Section 5:
Programming & Using Your Hall Budget
Programming Calendar

In our roles as educators, the Residential Life staff has created a programming approach that offers support to students in times of need, challenges students to learn and develop new skills, and the opportunity to learn from mistakes & disappointments. While highlighted at certain points of the academic year, each of these areas is interwoven through the residential experience.

Connect (Start of School Year-Fall Break)
Students are encouraged to connect to this college, their classmates, peers, faculty/professors, residence halls and roommates.

Balance (Fall Break-Thanksgiving Break)
Students are encouraged to make healthy choices that reflect balance. Emphasis is placed on academics and mid-term stress, homesickness, healthy eating, relationships, and spreading one’s self too thin.

Thank (Thanksgiving Break-Holiday Break)
As the fall semester ends, there is much to be thankful for. However, the stressful time of finals, thanksgiving break, going home and coming back to school and financial issues may distract us.

Be Well (January Term)
It is important for our students to make healthy choices during a less hectic academic period. Issues that come up during this time include social pressures (especially regarding alcohol/drugs), getting back into the groove, mental health, and how to spend extra time.

Include (Touring Break-Spring Break)
With the start of spring semester students are worried about study habits, “Cabin Fever”, spring break plans and financing it, and re-evaluating their involvement on-campus. This is also when students start to talk about roommates and housing for next year.

Empower (Spring Break-May)
Students are choosing classes for next year and possibly changing or declaring a major. Summer plans and job searches create stress on self and perhaps in relationships. Finals and goodbyes make this time emotional.

(Re)Connect (May-End of School Year)
The academic year is coming to an end and each of us has connected to Gustavus in a different and unique way. The focus for the month of May will be on celebrating these connections, finishing the year academically, and transitioning into a summer or a lifetime away from Gustavus.
# Residential Life Programming - Gustavus Adolphus College

## Theory Base

*SENSE OF BELONGING  *ACQUIRING KNOWLEDGE AND SKILLS  *CHOOSING INFORMED ATTITUDES  *SELF RESPONSIBILITY

<table>
<thead>
<tr>
<th>CONNECT</th>
<th>BALANCE</th>
<th>THANK</th>
<th>BE WELL</th>
<th>INCLUDE</th>
<th>EMPOWER</th>
<th>CONNECT</th>
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</thead>
<tbody>
<tr>
<td>SEPT.7 TO OCT.22</td>
<td>OCT.27 TO NOV.23</td>
<td>NOV.29 TO DEC.20</td>
<td>JAN.3 TO JAN.28</td>
<td>FEB.7 TO MAR.25</td>
<td>APR.4 TO APR.30</td>
<td>MAY.1 TO MAY 29</td>
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<td>Requirements CF: Two programs Bldg: Two all-hall</td>
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</tbody>
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### STUDENT ISSUES
- Connections to:
  - College/Campus
  - A peer group
  - Section/floor/bldg.
  - Roommate
- Adjustment from last year
  - Social
  - Alcohol/drugs
  - Sex
  - Academic
  - Study habits
  - Ability anxiety
- Homesickness
- Campus Safety
- Sexual Assault
- On-going mental health issues

### STUDENT ISSUES
- Academics
  - Mid-terms stress
  - Grade shock
- Homesickness
- Health
  - Weight gain/food choices
- Relationships
  - Roommate conflicts
  - Community conv.
- On-going mental health issues
- Too many commitments

### STUDENT ISSUES
- Academics
  - Busy w/ finals stuff
  - Relationships
    - Difficult T-giving break
    - Anxiety about next break
    - Holiday stress/blues
    - Roommate conflicts
    - Community conv.
    - Romantic pressure to perform sexually
  - Financial worries
  - On-going mental health issues

### STUDENT ISSUES
- Academics
  - Little to do
  - How to get "back into the groove"
- Extra time/ Sedentary life
  - Gambling
  - Video games
  - TV
- Social pressures
  - Alcohol/drugs
  - Mental Health
    - Post-holiday blues
    - On-going
    - "Cabin Fever"
  - Financial worries
  - New roommate or place
  - "Same old stuff"

### STUDENT ISSUES
- Academics
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    - On-going
    - "Cabin Fever"
  - Financial worries
  - New roommate or place
  - "Same old stuff"

