

Your Name Here

Position Here

Report Month/Year Here May

Hours Contributed 180 aprox Month

LOOKING BACK

NOTE: Please give more details than the examples shown. If you have nothing to report in a particular line, just type in "Nothing to report".

Goals I've accomplished this month:

(kept up with regular duties &/or accomplished additional goals, please name them).

People I've worked with:

(people I've worked with or who have been instrumental with providing info or help & what they did).

Kept up with regular duties, and was able to get into the my experience Portal. Interviewed and hired Fresh Fest Commitee. I Partook inRed Dress Day, Got the physical copies of club documents updated. Worked on Fresh Fest Budget. Was Able to start getting fresh fest stuff organized.

I have worked with Exec, GSA, the Event Cordinator from both Med Hat College and Ausarts, as well as reaching out to every post secondary schools with student execs, to help with Fresh Fest. I have contacted agents for multiple different artists, as well as keep up with emails, from everyone I need to.

Meetings, activities, conversations:

(name the meeting or activity, what I did to prepare or help, people I talked with).

I have attended GFC, Fall 2021, Events committee, My experence training, the GSA, President Exec, Agent meetings, Interviews, Q Space, and Events Planning.

Tactics on how I promoted SU events:

(eg: created & hung a huge banner in the atrium, submitted social media info).

Shared Social Media Posts.

Challenges I've encountered:

(eg: I can t get volunteers, not enough funding, the equipment didn't work properly, etc.).

Lack of bonding time with Exec, not really knowing anyone. Lack of training, so Have to figgure things out myself. Stress with hiring. Stress with learning the job and trying to do well. Feeling alone, because of working apart.

Details on outcomes:

(number of attendees, how my initiative impacted students, would I change anything next time, etc.).

People responded is a positive way to Red Dress Day.

Council reports & EC minutes:

(explain if you've read reports & EC minutes, all/some/none. Explain if you have questions about a particular topic).

I have read all council reports and EC minutes

	MOVING FORWARD
Current or upcoming tasks: (upcoming activities or tasks I will be participating in or spearheading, possible timeline of completion, who will I be working with).	
People I will need to meet with: (people I will need to meet with, and why, such as students to gather info or to promote, to book venues or equipment etc).	
Resources I might need to gather: (eg: supporting documentation for a budget, mailout list for sponsorship requests, secure equipment, gather feedback etc.).	
Important dates/deadlines: (important deadlines related to my goals or position).	