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Welcome

Congratulations! We are excited that you have joined the Residence Hall Association. RHA is designed to develop, connect, and involve LSU’s on-campus residents. RHA’s aims to effectively engage residents on campus through various programs and initiatives implemented by our Community Councils and overall umbrella organization.

Everyone in the department wants to see you be successful in your position, so please do not hesitate to reach out if you need additional resources, training, or simply want to chat about your leadership journey.

Make it a great year!

-LSU Residential Life

LSU Residential Life Overview

MISSION

Provide dynamic student-focused learning communities that support development and academic success in clean, safe, and sustainable facilities that meet the needs of the campus community.

VISION

Be a premier residential life program that embodies the highest standards of campus housing

VALUES

- **Community** – Create spaces for residents to be connected, comfortable, and empowered through a transformational experience

- **Courage** – Exhibit confidence and tenacity to make bold decisions despite challenges or difficulties and accept full responsibility for the outcomes
• **Inclusivity** – Establish a respectful community that seeks multiple perspectives and embraces individual differences

• **Integrity** – Abide by the highest standards of our profession to instill trust with community members by creating an environment of mutual respect, openness, and truthfulness

• **Stewardship** – Utilize resources responsibly and creatively to benefit present and future members of the community

• **Teamwork** – Collaborate to achieve common goals through communication, commitment, and support
The Residence Hall Association (RHA) is the representative governing body of all on-campus residents and works in collaboration with the Department of Residential Life by reviewing and recommending changes in regulations, policies, and physical facilities pertinent and beneficial to students living on campus.

The RHA mission is to develop, connect, and involve the community of LSU residents. RHA strives to develop the community through multiple social and leadership opportunities. RHA endeavors to connect the community by exchanging ideas and information at local, regional, and national conferences, and by programming to a diverse body of students. RHA aims to increase the involvement of LSU residents in campus activities by creating a promising, supportive, and positive environment.

As the second largest student organization at LSU, RHA has a place for everyone. Each residence hall and apartment community has a Community Council – composed of student officers elected by on-campus residents – who are the voice of each hall during RHA general assembly meetings, plans social and educational programs for its community, and works with the community’s professional staff to improve the quality of life for residents.

RHA also organizes and sponsors educational, social, and leadership activities of benefit and interest to on-campus residents, like its annual crawfish boil, move-in block party, Homecoming week’s Splatterbeat, and more. Get involved early on campus and serve on your hall’s Community Council to open a world of leadership opportunities.

Get in touch with RHA in the following ways!

- Facebook: facebook.com/lsurha
- Instagram: @lsurha
- Twitter: @lsurha
- Email: rha@lsu.edu
- Contact your hall staff

2019-2020 RHA Executive Board

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<tr>
<th>Name</th>
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NRHH Info Sheet
The National Residence Hall Honorary (NRHH) is an organization comprised of the top one percent of student leaders living on campus. NRHH recognizes the outstanding achievements of the people working and living on campus including residents, executive staff members, Resident Assistants, Residential Life staff, faculty, custodians, and anyone else impacting LSU’s on campus community.

NRHH is a leadership based honorary comprised of exemplary student leaders living on campus who value service and recognition. The organization works to make people feel appreciated for their hard work and to better the campus and greater community through recognition, awards, and community service events such as Blood Drives and volunteering at retirement facilities.

NRHH is a world-wide organization, and the LSU NRHH Red Stick Chapter is affiliates with SWACURH, or the Southwest Affiliate of College and University Residence Halls. Members of LSU RHA and LSU NRHH have the opportunity to travel to conferences that enhance their experience in addition to their work on campus.

One of the responsibilities of NRHH is to identify, submit, and vote on people and programs for “Of The Month” awards (OTMs). OTMs are a great way to recognize the outstanding people and programs on campus that happen during the current month. Anyone can submit an OTM!

In order to join NRHH, you must have lived on-campus for one semester (and live on campus during the time of induction) and hold at least a 2.5 cumulative GPA.

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<tr>
<th>Name</th>
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<tbody>
<tr>
<td>Lainey Ardent</td>
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NACURH / SWACURH

Colleges all across the world have their own RHA & NRHH chapters, formed by student leaders living within that campus’s residence halls. These colleges come together to form regional and national organizations that grow and develop student leaders and their organizations.

NACURH

The National Association of College and University Residence Halls Incorporated (NACURH Inc.), seeks to create a network of engaged citizens sharing common experiences through residential leadership opportunities. As an organization, NACURH empowers, motivates, and equips residence hall leaders by providing them with skills and resources in order for them to excel and positively impact their campus communities.

NACURH is a world-wide organization (including Canada, South Africa, UAE, and other countries), though the majority of affiliated institutions are from the United States of America. NACURH is composed of eight regions; LSU is in SWACURH.

