



RESIDENTIAL LIFE

Programming Manual

Fall 2017

NDSCS Residential Life Programming Model

Social Building

Campus Support Systems

Safe Choices

Recognizing Scholastics

Ending the Semester

Starting the Semester

Learning About Others

Identifying Danger

Finding Volunteer Opportunities

Ending Strong

August- Social Building

Objective- to assist in making this a home away from home. You should also get acquainted with your residents and get your residents acquainted with each other, thus social building within your hall.

Due Dates

- Welcome Poster: 8/17/17
- Door Decs: 8/17/17
- Where Am I Board: 8/17/17

Programs

- Southside Luau:
8/30/17- 5:00pm
- Northside Luau:
8/30/17- 5:00pm

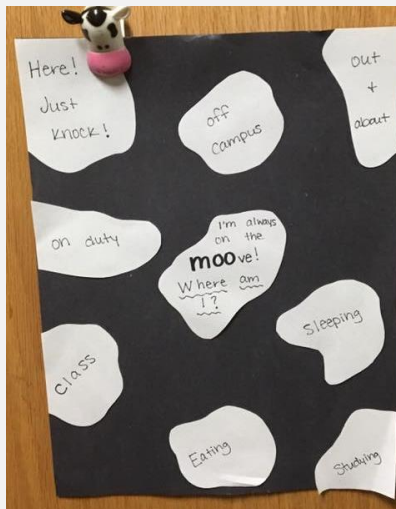
Important Dates

- Halls Open
8/19/17- 10:00am
- Classes Begin
8/21/17- 4:00pm
- No Classes (Partial Day)
8/29/17- 1:00pm- 5:00pm
- Full Semester Final Day to
Add a Class/ Drop a Class
without Transcript Record
8/30/17



Program: Luau

The Resident Directors will chair this event. The purpose of the luaus are to get our residents together in an interactive, social environment in order to create connections between students and RAs.



Where Am I Board

By Bobbi Block, Forkner RA



Welcome Sign

By Logan Kleinsasser, Riley ARD



Door Decs

By Jeff Straus, Nordgaard RA

September- Campus Support Systems

Objective- to educate students about all the greatness our campus has to offer, while still building a community within our residence halls. These support systems can include departments and their functions, such as Student Success providing free tutoring, Campus Police providing escorts, and Student Health and Counseling providing tests, free confidential counseling, and more!

Due Dates

- Knock and Talks:** 9/22/17
- Do you know the duty phone number?
- What program are you in?
- What programs would you like to see in the halls?

Programs

- Tailgating:** Frank Vertin Field
9/16/17- 11:30am
- Hall Programs:**
9/21/17- 6:30pm-7:30pm

Important Dates

- No Classes**
9/4/17
- Room Change Request**
9/5/17- 9/15/17
- Inservice- Plains Room**
9/5/17- 6:30pm
- Hall Health and Safeties**
9/13/17- 9/14/17



Program Idea: Kahoot

Kahoot is an interactive online game in which users can log into a website using a computer or smart phone and answer questions. 2 Resident Assistants will serve as the co-chairs for this program in each building.

Due to the low cost of Kahoot, it is recommended that there are prizes/ snacks given out at your event, such as Walmart gift cards for the top 3 winners, and free rootbeer floats for attendees.

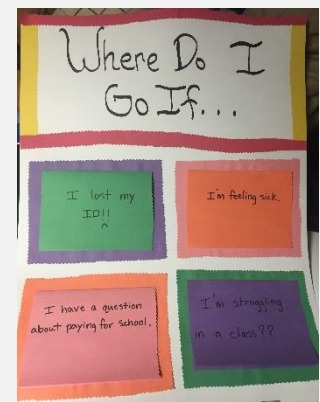
What you will need

- A computer (to make and execute the Kahoot)
 - Go to: <https://create.kahoot.it/login> to get started
- RA staff's questions
 - Assign each RA on staff to create 10-20 questions based on Campus Information
- Prizes and Snacks



Student Health and Counseling

By Samantha Pickrain, Robertson RA



Campus Support Passive

By Logan Shipley, Schulz RA

October- Safe Choices

Objective- to raise awareness of making safe choices. We encourage students to think cautiously about the outcomes of choices that they can make. Major topics for this month include drug and alcohol use. You should show alternative options to choices that students traditionally make.

