

O-WEEK PROGRESS REPORT

As of today, these tasks have been completed, not necessarily in this order:

- All information for the Handbook has been collected, assembled, and formatted in accordance with basic principles of visual design. Some parts of the schedule were overlooked due to last-minute changes, and had to be corrected for after the printing.
- Sponsors have been acquired. Their inserts have been collected, their events organized, and their payments received and written up for record keeping.
 - We had issues with some sponsors – they missed the deadline, or did not give us enough inserts to put one in each Welcome Pack. We should try and emphasize the importance of those two things in the future.
- Welcome Packs have been assembled with totes, shirts, Handbooks, and various inserts (magnets, pamphlets, brochures, zines, etc..) from sponsors, societies, services, and other organizations.
- The Services Fair and the Societies Fair have been combined into one event, to moderate success.
 - TD Bank was allowed at the fair. They were charged: \$150 (usual tour stop pricing) to be permitted entry as a non-university organization; assorted other fees that stacked up to \$300 total, mostly relating to their needing a third person there and other details. The bank was very quick to agree to this deal and we probably could have charged more.
- The office in the Link has been reclaimed from the evils of the paint buckets.
- Snacks have been bought and distributed.
- Leaders were recruited, trained, and successfully deployed. We had issues with in-person attendance of Leader training due to schedule conflicts; this should be easily bypassed next year if Leader recruitment happens in March/April. Despite conflicts for in-person training, all Leaders were diligent about getting the training as soon as possible, and in the end received similar training content.
 - We had issues with getting enough people to volunteer; the goal was about 20 leaders, but we wound up with only 14, officially. This would have been easier to accomplish if we had started recruiting back in March, as returning students *were* excited to be Leaders even with finals looming.
 - The major discrepancy in Leader training was that those who could not make it in person were thus unable to facilitate a Waves of Change workshop.

- Coordinators also received all the same training as the Leaders, barring the actual how-to-run-a-Waves-of-Change-workshop section. Coordinators took a break while students were in this workshop on Welcome Day, so that training was purposely rendered unnecessary. In the future, Coordinators and Leaders would probably benefit from getting this training earlier in the summer, and having a recording to use as a refresher nearer to the actual start of O-Week.
- A student photographer was hired; the pay incentive was helpful in making this job prompt. The photographer did not receive training, as that was deemed unnecessary. The photographer was paid \$200 total.
- The Coordinators, Leaders, and photographer were covered for Chartwells meals.
- Many many things were printed. More time should have been allocated for this task, as it is not instantaneous and it is not thoughtless. Handbooks alone took approximately three hours.
- Unexpected tasks were dealt with. These were largely caused by the delay in tote bags/shirts/notebooks arriving (and one set of tshirts being black text on navy background), as well as the printing of various inserts. Future O-Week teams would benefit from having the welcome packs ready more than a day in advance.
 - Handbooks were printed successfully, but with mistakes – if the file had been ready earlier, we would have had time to check it again, and have more people go over it. Crucially, the schedule was missing some last-minute events, and the bingo page had one event left in that had actually been cancelled.
 - The other big issue was the contradictions of timing for events listed in the handbook, and the timing that was agreed upon with the leaders and event coordinators. This would have been avoided if the coordinators had more time to correct it.
 - This timing was also inaccurate, based on already discussed and agreed upon timing with event co-coordinators, such as the Wardy and societies. There should be time set aside in the future to go over the fine details of timing and specific logistics such as promised hot chocolate. This would prevent last minute issues and panics.
- The usual imperative to call students by phone was delayed, then vetoed. It did not appear necessary as we had a robust proportion of students signed up weeks before Welcome Day. Future teams will probably have equally little need of this component.
- **IMPORTANT:** most Instagram posts were posted with an image description in the alt text field. Additionally, we consistently made it clear that if students needed a plaintext version of the mailout or handbook, we have it on hand. In the future we should strive to have all posts and other online images posted with image

descriptions, and consider putting image descriptions both in the alt text field as well as the plain text of the Instagram caption or equivalent thereof.

