

# **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 1)**

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.

### **Connect (May 1-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

Programming & Using Your Hall Budget

**RESIDENTIAL LIFE PROGRAMMING - GUSTAVUS ADOLPHUS COLLEGE**

**Theory Base**

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

<b>CONNECT SEPT.2 TO OCT.18</b>	<b>BALANCE OCT.22 TO NOV.26</b>	<b>THANK NOV.30 TO DEC.19</b>	<b>BE WELL JAN.4 TO JAN.31</b>	<b>INCLUDE FEB.8 TO MAR.21</b>	<b>EMPOWER MAR.29 TO MAY1</b>	<b>CONNECT MAY1 TO MAY 31</b>
<b>Requirements CF: Two programs Bldg: Two all-hall</b>	<b>Requirements CF: One program Bldg: One all-hall</b>	<b>Requirements CF: One program Bldg: One all-hall</b>	<b>Requirements CF: Two programs Bldg: Two all-hall</b>	<b>Requirements CF: Two programs Bldg: Two all-hall</b>	<b>Requirements CF: One program Bldg: One all-hall</b>	<b>Requirements CF: One program Bldg: One all-hall</b>
<p><b>STUDENT ISSUES</b></p> <p>Connections to: -College/Campus -A peer group -Section/floor/bldg. -Roommate</p> <p>Adjustment from last year Social -Alcohol/drugs -Sex Academic -Study habits -Ability anxiety</p> <p>Homesickness</p> <p>Campus Safety Sexual Assault</p> <p>On-going mental health issues</p>	<p><b>STUDENT ISSUES</b></p> <p>Academics -Mid-terms stress -Grade shock</p> <p>Homesickness</p> <p>Health -Weight gain/food choices</p> <p>Relationships -Roommate conflicts -Community conv.</p> <p>On-going mental health issues</p> <p>Too many commitments</p>	<p><b>STUDENT ISSUES</b></p> <p>Academics -Busy w/ finals stuff</p> <p>Relationships -Difficult T-giving break -Anxiety about next break -Holiday stress/blues -Roommate conflicts -Community con. -Romantic pressure to perform sexually</p> <p>Financial worries</p> <p>On-going mental health issues</p>	<p><b>STUDENT ISSUES</b></p> <p>Academics -Little to do -How to get "back into the groove"</p> <p>Extra time/ Sedentary life -Gambling -Video games -TV</p> <p>Social pressures -Alcohol/drugs</p> <p>Mental Health -Post-holiday blues -On-going -Loss over break</p> <p>Financial worries</p> <p>New years resolution</p> <p>New roommate or place</p> <p>**New FY students See <b>CONNECT</b></p>	<p><b>STUDENT ISSUES</b></p> <p>Academics -How to get "back into the groove" -Mid-terms</p> <p>New roommate or place</p> <p>Mental Health -Suicide -On-going -"Cabin Fever"</p> <p>Health -Spring Break soon -Getting in shape</p> <p>Re-evaluate involvement</p> <p>Financial worries -Break money gone -Spring break \$\$</p> <p>"Same old stuff"</p> <p>Finding a roommate &amp; a place to live</p> <p>**New FY students See <b>CONNECT</b></p>	<p><b>STUDENT ISSUES</b></p> <p>Academics -Classes for next yr. -Pick a major?</p> <p>Mental Health -On-going -Eating disorders</p> <p>Safety -Late night runs -Sexual Assault -Sports injuries</p> <p>Summer plans/anxiety -Job hunting -Internships</p> <p>Relationships -New pairs -Lack of success in love -Large social events</p> <p>Finding a roommate &amp; a place to live</p>	<p><b>STUDENT ISSUES</b></p> <p>Academics -Finals stress</p> <p>End of the year -Saying goodbye to roommate, floor, sig. other -What did I learn?</p> <p>Mental Health -On-going</p> <p>Summer plans/anxiety</p>