### STUDENT ISSUES
- Academics
  - Pick a major?
- Mental Health
  - On-going
  - Eating disorders
- Safety
  - Late night runs
  - Sexual Assault
  - Sports injuries
- Mental Health
  - On-going
- Summer plans/anxiety
  - Job hunting
  - Internships
- Relationships
  - New pairs
  - Lack of success in love
  - Large social events
- Finding a roommate & a place to live

### STUDENT ISSUES
- Academics
  - Final stress
  - End of the year
  - Saying goodbye to roommate, floor, sig. other
  - What did I learn?
- Mental Health
  - On-going
- Summer plans/anxiety
  - Job hunting
  - Internships
- Relationships
  - New pairs
  - Lack of success in love
  - Large social events
- Finding a roommate & a place to live

**New FY students**
- See CONNECT

**New FY students**
- See CONNECT

5.3
### CAMPUS and WORLD EVENTS

- Orientation
- Pres. Banquet
- Common Reading Convocation
- Nobel Conf.
- Pledge Week
- Homecoming
- Parents Weekend
- Reading Break
- Folk Festival in St. Peter
- Hispanic Heritage
- AIDS Awareness

### WHAT WE DO:

- CF letters to students
- Res Life Letters to students
- Door Decs/BB Area Traditions
- Campus Traditions
- Floor meetings
  - Policies
  - Get to know you
  - Monthly Check-ins
- Comm. Conversation
  - Second Week
  - Shared Space Agreement
- Programming Hall/section/floor Ts
- Celebration

### CAMPUS and WORLD EVENTS

- Mid-terms
- Class registration

### WHAT WE DO:

- Satisfaction Survey Programming/BB

### CAMPUS and WORLD EVENTS

- C in CC
- Finals
- Holiday Break
- Holidays

### WHAT WE DO:

- Programming/BB

### CAMPUS and WORLD EVENTS

- Touring Week

### WHAT WE DO:

- Res Life Night in the Dive Programming/BB

### CAMPUS and WORLD EVENTS

- Building Bridges
- Mid-terms
- Housing begins
- Spring Break
- Black History Month

### WHAT WE DO:

- Community Conversations
  - Survey feedback
  - Programming/BB

### CAMPUS and WORLD EVENTS

- MAYDAY Conference
- P-Ball
- Registration
- Housing continues
- Easter Break

### WHAT WE DO:

- Programming/BB

### CAMPUS and WORLD EVENTS

- Earth Jam
- Finals
- Hall closing
- Senior Week
- Commencement

### WHAT WE DO:

- Programming/BB
- Celebration
Programming Expectations

As a Collegiate Fellow, you are expected to:

1. **Hold floor meetings** during New Student Orientation for all new residents on **Friday, September 3** (for first year areas) or **Monday, September 6** (for all upperclassmen areas), once all residents have arrived. Further, hold meetings throughout the academic year outlined in the Residential Life Calendar to precede events such as closing the halls for holiday breaks.

2. **Have welcoming door decs and informative bulletin boards** throughout the floor/section, and update them monthly.

3. **Know your residents.** CFs should know not only names, but also be able to say a couple of things that are important to or about each resident.

4. **Work to keep your Head Resident and Area Coordinator connected to and informed about community issues.** Conversations, reports and activities are great ways to bring about this connection.

5. **Program to the needs of your students,** and participate in those activities with your residents. See the Residential Life Calendar for specific dates.

6. **Inform your Head Resident of activities** that you are planning.

7. **Welcome new students** at all times, whether during the fall, at the start of January term or spring semester, or as a result of a room change. This includes Gustavus Adolphus College students who are just new to your community.

8. **Increase programming and community development efforts to meet peak needs,** such as during January term.

9. **Spend wisely.** CFs are expected to assume an active sense of responsibility for tracking and ethically spending funds.
Planning a Program

Things to think about:
- What types of needs and interests are out there?
- How much money can you spend, what other resources are available?
- What is your goal or purpose?
- What are your residents’ ideas and feedback for programming?
- How can you promote this activity?

Logistical concerns:
- Who will be there?
- Where is “there?”
- When? Date, day, time, for how long?
- What will be happening?
- Who is leading?

