



MEMO

From the office of the...

Spark Director & VP Admin

TO: Members of the Executive Board
FROM: Kyobin Hwang, Spark Director and Mitchell German, VP Admin
SUBJECT: Proposed Changes to Spark Operating Policy
DATE: August 14, 2022

Dear Executive Board,

We are writing today to request the addition of the Spark Summer Programming into our Operating Policy. Specifically, this will include an addition to Section 2 (Operating Parameters) of the Operating Policy that will outline the details of Spark's Summer Programming. It will also include an addition to Section 3.6 (Personnel Structure; Events Coordinator), which will emphasize the Event Coordinators' responsibilities in carrying out this initiative. Since Horizons has been rescinded, Spark has been undertaking summer programming for the incoming class of first-year students for the past two years. Currently, summer programming is not reflected in Spark's Operating Policy.

Further, we would like to request the addition of the Spark Scholarship into our Operating Policy. Specifically, this will include an addition to Section 2 (Structure) that will outline the details of the scholarship. It will also include an addition to Section 3 (Personnel Structure; Outreach & Engagement Coordinator), which will emphasize the Outreach & Engagement Coordinators' responsibilities in carrying out this initiative.

Each scholarship is valued at \$200 and is awarded to two (2) students who have demonstrated significant commitment and engagement within the Spark sessions program. Students complete an application process, which is then evaluated by the Outreach and Engagement Coordinators before selecting two students to receive the scholarship. The Spark Scholarship program was piloted in the 2021-2022 school year and has shown to be successful in improving the experience of our sessions program for students, as well as increasing student retention in the sessions program throughout the year. This is evident through a 300%+ increase in first year registrations compared to previous years.

As a result, the Spark scholarship has become an important component for not only the service, but for the first-year students who continue to benefit from the program every year. However, Spark currently must rely on securing external funding in order to finance this initiative. Incorporating this initiative into Spark's

Operating Policy will ensure that the scholarship has the sustainability necessary to be part of Spark's operating infrastructure every year.

Changes were also made to the formatting of the document to make it flow better. There was also an addition of adding back in the hiring practises so that proper procedure is followed.

We are hoping that these proposed additions are approved. In the meantime, we are more than willing to answer any questions about this request.

Best,

Kyobin Hwang
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