



REPORT

From the office of the...

MSU SWHAT Coordinator

TO: Members of the Executive Board
FROM: Kavya Patel
SUBJECT: MSU SWHAT Report #3
DATE: Friday December 3rd, 2021

Yearplan Update

I have hired the SWHAT executive team for the 2021-2022 year and I am currently in the process of onboarding them. The volunteer (walkers and dispatchers) hiring postings are still open on MSU Available Positions page. Since SWHAT was not operating for more than a year, there is less awareness and as a result we have fewer volunteer applications. The goal is to be operational in January 2022, so it is important that we are at least ready to operate to some extent.

Events, Projects, & Activities

Projects & Events: Executive Team Hiring (Completed)

The executive team is hired and will meet on Dec 5th to discuss next steps. I am currently in the process of onboarding them and supporting them as they transition into their roles.

Projects & Events: Volunteer (Walkers & Dispatchers) Hiring (Ongoing)

The volunteer hiring positions are still open and so far, we have 27 applications. To be operational, we need at least 60 walkers and so my plan is to conduct a promotional campaign and start hiring on a rolling basis until we have enough volunteers. This way we can start operating and providing walks while continue hiring. As the Winter semester is in-person, it is crucial that SWHAT is operating and providing walks to the McMaster community.

Projects & Events: SWHAT Opening (Ongoing)

I am in touch with Karen (MAPS Executive Director) as well as Lori (MUSC Administrative Director) regarding protocols that need to be in place when accessing the MAPS office and MUSC. I am looking into purchasing masks, disinfecting wipes, and sanitizer for use on shifts.

Outreach & Promotions

Summary

Since the last EB report, I have promoted Walker and Dispatcher Hiring. Posts were made on Instagram, Facebook, and Twitter.

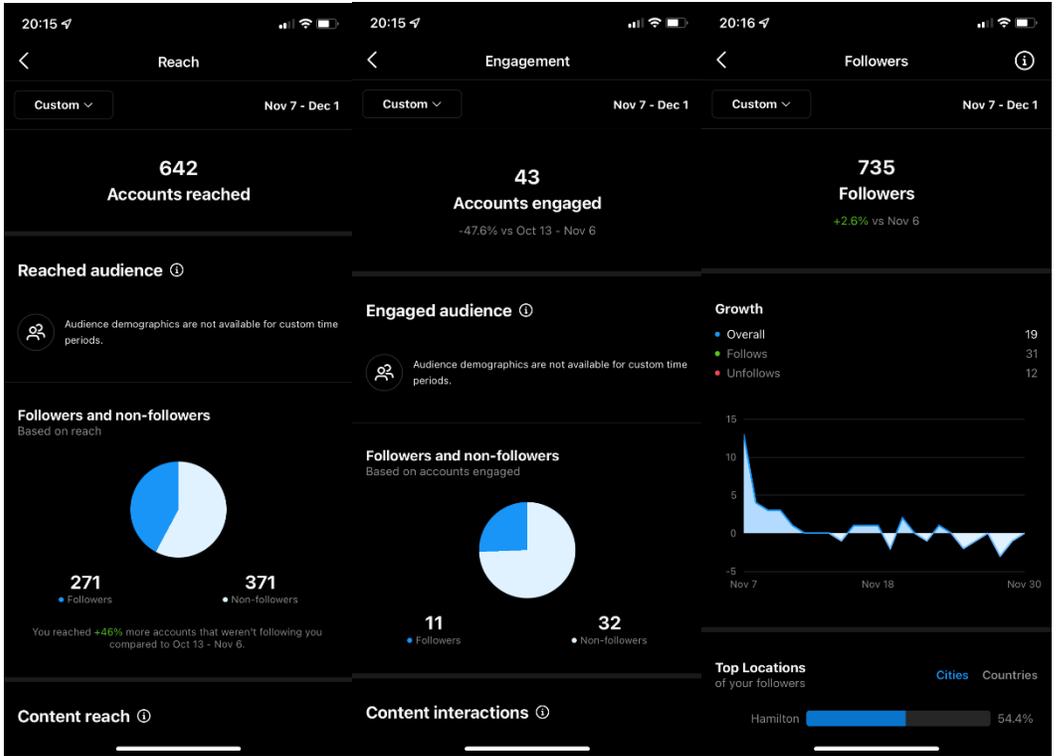
Promotional Materials

Promotional materials for executive and volunteer hiring were created by MSU Underground and shared on our social media platforms.

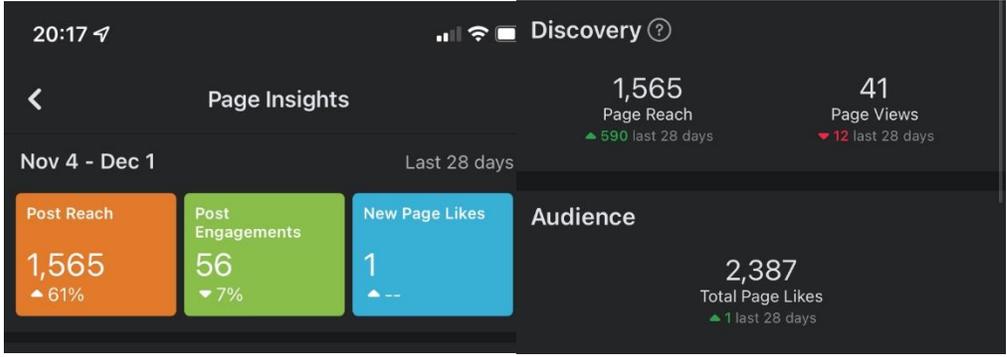


Social Media Engagement since the Previous Report

Instagram



Facebook



Finances

Budget Summary

As of now, I have spent \$125.00 for Volunteer Hiring Graphics.

ACCOUNT CODE	ITEM	BUDGET / COST
6501-0117-0200	MSU Underground Social Media Package	\$125.00
SUPPLIES	TOTAL SPENT IN LINE	\$125.00
	REMAINING IN LINE	\$875.00

TOTALS	
TOTAL BUDGETED DISCRETIONARY SPENDING	\$3050.00
TOTAL ACTUAL DISCRETIONARY SPENDING	\$125.00
REMAINING DISCRETIONARY SPENDING	\$2925.00

Successes

I have successfully hired the 2021-2022 SWHAT executive team! I am looking forward to working with them!

Current Challenges

My current challenge is to complete the walker and dispatcher hiring process before the start of the Winter Break to be ready to operate in January 2022. We currently do not have enough applications. My workaround to this challenge is to do a promotional campaign in December & January and start hiring on a rolling basis until we have hired enough volunteers. I am open to feedback and suggestions to ensure that SWHAT is operational in January 2022.