Daily Bulletin
StuCo Proposal | Albert Tan

Labels in the Template

- **Scope of Proposal:** School
- **Type of Proposal:** Innovation

Introduction

Daily Bulletins will be daily emails delivered to students and staff every morning, organizing notifications and reminders from different sources in a single message. Once downloaded from the server, the emails can be accessed with or without internet connection. There are informative sections such as the week's cafeteria menu, along with inspirational sections to share poems, quotes, etc. I started and ran this popular project for a year in my previous school, so the idea is feasible, some <u>samples</u> are available (please check), and my experiences might be useful.

Existing Sections

Greetings and options to unsubscribe or share inspirations are displayed on top of each Daily Bulletin. Cycle days are also shown since the 7-day academic rotations can be quite confusing. Underneath them are sections dedicated to different topics; relevant ones are outlined below.

Important Events

UWC Atlantic College is full of events organized by different organizations and announced on different platforms (offline posters, email, Messenger, Google Chat, etc). Clashing and cancelling is very common. Daily Bulletins can coordinate the timing of events into a table much detailed than *What's On This Week* by keeping track of different platforms, perhaps with the help of a team. Daily Bulletins might potentially turn into the single recommended platform for proposing and announcing events instead of the current <u>rather faulty link</u> that no one really bothers.

Cafeteria Menu

The section will be based on the <u>Shared Weekly Menu</u> spreadsheet. The link is inconvenient to locate and access, especially due to the internet situation around the cafeteria. Daily Bulletins

provide an internet-independent way for everyone to plan ahead for their meals. Daily Bulletins might potentially gather student ratings towards each dish to help with decision making.

Daily Inspiration

This is the most creative part of the Daily Bulletin project. Everyone can share various types of inspirations, including but not limited to quotes, poems, photos, artworks, and articles, through a form. The submissions will be double-checked and posted usually within a week. In the contexts of UWC Atlantic College, the inspirations included may originate from different cultures or address different global issues. Depending on the amount of inspirations received, each Daily Bulletin will include one to three inspirations that might share a similar topic.

Wikipedia Contents

Daily Bulletins include "On This Day" and "In the News" sections taken from Wikipedia. They give everyone a daily opportunity to access interesting and objective historical facts and current events even without an active habit of checking news or diving deep into encyclopedia articles.

Exam Reminders

Daily Bulletins include exam schedules during exam seasons based on timetables from IBO or the school to remind people to make an appropriate revision schedules and not to miss exams.

Comparison Against Alternatives

Intranet

Intranet requires internet connection, which is close to nonexistent in most of the castle (and might disappear). Intranet is difficult to access due to the long URL. The fate of intranet might be similar to the fate of the Shared Weekly Menu: most people know of its existence but wouldn't bother to access it. We need to actively push the notifications for convenience.

What's On This Week

Sending daily reminders compared to weekly ones makes them much easier to access in our inbox stuffed by Google Classroom notifications and more. Aside from this, Daily Bulletin can be seen as an extension of *What's On This Week*, which ought to be more detailed (see Appendix), adding extra notifications and creative sections.

Potential Improvements

- What is the best frequency to send those emails?

- Any other new sections to add (e.g. Event Advertisements, Weather)? Any sections to remove?

- Should we make a team dedicated to the project (e.g. error checking, rotating editors)?

- Should we send the email to a selected small group of people first before we reach everyone?

Appendix

List of All Activities Missing from *What's on This Week* from September 9 to September 13

Monday / Tuesday	Tuesday	Wednesday	Thursday
Girl's Football Tryouts	Move Hip Hop Aud.	MUN Open Session	K-pop Open Session
		AC Choir Aud.	AC Choir Aud.
		Debate Aud.	Debate Aud.
		Move Hip Hop Aud.	Math Support Session
		British Isles Bonding	Open House
		Math Support Session	Basketball Tryouts
		String Ensemble Aud.	Badminton Tryouts
		Meds Bonding	
		Move Contemp Aud.	
		Wellbeing Drop-in	