

# Commuter Coordinators 2024-2025 Transition Report

## Commuter Coordinator Team

- Full name (UofT Email)

## Main Duties

- 6 hours of office hours per week per Coordinator
- Weekly meeting in the summer and the academic year
- Commuter Orientation
- Hiring and working with Commuter Ambassadors

## Advice

- Keep communicating with each other; it is okay to be honest when you are having a hard time and need help!
- Put ideas here

## Things to Consider RIGHT AWAY

- Ensure to take lots of **photos early on**; hire photographers = better yearbook pages and advertisement/canva post materials.
- Promote all events earlier with higher volume (eg. Reels are great advertisements).
- Plan out events and assign budget to each event for each semester **early** so you know how much you have left over to work with. It is okay to not finalize the date, but set event goals.

## SMCheese

- Ideas

## Social Media

- Ideas/Advice

## Commuter Ambassadors

- Ideas/Advice

## Lounge

- Have signage detailing the rules of the lounge.

## Year Plan

May	
<b>Team Social:</b> Extra in addition to the SLC Retreat	<ul style="list-style-type: none"> <li>• Create group chats (with CLC and without CLC).</li> <li>• Get everyone to access the smc.commuter email.</li> <li>• Set overall “goals” for the semester that you can try to reach like milestones.</li> </ul>
<b>SLC Retreat:</b> Student Leader Collective Sleep Away	<ul style="list-style-type: none"> <li>• Take individual pictures and a team picture!</li> </ul>
<b>Welcome Day:</b> Preparing for June Resource Fair	<ul style="list-style-type: none"> <li>• Prepare and print pamphlets (use Elmsley to save costs)</li> <li>• Engaging activity for the table (eg. Game, giveaway)</li> </ul>
<b>Commuter Orientation Registration Link</b>	<ul style="list-style-type: none"> <li>• Start promoting sign-up by end of May</li> <li>• Include in New Student Bulletin</li> <li>• Consider plan for Commuter Ambassadors so it can be advertised during C.O.</li> </ul>
<b>Website:</b> Update the St. Mike’s Website with new team photos	
• June – July	
<b>Events:</b> Planning out events for the academic year	
<b>Commuter Ambassadors:</b> Confirm whether to continue the program	<ul style="list-style-type: none"> <li>• Plan for Commuter Ambassadors (<b>main: formal application and interview process</b>)</li> </ul>
<b>Commuter Orientation:</b> begin planning	
<b>Commuter Buddy Program:</b> begin planning	<ul style="list-style-type: none"> <li>• Advertise early to Orientation Leaders and secure Senior Buddies</li> <li>• Create Instagram post advertising them and their commutes</li> </ul>

	<ul style="list-style-type: none"> <li>• Create sign-up sheet, collect Instagram accounts, ask for consent to be in a group chat</li> </ul>
Team bonding	<ul style="list-style-type: none"> <li>•</li> </ul>
<ul style="list-style-type: none"> <li>• <b>August</b></li> </ul>	
<b>Commuter Orientation:</b> crunch time	<ul style="list-style-type: none"> <li>•</li> </ul>
<b>Commuter Retreat Day</b>	<ul style="list-style-type: none"> <li>• Finalize work needed for Commuter Orientation, Commuter Ambassadors, and Commuter Buddies</li> <li>• CLC treat team to lunch</li> </ul>
<b>Commuter Ambassadors:</b> finalize the application	<ul style="list-style-type: none"> <li>• Application</li> <li>• Interview Questions</li> <li>• Interview Score Sheet (discuss criteria) <ul style="list-style-type: none"> <li>o Have at least two people in every interview</li> <li>o 30 minute interviews</li> </ul> </li> <li>• Examples of interview offer email in 2024-09-18</li> <li>• Send rejections only after offers have been accepted</li> </ul>
<b>Office Hours:</b> Finalize and print/post the office hours schedule	
<b>SMCheese:</b> Finalize and create promotional items	
<b>Lounge Launch:</b> Plan out Lounge Launch Day (in conjunction with SMCheese)	
<b>Grow Week:</b> Communicate with CLC to choose a collaboration event for Grow Week	
<b>Prepare Lounge</b>	<ul style="list-style-type: none"> <li>• Decorations</li> <li>• Signage</li> </ul>
<b>September</b>	