Other arrangements to consider:
- Reserve rooms
- Food
- Transportation
- Thank-you’s
**Program Ideas corresponding with Residential Life Programming Calendar**  
*(All program ideas can be used throughout the year)*

<table>
<thead>
<tr>
<th>Connect Programs</th>
<th>On Campus Movie</th>
<th>Balance Programs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Opening BBQ</td>
<td>Coffee w/ Residents</td>
<td>Reverse Trick-or-Treating</td>
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<tr>
<td>Lunch in the Cafeteria</td>
<td>Sunday Morning Cartoons</td>
<td>Be A Buddy Program</td>
</tr>
<tr>
<td>Football Game</td>
<td>Grey’s and Cheese Bread</td>
<td>Academic Advising Signs</td>
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<tr>
<td>Board Games in the Hall</td>
<td>Swimming</td>
<td>Campfire and S’mores</td>
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<tr>
<td>Pledge BBQ</td>
<td>Homework</td>
<td>Grey’s and Stress Balls</td>
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<tr>
<td>Status Board Construction</td>
<td>Vikings Game</td>
<td>Jenga</td>
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<tr>
<td>Flag Football</td>
<td>America’s Top Model</td>
<td>Festival of Nations</td>
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<tr>
<td>Hall Dinner in Cafeteria</td>
<td>Ice Cream with PA’s</td>
<td>Hockey Night</td>
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<tr>
<td>Sacred Space</td>
<td>Tennis</td>
<td>Soccer Game</td>
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<td>Prairie View Walk</td>
<td>Birthday Party</td>
<td>Uhler Movie Night</td>
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<tr>
<td>Programs-Magazines</td>
<td>Picnic</td>
<td>Halloween Party</td>
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<tr>
<td>Message Boards</td>
<td>LineUs Improv</td>
<td>Academic Advising</td>
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<tr>
<td>Root Beer Floats</td>
<td>Bowling</td>
<td>Co-ed Haunted House</td>
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<tr>
<td>Smoothies</td>
<td>Bonfire and Root Beer Keg</td>
<td>&quot;Freshman 15&quot; Program</td>
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<tr>
<td>Spa Night</td>
<td>Sweet Treats</td>
<td>Floor Dinner w/ HR</td>
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<tr>
<td>Dinner with Head Resident</td>
<td>Gustie Pride Breakfast</td>
<td>Secret Turkeys</td>
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<tr>
<td>Birthday Cards</td>
<td>Chili Feed w/ the Goldies</td>
<td>Int’l Foods &amp; Dancing</td>
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<tr>
<td>“Where Am I?” Door Signs</td>
<td>Buffalo Wild Wings</td>
<td>Easy &amp; Cheap Meals</td>
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<tr>
<td>“Did You Know?” Signs</td>
<td>Prepare</td>
<td>Meet the PA’s</td>
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<tr>
<td>Movie Night</td>
<td>Halloween Wall</td>
<td>Floor Dinners with HR</td>
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<tr>
<td>Making Pies</td>
<td>Decorating</td>
<td>Closing Meetings</td>
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<td>Bonfire</td>
<td>Carmel Apples</td>
<td>Halloween Party</td>
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<tr>
<td>Tacos in a Bag</td>
<td>Capture the Flag in Arb</td>
<td>Community Conservation</td>
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<tr>
<td>Chocolate Fountain</td>
<td>Worship in Section</td>
<td>Movie Night</td>
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<td>Bartending by P.A.</td>
<td>Outdoor Movie</td>
<td>Vikings Party</td>
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<tr>
<td>Nutrition and Health</td>
<td>Black Light Casino</td>
<td>Decoration Party</td>
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<tr>
<td>Homecoming Game</td>
<td>Sunday Snacks</td>
<td>Anime</td>
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<tr>
<td>College Football &amp; Burgers</td>
<td>Paintball</td>
<td>Movie and Tacos in a Bag</td>
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<tr>
<td>Piñatas</td>
<td>Comedy Sportz</td>
<td>Meet and Greet CFs</td>
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<td>Baseball Game</td>
<td>Volleyball</td>
<td>Pancake Breakfast</td>
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<td>T.V. Night</td>
<td>Game Night</td>
<td>Movie and Goodie Night</td>
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<td>Decorating the Hall</td>
<td>Bingo</td>
<td>Decorate Your Bathroom</td>
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<tr>
<td>Pasta Dinner</td>
<td>Community Conversation</td>
<td>Football Game</td>
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<td>Pancake Breakfast</td>
<td>Progressive Desserts</td>
<td>Movie Day</td>
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<td>Coloring</td>
<td>All Hall Cook-Out</td>
<td>Pancake Breakfast</td>
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<tr>
<td>Horseback Riding</td>
<td>Monster.com</td>
<td>Making Magnets</td>
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<tr>
<td>Mid Term Study Break</td>
<td>Can I Kiss You?</td>
<td>Watching Grey’s Anatomy</td>
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<td>Out of State Dinner</td>
<td>South Side Cinema</td>
<td>“Gimme Free Food” Picnic</td>
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<td>Halloween Party</td>
<td>Drag Show</td>
<td>Scary Movie Pizza Party</td>
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<td>Reverse Trick or Treating</td>
<td>Queer We Are</td>
<td>Academic Success</td>
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<td>Premiere Thursday</td>
<td>Bears Football Game</td>
<td>Potluck</td>
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<td>Oktoberfest</td>
<td>Chillin’ and Grillin’</td>
<td>Halloween Decorating</td>
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<td>Late-Night Breakfast</td>
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<td>Fall Break Grill Out</td>
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<td>Basketball</td>
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<td>Open Mic Night</td>
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<td>Scavenger Hunt</td>
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<td>First Year Formal</td>
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<td>Gilmore Girls Marathon</td>
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<td>Pizza Party</td>
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<td>Chipotle</td>
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<td>Ultimate Frisbee</td>
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<tr>
<td>&quot;I Am, We Are&quot; Wall</td>
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<td>Sunday Pumpkin Bars</td>
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<td>Ultimate Frisbee</td>
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<td>Halloween Party</td>
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<td>Women’s Soccer Game</td>
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<td>Community Conversation</td>
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<tr>
<td>Can I Kiss You?</td>
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<td>Movie Night w/ Popcorn</td>
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## Programming & Using Your Hall Budget

