

RESIDENTIAL HALL PROGRAM REPORT

Each Resident Assistant is required to co-chair a minimum of (2) hall programs in an academic year (1 per semester). All Resident Assistants of the hall are expected to assist in every hall program. Hall programs are events for students in the building to gain a sense of community and socialization, while also being provided information that is relevant to the SCS SUCCESS topic for each month. Hall programs are to be completed one for each academic month.

Specialization

Program Name Date of Program

SCS SUCCESS Topic Total Student Participants

SAVE TO COMPUTER BEFORE COMPLETING THE DOCUMENT

PEOPLE

Co-Chairs

2

1 Specialization

3 Specialization

RA Assistants

RA Name Program Duty

REFLECTION

Walk through the program as if you were a student participant.

Like Dislike	
What was the students' response to the program?	
What was some of the student feedback that you heard during the pro-	ogram?
Adaptation 3.	
Concern 3.	
Adaptation 2.	
Concern 2.	
Adaptation 1.	
Concern 1.	
Please identify 3 concerns with the program, and how will you adapt for	or the next program?
3	
2	
1	
Please Identify 3 Program Successes	

Can you identify if an RA could have done a better job? Please identify which RA and how this can better be managed for the next program

THE PROGRAM

Advertisements- how did you advertise the program? (3 Required Methods)

1.

2.

3.

Walk through from planning to completed program; how you created, prepared and executed the program.

Program Cost

Items Purchased

1	Cost
2	Cost
3	Cost
4	Cost
5	Cost
6	Cost
7	Cost
8	Cost
9	Cost
10	Cost
	Total Cost

REQUIRED PROGRAM DOCUMENTS

Submit with Program Report and all attachments through email within (48) hours Pictures- Please send at-least 10 pictures within 2 days to the Resident Director Additional documents- surveys, handouts, cards, advertisements etc that were distributed during this program as an email attachment to your Resident Director.

Co-Chair Sign	
1	Date
2	Date
3	Date
Resident Director Signature (On Date of Review)	
	Date

Resident Director reminder to add to Program Folder.

Pre-Plan Report

Photos(10)

Hall Report

Receipts

Advertisements

Handouts

Supplemental Materials