SWACURH (Southwest Affiliate of College and University Residence Halls)

The purpose of SWACURH is to promote and carry out, on a regional level, the purpose, goals, and legislation of NACURH, Inc.

- We are comprised of Texas, Oklahoma, Arkansas, Louisiana, and Mexico
- MALTO is an acronym for all of the states/counties in our region.
- Our mascot is MALTO the Duck
- Our colors are green and yellow

NACURH/SWACURH & Conferences

Leadership Conferences are held annually. It is an opportunity for on-campus student leaders to learn about how other schools operate, host events, and is also an opportunity to make lifelong, professional connections. We hope that by attending this conference, you will gain knowledge and skills that you can take back to your school and make it a better place.
What are conferences like? We have regional and school cheers. If anybody has ever been to STRIPES, regional conferences are very similar in this aspect. At each conference there are 2 days of programs where you will be able to pick and choose the ones that interest you to attend, and then bring the ideas back to LSU! You will meet so many students from around the region and county at these conferences. These fellow students can not only give you plenty ideas, but you may also form friendships and bonds as well.

Each year LSU attends 3 conferences:

- SWACURH Regional Leadership Conference (Typically held in October or November)
- SWACURH Regional Business Conference (Typically held in February)
- NACURH Annual conference (Typically held in late May or early June)

**Introduction to the RHA Manual**

The RHA Manual is designed to be the location of all RHA-related processes, procedures, and information related to running the organization. This manual will constantly be updated throughout the year to account for wrap-up reports for programs, new initiatives, and in any other way to account for the ever-evolving needs of the LSU on-campus population.

**Expectations of RHA**

Before beginning to discuss RHA processes, it is imperative to understand the significant role RHA plays in LSU Residential Life and in the general experience for LSU students. Leading research in the field of higher education shows that students who are involved get better grades, are more connected to campus, and overall are more satisfied with their collegiate experience. Knowing this, LSU sponsors numerous involvement opportunities throughout campus. LSU Residential Life believes that offering involvement opportunities within one’s residential community creates an accessible leadership opportunity for residents, where they can help enhance the community experience that Residential Life staff create. Additionally, since this opportunity is so accessible, it leads to many residents seeking out this involvement opportunity, when they may not seek others out.

While individual Community Councils help build community within individual halls and apartment complexes, RHA is designed to develop, connect, and involve the entire on campus residential community. This is accomplished through large-scale programming, overseeing and developing individual Community Councils, and working on large scale initiatives with RHA Senators that impact all residential students.

Since RHA plays such an important role on campus as the second largest student organization, RHA is seen as one of the premier leadership opportunities on LSU’s campus. As a premier leadership opportunity, faculty, staff, and students look to these leaders as role models, and are held to a higher standard than their peers.

**Knowing this, RHA members are expected to follow all LSU policies & procedures, including the Code of Conduct, the Living on Campus Handbook, and any other expectation set forth for the RHA executive board.** Additionally, they are expected to fulfill the duties of their RHA position to their fullest, and actively seek assistance if they are not going to meet a deadline.
The impact of not meeting these expectations goes far beyond the individual. It impacts the organization, the Department of Residential Life, and it impacts your peers’ ability to implement their work. We thank you in advance for understanding the importance of the role you play on campus and fulfilling all written and unwritten expectations of your position.

### Academic Success

RHA requires executive board members to hold a minimum 2.5 cumulative GPA to be elected to and maintain an RHA executive board position. RHA is a significant time investment for a student leader and requires exceptional time management skills to be successful in both areas. In order to be successful, the following strategies have been implemented to proactively help RHA executive board members be successful.

#### Academic Success Plans

Advisors will have RHA executive board members fill out a written reflection, answering the following questions. Answers will be sent to the advisors, saved, and then discussed in an initial 1:1 meeting. In addition, each executive board member will be required to meet with the Residential Academic Success Coordinator once a semester to determine the progress on said plan.

- What are your academic goals for the year?
- What study habits have you found to make you successful?
- What habits do you have that will get in the way of being academically successful?
- This year you will have commitments for RHA that can be upwards of 15-20 hours of commitment each week. In order to be successful this year, what do you have to remember to do? What do you have to change?
- What times of the year will be the busiest during the year in relation to RHA? Other non-academic commitments?
- How will you know if you are not being successful academically?
- What times will you be studying? Students should invest a minimum of 20 hours a week into their studies
- What is your predicted semester GPA? Cumulative GPA?

The academic success plan should also include a predicted class grade/gpa calculator provided by advisors, based upon the grading scales of each instructor in their syllabus.