Due Dates

-Passive: 10/22/17

Programs

-Cats for a Cure: BAC
10/18/17- 7:00pm

-Haunted House:
9/21/17- 6:30pm-7:30pm

Important Dates

-No Classes (Partial Day)
10/3/17- 8:00am-12:00pm

-Homecoming Parade
10/7/17- 10:00am

-Inservice: Plains Room
10/11/17- 6:30pm

-Hall Health and Safeties
10/11/17- 10/12/17

-1st 8 Week Session Ends
10/13/17

-Mini Inservice: Plains Room
10/17/17- 6:30pm



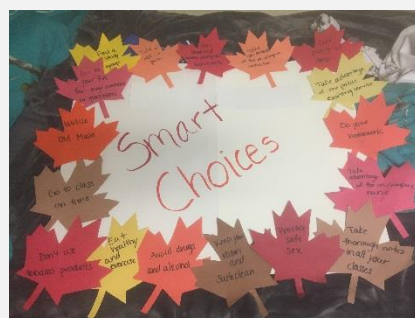
Program: Haunted House

McMahon Hall of Terror is an event typically sponsored by Residential Life and the Home Builder's Association. We collaborate to make an event for the whole community to enjoy!

For this event, several co-chairs from each residence hall are needed, as there are different co-chairs for each room within McMahon Hall.

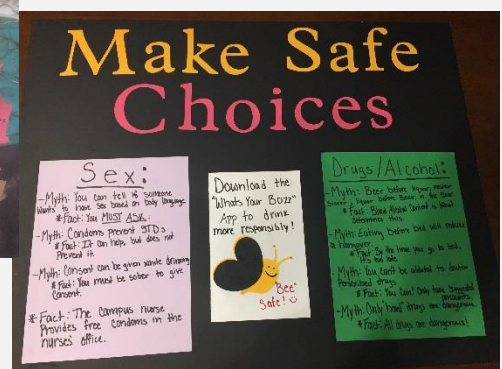
The goal of this program is to create a fun event for anyone to enjoy, thus creating an alternative to choices that could be considered destructive.

Every RA will be required to put in time commitments in order to have a successful program that runs smoothly. You will receive further instructions from SJS members as to when and where your services will be needed.



Smart Choices

By Lexi Davis, Nordgaard RA



Making Safe Choices

By Mason Rademacher, Forkner RA

November- Recognizing Scholastics

Objective- provide support through communication, advice, and guidance as well as connect students to valuable academic support resources on campus. Use this opportunity to host a program that brings together the students of strength with students who need further assistance.

Due Dates

-**Floor Flair:** 11/17/17

-**Knock and Talks:** 11/17/17

-Have you registered for classes

-Are you going to our programs?

-What are your plans for next semester?

Programs

-**Sex, Bugs, and Self Control:**

Robertson Hall Lounge

11/14/17- 7:30pm

-**Hall Programs:**

-Southside 11/27/17- 7:00pm

-Robertson 11/28/17- 7:00pm

-Nordgaard 11/29/17- 7:00pm

Important Dates

-**No Classes**

11/3/17

-**Registration Begins (Spring)**

11/7/17

-**Veterans Day (No Classes)**

-11/10/17

-**Thanksgiving Break**

11/23/17- 11/26/17

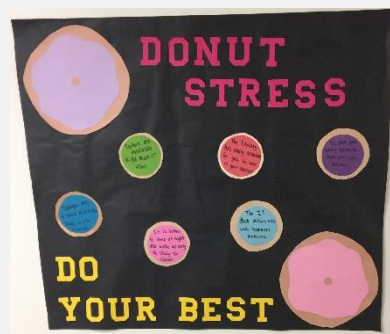


Program Idea: Sundaes

In this program, residents will answer questions to earn toppings for ice cream sundaes. The co-chairs of the event will gather between 5 and 10 questions from each RA in their halls regarding scholastic support and create several different stations around the hall. At each of the stations, there will be several toppings available. However, the residents must earn the toppings by answering questions correctly. Once they get the toppings they want, the residents can move on to the next station where they can earn even more toppings!

What you will need

- Good questions about studying tips, etc.
- Ice Cream
- A variety of toppings (chocolate sauce, sprinkles, fruit, candies, etc.)
- Bowls, Spoons, etc.