Programming & Using Your Hall Budget

---

<b>CAMPUS and WORLD EVENTS</b>	<b>CAMPUS and WORLD EVENTS</b>	<b>CAMPUS and WORLD EVENTS</b>	<b>CAMPUS and WORLD EVENTS</b>	<b>CAMPUS and WORLD EVENTS</b>	<b>CAMPUS and WORLD EVENTS</b>	<b>CAMPUS and WORLD EVENTS</b>
<p>Orientation Pres. Banquet Common Reading Convocation Nobel Conf. Pledge Week Homecoming Parents Weekend Reading Break Folk Festival in St. Peter Hispanic Heritage AIDS Awareness</p> <p><b>WHAT WE DO:</b></p> <p>CF letters to students ResLife 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</p>	<p>Mid-terms Class registration</p> <p><b>WHAT WE DO:</b></p> <p>Satisfaction Survey Programming/BB</p>	<p>C in CC Finals Holiday Break Holidays</p> <p><b>WHAT WE DO:</b></p> <p>Programming/BB</p>	<p>Touring Week</p> <p><b>WHAT WE DO:</b></p> <p>ResLife Night in the Dive Programming/BB</p>	<p>Building Bridges Mid-terms Housing begins Spring Break Black History Month</p> <p><b>WHAT WE DO:</b></p> <p>Community Conversations Survey feedback Programming/BB</p>	<p>MAYDAY Conference P-Ball Registration Housing continues Easter Break</p> <p><b>WHAT WE DO:</b></p> <p>Programming/BB</p>	<p>Earth Jam Finals Hall closing Senior Week Commencement</p> <p><b>WHAT WE DO:</b></p> <p>Programming/BB Celebration</p>

## **Programming Expectations**

### **As a Collegiate Fellow, you are expected to:**

1. **Hold floor meetings** during New Student Orientation for all new residents on **Friday, August 29** (for first year areas) and again on **Tuesday, September 2** (for all 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) 2007-2008 programs**

**Connect Programs**

Opening BBQ  
Lunch in the Cafeteria  
Football game  
Board games in the Hall  
Pledge BBQ  
Status Board Construction  
Flag Football  
Hall Dinner in Cafeteria  
Sacred Space  
Prairie View Walk  
Bathroom Passive  
Programs-Magazines  
Message boards  
Root Beer Float  
Smoothies  
Spa Night  
Dinner with Head  
residents  
Birthday Cards  
Where Am I? Door signs  
Did you know? Signs  
Movie Night  
Making Pies  
Bonfire  
Tacos in a bag  
Chocolate Fountain  
Bartending by P.A.  
Nutrition and Health  
Homecoming game  
College Football and  
burgers  
Piñatas  
Baseball game  
T.V. night  
Decorating the Hall  
Pasta Dinner  
Pancake Breakfast  
Coloring  
Horseback Riding  
Mid Term Study Break  
Out of State Dinner  
Halloween Party  
Reverse Trick or Treating  
Premiere Thursday  
Oktoberfest  
Late-Night Breakfast  
Basketball  
Scavenger Hunt  
Gilmore Girls Marathon  
Chipotle  
"I am, We are" wall

Ultimate Frisbee  
Women's Soccer Game  
Can I Kiss You?  
On Campus Movie  
Coffee w/Residents  
Sunday Morning Breakfast  
& Cartoons  
Grey's Anatomy and  
Cheese Bread  
Swimming  
Homework  
Vikings Game  
American Top Model 4H  
Style  
Ice Cream with PA's  
Tennis  
Birthday Party  
Picnic  
LineUs Improv  
Bowling  
Bonfire and Root beer Keg  
Sweet Treats  
Gustie Pride Breakfast  
Chili Feed w/the Goldies  
Buffalo Wild Wings  
Prepare  
Halloween Wall  
Decorating  
Carmel Apples  
Capture the Flag in the  
Arb  
Worship in Section  
Outdoor Movie  
Black light Casino  
Sunday Snacks  
Paintball  
Comedy Sportz  
Volleyball  
Game Night  
Bingo  
Community Conversation  
Progressive  
Desserts/Making door  
stops  
All Hall cook out  
Monster.com  
Can I kiss you?  
South side cinema  
Progressive  
Drag show  
Queer we are  
Bears Football game