#### Board Schedules

Board members will fill out a weekly schedule to identify when they have classes, when they have RHA commitments, and when they have other ongoing commitments. This will be compiled into one master schedule, so that RHA and advisors can identify when, generally, board members are free and busy. This also allows for board members to effectively schedule out their week.
Class Syllabi
  • Must have completed by the following Sunday of the first week of classes
  • Add important test dates to RHA calendar and personal outlook calendar

Midterm Grades
An advisor will check midterm grades to identify how they are progressing towards their final grades. If they are getting lower than expected grades, or especially if they are getting a “D” or “F”, the board member is required to work with the residential academic success coordinator to identify ways to improve and progress in the class based upon the initial academic success plan.

During this time, said student will meet biweekly with the residential academic success coordinator, and present their progress to an advisor during the first portion of their weekly one on one.

Semester GPA Below 2.5
An advisor will check final grades for the semester, to determine if board members met the minimum 2.5 GPA. If a board member receives a semester GPA below a 2.5, or grades are significantly lower than their expected GPA identified in the academic success plan, they will be required to meet with the Residential Academic Success Coordinator to discuss their academic performance and identify specific strategies to get back on track.

Conduct Standing
RHA requires board members stay in good conduct standing with the university. For this reason, RHA advisors will place each RHA executive board member on a “conduct watchlist.” This means that if your name is involved in an incident on campus, whether you are someone who violated policy, were victim of a policy violation, were witness to a policy violation, or are a student of concern in an incident, RHA advisors will automatically be notified via email once the report is submitted.

Advisors and/or the RHA president, as appropriate, will conduct their own investigation into the matter to identify if any RHA expectations were violated, and if this should result in any notice of violation/ removal from office. Advisors will also reserve the right to take interim action regarding a board member’s position in RHA, if necessary.

RHA General Expectations
The following is the general agreement that RHA executive board members sign. They will also sign an agreement specific to their individual position.

RHA Executive Board General Agreement
The below document describes the commitment that an executive board member of the Residence Hall Association takes on by being elected into the position, and all benefits received from the department. Every executive board member must additionally agree to all specific expectations within their position, as well as expectations the group sets for one another.

Executive Board Expectations (taken from constitution)
Article VI: Selection and Removal of Executive Board Members

Section 1. To be eligible to be elected to and remain in office, a student must:

A. Be enrolled as a full-time student at LSU.

1. In the event an RHA executive board member is a graduating senior, they may hold part-time student status during their graduating semester with approval from the Assistant Vice President of Residential Life and the RHA advisor.

B. Be in good standing with the university.

C. Have at least a 2.5 cumulative GPA.

D. Not be on disciplinary probation or deferred suspension.

E. Follow the guidelines for maintaining active participatory membership status.

Article VII: Executive Board Duties

Section 2. Executive Board Responsibilities

A. All Executive board members must write a minimum of one Of-The-Month nomination per semester.

B. Each executive board member must participate in a transitional period consisting of at least biweekly meetings with their respective incoming board member beginning as soon they are elected.

1. All executive board members will be responsible for updating their respected transition document to be passed on to their executive board member elect which shall be completed before the annual RHA banquet.

2. After the RHA annual banquet, but before the concentrated study period outlined on LSU’s academic calendar, the newly sworn in RHA executive board will host their first executive board meeting of their term.

C. Each executive board member is required to hold office hours each week. Office hours are to be held in the RHA’s office/designated space to be available to community council members and work on any tasks pertaining to the executive board’s position.

1. The President and Vice President must hold a minimum of five office hours a week.

2. Directors must hold a minimum of three office hours a week.

3. Exceptions to holding office hours may include the following: concentrated study period, finals week, extenuating illness, or any other reason deemed appropriate by the RHA President.

4. Each executive board member must perform any preparatory measures over the summer leading up to the school year of their term. Actions taken over the summer should include, but not be limited to:

a. Attend the annual NACURH conference provided that funds are sufficient for each executive board member to participate. Any executive board member may be excused from the conference under extenuating circumstances deemed appropriate by an advisor and the Director of External Affairs.
b. Each executive member shall be available for any board meetings held through video chat biweekly. It is under the discretion of the President whether an executive member is excused from a meeting or not.

D. All RHA Executive Board Members are required to sign an agreement for any summer duties they may have to do.

E. Starting two weeks before school starts, all RHA Executive Board members are required to attend any RHA related events, trainings, and conferences leading up until the first day of classes and should not schedule any conflicting events, unless deemed necessary by Advisor and President.

F. Any expectation set by an advisor or President before the summer starts, shall be completed in a timely manner and held accountable to.

G. Each executive board member must serve as a resource to community council members by adhering to the following duties:
   1. Serve as a buddy exec board member to a minimum of at least two community councils
   2. Attend at least one community council program a month
   3. Maintain an open pathway for communication via email and office hours.