Donut Stress

By Chelsey Cressman, Walton RA



Tutoring Subjects

By Mariah Vilhauer, Walton RA

December- Ending the Semester

Objective- celebrate the semester that is coming to a close and reflect on all the fun of the past semester. We also want to focus on closing the residence halls so we can enjoy our break. Besides the posters and postcards that we will be handing out, we want this information spread everywhere to ensure that there is no confusion on how to properly checkout of a residence hall room.

Due Dates

-Passive: 12/1/17

Use the info to the right >

Important Dates

-Holiday Party- The Alley

12/6/17- 6:00pm

**-Registration Begins
(Spring)**

11/7/17

-Residence Halls Close

12/15/17- 6:00pm

-RAs Released for Break

12/16/17- 12:00pm

-ARDs & AMs Released

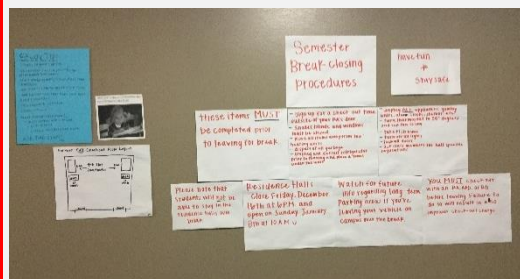
12/17/17- 5:00pm

-Offices Closed

12/25/17

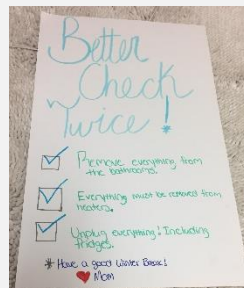
Passive Information- Closing

- Sign up for a check-out time on your RA's door
- Shades, blinds, and windows must be closed
- Move all items away from the heating units
- Dispose of all garbage
- Unplug and defrost fridge prior to leaving, placing a towel under the unit
- Unplug ALL appliances, gaming units, clocks, stereos, etc.
- Turn thermostat to 55 degrees and the fan to low
- Take fish home
- Turn off all lights
- Lock all doors
- Ask staff members for hall specific regulations
- Checkout with an RA, return your keys, and enjoy your break!
- Failure to complete these items results in a \$50 improper fee



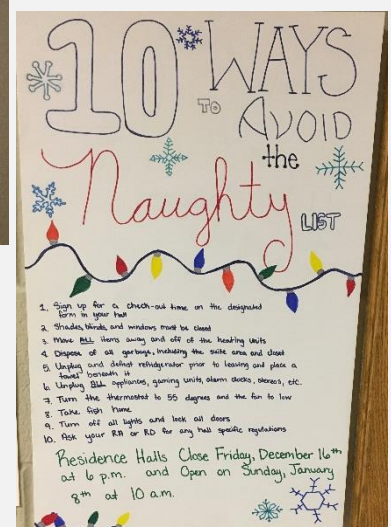
Checkout Procedures

By Pamela Krenz, Forkner RA



Better Check Twice!

By Amanda Behm, Nordgaard RA



Avoid the Naughty List

By Royale Tousley, Nordgaard RA



January- Starting the Semester

Objective- welcoming students back into their living community! We want to help new students feel welcome while celebrating returning students.

Due Dates

-Door Decs 1/6/18

-Passive: 1/6/18

Programs

-Hall Programs:

-Nordgaard 1/29/18- 7:00pm

-Robertson 1/30/18- 7:00pm

-Southside 1/30/18- 7:00pm

Important Dates

-Residence Halls Open

1/7/18- 10:00am

-Classes Begin

1/8/18- 4:00pm

-Inservice- Plains Room

1/11/18- 6:30pm

-Holiday- No Classes

1/15/18

-Room Change Request

1/16/18- 1/26/18

-Wildcat Payment and Refund

1/24/18- 1/25/18



Program Idea: Social Event

To welcome everyone to (and back to) campus, put on a social event! With this program, your creativity can run wild!

You can make smores in the oven, give them out to your residents, and “Make S’more Friends!”

You can also serve “Wildcat Cocoa” and play some games with your residents.