### Balance Programs Continued
- Mocktails
- Make Your Own Candy
- Prairie View Walks
- Art Show
- Sports Day
- Section Hang-Out
- Pumpkin Carving
- Bonfire
- BW3s
- Going Away p1Party
- Baby Photo Guessing
- Section Shows
- Bowling
- Office Space
- Chill Out
- Candy Outside Doors
- Virgin Mohitos
- Harry Potter Movie Night
- Haunted House
- Chili Feed w/ Goldies
- Trail of Terror
- Spa Night
- Invisible Children Movie
- Darfur Refugees
- Relaxation & Massage
- Candy at the Caf
- Study Session
- Cast Halloween Gathering
- Cast Award Ceremony
- Audition Help
- Auditions & Orientation
- Performances/Workshops
- On-Campus Show
- St. Peter HS
- St. Peter Art Center
- Lions Club Banquet
- Green/Bio Movie Night
- Faculty Chat & Chew
- Greens Thanksgiving
- Peace Coffee

### Thank Programs
- Pony Expresso
- Taco in a Bag
- Career Center News
- Gift Wrapping
- December Graduates
- Secret Santa’s
- Tree Decorating
- Holiday Meal
- Wing Nite Study Break
- Basketball Games
- Gingerbread Houses
- Movie: “Elf”

### Be Well Programs:
- Pancake Breakfast
- Sock Ball
- Ping Pong Tournament
- Hockey Tailgating
- An Inconvenient Truth
- Poker Night w/ Pizza
- Mixed Blood
- Asian Night

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5.8
### Be Well Programs:
- Rundstrom Table (in Caf)
- Movie Night
- Pancake Breakfast
- Brownie Distribution
- Ice Cream Welcome
- Welcome Back Party
- Racquetball Tournament
- Walk and Treats
- Texas Hold 'Em Night
- Campus Movie Night
- Juno!
- Fine Dine
- G-Net Workshop
- Program Open House