H. Each executive board member shall be upheld to the Department of Residential Life’s standard of personal conduct as outlined in the Code of Student Conduct and Living on Campus Handbook.

I. Each executive board member must serve as a functioning member of the Executive board.

J. Each executive board member must know, uphold, and conform to this constitution, expectations documents, and other regulations of RHA.

K. Each executive board member must perform any other duties as assigned in accordance with the Constitution.

L. Each executive board member must meet with an RHA advisor on a weekly basis, barring illness or extenuating circumstances.

M. RHA Executive Board members shall not endorse off-campus housing locations, including wearing articles of clothing representing off-campus housing.

**Expectations for Executive Board Members** (from advisors)

- RHA is a team. Even if a responsibility is not within your position, offer assistance and actively support that function of the organization.
- When making decisions, support RHA and Residential Life both in the short-term and the long-term.
- Be upfront about all communication with community council members and residents. If they are struggling with something or there is important information to share with the rest of the RHA board & advisors, share that information so the group can make the best decision possible.
• If you are struggling with the responsibilities in your position, ask for assistance right away instead of waiting.

• If you need help in your position, feel free to ask the advisors “do you have a form for this or a past idea that worked?” Similarly, if you are wanting to try a new idea, and feel as though the advisors are stepping in too much, ask the advisors “can we try it this way and see how it goes?”

• Copy both the GA for Leadership & Housing Official advisor on all emails and include them in all meetings. That way, in case one of us is unable to respond, the other can.

• Actively participate in office hours for your position. Communicate any changes to this your schedule.

• Be future-oriented. We are laying a foundation for the residential experience at Louisiana State University and must identify if the decisions we make will benefit residents this year, next year, and five to ten years from now.

• Respond to email/phone communication within 24 hours, unless otherwise designated.

• You are in a leadership position with high expectations. We will support you in learning & growing, but also hold you accountable to fulfilling the expectations of your position.

• Include advisors in decision making process before making any final decisions.

• You are the representative body of the entire LSU residential population. Seek input from an inclusive group of on-campus residents and make all decisions with this in mind.

• Follow all LSU and Residential Life policies.

• Attend weekly meetings (1:1’s, exec and General Body meetings)

• Be present when you are here (stay off the phone)

• Maintain a positive and professional space as much as possible

• Be 100% honest and open with each other

• Set soft and hard deadlines for each event/activity in which you are facilitating

• Leave discourse in the meetings – do not take things personally

• Be prepared for each meeting

• Have fun but be serious when needed!

• Enjoy your time, because it will go quickly!

Benefits

By accepting the terms of this agreement, RHA executive board members/the organization will receive the following:

• On-campus housing benefits: RHA President & Vice President will receive up to a full bedroom within a 4-bedroom apartment, or any less expensive option. Directors will receive ½ room
credit for up to a two-student hall bath. Exec members are responsible for paying advance rent, but that amount will be credited back to their account. No meal plan is provided, though if you choose to live in a residence hall you will be required to pay for one.

- A yearly budget and advising team provided by the department
- Access to 1:1 advising opportunities
- Access to additional leadership opportunities when available, including national, regional, and sub-regional conference attendance, campus and departmental committee representation opportunities, and any additional opportunities that may occur.

By signing below, I acknowledge that I will follow through on all general executive board, personal, and group expectations for my position on the Residence Hall Association executive board. If it is found that I am unable to meet the expectations of the position, or am not making enough progress towards my goals, I may be removed from office and be required to pay any remaining amount for my on-campus room, as determined by LSU Residential Life.

_______________________________________________________
Exec Name (Printed)            Signature            Date
_______________________________________________________
Advisor Name (Printed)          Signature            Date
_______________________________________________________
Advisor Name (Printed)          Signature            Date

**Registering RHA with Campus Life**

As a registered student organization, RHA must register the organization with Campus Life. Campus Life will share specific instructions each year about what must be done, but it generally involves the following steps:

- Logging into TigerLink and completing the registration form
- Emailing the most up-to-date copy of the RHA Constitution to involvement@lsu.edu
- Having at least one officer attend a Registered Student Organization Workshop

Failure to register the organization by the given deadline prevents RHA from operating as a student organization, including reserving space and registering events on campus.
Board Evaluation Process
To be updated.

