

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.

(Re)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						
CONNECT SEPT.8 TO OCT.23	BALANCE OCT.28 TO NOV.24	THANK NOV.30 TO DEC.21	BE WELL JAN.4 TO JAN.29	INCLUDE FEB.8 TO MAR.26	EMPOWER APR.6 TO MAY1	CONNECT MAY1 TO MAY 30
Requirements CF: Two programs Bldg: Two all-hall	Requirements CF: One program Bldg: One all-hall	Requirements CF: One program Bldg: One all-hall	Requirements CF: Two programs Bldg: Two all-hall	Requirements CF: Two programs Bldg: Two all-hall	Requirements CF: One program Bldg: One all-hall	Requirements CF: One program Bldg: One all-hall
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 con. -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 -Loss over break Financial worries New years resolution New roommate or place **New FY students See CONNECT	STUDENT ISSUES Academics -How to get "back into the groove" -Mid-terms New roommate or place Mental Health -Suicide -On-going -"Cabin Fever" Health -Spring Break soon -Getting in shape Re-evaluate involvement Financial worries -Break money gone -Spring break \$\$ "Same old stuff" Finding a roommate & a place to live **New FY students See CONNECT	STUDENT ISSUES Academics -Classes for next yr. -Pick a major? Mental Health -On-going -Eating disorders Safety -Late night runs -Sexual Assault -Sports injuries 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 -Finals stress End of the year -Saying goodbye to roommate, floor, sig. other -What did I learn? Mental Health -On-going Summer plans/anxiety

Programming & Using Your Hall Budget

CAMPUS and WORLD EVENTS	CAMPUS and WORLD EVENTS	CAMPUS and WORLD EVENTS	CAMPUS and WORLD EVENTS	CAMPUS and WORLD EVENTS	CAMPUS and WORLD EVENTS	CAMPUS and WORLD EVENTS
<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>WHAT WE DO:</p> <p>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</p>	<p>Mid-terms Class registration</p> <p>WHAT WE DO:</p> <p>Satisfaction Survey Programming/BB</p>	<p>C in CC Finals Holiday Break Holidays</p> <p>WHAT WE DO:</p> <p>Programming/BB</p>	<p>Touring Week</p> <p>WHAT WE DO:</p> <p>Res Life Night in the Dive Programming/BB</p>	<p>Building Bridges Mid-terms Housing begins Spring Break Black History Month</p> <p>WHAT WE DO:</p> <p>Community Conversations Survey feedback Programming/BB</p>	<p>MAYDAY Conference P-Ball Registration Housing continues Easter Break</p> <p>WHAT WE DO:</p> <p>Programming/BB</p>	<p>Earth Jam Finals Hall closing Senior Week Commencement</p> <p>WHAT WE DO:</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, September 4** (for first year areas) or **Monday, September 7** (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) 2009-2010 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
Programs-Magazines
Message Boards
Root Beer Floats
Smoothies
Spa Night
Dinner with Head Resident
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 & 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 Cartoons
Grey's and Cheese Bread
Swimming
Homework
Vikings Game
America's Top Model
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 Arb
Worship in Section
Outdoor Movie
Black Light Casino
Sunday Snacks
Paintball
Comedy Sportz
Volleyball
Game Night
Bingo
Community Conversation
Progressive Desserts
All Hall Cook-Out
Monster.com
Can I Kiss You?
South Side Cinema
Drag Show
Queer We Are
Bears Football Game
Chillin' and Grillin'

Balance Programs

Reverse Trick-or-Treating
Be A Buddy Program
Academic Advising Signs
Campfire and S'mores
Grey's and Stress Balls
Jenga
Festival of Nations
Hockey Night
Soccer Game
Uhler Movie Night
Halloween Party
Academic Advising
Co-ed Haunted House
"Freshman 15" Program
Floor Dinner w/ HR
Secret Turkeys
Int'l Foods & Dancing
Easy & Cheap Meals
Meet the PA's
Floor Dnners with HR
Closing Meetings
Halloween Party
Community Conservation
Movie Night
VikingsParty
Decoration Party
Anime
Movie and Tacos in a Bag
Meet and Greet CFs
Pancake Breakfast
Movie and Goodie Night
Decorate Your Bathroom
Football Game
Movie Day
Pancake Breakfast
Making Magnets
Watching Grey's Anatomy
"Gimme Free Food" Picnic
Scary Movie Pizza Party
Academic Success Potluck
Halloween Decorating
Fall Break Grill Out
Open Mic Night
First Year Formal
Pizza Party
Ultimate Frisbee
Sunday Pumpkin Bars
Halloween Party
Community Conversation
Movie Night w/ Popcorn
Mocktails
Make Your Own Candy
Prairie View Walks
Art Show
Sports Day
Section Hang-Out

Pumpkin Carving
Bonfire
BW3s
Going Away p\Party
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"
Holiday Party
"Give Stress the Finger"
Christmas Party
Grinch Performance
Movie in Mankato
Holiday Party with Games
Decorating the Section
Dairy Queen Cake
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
Holiday Cookie Decoration
Hot Chocolate Open House
Snowflakes
Making Cookies
Birthday Cards
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
Global Tuesday
Diwali Celebration
Study Session
House Christmas
Performances
On-campus Show
Coffee House

Be Well Programs:

Pancake Breakfast
Sock Ball
Ping Pong Tournament
Hockey Tailgating
An Inconvenient Truth
Poker Night w/ Pizza
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
Grey's Anatomy
Make Spring Rolls
Ping Pong Tourney
Dodge Ball Games
Capture the Flag
Frisbee Game
CD Exchange
UN-Decorate Tree
Res Life Dive Night
Football Party
Board Game Night
Yoga
International Dinner
Same Sex Living Program
BOGGLE Game Night
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 'n' Bitch
Super Bowl Party
Fire in the Pit
Bowling
Section Bonding with Lights
Hairspray and Junk Food
Dinner with New Section

Hockey Game
Card Making
Badminton & Broomball
Opening Ceremonies
Ping-Pong & Pool
Knitting
Food Friday
Rundstrom Table
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
Sohre 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
Sundaes 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
Trivial Trivia
Nutrition Program
Get Over It! Finals
Program
Chocolate & Desserts
Breakfast w/ Residents
Section Grill-Out
Dress-Up Dessert
Wall-E Movie
Pizza w/ Section
Outdoor Movie Night
Thanks w/ Custodians
Thrill on the Hill
Campus Movie
End-of-Year Quiet Bash
"Empty Your Freezer"
BBQ
S'mores & Dogs
Food Drive
Recycling Program
Frisbee w. Residents
Destress Food

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 8 to October 23
(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 28 to November 24
(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 30 to December 21
(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 4 to January 29
(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 8 to March 26
(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 6 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 30
(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 August 2009

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 – Site to send E-cards.

www.ahajokes.com – Huge collection of jokes.

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

<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>	
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.	
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	Office Max
Barnes and Noble	Paper Service Plus
C & S Supply	Scheel's
Corporate Express	Shopko
Cub Foods	Slumberland
Dominos*	St. Peter Food Coop
Don's Hobby	St. Peter Greenhouse
Erbert's & Gerbert's*	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
Menard's	

*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.