

Did you know...?

You don't live in a



DORM



- a place just for sleeping -

(ew, yuck, gag)



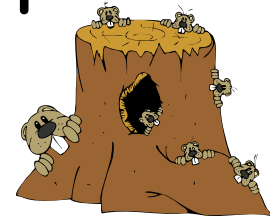
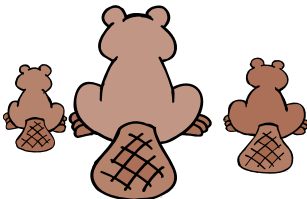
You live in a



Residence Hall

- a home and community where
students grow and develop -

(yea, sweet, cool!)



Please - don't call your home just a ***Dorm***
because it's way better than that!

(A message from Becky, your friendly neighborhood AD)

Campus Residence Council

(Residence Hall Cooperatives)



Welcome to Campus residence Council! Known also as CRC, Campus Residence Council is the organization at UMF responsible for the government of the residence halls. CRC is made up of representatives from each of the residence halls, Residence Hall Cooperatives, and collectively we plan cultural, social, and/or educational events for the residence halls as well as the entire UMF community.

CRC is involved with some of the largest events on campus, including Family and Friends Fall Fest, Maine End Hunger Week, Semi Formal, Spring Fling, and Faculty-Staff Appreciation. Each of these events requires many meetings of planning, but they are hugely successful when we work together, not to mention a lot of fun!!



As a member of your Residence Hall Cooperative you will also be responsible for maintaining the financial and social well-being of your Hall. We welcome you to your Residence Hall Cooperative and wish you a great year as we work together to maintain and create a sense of community on campus.

CRC is the great leadership experience for students at UMF. It Provides opportunities to meet new people and learn about campus resources while having fun! Please encourage your friends and community members to take advantage of the many activities in their halls as well as on campus.

The CRC office is located in the Olsen Student Center, room 109A. Office hours will be posted!

Once Again, welcome to CRC!

Breakdown of CRC Duties

Residence Hall Cooperative



Co-Chair

- > Represent your Residence Halls at CRC meetings
- > Hold bi-weekly hall meetings
- > Coordinate hall programs
- > Meet with your Hall Cooperative
(*Assistant Director, Co-Chairs, Secretary, Treasurer*)
- > Create bulletin boards
- > Participate in all CRC events
- > Distribute information pertinent to the membership
- > Solicit input from the members
- > Make sure your secretary gives the minutes to the Executive Board Secretary.

Secretary

- > Record minutes and attendance during hall meetings
- > Maintain hall records
- > Give minutes to the Executive Board Secretary

Treasurer

- > Manage residence hall account,
 - i.e. purchase orders, budget
- > Act as a liaison between the hall coop. and Merrill Center

The CRC Executive Board



President

- > Conduct weekly CRC meetings
- > Hold weekly Executive-Board meetings
- > Act as a liaison between CRC and Student Life and other organizations
- > Oversee CRC sponsored events

Vice-President

- > Serve as President in the absence of him/her
- > Maintain office decorum

Secretary

- > Record minutes and attendance during all meetings, including Executive Board
- > Maintain CRC records
- > Distribute minutes to co-chairs, secretaries, and advisors within the residence halls

Treasurer

- > Manage the CRC account, to include income and expenditures
- > Act as a liaison between CRC and Merrill Center

Public Relations

- > Coordinate bulletin board themes for the residence halls
- > Maintain the bulletin board by the CRC office
- > Maintain the CRC website

Advisor

- Serve as a resource and guide for the actions and responsibilities of CRC

Committees

General

Office Etiquette

- Be respectful of other people's office hour. If you are unable to attend your office hour, leave a note on the door, and fill out a Missed Office Hour sheet. Place the sheet in the Vice President's box.
- If you answer a phone call, it's your responsibility to make sure the appropriate person receives the message.
- If there is a message on the AUDIX when you come into the office, follow the phone instructions and make sure it gets to the correct person.
- Each person is responsible for their own stuff. Please, do not leave garbage or clutter in the office. We are working with limited space.
- Please return items to where you found them, so that they are readily available for others that need them.
- You may do your homework or use the computer; however, remember that you are here to answer questions that people may have about CRC or residence hall information.
- Please remember that the printer is for CRC purposes only. Go ahead and use the computer for your homework and fun, but remember to save your work to a disk and print it out in your room, or at the Computer Center. Do not use the printer for other clubs and organizations.

