



msvusU

O-Crew Handbook

Welcome to the M-Team: O-Crew Edition

Thank you for becoming involved in the O-Crew! The first-year student experience is an important one, and your involvement plays an crucial part.

Benefits:

As a member of the O-Crew, you will:

- ◆ Become a role model to all new MSVU students
- ◆ Become a personal mentor to a group of new students
- ◆ Take part in the MSVU Orientation Leadership Training Retreat
- ◆ Enhance your communication, leadership and group facilitation skills
- ◆ Begin creating a network with other students, staff, and faculty that will help you further your educational and career goals
- ◆ Have the opportunity to meet over 100 new friends!

Orientation: The Extended Experience

Orientation may only be five days. Welcome Week may be seven. However, we're calling on you to be a member of the M-Team all year! Open Campus days, SU events and promotions, development sessions. Keeping in contact with the new students in your Orientation groups is also an important piece of the leader program.

We hope that your success as an Orientation Leader can dramatically impact the positive experience of Mount first-year students.

Stay Connected Over the Summer

There will be one central Facebook group for the M-Team. Please join it to stay up to date on all important information. Find it listed online as: [The M-Team](#).

We will be using the group to remind all leaders of important dates for things like Orientation Leader training, socials, and a main communication tool throughout the year. We'll also use the group to get to know one another as well as help make decisions about themes, events, and to help make plans for team building.

Three roles in O-Crew:

- ◆ Orientation Assistant (O-A)
- ◆ Senior Leader (O-SL)
- ◆ General Leader (O-GL)

There will be Orientation brainstorming sessions for any students, wishing to be a part of O-Crew, to aid in the planning of Orientation Week for the previous year. These sessions will be held in March before final exams, so that students are able to participate and have ample time to study for exams.

Orientation Assistants (O-As) are responsible for assisting the VP Student Life with:

- ◆ Collaborative planning of Orientation events starting in May/June
- ◆ Orientation event idea generation
- ◆ Training of Orientation Leaders
- ◆ Set-up and management of O-Kit pick-up station
- ◆ Liaison between VP Student Life and O-SLs when necessary
- ◆ Liaison between VP Student Life and talent when designated

Orientation Senior Leaders (O-SLs) are responsible for:

- ◆ Completing online Orientation Leader training prior to arriving on campus
- ◆ Attending and actively participating in all Orientation Leader training sessions
- ◆ Assisting with Residence Move-In and Orientation programming
- ◆ Preparing Ice Breaker games for new students
- ◆ Leading Orientation teams through all Orientation events planned by the SU and the University Orientation Committee
- ◆ Attending and participating to the fullest extent in Orientation and Welcome Week

Orientation General Leaders (O-GLs) are responsible for:

- ◆ Completing online Orientation Leader training prior to arriving on campus
- ◆ Attending and actively participating in all Orientation Leader training sessions
- ◆ Assisting with Residence Move-In and Orientation programming
- ◆ Assisting O-SLs lead Orientation teams through all Orientation events planned by the SU and the University Orientation Committee
- ◆ Attending and participating to the fullest extent in Orientation and Welcome Week

O-Crew Qualifications:

- ◆ Be a current Mount student
- ◆ Have a desire to aid new students make a successful transition to university
- ◆ Be interested in fostering a positive connection between students and the Mount
- ◆ Be able to follow instructions and directions
- ◆ Be respectful of diversity in all of its forms
- ◆ Be a professional and exemplary representative of the Mount
- ◆ Be interested in developing personal and team leadership skills
- ◆ Be self-motivated, energetic, and enthusiastic with a positive attitude
- ◆ Have good communication and group facilitation skills
- ◆ Have the ability to work both independently and as part of a team
- ◆ Have the ability to analyze situations and appropriately make decisions
- ◆ Have a good understand of Orientation Week and an interest in its success
- ◆ Previous experience not required

O-Crew Training

All members of O-Crew must complete and submit the following training prior to arriving on campus for in-person training. Training can be found at mountstudents.ca/oleaderonlinetraining

- ◆ SU Services
- ◆ How to: Hype Team
- ◆ How to: Mystic
- ◆ Supporting Survivors of Sexual Violence (*submit certificate to VP Student Life*)

O-SL training will take place in-person on-campus during the last week of August. It will be week-long including various types of sessions (i.e. Educational, motivational, fun).

O-GL training will take place the Friday before Residence Move-In. It will be a condensed version of O-SL training. O-GL training will be facilitated by O-SLs, O-As, and the VP Student Life.

Welcome to the M-Team!

The M-Team is the revamped and dynamic team that works with the MSVU Students' Union in various ways.

O-Crew, is the first stream under the M-Team. Under the direction of the VP Student Life (VPSL), the O-Crew is responsible for Orientation and Welcome Week on campus.

The M-Team also has other streams depending on an individual's interests. M-Team streams are:

- ♦ O-Crew
- ♦ Shine Crew
- ♦ Events Crew
- ♦ Campaign Crew

We will be releasing sections of the complete M-Team guide throughout the summer, so check the [M-Team](#) Facebook page often for updates and additions.

