

Final Councillor Report:

Eliana Kavgadoulis, Community Education Director 2019-20

Ongoing: Attending bi-weekly executive council meetings Mondays 5-6PM. Attending bi-weekly office hours Fridays from 12-1PM. Managing classroom presentations throughout the Fall term.

August

2019:

- Updated and sent out Community Education Presentation Google Form to Edmonton Schools.
- Replenished supplies for presentations currently in use by the program.
- Updated current presentation powerpoints and scripts.
- Wrote PQ+2 article for community education and contacted class representatives to include a summarized version in their first weekly e-mail of the semester.

September

2019:

- Scheduled and held "Cookies with Community Education" information session for interested volunteers.
- Recruited interested volunteers through Facebook post/Class e-mail using a google form.
- Sent welcoming e-mail to all interested volunteers and fourth year students including instructions and google sheet with the first handful of teacher presentation requests.
- Began classroom matching with interested volunteers which involved initial e-mailing, coordinating dates/times, kit pick-up and drop-off at APSA office.
- Met with U-School coordinator to organize a partnership with the community education program and BASE 2 for first year students.

October/November

2019:

- Posted WISEST SET conference sign-up document on Facebook to recruit a team of volunteers for this campus wide event.
- Coordinated the lip-balm compounding activity with WISEST coordinators.
- Ensured volunteers were updated and trained for the event.

- Organized a pre-lab and lab set-up with volunteers and Gillian.
- Ran the SET conference lab on **November 30th**: Hosted around 36 grade 11 girls.
- Continued managing and coordinating classroom presentations throughout both of these months

December

2019:

- Finished up this semester's presentation bookings. **Total presentation count= 20**
 - **Google Sheet:**
https://docs.google.com/spreadsheets/d/1UI96u0pcJT-ahW0TjQDKq6wj24UXPFRIVhjjl_vmiAU/edit#gid=0
 - Created and presented new community education presentation to first year students to introduce them to the program for their mandatory presentations in the winter term.
- Organized a meeting with Ravina to discuss and organize BASE 2 community education presentations.

January 2020-March 2020:

- **Purchased new plastic bins for Do Bugs Need Drugs Presentation Kits.**
- Collaborated with Student Services to organize BASE 2 presentations: **Completion of 51 presentations over the course of 3 months.**
- **Google sheet:**
https://docs.google.com/spreadsheets/u/1/d/1jSOTjeNz9NEDWkrJSEZM3TPUrW8mcCOB-PukRUQetic/edit?usp=drive_web&oid=100820908388671455858
 - Site sheet was created and released to the class of 2023 for community education presentation sites.
 - Ongoing communication with students, teachers and Student Services. Involved coordinating class visits and mitigating scheduling conflicts/cancellations as well as occasional meetings.
 - Tracking presentation completion, preparing and tracking kits for pick-up and drop-off and organizing materials.

February 2020:

- **WISEST Conference: 2 day conference over reading break February 18th and 19th.**
 - Posted WISEST conference sign-up document on Facebook to recruit a team

of volunteers for this campus wide event.

- Coordinated the lip-balm and hand cream compounding activity with WISEST coordinators.
- Ensured volunteers were updated and trained for the event.
- Organized lab set-up with volunteers and Gillian.
- Ran the WISEST conference lab: Hosted around 48 grade 6 girls.

March 2020:

- Prepared transition documents and materials and communicated with new community education director.