Guidelines for Approving Publicity

Any material that is hung in the UMF residence halls must be approved by a CRC member before it can be distributed and posted.

Below are the steps to take when approving publicity:

- Review **one** copy of a publicity which can be found in the “Publicity Drop Off” box on the door of the office. Be sure to check spelling!
- **Publicity must have** the name of the event (or purpose), date, place, time, admission prices if applicable, and the sponsor.
- Proofread and initial the publicity. When approved, move the publicity to the “Publicity Pick Up” box on the door of the office with a note attached that says the publicity is approved. Please return 15 copies which will be posted in the residence halls.
 - If it cannot be approved, attach a note explaining why and put it in the “Publicity Pick UP” box.
- When 15 copies are returned to CRC, stamp the copies and distribute them to the appropriate hall boxes.



CRC Outfitting Point System

Campus Residence Council would like to thank all of its members each year by getting everybody a little gift. We have decided on a point system to determine the amount of the gift that CRC will pay for itself. Each member is responsible for paying the remainder of the cost if he or she is interested in the gift. The point system is as follows:

For every completed office hours: 1 point

For every three meetings attended: 1 point

For every extra program helped with: 1 point

For every hour worked at a CRC event: 1 point

Bulletin Boards completed on time: 1 point

Committees:

MEHW 1 point

Spring Fling 2 point

Beaver Bulletin 2 point

Semi-Formal 3 point

Fac/Staff 3 point

Social Committee 1 point

Graduation 1 point

If you sign up for an event and don't show up: -1 point

1 Point = 1 Dollar Off

Preparation for a Meeting

- Publicize the meeting for the hall.
- Perhaps bring snacks?
- Contests and prizes?

Sample Agenda for a Hall Meeting

- I. **CALL TO ORDER**
Date and time of the meeting.
- II. **ATTENDANCE**
Circulate an attendance sheet among those present.
- III. **BALANCE**
Report the balance to the rest of the hall along with recent expenditures.
- IV. **OLD BUSINESS**
Report on past and ongoing events. Solicit feedback about what worked and what didn't.
- V. **NEW BUSINESS**
Discuss possible programs that could be held within the residence halls and upcoming events that CRC as a whole is planning.
- VI. **AD/RA/CPA TIME**
Time for hall staff to make announcements.
- VII. **QUESTIONS/COMMENTS/CONCERNS**
Answer questions anyone has.
- VIII. **ADJOURNMENT**
Record the time when the meeting ends.

Hall Report

The shaded parts should be said during the CRC meetings.

Hall: _____ **Date:** _____

Balance: _____

Next Hall Meeting: _____

Last Hall Meeting: _____

Next Hall Coop: _____

Last Hall Coop: _____

What has been your recent hall activity? What programs have been run? What are the RAs doing for programs?

What have been your recent expenditures? Do you have any fundraising ideas?

Do you have any particular building concerns or questions?

CRC Financial Guidelines

The following guidelines are the financial policies of CRC. Co-Chairs, Hall Cooperative members, hall staff and ADs should be familiar with the following:

1. **Hall account balances** must be **accurately reported** at weekly CRC meetings with a **list of current expenditures**. Halls could be fined if no balance is reported at consecutive meetings.
2. **Hall accounts will be temporarily “frozen”** if the balance drops below \$500 (\$1500 for Scott Hall) to ensure that the hall does not run into problems later should expenditures arise.
3. **Halls may spend their funds whenever it is desired or needed** as long as the following conditions are satisfied:
 - **For purchases more than \$50** (\$150 for Scott Hall), a hall meeting must occur between the Hall Cooperative and the residents: a vote will take place. The funds may only be spent if the residences vote to approve. Purchases below \$50 (\$150 for Scott Hall) need to be approved by the Cooperative.
 - **All purchases regardless of amount** must be approved by the AD and Hall Cooperative members. Of the two Hall Cooperative members, at least one of them must be a Co-Chair. If a specific purchase requires that a meeting be held, then the hall vote will constitute approval.

Hall Staff are not allowed to get purchase orders for themselves! If a RA/CPA needs funds for a program, they must follow the above guidelines. In addition, they need approval from two members of the Hall Cooperative and the AD before using funds for a program. To ensure that such approval is gotten, all hall staff must get their Purchase Orders from either a Hall Cooperative member or the AD before using these funds.