- A racialized student space and a day student space were scheduled and conducted, to allow both groups of students to drop in and learn about supports that are available to them as part of one or both of these groups, as well as meet each other; it is too early to tell whether that has succeeded in reaching these students and whether adjustments should be made.
- The usual morning energizers throughout the week were reduced to just one occurrence, on Monday. These events are usually poorly organized and poorly attended, as no one wants to be there at the ass crack of dawn. King's does not have a large enough athlete-who-isn't-already-overwhelmed-by-their-training-schedule population to justify these events being recurring unless a third party is brought in to facilitate them and create excitement.
 - We tried to get a third party, but the attempt fell through as we could not afford to hire the Maritime Centre for African Dance, unfortunately.
- Unexpected extra funds were allocated to various small gaps, such as snacks/food, more craft supplies for crafting events, etc.,
 - We believe these extra funds were created by a reliance on last year's budget for planning, which had included a large rental expense that was not necessary this year.
- 300 wristbands were bought, for the purpose of replacing ones that get excessively dirty or damaged throughout the week. This was more than enough; few or no students asked for replacement wristbands.
- Welcome Day has been conducted.
 - Cash float of \$300 was collected by coordinator and FVP.
 - Residence students have been fully moved into their dorms. The mix of Leaders that were able to help with this, and those who were not, was adequate at about half-half.
 - Registration for O-Week went smoothly, conducted by two staff at a time. In future, it might be worth it to print two lists so two people can be registered two at a time, but that would be a minor streamlining of the process and not a necessity.
 - The real necessity would be keeping those lists safe and accounted for throughout the rest of the week.
 - Day Students' Society morning event was low on communication – unclear what happened, where, or how well it went.
 - Chartwells BBQ went well. People were happy with the various dietary options, and the timing seemed adequate.

- o Waves of Change workshop went as planned, conducted by leaders, Jordan Roberts (SHSO), and Olivia from Waves of Change. The participation was respectful, excited, and the workshops were well attended.
- o Parent event went as planned. No O-Week staff were deemed necessary, so none were present.
- o Evening in the Quad went largely as planned, though it was wrapped up earlier than the designated midnight end time. People naturally dispersed by around 10:30pm.
 - The hot chocolate was much sought after, but we had issues with setting that up.
 - Issue 1: we knew we had the hot chocolate machine in the storage room of the KSU office, but we had no way to transport water to it. We did not think it worth the risk to fill it with hot water before carrying it out, and we did not independently have a way to do that in the NAB or A&A. After asking around at the Alex Hall front desk, we were directed to Chartwells, who proved immensely helpful and not only got us the hot water, but also lent us a cart so we could safely transport the full machine back outside.
 - Issue 2: the cables available were quite short, but we settled for having the hot chocolate and snacks be slightly out of the way and in the bushes.
 - Issue 3: as a result of completely forgetting about the hot chocolate component of the evening, we also did not have hot chocolate powder (or at least, we did not know of it). We managed to order hot chocolate powder via Uber Eats, and managed to get it to campus from a coordinator's house, where it was initially delivered.
 - Issue 4: cups were lacking. While usually hot chocolate nights in the Quad are Bring Your Own Mug, it was the first day many of the students had been here, and the BYOM policy was not advertised on Instagram or in the Handbook. As a result, we concluded it would be unfair to mandate it now and hunted down as many paper cups as possible, as well as asking residence students who did have mugs in their dorms to go grab them. Ellie also lent some of her mugs to the cause. Nonetheless, we did not have enough for everybody.
 - These issues will all be easily circumvented with adequate prep and planning next time around.