### Include Programs:
- Community Conversation
- Poker Tournament
- Trivia @ Patrick's
- Spaghetti Dinner
- Dead Art Night
- PA Sex Program
- Bowling
- Hip Hop Festival
- Door Signs
- Pizza Party
- Sohere Snack Time
- Floor B-day Party
- Building Bridges
- Gustavus Dance Concert
- March Madness
- Snack Attacks
- Mexican Piñata Party
- Family Guy Marathon
- Root Beer Floats
- Chocolate Fountain
- Pizza, Movie, & Trivia
- Movie and S'mores
- Cards & Games w/ Subway
- Bingo w/ Pop and Snacks
- Floor Dinner
- Mid Term Packages
- Texas Hold'em
- Mardi Gras Party
- St. Patrick's Day Breakfast
- March Madness Pool
- Pancake Breakfast
- Movie Night
- Body Image
- Mid-Term Study Break
- "I Heart Chocolate" Party
- Chili Night
- Dive In Night
- Valentines for Seniors
- Progressive Desserts
- St. Patrick's Day
- Easter Egg Hunt
- Game Night
- Curling
- Pony Expresso
- Easter Bunny Visits
- Pizza Night
- Video/game Night
- Pie Day
- Tie Pillows
- Valentines Chocolate
- Housing Selection
- Skiing at Mt. Kato
- PA Alcohol Discussion
- New Resident’s Dinner
- Pancakes
- Movie and Coloring

### Empower Programs:
- Poetry Contest
- Potluck Dinner
- Quidditch Tournament
- April Fools’ Jokes & Pranks
- Easter Bunny Visits
- Bring Your Own Bowl
- Lacrosse Game
- Graduation Talk
- CAB Wednesday Events
- Watch Anime
- Dinner w/ Residents
- Carnival
- Soup and Conversation
- Frisbee w/ Residents
- Résumé and Cover Letters
- G-Net Workshop
- Transition Year Programs
- Summer Internships
- Poker Night
- Empowering Custodial
- Staff
- Empower Your Inner Poet
- Class and Classism
- Lecture
- Buffalo Wild Wings
- Chocolate Party
- Pizza Party
- Ultimate w/ Floor
- Pizza and Secrets
- Frost-Your-Owns Party
- Sundae and The Office
- Cards for Custodians
- Castle Crashers Game
- Apples to Apples
- Projector Movie
- Quidditch
- Pledge Bowling
- Easter Eggs
- Pizza & Politics
- Cupcakes
- Earth Day Tail Mx
- May Day Root Beer Floats
- Steve Thompson Speaker
- Sub Free Rave
- Pancake Breakfast
- Pledge Shirt Day
- Spring Planting
- Oven Warming w/ Cookies
- Welcome back from Break!
- Easter Egg Hunt
- Relay for Life
- Volleyball
- Handwritten Easter Cards
- Spa Night
- Easter Bunny Door-to-Door
- Fruit Pizza w/ Healthy Habits
- Floor Mural
- South Side Cleanup
- Brats and Baseball
- Donuts for Democracy
- Ultimate Frisbee
- Carnival
- Cooking Series: Blender
- Pancake Breakfast
- Ping Pong Tournament
- African Night w/ PASO
- Organic Foods w/ Greens

### (Re)Connect Programs
- Year-End Cookout
- CFs Past & Present
- Pancake Breakfast
- Year-End Block Party
- Golfing
- Frisbee Golfing
- Floor Dinner
- Loud Hour Extravaganza
- Cookies & Cram Session
- Closing Information
- May Baskets
- Bring Your Own Bowl
- Budgeting
- Cooking Series: Grilling
- Graduation Party
- Brats & Baseball
- Southside Bash
- Men's Leadership Speaker
- Student Senate Rockathon
- Spa Night
- BBQ w/ Music
- Fruit Kabobs
- Door-to-Door w/ Ice
- Cream
### Programming & Using Your Hall Budget

<table>
<thead>
<tr>
<th>Trivial Trivia</th>
<th>Pizza w/ Section</th>
<th>S’mores &amp; Dogs</th>
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</thead>
<tbody>
<tr>
<td>Nutrition Program</td>
<td>Outdoor Movie Night</td>
<td>Food Drive</td>
</tr>
<tr>
<td>Get Over It! Finals Program</td>
<td>Thanks w/ Custodians</td>
<td>Recycling Program</td>
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<tr>
<td>Chocolate &amp; Desserts</td>
<td>Thrill on the Hill</td>
<td>Frisbee w. Residents</td>
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<td>Breakfast w/ Residents</td>
<td>Campus Movie</td>
<td>Destress Food</td>
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<tr>
<td>Section Grill-Out</td>
<td>End-of-Year Quiet Bash</td>
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<tr>
<td>Dress-Up Dessert Wall-E Movie</td>
<td>“Empty Your Freezer”</td>
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<td></td>
<td>BBQ</td>
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</tbody>
</table>

### Bulletin Boards

**Letters can be created using some different approaches.**
- Pre-printed letters cut out of magazines, newspapers, or mail flyers. (Good way to recycle too!)
- Gustie Den letter punch in the workroom.
- Draw letters with glue and sprinkle sand, glitter, confetti, or anything you can think of on top of it.
- Use shadow letters by stapling the same letter under each letter.