Mini Grants

Each year Campus Residence Council sets aside some money that is to be awarded to other clubs, organizations, and charitable students on campus. For the academic year of 2007-2008 CRC will award up to \$50 per mini-grant.

To apply:

1. Pick up CRC Mini Grant Proposal Form in the CRC office.
2. Complete form and return to CRC no later than 2 weeks prior to the event, program or activity.
3. CRC can invite a representative from the club to a CRC meeting to make a presentation of their program, activity or event and why the mini grant is important to the cause.
4. CRC will then vote on the proposal and the requesting organization or club will be notified of the outcome of their proposal.



CRC Mini Grant Proposal Form

Organization/Club: _____

Advisor: _____

Contact Person(s) [name, email, phone] _____

Description of the program, activity, or event for which you are seeking a CRC Mini Grant:

Program Costs [please itemize]:

Other Sources of Funding:

Amount Being Requested: \$ _____

=====

CRC Approved: _____

Date: ___/___/___

Questions/Concerns:

Hall Staff Appreciation

The Hall Staff consists of: ADs, RAs, CPAs, and custodial staff. Hall Staff Appreciation is for all hall cooperatives to show their appreciation for all the hard work that the staff does in the residence halls. The day is selected each semester by CRC.

Some gift ideas are:

- Gift certificates to restaurants
- Movie passes
- Wal-Mart gift cards
- UMF apparel
- Flowers
- Cards that everyone in the hall signs
- Blankets
- Et cetera...

Programming

Planning a Program 101

Brainstorming

What type of program do the residents want? Decide on a general type of program. Find out how others feel about the idea. After making decisions on the type of program, focus on the specifics: title, resources, place, date, time.

Planning It Out

Establish goals and objectives for the program. What is it you want to accomplish? Who's the target group? Determine how much help you need. Get others involved!

Components of a Program

- **Time** – Spend much of it on planning and developing
- **Enthusiasm** – Your enthusiasm can spread to others
- **Delegate** – Do not try to do everything on your own
- **Publicity** – Get publicity up at least one week in advance
- **Set-Up and Clean-Up** – Never should be overlooked
- **Evaluation** – Examine the effectiveness of the program

Important Program Documents

- Attendance Sheet (*at program*)
- Program Summary Sheet (*after program*)
- Program of the Month Nomination Form (*after program*)



Programming Ideas

- Soap Carving
- Relaxation Workshop
- Hall Picnic
- Art Contest
- Cultural Speaker
- Talent/No Talent Show
- Hay Ride
- Creative Room/Door Contest
- Fashion Show
- Hall Trip
- All Night Movies and Games
- Penny Wars
- Pool Tournament
- Dance
- PJ Party
- Ice Skating
- Board Game Night
- 50/50 Raffle
- Twister Tournament
- Holiday Shopping Trip
- Floor Jeopardy
- Hall Clothing
- Holiday Decorating
- Résumé Writing Workshop
- Kite Flying Party
- Hall Barbeque
- Hall v. Hall Intramurals
- Ping Pong Tournament
- Cribbage Tournament
- Trips to UMF away games
- Tye Dye Party
- Roommate Trivia
- Hall Olympics
- Block Party
- Slide Show
- Car Wash
- Soap Making
- Food Drive
- Bake Sale
- Raffle
- Team Sports
- Egg Hunt
- Gift Exchange
- Flea Market
- Yard Sale
- Service Auction
- Date Auction
- Pumpkin Carving
- Ice Cream Social
- Sledding
- Scavenger Hunt
- Bowling
- Roller Skating
- Karaoke
- Snowball Wars
- Origami Folding
- Basket Making
- Holiday Cards
- Massage
- Pizza Party

Creative Program Titles

- At Last A Rejection Detector
- Be A Winner
- Beating The Blues
- Between Friends
- Color Your World Beautiful
- Flustered On The Freeway
- Free Book
- Giving From The Heart
- Heavy Isn't Healthy
- Help, I Failed And I Can't Get Up!
- How To Be Great
- How To Build A Dream
- How To Meet Men/Women
- If You Can't Sleep, It's Time To Wake Up!
- Illusions Of Grandeur
- It's A Woman Thing
- Looking Good
- Make A Man Remember
- Make Sure It's Always Beautiful Outside
- On The Edge
- Pretty Is As Pretty Does
- Put The World On Hold
- Sexual Products
- Show And Tell
- The Daily Specials
- This Could Be Your 10 Minutes Of Fame
- This Is No Place For Germs
- Unleash Your Feet
- Way Past Bedtime
- When You Melt This Quickly, Who Needs A Microwave?
- Win More \$\$\$
- You Can Do It

What is the program of the month?