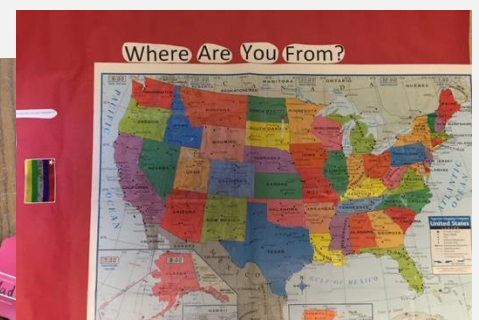
You can even do a “Speed Friend-finder and Snacks” event, where residents match up with other residents and ask each other random questions like, “What is your program?” or “What would be your dream job?” Of course, you would need plenty of snacks to make this the perfect program!

The possibilities are endless when you put your mind to it!



Popsicle Door Decs

By Madison Symington, Nordgaard RA



Where are you from?

By Brantley Anderson, Robertson ARD

February- Learning About Others

Objective- learn about others' different backgrounds, cultures, values, lifestyles, beliefs, and more. This month is all about Cultural Awareness, and spreading awareness of cultural diversity-both locally and globally. We want to educate our residents on why diversity is so awesome!

Due Dates

To Be Determined

Make sure to check the digital calendar for the latest updates

Programs

-Sex, Bugs, and Self Control:

Walton Hall Main Lounge

2/13/18- 7:30pm

Important Dates

-Holiday (No Classes)

2/19/18

-Stay and Save Begins

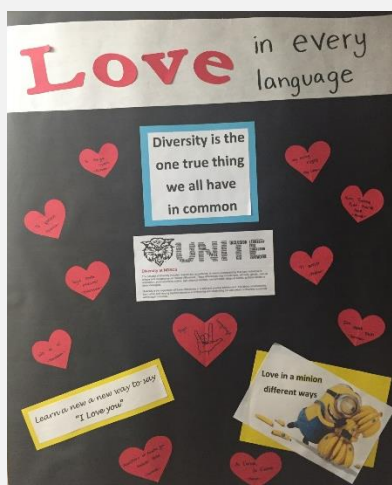
2/20/18- 7:00am- Plains Room

Program Idea: Dip in Diversity

This month, we want to show our residents why different experiences are great! Whether it is trying different foods that we don't typically eat, or having a 'diversity' of chip and dip selections to try, we want to make the point clear that being different is great!

Learning about others should not only touch on why being different is great, this is a wonderful opportunity to teach our residents about each other. Everyone comes from a different background, and we should celebrate that and learn about our different experiences.

For this program, find a way to get residents to express themselves and show who they are. We want everyone to learn about each other's cultures and celebrate our differences!



Love In Every Language

By Anna Tritz, Schulz RA



True Colors

By Jayden Knutson, Forkner RA



March- Identifying Danger

Objective- much like Safe Choices in October, we will be identifying danger in choices that are made. We want to encourage our residents to think about making safe choices when it comes to Spring Break, sun, alcohol, drugs, and more! This month we want to focus on having a safe Spring Break, and a safe rest of the semester.

Due Dates

To Be Determined

Make sure to check the digital calendar for the latest updates

Important Dates

-Intent to Return Begins

3/5/18

-Residence Halls Close

3/9/18- 6:00pm

-Spring Break (No Classes)

3/10/18- 3/18/18

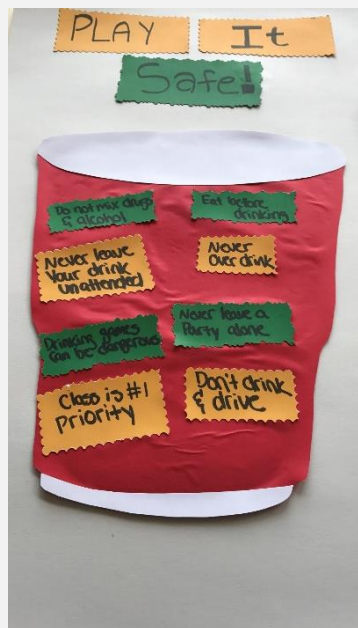
-Holiday (No Classes)

3/30/18

Program Idea: I Scream for Safety

In an effort to really sink our message in, we will definitely want to use our resources. This program can follow a similar approach to November's program idea...with a twist!

Make stations that residents have to stop by. Give them statistics about a range of safety topics. Have a Campus Police officer at one of the stations! Make the message a message that residents won't soon forget. Give out punch cards, and have the residents get a punch at each station. After they have reached the end, they can turn in the punch card to get their prize, whatever that may be.



