**CRFC RM Grant - Report 20180615
Community Outreach Development Manager
Mauricio Interiano**

The role of the Community Outreach Development Manager (CODM) is to develop effective outreach practices, increase community awareness, increase student and club and groups involvement, work to focus on training and accommodating a new model for overseeing increased schedule changes with TrentU’s new 0.5 credit system.

With incredible help from our TWSP (Trent Work Student Program) and TI (Trent International) student staff I was able to successfully fulfill my responsibilities outlined CRFC RM Grant. This included:

**1. Delivering 5 - Community Outreach Information & Training Sessions**

Sun 10 Sep 2017 Radio on the Lawn and Open House and Programme Proposal Workshop

Wed 13 Sep 2017 Clubs & Groups Day on campus Trent University.

Thu 14 Sep 2017 Clubs Craze on campus Fleming College

Wed 10 Oct 2017 Clubs and Groups Day Trent University

Wed 07 Oct 2017 Club Craze at Fleming College
Thu 01 Feb 2018 Steele Centre - Information

Hosting these type of sessions was very helpful for getting new programmers and volunteers to Trent Radio. Students, Community Members, Organizations, Clubs and Groups were not only able to learn about Trent Radio but they can also get training on how to apply for programmes, send public service announcement, and become familiar with Trent Radio Services.

**2. Plan, Promote & Deliver Outreach Information Session to Trent U and other student based clubs and groups during reading breaks to increase student group participation**

Mon Feb 26 Trent Radio Information Session at the Student Center, Trent University.

This was a great afternoon where a good combinations of students and clubs & groups were able to get an in depth introduction and training from multiple Trent Radio Staff and volunteers.

These are some topics that were covered during the session:
-General Introduction to Trent Radio (History - Aims and Objectives - Opportunities)
-Membership

-Radio Shows
-Public Service Announcements
-Special Programming
- Remote Broadcasting

Student executives, volunteer and leaders from different clubs and groups on campus left with a better understating on how to work with Trent Radio and how to use the facilities and services. It was important for them and for Trent Radio to create these relationships for future partnerships and projects.

**3. Create, Promote and Deliver revised Programmer Training Schedule to accommodate influx of new Programmers and volunteers at Fall, Spring, and Summer Season.**

We were able to offer and complete full Studio A training sessions for all new programmers before they had their first show. In order to make this happen, we extended the time between the Programme Proposal Deadline /Programme Proposal Review Committee Meeting and the first day of the Fall Broadcast Season. This leeway allowed us to focus on administrative responsibilities (Webschedule/Programme Logs) for 2 full days, and then offer 8 StudioA Training Sessions over the course of 2 days. Allowing this amount of time for administrative, training and planning feels healthy and sustainable as a model to work with for the future. We used a similar timeline for the Spring & Summer Season.

This was a great success this year. As we venture throughout different timelines and structures we have found that having an extended time between the Programme Proposal deadline/ Review Committee Meeting and the first day of programing was pivotal in creating a solid start for the season.

**4. Increase Trent Radio’s Operational Roster by 10 people.**

We worked to increase connection between Operators, and to offer more workshop and skill building opportunities for our Programmers. We will be holding monthly Operator’s Meetings as well as delivering monthly workshops to develop radio production skills.

Hosting monthly Operator’s Meetings and a having an email group with all operators helped us increase the connection among operators. As a result, operators took on more responsibilities like: actively checking the logger, music sheets, project days, covering shifts for other operators, helping with outreach etc.