Program of the Month is a project which recognizes the efforts of hall cooperative, hall staff, residence hall students, and the landing managers. The programs which occur for the benefit of the residence hall students are recognized in three ways.

First, institutionally a program maybe awarded a certificate by CRC for being outstanding: a unique program for that month.

Secondly, a program may receive regional recognition by a program being submitted to NEACURH (Northeast Association of College and University Residence Hall).

Finally, nationally through each national program of the month being submitted for recognition as program of the year.

How do I submit a program of the month?

Submissions can be made to CRC. Then, the CRC E-Board will review all submissions and vote on the program of the month. The winning program, as well as the list of submitted programs, will be compiled and kept in the CRC office.

Why is the program of the month so important?

Submitting programs is important for a number of reasons. First, it is important to recognize those programs and individuals who have contributed their time and effort to develop the community at UMF. Secondly, by being recognized for a program of the month, you may become eligible to be recognized by other organizations across the NEACURH region and the nation for unique and creative programs that you have implemented.

Who can submit programs? Can I?

Anyone who has presented, facilitated, organized, or attended a program related to the development of community may fill out and present a program of the month nomination form. For example, RAs, CPAs, CRC members, ADs, etc, can fill out a nomination form.

Where can I get a program of the month nomination form?

You can get them from the office or right here in your manual. Make copies of however many you need.

Are there any other benefits of submitting programs?

Yes... CRC will compile a list of the programs of the month. Those programs will be available for review in the CRC office. This will aid you in the possible duplication of successful programs.

Program of the Month

Nomination Form

Program Title: _____

Program Date: _____

Attendance: _____

Contact: _____

Objective: _____

Description: _____



Possible Improvements:

Publicity

Publicity and Communication

Effective Publicity is Key



There are many ways to communicate. With a little creativity, almost any method can be used effectively. Combining methods and doing things differently will surprise people. Don't limit yourself. Be creative. Make it bright, and make it fun!

Keep in mind that anything used too often gets boring and loses appeal. Get the community reading your publicity: that's the goal. We owe it to the community we are attempting to serve, and to ourselves, to do the best job possible in delivering information to them. Campus events are part of the collegiate experience. If no one hears, sees, reads, or likes the advertising, they are not going to choose to attend our programs and will miss out on opportunities.

No matter how wonderful the program is, **if people do not see, read, hear or like the advertising**, they are not going to go.

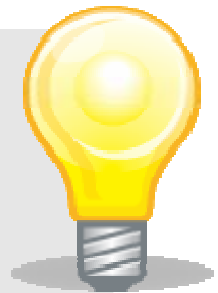
Tips on How to Publicize!

Publicity is: any tool used to attract attention or to stimulate interest in the involvement of a topic, issue, or program.

If the programs we provide or organize are **an important and beneficial part of college life**, then we owe it to the community of UMF to do the best job possible of promoting our programs.

Helpful Hints

- Publicize early. Have it up ten days or so before the event.
- Publicity policy differs between residence halls and the Student Center. Check with CRC and the Center for Student Involvement for publicity guidelines.
- Think creatively. Use table tents, door hangings, teasers, bookmarks, publicity suspended from the ceiling, word of mouth, PSA with WUMF, campus newspaper, Beaver Bulletins, the UMF TV monitor, sandwich boards, soundtracks, balloons, costumes.
- Go online on eCampus and post it in the Events Calendar.
- When in doubt, stop by the Center for Student Involvement or ask another CRC member. No question is insignificant, and it is in your best interest to ask before risking the loss of creative publicity



Important Guidelines for Publicity

- **No materials** promoting the **consumption of alcoholic beverages or illegal substances** will be allowed.
- **No materials** of **sexually explicit** nature or containing **profanity** will be posted.
- **Ask your Assistant Director** where the publicity can go.
- **Door-to-door campaigning or soliciting in the residence halls is not permitted.** *The only exception to this is the fundraising of Residence Hall Cooperatives.* No materials are to be hung on or slipped beneath a resident's door.
- **No duct tape** may be used to hang materials. Use masking or scotch tape. Use staples on bulletin boards.
- Any **materials hung in the Olsen Student Center** must be approved by the Center for Student Involvement.