**Borders frame your theme.**
- Monopoly money
- Paper chain
- Ink stamps
- Cut a piece of paper in half making different shapes
- Your residents’ names

**Backgrounds make the message stand out.**
- Xerox copies of residents’ faces
- Dumb junk mail residents get
- Deck of cards
- Comic pages from the newspaper

**Themes highlight community happenings.**
- Opening (fall)
- Holidays (remember that not everyone believes in the same things)
- Seasons (winter, spring, summer, and fall)
- Cramming for finals
- Spring Break
- Or have a student of the week or month

**The list is endless! And, remember these are general tips:**
- Ask your colleagues for ideas.
- Weekly (not weakly) clear out outdated materials.
- Organize boards by category (e.g. Section, Hall, GAC, and Beyond).
- Separate on-going things (library hours, general announcements, etc.) from dated materials (specific events, etc). Then, tier the ongoing things so they take less space.
- Whenever large posters come in, ask for a floor volunteer to post it on his or her door for the floor to see.
- Give a reliable, organized, creative volunteer or committee the opportunity to take this on. Then, make sure they are appreciated!!!
Programming & Using Your Hall Budget

Bulletin Board in a Bag Ideas corresponding with Residential Life Programming Calendar
(All bulletin boards can be used throughout the year)

Connect:
**September 7 to October 22**
(Yellow File Folders)

Academic World 411
Apple Bulletin Board Project
Birthday Starter Kit
Community Safety
Connect With Other Dorms
Connect With Your Residents
Conquering College Courses
Food in St. Peter
GAC Facts
Get Connected With Your Floor
Get to know your neighbor
Gustavus Namesakes
Laundry
Move Over Hollywood
St. Peter Hot Spots
Things to do at GAC
Things to do in St. Peter
Things to do when you walk down the hill
Welcome in over 325 languages
1st Year Advice
10 tips

Balance:
**October 27 to November 23**
(Orange File Folders)

Academic Burnout signs
Balance – Ways to “de-stress”
Balance Work and Play:
  Color Me Stress Free
  Balancing Act
Body Image & Eating Disorders
College Habits to Bring Home
Dorm Decorating Ideas
Ghosts
Grade your study habits
How to Relax

Life Balance
Seeking Balance
Smoking
Take a Study Break – Laugh a Little!
Thanksgiving Closing & Quotes
Thinking about these Things will make you Feel Good

Thank:
**November 29 to December 20**
(Blue File Folders)

All Around the Worlds
(Christmas)
Be Thankful
Cold v. Flu
Final Exam Tips
Insomnia
Perspective
Seeking a Balance
Stocking Decoration Templates
Stress Busters
Stress Facts
Stress Type
Things we love about...
Unhealthy Dieting
Unhealthy Relationships
Winter Festivals
Winter Weather Information
You think it’s cold here?

Include:
**February 7 to March 25**
(Green File Folders)

Black History Month (X2)
Chinese New Year
Coming Out Week
Creative Dating at Gustavus
Dating Ideas
Diversity
Diversity “Our World”
Energy Challenge
February – Did you know Feb is Humpback Whale Awareness Month?
GLBT Issues
Homophobia
Kinds of Advisors
Martin Luther King
Martin Luther King Timeline
Money
Phenomenal Women
Stay Active and Get Involved
St. Patrick’s Day
St. Patrick’s History
Student Loans
Three Important Things to Include in a Balanced Breakfast
To Love or Not to Love Valentine’s Day

January is National Letter Writing Month
J-Term Info
Love the Skin You’re In
Marijuana Info
Wellness
Your Self-Care Plan
10 Healthy Tips
12 Healthy Habits
101 Things to do at GAC