Timeline of RHA Year

April:
- Sign board member agreement
- Receive transition reports & RHA/NRHH manual
- Set fall board meeting schedule

May:
- Immediately following finals, incoming RHA & NRHH board stays the week leading up to graduation to receive positional training, create organizational goals, etc.
  - Set summer meeting schedule
  - President & Vice President work schedule set
- Begin Reviewing RHA/NRHH MOU
- NACURH Annual Conference

June:
- Final draft of Annual Report completed post-NACURH to include information on EOY donation drive & awards won at NACURH
- RHA/NRHH MOU Proposed Changes Due to Advisors
- Organizational Goals Finalized

July:
- Sign MOU
- Training season begins for advisors
- Develop fall training based on organizational goals
- Specify goals to have action plans

August:
- RHA & NRHH Training
• RHA/NRHH Quarterly Meeting #1
  o Before classes start?
  o Team building, general introductions to members, goals, etc.

September:
• Ongoing business, updates to RHA, NRHH, & CC Manuals after events/initiatives
• Wrap-up reports for specific events completed so that snippets can be added to annual report

October:
• RHA/NRHH Quarterly Meeting #2
  o General Updates
  o Discuss if additional help is needed from either organization

November:
• Ongoing business, updates to RHA, NRHH, & CC Manuals after events/initiatives
• Wrap-up reports for specific events completed so that snippets can be added to annual report

December:
• Complete Semester in Review Report – which is an internal report between RHA & NRHH to discuss during January Quarterly Meeting

January:
• RHA/NRHH Quarterly Meeting #3
  o Semester in Review Report Shared with the other organization
    • This helps with transparency and keeps the other organization accountable to upholding their reporting mechanisms
  o Any new goals for the year based on past semester shared
  o Opportunities to support each other with old/new goals

February:
• Ongoing business, updates to RHA, NRHH, & CC Manuals after events/initiatives
• Wrap-up reports for specific events completed so that snippets can be added to annual report

March:
• RHA elections for next board
  o Can we also move up NRHH elections to late March so that they’re done before Quarterly Meeting #4?
• RHA/NRHH Quarterly Meeting #4
  o New RHA/NRHH board members attend
  o First Draft of Annual Report shared

April:
• Final draft of Annual Report due by organization-specific transition meeting
• RHA & NRHH Manuals handed out
• Restart the cycle!
  o Incoming board takes over the planning for the organization
  o Incoming board completes the final sections of the annual report that cannot be completed before finals/EOY Donation Drive/NACURH
  o Summer prep work commences

RHA Training
Board members will receive position-specific training in May, during the week after classes end, and throughout the summer to prepare for them starting their position.

RHA fall training is designed to facilitate training that will prepare the board to work as a cohesive group, to set expectations for one another, to meet with members of the department/university, and to finalize plans for the upcoming semester.

RHA spring training is designed to reflect on the fall semester and make adjustments necessary to start the spring semester off on the right foot.

RHA GAs, Common Speakers/Activities Throughout Year
RHA General Assemblies are held on Thursday from 5-6PM. In General Assemblies, we start with an update from our sister organization NRHH. We allow NRHH to come to our GAs to give updates on things they have going on per our Memorandum of Understanding (MOU). One of the executive board members of NRHH reaches out to the President to give a PowerPoint slide to add to the GA presentation. After the NRHH update, we go into officer reports from the executive board, then we have community updates from all community councils. Once we get done with updates, we address any old business and move into any new business we might have. Different business items can include legislation, program updates, Community Council recognition, workshops and fun activities. At GAs we also have a variety of guest speakers. Some common speakers include Steve Waller, Assistant Vice President of Residential Life, Karen Rockett, Director of Housing, Kara Helgeson, Assistant Director of Conduct, Advocacy, & Policy, and other outside entities. We have guest speakers in different times of the year due to what is happening outside RHA. For example, Kara will come to the GA when talking about Residential Life policy and Karen could come to discuss updates to various buildings.
**Workshops and Fun Activities**

As stated above there will sometimes be workshops and/or activities during the GAs. These activities will usually be conducted by the RHA Vice President and can range from a wide variety of ideas. For example, there may be workshops that focus on further developing leadership skills or skills needed to be a Community Council member (e.g. a legislation workshop may be conducted to teach members how to propose and pass legislation). Also, there will be times where we will have social activities/games to give Community Council members a chance to get to know each other and the RHA executive board better.

**RHA Office**

The RHA Office is located in South Hall. The office holds all of the RHA equipment that is not stored in Miller Hall (trash cans and paint). All executive board members are required to hold office hours. The President and Vice President have to hold 5 hours and all Directors hold 3 hours. Not all executive board members can hold office hours before the executive meetings and General Assembly. Office hours should be spread out between the week to give Community Council members as many different times to come to the office to pick up and drop off rentals and/or discuss related business as possible. RHA rents equipment to various Residential Life entities. We try not to let outside groups use our equipment because there’s an added layer of liability with groups breaking or damaging equipment. All executive members will have access to the office through a white card that can be picked up from the information desk on the 2nd floor of the union by the main staircase. RHA Members cannot put their office access on their Tiger Card because it will affect their Residential Life access. If members get locked out of the office, then can go to the information desk and get access to the office. Workers must use the green key to open the door. The President must update the list for the office through Campus Life. Once the form is completed for the year, the President must go with the new member to the front desk to get the form updated.