Chilin and grilling

**Balance Programs**

Reverse Trick or treating  
 Be a buddy program  
 Academic advising  
 Door signs  
 Campfire and smores  
 Grey's anatomy and stress balls  
 Breakfast  
 Jenga  
 Festival of Nations  
 Hockey night  
 Soccer game  
 Uhler movie night  
 Halloween party  
 Academic advising-Pittman  
 Co-ed Haunted house  
 Freshman 15 program  
 Floor dinner in Barb's apartment  
 Secret turkeys  
 International foods/dancing/clothing  
 Easy and Inexpensive meals  
 Meet the PA's  
 Floor meetings  
 Floor dinners with Head Resident  
 Closing Meetings  
 Halloween Party  
 Community Conservation  
 Movie Night  
 Viking party  
 Decoration Party  
 Anama  
 Movie and Tacos in a Bag  
 Meet and Greet CFs  
 Pancake Breakfast  
 Movie and Goodie Night  
 Decorate your bathroom  
 Where are you Boards  
 Football game  
 Movie Day  
 Pancake breakfast  
 Making magnets  
 Watching Grey's  
 Gimme Free food winter picnic  
 Scary movie  
 Pizza Party  
 Break info meeting  
 Academic Success  
 Potluck  
 Halloween decorating  
 Fall break grill out

Open Mic night  
 First year formal  
 Pizza Party  
 Thanksgiving break meeting  
 Ultimate Frisbee  
 Sunday snack pumpkin bars  
 Halloween Party  
 Community conversation  
 Movie Night with Popcorn Machine  
 Mocktails  
 Make your own candy  
 Prairie View walks  
 Art show  
 Sports day  
 Section Hang out  
 Pumpkin carving  
 Bonfire  
 BW3  
 Going away party  
 Baby photo guessing game  
 Section shows  
 Bowling  
 Office space  
 Chill out  
 Candy outside of door  
 Virgin Mohitos  
 Harry Potter movie night  
 Haunted house  
 Chili feed with Goldie's  
 Trail of Terror  
 Reverse Trick or Treating  
 Spa Night  
 Invisible Children Movie  
 Darfur Refugees

Peace coffee w/ Peace Rep.

**ILS Balance Programs**

In hall relaxation & message  
 Candy at the Caf (Program promotion)  
 Study Session  
 Cast Halloween Gathering  
 Cast Award Ceremony  
 Audition Help  
 Auditions & Orientation  
 Performances/Workshops  
 One on-campus show  
 St. Peter HS  
 St. Peter Art Center  
 Lions Club Banquet  
 Green/Bio Movie Night  
 Faculty Chat & Chew  
 Greens Thanksgiving



**Thank Programs**

Pony Expresso  
Taco in a Bag  
Career Center News  
Gift Wrapping  
December Graduates  
Check out meeting  
Secret Santa's  
Decorate Tree  
Holiday Meal  
Wing Nite Study Break  
Basketball game  
Unreal tournament with  
pizza and subs  
Gingerbread houses  
Movie Elf  
Holiday Party  
Give Stress the Finger,  
finger painting  
Christmas Party  
Dinner as a Section  
Party, Decorating  
Grinch performance  
I am Legend movie in  
Mankato  
Holiday Party with games  
Decorating the section  
with lights  
Dairy queen cake and  
holiday party  
Section party  
Thank the Custodial staff  
Decorating Party  
Thank your neighbors  
Chili feed  
Open mic night  
Pancake feed  
Holiday Cards  
Holiday decoration contest  
Holiday Open House  
Midnight Express  
Cookie Contest  
Loud Hour + Ice Cream  
Sundaes  
Holiday Cookie Decoration  
Hot Chocolate Open  
House  
Snowflakes  
Making and Designing  
cookies  
Birthday Card  
International Festival  
TV Night and Backrubs  
Making Dinner  
Watch Football Games  
Holiday Baking  
Secret Santa

Going Away Party  
Sushi Night  
Kwanza Celebration  
Gingerbread House  
Making  
Relaxation and Stress  
Relief with PA's

**ILS Thank Programs**

Global Tuesday – Aids in  
Namibia (in CIC)  
Diwali Celebration  
Study Session  
Department Christmas  
House Christmas  
Performances  
One on-campus show  
Coffee House

**Be Well Programs:**

Pancake Breakfast  
Sock Ball  
Ping Pong Tournament  
Pre-Game pep rally/food  
before hockey game  
An inconvenient Truth  
Poker Night- Poker  
Tourney and Pizza  
Phillips Scholarship Info  
mtg for sophomores  
Mixed Blood  
Asian Night  
Pancake Breakfast  
Carnivale  
Kids Books  
Sacred Space  
Bowling  
FY Olympics  
Tea and Chocolate  
Pamper Program  
Tubing  
Pool & Ping Pong Tourney  
First Year Talent Show  
Movie Night-Poker  
Tourney on Computer  
Grey's Anatomy  
Make Spring Rolls  
Ping Pong Tourney  
Dodge Ball Games  
Capture the Flag  
Frisbee Game  
Poker  
CD exchange  
UN-Decorate Tree  
Res Life Dive Night  
Football Party  
Board Game Night