- The main activity for the evening was button making on the library steps. This occurred to us as a fun thing due to how many people enjoyed our homemade pronoun buttons throughout the day. The students got to make buttons with doodles, names, pronouns, etc., on them, and in the process seem to have done some teamwork, teaching each other how to use the button maker and such. Seems like a big hit we should bring back next year. They even liked doing the paper cutting beforehand.
 - The planned capture the flag game did happen. It was conducted by a leader, as the coordinators did not have a thorough understanding of capture the flag. Most students were excited about the pride flags being used, but a few were disrespectful of them. One leader noticed somebody standing on a flag (to prevent the other team from taking it) and pointed out that's disrespectful, and if they continue the flag will be confiscated and their team will lose. This method proved effective in discouraging that type of behaviour.
 - o Cleanup after the evening activities was fine. It would have been easier with more than three people there. If the activities had gone on until midnight, I suspect the cleanup would have been exponentially harder.
 - o We made slightly over \$3000 from the people who paid on this day.
- Day 2 has been conducted.
 - o Morning energizer was intended to happen, with two Leaders volunteering to staff it. Both called off the night prior, and as a result no O-Week staff were on site at the designated time. It remains to be seen whether any *students* showed up.
 - No one has complained, so we have decided to conclude that no one cared enough about it to complain.
 - o Tours were conducted. There were issues with planning the tours, as it was a very last-minute activity. The tour route and schedule will be archived in the o-week google drive folder labeled AAA – 2024 O-Week, to prevent this particular issue. Additionally, the tours would have run more smoothly if we had had time to physically walk the Leaders through them rather than relying on written descriptions. The third tour was cancelled, since no students seemed to be showing up for it. Staff waited about twenty minutes before calling it.
 - o Second slot designated for ice breakers has been converted into a free space – different activities were offered and students grouped together for them. Offered were: tour of Dalhousie, union Q&A session, Halifax Q&A session, FYP Q&A session, capture the flag, and stereotypical ice breakers. This was far more helpful than an hour and a half of ice breakers.

- o Scavenger hunt went as planned. We had about ten groups to start with, which dwindled to three that actually completed the hunt. There was incredibly high demand for bus tickets, as residence students did not get their UPass stickers already on their Dal IDs. Prizes were four Driver Dave's coupons (first place) and leftover tshirts (second and third). The other three groups that finished the hunt were offered freebies and candy as rewards. They have not yet come to claim their prizes.
- o FYP Monday Dance Party went WONDERFULLY. The kids did not seem to spend much money, but lots showed up and danced. Upper years later asked if they could come later in the week.
- o Chapel concert was...? Happening? No status updates were communicated to us.
- Day 3 has been conducted.
 - o The CFS scavenger hunt was a bust – no students showed up.
 - o The speed friending was also a bust – no students showed up.
 - o Movie night happened inside – Alumni Hall, due to rain. It was Back to the Future. Hot chocolate and packaged snacks were served, but not popcorn. Ellie estimated about 20-30 people attended.
- Day 4 has been conducted.
 - o Societies and Services Fair went as planned. It would have been helpful to have more people there to help set up, but they managed. There were some miscommunications about what time exactly the fair would start (11 was advertised accidentally, the real time was 11:30), but they were sorted out. The wind was a hurdle – next year it might be good to remind societies and services to bring paper weights and tablecloth pins. Additionally, it rained lightly throughout the first half of the event, but we persevered. It was only when it started pouring that the last hour or so were cancelled, which does not seem to have been a great loss as there were few students present by that time.
 - o The student organizing event went as planned, conducted by Aideen, the Chair of CFSNS and our EVP, Terra, with one Coordinator presence. 4-5 students attended and all seemed enthusiastic about getting involved, especially around food justice and tuition.
 - o Venus Envy talk went as planned. Only about five students showed up, but these were enthusiastic and had a good discussion.
 - o Venus Envy bingo went as planned, facilitated by Ry from Venus Envy. The Wardy was packed – people were sitting on the floor. There was a lot of cheering for each bingo. We should get Ry to do the facilitating again.

- o The craft event to parallel bingo night went as planned, facilitated primarily by the recently-founded Crafting Society. Coordinators were not present. Coordinators went home at a reasonable time.
- Day 5 has been conducted.
 - o The food justice tour, planned and coordinated with the KFSI, did not occur, as no one showed up. The society is planning to promote a tour for October.
 - o Swing Dance Lesson + event presumably happened, but we received no updates on it.
 - o KLS came by the office around 7pm and picked up snacks for the Ghost Stories event. They had 15-20 people already, as of 7:43pm.
 - We needed to look at our emails and verify what snacks and drinks we promised to provide, as we did not have hot chocolate for them and the purchased freezes were not frozen in enough amounts.
 - o Queeraoke drag performers arrived around 7:30pm, and used our back room to prep. We made space, but the backroom needs to be in a fairly organized and open-spaced condition at least one day before the event. We moved things around last minute. We need a mirror, badly.
 - o Queeraoke kicked into gear around 9pm. Many people were here already, and many more showed up. Nine pizzas will probably not be enough. (And they were not. But however many we had, they would still have been eaten.) The students seemed very excited about the drag and karaoke performances and cheered for their peers while they were on stage. The turnout was over 200 people and the Wardy was at capacity for quite a while.
 - Immediately before the event, Square, the program the Wardy uses for transactions, crashed. There was no way for the Wardy to make money besides cash, which barely anyone had. And the ATM in the basement was *still* broken.
 - Also, it needs to be promoted to students that they need to bring cash to tip the performers. Aideen offered their own cash to students in order to instill this value in them, but we should make sure more people come prepared. Especially because for many, it was their first drag show.
- Day 6 has been conducted.
 - o The DSS event was presumed to have happened, as we received no communication about it.
 - o Only one student showed up for the Point Pleasant tour, so it has been rescheduled. Ellie is planning to coordinate and re-plan the event for a later date, preferably in September.