RHA Office Hours should be spent organizing the office, renting equipment out to councils and other ResLife entities, and working on other RHA related materials.

**Expectations for the Office**

- Clean & organized
  - No left out food or drink
  - All personal items taken with you
  - All materials cleared from desk
  - All chairs and/or supplies put back in their place
- Everything needs to be organized in its designated space.
- Be proactive. If you see that the office is not organized, spend part of your time in office hours cleaning the space.
• If you have identified that the office is too cluttered with RHA materials, bring this to the attention of the board, and it will be formally discussed at the next RHA executive board meeting (if not sooner).

• If you believe we should purchase additional storage or organize the office in a way that will clear clutter, bring this up with the RHA President and RHA Advisors. As appropriate, this can be discussed at the next RHA executive board meeting (if not sooner).

• If trash is overflowing, remove it.

• People can have personal belongings in the office, but it is not your storage space. The supplies in office are to be used for official office use.

• Be sure to record rentals and withdraws/entry of swag and equipment properly. This is a tool used to aid in the auditing system and keeping track of inventory.

Upon Entering Office Hours

• Observe general state of the office to identify if it is unorganized.

• Identify if Weekly Office Hours are posted on the door, and if there needs to be updates to that schedule listed. Make those updates.

• Check DJ equipment status on the google drive. Is it being rented? Are all supplies there? Notify the Director of Marketing & Technology if there is an issue.

During Office Hours

• Interact with community council members who come to visit.

• Perform any auditing measures as assigned to you
  
  o each week it will rotate which board member does this, but the office should always be audited once a week, before and after any programs.

• Complete any positional related tasks

Upon Exiting Office Hours

• Remove personal items

• Return all items to appropriate location within office

• Lock door

• Put all forms for rental equipment in designated area
Weekly Tasks

- Organize supplies in drawers (make sure things are put back in their place)
- Clear all desks of non-essential things
- Contact exec board member if personal item is left behind
- Complete audit form (if it is your week)
- Make sure popcorn machine is cleaned (use the laminated document for clarification)

After Large-Scale Programs

- It is the responsibility of the Director of Programming to schedule volunteers in such a way that supplies are organized when brought back to the office, as well as scheduling volunteers to transport supplies back to the appropriate locations within 24 hours.
- Items from other locations (Res Life tent, Resource Room Supplies, etc.) can be stored within the office at night if it is too late to access the RHA Office.
  - All items must be returned to the RHA office from other locations around campus within 24 hours.
- The Popcorn Machine must be cleaned thoroughly.
- All supplies must be accounted for and there will be an additional audit of office supplies performed at this time, emailed to the entire RHA executive board.

Consequences

- If an individual board member has not followed daily, weekly, or other expectations, they will receive a formalized written warning. Repeat offenses may result in removal from the position, as outlined in the RHA Constitution.
- If it cannot be determined who did not follow expectations, the following will occur:
  - First offense: The entire executive board will be required to meet and clean the office at the earliest time when everyone is available.
  - Second offense: Every board member will receive a written warning about the office, and will also be required to clean the office as outlined in the “first offense” section.
  - Third offense: Access to the office will be suspended. A formal investigation will be performed to identify who did not perform their responsibilities. Additional written warnings / corrective action will be taken.
Supporting CCs
RHA strives to see its Community Councils succeed and wants to provide as many resources as possible to help them grow. In order to do so, Residential Life has various resources available to the councils such as the crafting resource rooms, and support from its student organizations.

- **Positional GroupMe’s**: We do not require Community Council members to be part of any GroupMe’s, but we do provide an opportunity for every Community Council to be in a group with their buddy member of the RHA executive board (If Joe is the RHA buddy group member to Miller Hall Community Council, Miller Hall’s community council group me will have Joe in it). Additionally, Senators will be part of one larger RHA GroupMe.

- **RHA Attendance at CC meetings & events**: To provide insight and support from the RHA executive board, each exec board member will be required to attend at least one community council program and two community council meetings each month. This gives each community council the opportunity to interact with the RHA executive board on their grounds and to show the board all of the great work they have been doing in their community.

- **Opportunities to engage in Service & Recognition**: The National Residence Hall Honorary’s (NRHH) two values are service and recognition. NRHH is another resource available to community council members to take their community involvement to the next level through those two values. In return, NRHH offers volunteers at events and recognizes the great efforts community councils make.