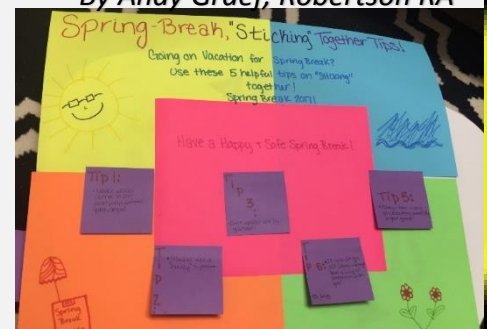
Play It Safe

By Amanda Behm, Nordgaard RA



Taking a Lit Path

By Andy Graef, Robertson RA



Spring Break Tips

By Cynthia Heinis, Nordgaard RA



April- Finding Volunteer Opportunities

Objective- learning and informing residents about volunteer opportunities and community service both on and off campus. We want to show students why providing service to others can be valuable and fulfilling. It may be a good idea to research, organize, and support service projects taking place on and off campus.

Due Dates

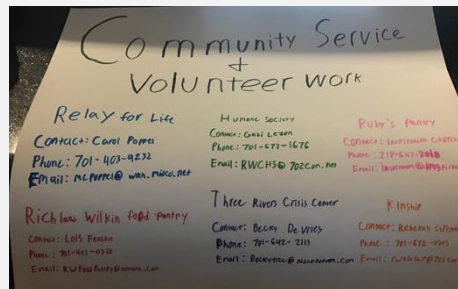
To Be Determined

Make sure to check the digital calendar for the latest updates

Program: Luau

The Resident Directors will chair this event. The purpose of the luaus are to get our residents together in an interactive, social environment in order to create connections between students and RAs.

The Spring Luau will be a time for residents to hang out with the friends they made through the year and enjoy some free food and fun before finals start to come around in the next weeks.



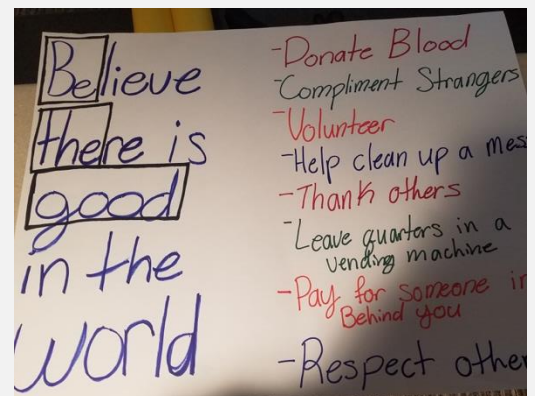
Community Service

By Mitch Anderson, Robertson RA



Good Deed Rose

By Jordan Frethem, Nordgaard RA



Be the Good

By Tristan Walsh- Robertson RA



May- Ending Strong & Saying Goodbye

Objective- end the year strong, closing your building efficiently while providing closure to your residents. Besides spreading typical closing information, we want to focus on end of the year awards, recognition, celebration, and memories. Residents should leave feeling like they took a piece of their experience here home with them.

Due Dates

To Be Determined

Make sure to check the digital calendar for the latest updates

Important Dates

-Residential Life Banquet

5/1/18- Red River Valley Room

-Agawasih Day (Partial Day)

5/3/18- 12:00pm-7:00pm

-Graduation

5/11/18- 3:00pm- BAC

-Residence Halls Close

5/11/18- 6:00pm

Passive Information- Closing

- Sign up for a check out time on your RA's door
- Beds and desks must be put back to their check-in location
- Clean all marks and tape off the wall and floors, including all that shows up when using a blacklight
- Remove pictures, posters, hooks, etc. from walls but leave any command strips on the walls
- Dispose of all garbage and clean out garbage cans
- Shades or blinds must be closed
- Empty all drawers and closets
- Sweep floors in rooms and suite areas
- Lock all doors and close all windows
- Dispose of personal furniture and appliances appropriately
- Complete your checkout, returning all keys, and sign out of your room
- Failure to complete these steps will result in a \$50 charge



Read This!