- o Beer garden went as planned. There was not much turnout, although there were many floaters in the quad. This may have been due to other events happening in the city. The band, Juice Box, was well received and had a set of over 1 hour in length. They sold a lot of merchandise. It is our belief that the Wardroom would also benefit from a sale of their merchandise at the event, and in general.
 - o As far as we know, no one attended Study Night in the Wardroom.
 - Both keys to the basement office have been returned.
 - A folder titled **AAA – 2024 O-Week** has been created in the O-Week google drive, and some essential files were placed inside. These include:
 - o Job ads for the Coordinator and Leader positions, which still need some details added. They are Canva-made, so reuploading them to Canva will enable the text to be altered as necessary, and other elements to be added or moved around.
 - o A copy of this year's O-Week Schedule for future reference, which includes a loose outline of our two training day schedules.
 - o A draft of the Leader Application Form.
 - o This report, as well as our report from end of June.
 - o A copy of the Handbook pdf file, for future reference.
 - o A copy of the campus tour schedule and route.
 - o A copy of the scavenger hunt plans.
 - o The Freeman's Pizza ad used this year, as it may be identical next year.
- ...and a few other things.

Otherwise,

- Meeting attendance has been consistent, either in person or remotely.
- Work hours have consistently been more than 5/week, either in office or remotely.
- Absences have been accounted for.
- Tasks have been consistently delegated to the most appropriate people for them.
- Everyone has been communicative and clear about their schedules and abilities.
- Expenses have been kept track of and inserted into the budget. Money spent from staff's personal accounts was reimbursed via cheque.
- Bus passes and taxi chips were made available to staff.
- Staff has been snacking on our snacks as they should.
- Final count of students who registered for O-Week: estimated at 176. I noticed some names went uncrossed on the list on Welcome Day, but that list has since been misplaced, unfortunately.
- Final count of students who picked up their O-Week packs and wristbands: 176.

Office hours:

- Danja:
 - o In May I worked approximately one day a week – the designated five hours.
 - This means that: $5 \text{ hours} \times 1 \text{ day} \times 4.5 \text{ weeks} = 22.5 \text{ hours}$ worked in May.
 - o In early June I had dental surgery. In late June, I went back to work. I started showing up about two days a week, which quickly went up to four in July, and then five in August. My regular time to get here was around 10am, and I would consistently stay until past 4pm. 10-4 were the hours I completed work tasks every day, from design to helping Ellie with admin work to meetings. I would also often stay late, continuing to work on design stuff until about 6pm many days.
 - o The math here is 7 hours of work a day, 4 days a week in July and 5 days a week in August.
 - This means that: $(7 \text{ hours} \times 4 \text{ days} \times 4.5 \text{ weeks}) + (7 \text{ hours} \times 5 \text{ days} \times 4.5 \text{ weeks}) = 126 \text{ hours} + 157.5 \text{ hours} = 283.5 \text{ hours}$ worked in July and August.
 - In addition to this, on the first training day (August 31st) myself, the other coordinator, and exec stayed in the Wardroom assembling Welcome Packs until 8pm. Our training had begun at 10am. This was a 10 hour workday.
 - Final July-August tally: approximately 293.5 hours worked.
 - o In September, we entered the crunch period where many small prep tasks needed to be done, such as continuing with the Welcome Packs and reprinting of some inserts, which meant we again stayed until 8pm. Additionally, the 1st was our second day of training, which also began at 10am.
 - As a result, September 1st tallied 10 work hours as well.
 - o September 2nd continued to be about assembling the Welcome Packs and making sure they had everything in them they needed to. I arrived around noon, and helped with that. Then myself, the other Coordinator, two exec, and one Leader, stayed up until approximately one in the morning making pronoun buttons for Welcome Day.
 - As a result, September 2nd tallied 13 work hours.
 - o Welcome Day setup began at 7am. Most of the day was spent outside, and activities only wrapped up around 11pm, including cleanup.
 - As a result, Welcome Day (Sept 3rd) was 16 work hours.