- **Res Ed Leadership GA at CC Meetings**: The Graduate Assistant for Leadership in Residential Life & Education will visit your Community Council at least once a semester, in order to provide insight on how the community council’s plans coordinate with RHA’s big picture, and to engage with the council members on a more personal basis.

- **CC Manual**: This document is available to all community council members. The purpose is to spell out all of the functions of community council and be available as a resource whenever there are any questions about policy.

- **Ongoing Training**: Throughout the year RHA will be evaluating the progress and involvement of community council members. As needed, RHA will host additional trainings in areas they see community council members struggling in.

- **Office Hours**
  - Each RHA executive member will hold a certain number of office hours each week (5 for the President and Vice President and 3 for the Directors). Community Council members are always encouraged to attend these office hours with any issues they may need help with.

**President**

Letter from Past President
The President of RHA is the face of the organization. In this role, you focus on the overall structure and functioning of the board. As the President, you have to be involved with everyone’s various tasks and duties. This can be very difficult because you also are managing group dynamics at the same time. Group dynamics is a combination of using different people’s strengths and weakness to help other group members and how the group interacts with each other. The President’s role is focused on the structure of the organization, so you spearhead a lot of the changes that happen with how the organization functions. The President also works with advisors to plan implement trainings for the executive board. Overall, the President has a lot of duties that they do on a weekly basis. The president has a weekly 1:1 with the Assistant/Associate Director and a weekly 1:1 with the Vice President. They also host a bi-weekly meeting with Assistant/Associate Director, Director of Residential Life, and Assistant Vice President of Residential Life. The President sets the agendas for all meetings and attends Community Council meetings weekly.

**RHA committee structure**

RHA Committees are written in the constitution, but they are really grouping of Community Council members that work under an RHA Executive Board Member to work on various projects. It is up to the RHA Board to decide what committees, if any, that they want to have for the upcoming year. Previous committees include:

- Sustainability
- Programming
- Advocacy
- Dining
- Leadership Development
- Presidents

**Regional Duties**

RHA President is required to sit in the Regional President’s GroupMe and perform any necessary items that come along with the region. This includes attending boardroom at conferences, attending regional chats, and helping the NCC with regional duties as necessary

**1:1 w/ Steve**

The RHA President, AD advisor, Director of ResLife, and Assistant Vice President of ResLife have bi-weekly meetings to discuss updates within RHA and upcoming items.

**Campus Committees**
The RHA President is the face of the organization, so this position sits on a lot of campus committees. The committees that the President sits on are from all over campus. Previous committees sat on by the President:

- LSU President’s Greek Hazing Task Force
- ResLife Policy Task Force
- University Student Leadership Cabinet
- Student Media Board

**Working with SG, SAB**

When working with larger campus organizations and entities, it should always be a priority to put RHA first. It is great to collaborate with these organizations to help put on large scale social programs, down to smaller scale advocacy initiatives. But by doing so, we do not want RHA to be engulfed into their organization. It is easy for students to perceive these organizations as one, which is why it is essential that we work tirelessly to build these connections and promote good relations, but not morph our identity to fit their needs. For example, student government has a task force centered around residential life policies and such, but RHA and RAs traditionally do not sit on that committee. Reason being is that by contributing to their initiative that is essentially within our jurisdiction, you are handing them the credit.

SG is the largest student organization on campus and working with them could be a great opportunity. Unfortunately, we have not been able to connect. RHA and SG could work together on initiatives, promotion of events, and advocating for students keeping in mind how that relationship is forming. A good example of something that could be formed through the relationship of the two entities, is gameday safety initiatives.

Student Activities Board is Campus Life’s largest student organization that programs for students through events like Mardi Gras Masquerade, Late Night, and the Homecoming Concert. They also put on monthly movie nights. RHA has collaborated with SAB on Mardi Gras Masquerade, which was great opportunity for our Director of Programming to gain experience. Afterward, they wanted to collaborate on more programs like their movie nights. RHA is open to partnering but feels like they need to be getting something from the partnership. It is wise to limit the number of programs you do with each organization, understanding that there are more departments and on campus entities RHA could be expanding their relationships with through similar work.

**RHA Exec Bidding**

It is the President’s job to preside over all elections for the RHA Executive Board.
If the president is running for a position, then the person with the highest gavel order not running for the same position as president will preside over the election.

President is responsible for accepting bid intents and bids and correcting bids that do not follow the constitution.

If you want more information on the elections see the Constitution Article VI, Sect. 2

**Sample Questions for interviews:**

**Exec Bidding Intent Questions**

- Please give an estimate of various time commitments for your school year.
- RHA's purpose is that we "develop, connect, and involve the community." What does this mean to you?
- RHA is committed to making sure that the environment that many of our students live is safe. How do you feel that underage drinking affects students that live on campus and how does it align with you as a student leader?