<b>Commuter Ambassadors:</b> promote and open applications	
<b>Commuter Ambassadors:</b> prepare interview questions and schedule	
<b>SMCheese</b>	<ul style="list-style-type: none"> <li>• Hire a photographer to take nice photos at the first few with diverse individuals</li> </ul>
<b>September 2024 Events</b>	<ul style="list-style-type: none"> <li>• Keychain making <ul style="list-style-type: none"> <li>◦ Hosting early in the year and in the Coop increased attendance (~30)</li> </ul> </li> <li>• Toronto Tours: Twilight Cafe <ul style="list-style-type: none"> <li>◦ Take photos</li> </ul> </li> <li>• Bollywood Movie Night</li> </ul>
<b>October</b>	
<b>October 2024 Events</b>	<ul style="list-style-type: none"> <li>• 3 Pointer Contest (with SMCSU) <ul style="list-style-type: none"> <li>◦ 36 people + many observers</li> <li>◦ Ensure to have photographer</li> </ul> </li> <li>• Movie Night (with Wellness)</li> <li>• Hoikety Haunt Pub Night (support SMCSU)</li> <li>• Halloween Competition</li> <li>• Switch Cup</li> </ul>
<b>November</b>	
<b>November 2024 Events</b>	<ul style="list-style-type: none"> <li>• Fall Potluck <ul style="list-style-type: none"> <li>◦ Be extremely careful of allergies (eg. Nuts, shellfish)</li> <li>◦ Halal, vegetarian, no beef &amp; <b>label</b></li> <li>◦ Sushi bake well received</li> <li>◦ Host outside if weather is nice; otherwise SB Basement was great</li> </ul> </li> <li>• SIF x SMCheese Collaboration</li> <li>• Toronto Tours: Trip to the ROM</li> <li>• Mike'd Up with Sonal <ul style="list-style-type: none"> <li>◦ Make into reels</li> </ul> </li> </ul>
<b>December</b>	
<b>December 2024 Events</b>	<ul style="list-style-type: none"> <li>• Door decorating contest</li> </ul>

	<ul style="list-style-type: none"> <li>● Commuter Coordinator Spotify Wrapped (Instagram)</li> <li>● Commuter Coordinator Hiring <ul style="list-style-type: none"> <li>○ Video about why CCs love the role</li> </ul> </li> <li>● Holiday Message</li> </ul>
<b>January</b>	
<b>January 2025 Events</b>	<ul style="list-style-type: none"> <li>● SMCheese</li> <li>● Commuter Kick Off</li> </ul>
<b>February</b>	
<b>February 2025 Events</b>	<ul style="list-style-type: none"> <li>● Superbowl Watch Party with SMRC x SMCSU <ul style="list-style-type: none"> <li>○ Super well attended</li> <li>○ No chicken wings – volume feed</li> <li>○ Marshal the food so there is no piranha</li> <li>○ Hold all collaborators accountable</li> </ul> </li> <li>● February Frenzy <ul style="list-style-type: none"> <li>○ Raffle for attending commuter programming</li> <li>○ Raptors tickets</li> <li>○ Ensure to plan enough events</li> <li>○ Souvenir tickets &amp; funky scissor to “prove” that ticket was obtain at the event</li> </ul> </li> <li>● SMCupid with Mentorship <ul style="list-style-type: none"> <li>○ 260 candygrams</li> <li>○ Use larger envelopes, mail merge + avery label print names (no handwriting)</li> <li>○ On the form, have “stock” messages</li> <li>○ Enforce character limit</li> <li>○ Make sure we aren’t endorsing sketchy messages that risk students privacy/safety</li> </ul> </li> <li>● Yoga &amp; Boba <ul style="list-style-type: none"> <li>○ GongCha gave a great deal (went through the manager)</li> <li>○ Ensure students know they must participate in Yoga to get BBT</li> <li>○ Host during a regularly schedule Wellness Studio class</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>o Label drinks with names so it is easier to hand out</li> </ul>
<b>March</b>	
<b>March 2025 Events</b>	<ul style="list-style-type: none"> <li>• Gardiner Museum with SMCSU</li> <li>• Toronto Tours: Escape Room: Roundabout <ul style="list-style-type: none"> <li>o Ensure to send reminder emails</li> </ul> </li> <li>• Lounge Clay Making</li> </ul>
<b>April</b>	
<b>April 2025 Events</b>	