5.11
### Empower:
**April 4 to April 30**
**Red File Folders**

- April: National Poetry Month
- April: Remember the Holocaust
- Avoid Looking Stupid at Dinner
- Breast Cancer Awareness
- Car Stuff you should know
- Career Ideas
- Credit Cards
- Eating Disorders
- Get a Job!
- Get Empowe(RED) Against AIDS
- Getting an Apartment
- Interviewing
- Investing Basics
- Job Search
- Love Your Breasts
- Major Choice Puzzle
- Major Info
- Networking
- Resumes
- Sexual Assault – Myth vs. Reality
- Spring Break
- Testicular Cancer
- Well Behaved Women Rarely Make History
- What to do with a Major
- 2-Person Housing Options

### (Re)Connect:
**May 1 to May 29**
**Yellow File Folders**

- Looking Back at the Year
- Re-Connect to the Year
- Relax/Relaxation
- Section/Floor Awards
- Test Taking and studying

### Anytime:
**Manila File Folders**

- Big Board of IF
- Body Art
- Chickens!
- Chuck Norris
- Cross Word Puzzles
- Deep Thoughts
- Disability Services
- Donating Blood
- Don’t Catch a Virus!
- Dream Doctor
- Einstein’s Life
- Ever Think About Money?
- Friendship
- Funny Things to do in an Elevator
- Great A. American Quotes
- Guide to being a Princess
- Holiday Facts
- Homer Simpson Quotes
- Hugs
- If pictures were worth 1,000 words, what would they say?

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**Stencils, construction paper, and the copy machine are available for your use in the Residential Life Office when preparing your bulletin boards.**
Helpful Websites

Door Decs/Programming


www.hallmark.com – Site to send E-cards.


www.residentassistant.com – Resources for anything related to being a CF.

www.studentaffairslink.com - Website with links for all student affairs staff - within this website is www.residentassistantlink.com


Student Health Issues

- Sexual Assault
  http://crimevictimservicesinc.org/main.htm - Local Sexual Violence site with information and contacts.

  http://www.rainn.org/ - Sexual assault/abuse information site (Rape Abuse Incest National Network).

- Alcohol
  http://www.bacchusgamma.org/ - Peer education network focusing on alcohol abuse, sexual health, tobacco and wellness.

  http://www.collegedrinkingprevention.gov/ - Great site for Alcohol Education. programming ideas, facts & information.

- Eating Disorders

  http://www.mirror-mirror.org/eatdis.htm - Eating disorder information & support website.


- Mental Health
  http://counseling.uchicago.edu/vpc/ - Mental health resource. Features self assessments for mental health issues, also has many informational pamphlets.

- Women's Issues
  http://www.wowwomen.com/ - Forum cite regarding a wide variety of women's issues.

- Men's Issues
o Misc. Health Issues
http://www.rwuniversity.com/ - Information on a wide variety of topics including health, money, skills, campus life, etc.

Diversity


LGBTQ

http://www.pflag.org/ - Parents, Family & Friends of Lesbians & Gays.

Higher Ed Info
http://www.acaho.ohio-state.edu/ - the American College & University Housing Officers website - has lots of links to higher education related things.

http://www.acpa.nche.edu/ - the American College Personnel Association website. Again this site include lots of links to higher education related places.
Budget & Spending Information

- Each residence hall has a programming account.
- These funds are allocated based on the number of students living in that hall.
- Head Residents will allocate a programming budget for each CF.
- Collegiate Fellows are expected to assume responsibility for tracking and ethically spending those funds.

Ethical Spending

- Try to use your resources in a way that will impact all your residents, not just the same 7 people.
- Co-sponsor events with other CFs, or take advantage of activities planned by CAB, the PAs and other Gustavus groups.
- Talk with your HR and CF staff mates about creative ways to spend your budget.
- Ask residents to contribute funds if an event may be too costly. For example, if you are decorating flower pots for Mother’s Day, ask residents to pay for the flower pot and hall funds can purchase decorating supplies.

Do Not!!

- Spend your entire budget on pizza parties or other food – include an activity.
- Use College funds for alcohol, or alcohol-related activities - it’s unethical, and a policy violation. This means that taking your residents to clubs and bars is not appropriate programming, or spending.
- Use your allocation to buy floor T-shirts for your residents. Using floor or hall funds to pay for the screening fee is a good method.
- Include a tip in Purchase Order charges or reimbursement checks. Tip in cash from your resident’s own pockets.
- Feel intimidated by budget responsibilities - your HR or Area Coordinator can help you enjoy spending!
Step-by-Step How to Spend Floor/Hall Funds

1. Plan ahead!
2. Fill out the Purchase Authorization Form (PAF) that is found in the Res. Life Office (below). You MUST complete a Purchase Authorization Form (PAF) BEFORE making your purchase. This form enables Sue to track purchases to which hall/area should be charged for the purchase.

