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
# Residential Life Programming - Gustavus Adolphus College

## Requirements

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<th>CONNECT</th>
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<th>Bldg: Two all-hall</th>
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<td>Requirements</td>
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<td>MAY 1 TO MAY 30</td>
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## Theory Base

- *Sense of Belonging*
- *Acquiring Knowledge and Skills*
- *Choosing Informed Attitudes*
- *Self Responsibility*

## Student Issues

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<td>-How to get &quot;back into the groove&quot;</td>
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<td>-Difficult T-giving break</td>
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<td>-Anxiety about next break</td>
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<td>-Get to know you</td>
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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

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<th>Connect Programs</th>
<th>On Campus Movie</th>
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<td>Lunch in the Cafeteria</td>
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<td>Hall Dinner in Cafeteria</td>
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<td>Sacred Space</td>
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<td>Prairie View Walk</td>
<td>Birthday Party</td>
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<td>Programs-Magazines</td>
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<td>Root Beer Floats</td>
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<td>Smoothies</td>
<td>Bonfire and Root Beer Keg</td>
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<td>Spa Night</td>
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<td>Dinner with Head Resident</td>
<td>Gustie Pride Breakfast</td>
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<td>Birthday Cards</td>
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<td>“Where Am I?” Door Signs</td>
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<td>“Did You Know?” Signs</td>
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<td>Making Pies</td>
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Programming & Using Your Hall Budget

**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 Dinners 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

**Programming & Using Your Hall Budget**

- 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:

<table>
<thead>
<tr>
<th>Activity</th>
<th>Activity</th>
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<tbody>
<tr>
<td>Pancake Breakfast</td>
<td>Hockey Game</td>
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<tr>
<td>Sock Ball</td>
<td>Card Making</td>
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<tr>
<td>Ping Pong Tournament</td>
<td>Badminton &amp; Broomball</td>
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<td>Hockey Tailgating</td>
<td>Opening Ceremonies</td>
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<tr>
<td>An Inconvenient Truth</td>
<td>Ping-Pong &amp; Pool</td>
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<tr>
<td>Poker Night w/ Pizza</td>
<td>Knitting</td>
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<td>Mixed Blood</td>
<td>Food Friday</td>
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<tr>
<td>Asian Night</td>
<td>Movie Night</td>
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<tr>
<td>Pancake Breakfast</td>
<td>Pancake Breakfast</td>
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<tr>
<td>Carnivale</td>
<td>Brownie Distribution</td>
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<td>Kids Books</td>
<td>Ice Cream Welcome</td>
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<td>Sacred Space</td>
<td>Welcome Back Party</td>
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<tr>
<td>Bowling</td>
<td>Racquetball Tournament</td>
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<tr>
<td>FY Olympics</td>
<td>Walk and Treats</td>
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<tr>
<td>Tea and Chocolate</td>
<td>Texas Hold 'Em Night</td>
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<tr>
<td>Pamper Program</td>
<td>Campus Movie Night</td>
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<td>Tubing</td>
<td>Juno!</td>
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<tr>
<td>Pool &amp; Ping Pong Tourney</td>
<td>Fine Dine</td>
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<tr>
<td>First Year Talent Show</td>
<td>G-Net Workshop</td>
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<td>Movie Night-Poker Tourney</td>
<td>Program Open House</td>
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<td>Grey’s Anatomy</td>
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<td>Make Spring Rolls</td>
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<td>Ping Pong Tourney</td>
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<td>Dodge Ball Games</td>
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<td>Capture the Flag</td>
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<td>Frisbee Game</td>
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<td>CD Exchange</td>
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<td>UN-Decorate Tree</td>
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<td>Res Life Dive Night</td>
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<td>Football Party</td>
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<td>Board Game Night</td>
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<td>Yoga</td>
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<td>International Dinner</td>
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<td>Same Sex Living Program</td>
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<td>BOGGLE Game Night</td>
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<td>Vikings vs. Packers Party</td>
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<td>Midnight Breakfast</td>
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<td>Bingo</td>
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<td>The Office Marathon</td>
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<td>Caribbean Belly Dancing</td>
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<td>Mixed Blood Theater</td>
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<td>Stress Relief</td>
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<td>New Year Resolutions</td>
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<td>Healthy Life</td>
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<td>Bingo</td>
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<td>Pizza and a Movie</td>
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<td>Talent Show</td>
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<td>Building Guitar Hero</td>
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<td>Section Dinner</td>
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<td>Stitch ‘n’ Bitch</td>
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<td>Super Bowl Party</td>
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<td>Fire in the Pit</td>
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<td>Bowling</td>
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<td>Section Bonding with Lights</td>
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<td>Hairspray and Junk Food</td>
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<tr>
<td>Dinner with New Section</td>
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</table>
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
<table>
<thead>
<tr>
<th>Programming &amp; Using Your Hall Budget</th>
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</thead>
</table>

**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 Tall 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

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?

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

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!

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

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
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.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.
Programming & Using Your Hall Budget

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>
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</thead>
<tbody>
<tr>
<td>Residence Hall</td>
<td>Norelius Hall</td>
</tr>
<tr>
<td>Date of activity</td>
<td>5.17.08</td>
</tr>
<tr>
<td>Reason for purchase</td>
<td>Norelius Block Party, Glow Sticks</td>
</tr>
<tr>
<td>X Hall funds</td>
<td>Floor funds</td>
</tr>
<tr>
<td>Amount not to exceed</td>
<td>$100</td>
</tr>
<tr>
<td>Choice below</td>
<td></td>
</tr>
<tr>
<td>Book Mark</td>
<td>X Econo Foods</td>
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<tr>
<td>Car Pool</td>
<td>Purchase order/charge card – business</td>
</tr>
<tr>
<td>Dining Service</td>
<td>Date given purchase order/charge card</td>
</tr>
<tr>
<td>Media Services</td>
<td>Pre-approved reimbursement – business</td>
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<tr>
<td>Print Shop</td>
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<tr>
<td>HR Signature</td>
<td>xxxxxxxxxxxxx</td>
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</tbody>
</table>

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>
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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.