By Ryan Peterson, Robertson RA



99 Problems

By Deja Hoke, Nordgaard RA

Building Program Requirements

- All RAs will have one building program per month that will focus on one section of the SCS RES LIFE Model.
 - There are 2 co-chairs per program
 - Each RA should serve as a co-chair at least once per semester
- Utilize resources available on and off campus
- Effective advertising is a requirement.
Advertisements must include
 - Name of the Program
 - Brief description of what will happen at the program
 - Your contact information for questions
 - Program location
 - Program date and time
 - At least one graphic
 - At least 3 colors
 - The NDSCS Residential Life logo
- Advertising must be up one week in advance
- Program planning sheets are due 2 weeks before the event
 - Jobs are assigned to the RA staff at this time
- RAs should take at least 10 pictures of the program
- RAs should post to Residential Life's social media accounts
- Program Completion Forms are due within 48 hours of the program's conclusion
- Late paperwork will result in disciplinary action

Co-Chair Responsibilities

- The most important part of programming is making sure residents are learning something beneficial that they can take home with them.
 - Find out what the community needs to learn about
- Complete all paperwork (planning and end reports) properly and effectively
- Keep the Resident Director in the loop, and discuss plans often
- Notify all parties within the department and outside of the department
- Remember that continuous communication is the key to a successful event

4 Weeks Before the Program

- Co-Chairs are identified
- Co-Chairs start filling out the pre-planning report
- Ideas are brought to weekly staff meetings by the co-chairs for group discussion and identifying the program title, content, and resources needed

3 Weeks Before the Program

- Co-Chairs complete the first draft of the program plan, including program duties
- Co-Chairs meet with the Resident Director for an initial review of the program
- Program Duties for Resident Assistants are assigned at the weekly staff meeting

2 Weeks Before the Program

- Final submission and review of the program plan and adjustments are made by the Resident Director during a Co-Chair/RD meeting

What If I'm Not a Co-Chair?

- Have a great attitude full of willingness to help the Co-Chairs in any way necessary
- Perform all tasks that have been assigned to you
- Provide feedback and ideas to the Co-Chairs
- Always be willing to volunteer
- Keep the Resident Director in the loop
- Help get residents excited for the activities planned
- Communicate face-to-face with residents, promoting the program and inviting them

Passive Programming

- Each RA will complete a Passive Program when due
 - ARDs may be asked to produce up to 2 Passive Programs when due
- These are educational and should teach residents about something that not only fits the SCS RES LIFE Model, but will also educate residents on an issue that is important to the community
- Due Dates are listed on the semester calendar

Floor Flair

- Each RA will complete Floor Flair programs when due
- Depending on when Floor Flairs are due they can include any of the following
 - Door Decs
 - Interactive Passive Program/Board
 - Anything to liven up your floor/ give your floor some flair
- This is a good opportunity to learn something about your residents
- Find out what your residents are interested in
- Due dates are listed on the semester calendar

Common Requirements

- All ideas should be approved by a Resident Director a week in advance
- Print requests have to be received 2 days in advance
- Keep it appropriate
- You must complete all of the appropriate paperwork in pdf form
- You must also submit a photo with your paperwork. Photos should be taken with programming on the wall and from straight on. Photos should be of good quality when submitted, and are due at the same time as the paperwork
- Late paperwork will result in disciplinary action
- Boards should include 5 sheets of paper
- Information should be typed or clearly written, and it should include 3 colors
- Attach enough tape that the poster will stay up and the corners will not curl. Tape should not be visible
- If these requirements are not met, your Resident Director may assign you to make a new program board that meets the requirements

Door Decoration Requirements

- These should make residents feel excited and welcomed while walking into their new room
- Names should not be handwritten unless the design calls for it
 - If names are hand written, they must be very neat, clear, even, and legible
- Door decorations are required in August and January. You can also make door decs in place of floor flairs.
- Door decorations should follow the SCS RES LIFE model, unless otherwise approved by your Resident Director
- August door decorations will be due during training week, January door decorations will be due prior to students returning from the semester break
- Keep it colorful
- Always spell names correctly
- Always use a preferred name (if applicable)
 - Once you get to know your residents, you should ask them what name they would like on their door decoration
- Make sure to have at least 5 extra door decorations available in case of mistakes, or if new students move onto your floor
- Make sure to promptly place new door decorations on doors as new residents move in
- If a resident moves out of their room, take down any old door decs
- Avoid adding names until right before they are hung up



Pumpkin

By Samantha Pickrain, Robertson RA



Mittens

By Jeffrey Staus, Nordgaard RA