			226.00	459.00	450.00	0.00%
14	6494-0117 SWHT - VOLUNTEER RECOGNITION	135.37	398.67	639.88	870.89	2,500.00	25.60%
15	6501-0117 SWHT - ADV. & PROMO.	194.55	60.00	194.55	433.68	1,800.00	10.81%
16	6633-0117 SWHT - TEAM UNIFORMS			281.77	281.77	320.00	0.00%
17	6804-0117 SWHT - VOLUNTEER TRAINING				226.70	200.00	0.00%
18	6901-0117 SWHT - TRAVEL & CONFERENCE	24.47	338.98	427.13	1,125.15	2,100.00	20.34%
19	7001-0117 SWHT - WAGES	502.79	653.67	2,013.28	2,999.74	5,700.00	35.32%
20	7101-0117 SWHT - BENEFITS	39.43	53.67	151.40	215.93	450.00	33.64%
21	8001-0117 SWHT - DEPRECIATION EXPENSE	379.56		632.60	337.39	1,000.00	63.26%
22							
23	Total All	1,276.17	1,540.29	4,240.39	6,755.84	18,341.68	27.32%
24							

VOLUNTEERS

An issue that we are facing right now is the sheer number of volunteers that we have – after this hiring period, we will be at maximum capacity. A concern I have is that fewer shifts per individual per month which may lead to lower morale and a decreased sense of responsibility and community. The possibility of not automatically rehiring volunteers will be discussed with the new coordinator to develop a plan for Fall 2016.

CURRENT CHALLENGES

The office space is really useful for volunteer interviews as well as executive meetings, but it's extremely difficult to plan ahead for when we can use the space during the day –

in the past we have been able to use our office space to host SWHAT-related meetings during the day. If we could get some kind of schedule from SSC, we could also put up our SWHAT-related decorations and then take them down before they need the room.

SUCSESSES

The survey was pretty successful! I am very excited to go over the results with my team and develop a plan for moving forward. Our volunteers gave us a lot of valuable information with respect to the office space, volunteer training, and volunteer appreciation.