Yoga  
International dinner  
Same Sex Living Program  
BOOGLE game nite  
Vikings vs. Packers Party  
Midnight Breakfast  
Bingo  
The Office Marathon  
Caribbean Belly Dancing  
Mixed Blood Theater  
Stress Relief  
New Year Resolutions  
Healthy Life  
Bingo  
Pizza and a movie  
Talent Show  
Building guitar hero  
Section dinner  
Stitch and Bitch  
Movie Night Super Bowl  
Party  
Fire in the Pit  
Bowling  
Section bonding with lights  
Hairspray and Junk food  
Dinner with new section  
member  
Hockey Game  
Card making  
Chili night for CF's  
Retreat  
Badminton, Broomball,  
Opening Ceremonies  
Ping-pong  
Pool  
Pancake  
Knitting  
Food Friday  
Rundstrom Table  
Movie Night  
Pancake Breakfast  
Brownie Distribution  
Ice Cream Welcome  
Welcome Back Party  
Pool/Pins Pool Hall  
Tournament  
Raquetball tournament  
Walk and treats  
Texas Hold Em' Night  
Campus Movie Night  
Juno!  
Fine Dine  
G-Net Workshop

**ILS Be Well Programs**

Program open house

**Include Programs:**

Community Conversation  
Poker tournament  
Trivia  
Spaghetti Dinner  
Dad Art Night  
PA Sex Program  
Bowling  
Hip Hop Festival  
Door Signs  
Pizza Party  
Sohre Snack Time  
Floor B-day Party  
Building Bridges  
Gustavus Dance Concert  
March Madness  
Snack attacks  
Mexican Piñata party  
Family Guy marathon and  
root beer floats  
Chocolate fountain with  
fruit and cheese  
Pizza and movie with  
Trivia  
Movie and Smores  
Cards and Games with  
Subway  
Bingo w/ pop and snacks  
Floor Dinner  
Mid Term Packages  
Texas Hold'em  
Mardi Gras party  
St. Patrick's day breakfast  
NCAA (March Madness)  
pool  
Pancake breakfast  
Movie Night  
Body Image  
Mid-term study break  
I Heart Chocolate Party

Chili Night  
Dive in Night  
Valentines for Senior  
Citizens  
Progressive desserts  
St. Patrick's Day  
Easter Egg Hunt  
Game Night  
Curling  
Pony Expresso  
Career Center quick  
questions  
Easter Bunny Visits  
Pizza Night  
Progressive Desserts  
Video/game Night  
Pie Day  
Tie Pillows  
Valentines Chocolate  
Program  
Housing Selection  
Skiing at Mt. Kato  
PA alcohol discussion  
New Resident's dinner  
Pancakes  
Movie and Coloring  
Movie-Banglamerica  
CD Exchange  
Polar Bear Plunge  
Section Lunch  
Watch Josh play tennis  
A Funny Thing Happened  
on the Way to the Forum  
Custodian Thank You  
Section Dinner  
Win on Wednesdays, the  
Honeymoon  
Win on Wednesdays,  
Spring Break  
Monte Carlo Night

Housing Questions  
Answered w/ Troy  
NCAA Bracket Party  
Major Fun Night  
PA Sex in the dark  
New Residents Dinner

**ILS Include Programs**

Program Open House  
Crepes Night w/ French  
Club  
Art Festival w/ BPLP  
Pancake Breakfast

**Empower Programs**

African Night  
Dance Dance Revolution  
Movie Night – DeStress  
Food  
Poetry Contest  
Potluck Dinner  
Quidditch Tournament

**ILS Empower Programs**

Ping Pong Tournament  
African Night w/ PASO  
Cooking Organic w/  
Greens

**Connect 2 Programs**

End of the year building  
cookout  
CF Past & Present Brunch  
Floor Meetings – Closing  
info.  
End of the year Pancake  
Breakfast  
End of the year Block  
Party

## **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!!!

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

**Connect:**

**September 3 to October 21**  
**(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  
1<sup>st</sup> Year Advice  
10 tips

**Balance:**

**October 26 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 28 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?