- o Day 2 for me started at 9:30am, and ran until 10:30pm, which is 13 work hours.
 - o I took Day 3 off, and only checked into office stuff around the time movie night setup started – 7:30pm. As it is now 10:30pm and I am working on this report, I think that's 3 hours.
 - o Day 4 I clocked into Venus Envy prep around 5:30pm, and went home around 10pm. This is 4.5 hours.
 - o Day 5 I clocked in around 6pm, and left around 10:30pm. This is 4.5 hours.
 - o Day 6 I clocked in around 7:30pm and left around 11pm. This is 3.5 hours.
 - o TOTAL SEPTEMBER HOURS: $10 + 13 + 16 + 13 + 3 + 4.5 + 4.5 + 3.5 = 67.5$ hours.
 - o Commute: my commute from home is 1.5 hours one way.
 - Based on the above breakdown of my work hours, I estimate my average for the whole summer was 3.5 days a week that I came into campus, which is relevant for:
 - The math: $1.5 \text{ hours} \times 2 \text{ times a day} \times 3.5 \text{ days a week on average} \times 4.5 \text{ weeks} \times 4 \text{ months} = 189$ hours spent on commuting back and forth throughout the summer.
 - This math does not include the 2 trips I made to contact our local Venus Envy store about what books they had in stock at the moment, each of which was approximately 1 hour of commute, due to buses being unreliable and crowded.
- Ellie:
- o In May, I worked approximately two days a week, each for about two and a half hours – the designated five hours.
 - This means that $2.5 \text{ hours} \times 2 \text{ days} \times 4.5 \text{ weeks} = 22.5$ hours worked in May.
 - o In June, I maintained these hours consistently. Due to moving in early June, I often worked from home in order to unpack and clean my new apartment. When I came into the office, I often came around 12pm or 1pm and stayed until 2:30 or 3:30, depending on my workload and the meetings during the day. My tasks mainly focused on administrative and logistical emails, and planning meetings and events.
 - This means that: $2.5 \text{ hours a day} \times 2 \text{ days a week} \times 4.5 \text{ weeks} = 22.5$ hours.
 - o In July, I continued to maintain the same hours and the same task management.
 - This means that: $2.5 \text{ hours a day} \times 2 \text{ days a week} \times 4.5 \text{ weeks} = 22.5$ hours.

- o In August, I consistently started working more. I was away on vacation until August 7th. When I came back to work, I started working about 10 hours a week (2 days a week, 5 hours each) from the 8th to the 21st. Around the 21st I began to work 6 hours a day in order to finish last minute scheduling and logistics for our events and welcome packs.
 - This means that:
 - (5 hours x 2 days x 2 weeks) = 20 hours
 - (6 hours x 5 days x 2 weeks) = 60 hours
 - 20+60 = 80 hours
 - I also worked on August 31st to train our O-Week leaders. The day began at 10am, and the end of the day was about 10-11pm. We had the training, and ate pizza while all of the leaders, coordinators, Aideen and most of the KSU executive folded zines and put together the O-Week welcome packs.
 - This was a 10-11 hour work day.
 - 10+80 hours = 90 hours for August.
- o In September, we worked exponentially more in the lead up to O-Week.
 - On September 1st, we had our second day of training for our O-Week leaders. The day began at 10am and finished around 8pm.
 - This day I worked about 10 hours.
 - On September 2nd, we finished assembling the Welcome Packs. I arrived around 2pm and worked with the other Coordinator, two exec, and one Leader to make pronoun buttons for Welcome Day. We stayed up until 1am.
 - This day I worked 11 hours.
- o Welcome Day began at 7am. I spent half of the day moving students in and coordinating and facilitating events. I finished the day (and cleanup) at roughly about 11pm.
 - September 3rd was a 16 hour work day for me
- o On Day 2, I arrived to work at 9:30am. My day finished at 10:30pm.
 - Day 2 was 13 work hours.
- o On Day 3, I did not have classes and therefore was on campus working for the day. I arrived at 11:30am and left at 10:30pm.
 - I worked for 11 hours.
- o [Danja speaking]: On Day 4, she has worked 11am-10pm, so 11 hours.
- o On Day 5, I worked from 3pm – 11pm, so I worked for 8 hours.
- o On Day 6, I worked from 2:30pm-10:30pm, so I worked for 8 hours.
- o TOTAL SEPTEMBER HOURS: 10 + 11 + 16 + 13 + 11 + 11 + 8 + 8 = 88 hours.