### Sample Purchase Authorization Form

<table>
<thead>
<tr>
<th>Name</th>
<th>Jody Goldie</th>
<th>Residence Hall</th>
<th>Norelius Hall</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date of activity</td>
<td>5.21.11</td>
<td>Reason for purchase</td>
<td>Norelius Block Party, Glow Sticks</td>
</tr>
<tr>
<td>X Hall funds</td>
<td>Floor funds</td>
<td>Amount not to exceed</td>
<td>$100</td>
</tr>
</tbody>
</table>

Check one below. A separate authorization form must be completed for each purchase.

- Book Mark
- X Econo Foods (red card blue card)
- Car Pool
- Purchase order/charge card – business
- Dining Service
- Date given purchase order/charge card
- Media Services
- Pre-approved reimbursement – business
- Print Shop

HR Signature  xxxxxxxxxxx

Once above portion is completed and HR has signed to indicate approval, submit to Sue Myhra for further instructions, purchase order, or charge card to make your purchase.

Receipts, purchase order copies, charge cards and other materials are to be returned to Sue Myhra the next business day after your purchase.

<table>
<thead>
<tr>
<th>Purchase Order #</th>
<th>Amount of purchase $</th>
</tr>
</thead>
</table>

3. Explain the activity that you are planning to your Head Resident.
4. Your Head Resident must sign the PAF and provide an amount that you will be able to spend.
5. Bring the completed PAF to Sue in the Res. Life Office during business hours.
6. Sue will give you the appropriate account number, form, purchase order, or card that you will need for your purchase. (See instructions for each below).
7. Make your purchase. Remember to remind the vendor that your purchase is Tax Exempt. Keep your receipt!
8. You must bring your receipt from your purchase (and a card, pink PO form, or completed reimbursement form if applicable) back to Sue within ONE business day.

Purchases from Outside Businesses

**Charge Card Purchase**
Listed below are the businesses with which the College has charge card arrangements. The College requires that you use the designated charge card (instead of reimbursement) with these businesses:
Best Buy, Econo Foods, Wal-Mart
Programming & Using Your Hall Budget

**Purchase Order Charge**
Listed below are the businesses that the College has purchase order charge arrangements with. The College requires that you use the Purchase Order process (instead of reimbursement) with these businesses:

A to Z Rental
Arrow Ace Hardware
Barnes and Noble
C & S Supply
Corporate Express
Cub Foods
Dominos*
Don's Hobby
Erbert's & Gerbert's*
Hancock Fabric (over $20 purchase)
Hermel
Hilltop Printing
Hy-Vee
Mary's Flowers
Menard's
Nelson Printing
Office Max
Paper Service Plus
Scheel's
Shopko
Slumberland
St. Peter Food Coop
St. Peter Greenhouse
St. Peter Lumber
St. Peter Rental
Target
Total Entertainment
Triple Crown Foods
Village Drug

*Remember if you are purchasing from Dominos and Erbert's & Gerbert's the college will not cover any tip.

**Pre-approved Reimbursement for Purchase**
If you are planning an activity or project that will require a purchase from a store that the College does not have charge arrangements with (i.e. Hobby Lobby, etc.) you will still need to fill out a PAF before you make your purchase! You will be charged tax and the school will reimburse you only for businesses that the College does not have arrangements with. Bring your receipt and Pre-Approved Reimbursement Form to Sue within one business day.

**Purchases from Within the College**

**Dining Service, Book Mark, Media Services, Print Services**
Sue will give you the appropriate account number that you will give to the specific department and instruction on how you place your order with each department. Do not place your order before you have turned in a completed PAF.

**Car Pool**
Discuss with your Head Resident who your driver will be. A certified van driver who has completed the college’s training program is the only person allowed to drive a college van. Campus Safety maintains a list of certified van drivers. After you complete a PAF, Sue will then give you the Vehicle Authorization Form that you will need to complete and take to the Telecommunications Office in the basement level of Olin Hall to reserve the vehicle. You should plan to reserve a van early as these are used frequently.