**Be Well:**

**January 2 to January 27**  
**(White File Folders)**

Alcohol Awareness  
Cutting  
Depression  
Drinking Facts  
Eating Disorders Fast Facts  
Floss Your Teeth  
Get More Balanced  
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

**Include:**

**February 5 to March 24**  
**(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

**Empower:**

**April 2 to May 1**  
**(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

**Connect x2:**  
**May 1 to May 28**  
**(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?  
Joys of Bathing  
  
Leadership  
Learn to Whistle  
Mad Lib  
Marvelous World

Name That Movie  
Passive Programs  
PostSecret.com  
Quick & Easy Smoothies  
Quick Quips  
Quotable Einstein  
Quotes (more)  
Quotes About Life  
Quotes from Great Literature  
Random Acts of Kindness  
Rundstrom Hall  
Smoothies  
Special Hair Needs  
State Laws  
Strange But True  
Ten Ways to Connect  
Without Sex  
The Thrill of Skydiving  
Top 5 Games to Play when  
Bored  
Top 10 Books to Read  
Trivia  
Urban Legends  
Useless Trivia  
Word Origins  
You Know You've Been on  
the Computer Too Long...  
Zodiac Signs  
2 Truths & A Lie  
9/11  
50 Most Awesomely Bad  
Songs

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

## **Helpful Websites**

updated June 2008

### **Door Decs/Programming**

<http://www.emode.com/> - Fun tests & quizzes - great for programming & community building.

<http://www.behindthename.com/> - History of first names.

<http://www.storybin.com/> - An internet collection of feel good poems and stories.

[www.hallmark.com](http://www.hallmark.com) – Site to send E-cards.

[www.ahajokes.com](http://www.ahajokes.com) – Huge collection of jokes.

[www.residentassistant.com](http://www.residentassistant.com) – Resources for anything related to being a CF.

[www.studentaffairslink.com](http://www.studentaffairslink.com) - Website with links for all student affairs staff - within this website is [www.residentassistantlink.com](http://www.residentassistantlink.com)

<http://www.jiethics.org/quotes/quotetoc.htm> - Quote website.

### **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.something-fishy.org/> - Eating disorder information & support website.

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

<http://www.nationaleatingdisorders.org> - Eating disorder information 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**

<http://www.menstuff.org/frameindex.html> - Information, links and columns-men's issues.

○ **Misc. Health Issues**

<http://www.rwuniversity.com/> - Information on a wide variety of topics including health, money, skills, campus life, etc.

**Diversity**

<http://www.safezoneforall.com/> - Diversity education & violence prevention ally website.

<http://www.diversityweb.org/> - Scholarly resources for diversity education & violence prevention.

**LGBTQ**

<http://www.glaad.org/> - Gay & Lesbians Alliance Against Defamation official website.

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

**Higher Ed Info**

<http://www.acuho.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	
Name <u>Jody Goldie</u>	Residence Hall <u>Norelius Hall</u>
Date of activity <u>5.17.08</u>	Reason for purchase <u>Norelius Block Party, Glow Sticks</u>
<input checked="" type="checkbox"/> Hall funds <input type="checkbox"/> Floor funds	Amount not to exceed \$ <u>100</u>
Check one below. A separate authorization form must be completed for each purchase.	
<input type="checkbox"/> Book Mark	<input checked="" type="checkbox"/> Econo Foods ( <input type="checkbox"/> red card <input type="checkbox"/> blue card)
<input type="checkbox"/> Car Pool	<input type="checkbox"/> Purchase order/charge card – business _____
<input type="checkbox"/> Dining Service	Date given purchase order/charge card _____
<input type="checkbox"/> Media Services	<input type="checkbox"/> Pre-approved reimbursement – business _____
<input type="checkbox"/> Print Shop	
HR Signature <u>xxxxxxxxxxxx</u>	
<b>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.</b>	
<b>Receipts, purchase order copies, charge cards and other materials are to be returned to Sue Myhra the next business day after your purchase.</b>	
Purchase Order # _____	Amount of purchase \$ _____

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

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

\*Remember if you are purchasing from Dominos and Erbert & Gerberts 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. Safety and Security 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.