- o [Danja speaking]: Commute: Ellie's commute from home is on average 30 minutes or 0.5 hours one way.
 - Based on the above breakdown of their work days, I estimate that their average for the summer was 3 days a week, which means:
 - The math: $0.5 \text{ hours} \times 2 \text{ times a day} \times 3 \text{ days a week on average} \times 4.5 \text{ weeks} \times 4 \text{ months} = 54 \text{ hours}$ spent commuting back and forth throughout the summer.

RECOMMENDATIONS FOR NEXT YEAR:

In no particular order:

- Hire Coordinator team *and* Leaders earlier – preferably before April exam period.
- Involve Leaders throughout the process – we would have benefitted from someone doing the small tasks like button making and Welcome Pack assembling throughout the summer so it wouldn't be rushed.
- When interviewing Coordinators, inquire about skillsets. Namely, that they are diverse. An admin-only person is necessary, and well-complemented by a designer and/or social media management role. If possible, all three skillsets together in three different people would make division of tasks much easier. I believe that while this O-Week has reportedly done better in terms of social media posting and 'hype' than the previous, it could have been more cohesive and been used to greater benefit of many of our events, so adding a social media management skillset seems like a good idea going forward.
- Have a *hard* cutoff date for inserts from businesses, societies, and orgs – proposing August 10th.
- Enforce said cutoff date.
- And to be able to do both of those: advertise to societies and university services early on, preferably around the same time as hiring staff. We should be telling societies to expect our emails during the summer. Many societies responded to us late, which made last minute logistics more complicated. Acquiring commercial sponsors is a different story, as they do not, generally, go on summer vacation and completely abandon their professional emails for four months.
- Don't bother trying to find time to individually call students.
- Keep the weekly meetings going – they were very good for helping us all stay on track and keep an eye on our to-do lists.
- Focus on the evening events for latter half of the week, as daytime events after Monday were poorly attended.
- Run test prints of the Handbook to check colors, formatting, sizing, etc.,.
- Check the Handbook for information errors *one last time*.
- Order tote bags, t-shirts, notebooks, and any other logo-branded items as soon as possible. We did this, but the notebooks still arrived barely a few days before Welcome Day. There was also an issue with one t-shirt color that could have been avoided with a little more diligence.

- Communicate with Hospitalities Coordinator, the officers across the hall, and residence staff often, and clearly. Jordan (SHSO) especially has been a great help throughout this process.
- Conduct Coordinator and Leader training (anti-oppression workshop; sexualized violence policy overview; Waves of Change; anything else that may be added) before end of winter term. Record the presentations/workshops and use those recordings as refresher material if necessary closer to O-Week.

We apologize for the haphazard structure of this report; neither of us are used to assembling these, so this has been an exercise in organization.

A Request

Due to our work hours, in-person labour, a week's worth of coordination planned in four months, and the ultimate success, we are requesting to be paid an additional amount. We worked the entire summer on this year's Orientation Week, and while the work is rewarding, the pay does not adequately cover our work and life expenses.

Additionally, there is a recorded surplus in the O-Week budget.

Due to this, we are requesting to be paid an extra \$750 each. We feel that our work and commitment to the job and our students is worth at least that much. Currently, we have been working for far under minimum wage.

We understand that this is a matter that will need to be brought before the student body as a whole in our fall general meeting, but we are willing to wait for that and ask this earnestly of all our fellow students, not just those who have been working with us this summer.

Furthermore, we feel this pay raise would set a good precedent for future O-Week staff, who also deserve at least a living wage.