**Vacant Position Questions:**

1. Please tell us about yourself and why you are interested in this position?
2. What kind of role do you play when working in groups?
3. Tell us about a recent conflict you were involved in and how you worked to resolve it?
4. How would you describe your communication style?
5. At times this position can take up to 20 hours in a week. Can you tell us about your current time management practices, and what would have to change in your weekly schedule in order to accommodate for this new responsibility?
6. What is your current understanding of the responsibilities of this position?
7. Position-specific questions:
   a. **VP:**
      i. The Vice President is responsible for the Community Council Conference, as well as coordinating Community Council elections. How would you develop an effective recruitment plan to advertise these opportunities, recruit residents to be part of these opportunities, and ultimately apply for Community Council?
      ii. The Vice President is responsible for the development of the overall training and development of community council members. How would you develop a comprehensive training and development program for community councils?
iii. The National Residence Hall Honorary is the sister organization of RHA. It is a leadership-based honorary that values service and leadership. As the Vice President, you are responsible for being RHA’s liaison with this organization. What would you do to ensure RHA maintains a strong relationship with this organization?

b. DEA:

The Director of External Affairs is responsible for being the liaison between LSU and both NACURH and SWACURH (explain what those are if necessary). What is your vision for LSU’s involvement on the regional and NACURH level?

i. How would you recruit a diverse delegation for the SWACURH Regional Leadership Conference?

ii. What steps would you take to ensure that LSU delegates are prepared for SWACURH RLC?

iii. What is your understanding of parliamentary procedure? How would you go about learning it and instructing it to others?

c. DOA:

i. What is your budget management experience? How would you effectively track and report on RHA’s budget?

Could you speak to the specific organizational skills you have to track the many records that RHA has? How would you go about recording minutes, sending email updates, and updating important documents such as the RHA manual and Community Council manual?

d. DO:

i. How would you effectively manage the RHA point system, and effectively share out the updated point totals with RHA membership?

e. DP:

i. What is the largest event you have ever planned?

ii. If you were asked to develop a plan for a large-scale event, what information would you need? What planning steps would you prioritize?

ii. How would you go about recruiting a large number of volunteers to assist in executing large-scale RHA events?

f. DMT:

i. What specific design and advertising experience do you have? Any specific software packages?

ii. What social media strategies would you implement in order to effectively brand and market RHA?

ii. Part of this position includes RHA office management. How would you ensure that the office is fully staffed and usable for both RHA executive board members and those picking up equipment? What would you do if there were an issue with attendance or office cleanliness?

8. What questions do you have for us?
Vice President
The Vice President of RHA serves as the ultimate overseer of the Community Councils on campus, the liaison between RHA and our sister organization NRHH, the initiator of RHA fundraisers (care packages, linens, etc.), and the biggest supporter of the RHA President. It is the Vice President’s job to keep track of all progress and/or issues that Community Council’s may experience. The Vice President also oversees the relationship development between the Community Councils and the RHA executive board. To fulfill this duty the Vice President must hold at least 3 cohesions and/or leadership workshops each semester. These cohesions/workshops will take place during the weekly RHA General Assemblies. The VP serves as the direct link between RHA and everything Community Council or NRHH related. Serving as the NRHH liaison, the VP must communicate with NRHH to discuss any collaboration or volunteer opportunities, and report back to the RHA exec board. For example, the VP must be sure to keep NRHH updated about care packages so that they can assist. The VP ensures that care packages are distributed smoothly by overseeing the distribution and making sure all packages are labeled correctly and sent to the right place. Finally, the VP must also help the President with anything that may be asked of them. This could include running an executive meeting in their absence to proxying for them in non-exec meetings. The VP must do everything possible to support the RHA President. While this is not everything that the VP is responsible for, these are the most important in addition to the responsibilities of being an RHA executive member.

CC Experience
The VP must keep track of and try to alleviate issues with Community Council’s across campus and must also foster a productive and positive relationship between RHA and Community Councils.

OCM Relationship, Care Package Timeline, etc.
Throughout the past years LSU Residence Hall Association (RHA) has been working with On Campus Marketing (OCM) to build a relationship capable of aiding in the growth of our linens and care package programs.

Throughout the semester the Vice President works closely with an OCM representative to be sure that every aspect of our care package and linens programs are executed as precisely as possible. By beginning in the summer and then continuing throughout the semester with consistent bi-weekly conference calls and regular update emails, everyone will be able to stay on the same page to limit any errors that could occur.

Care Package Timeline for 2018-2019 Academic Year

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>May</td>
<td>Target Date - 1st year Student Permanent Home Mailing Address File Residence Hall Linen and College Welcome Programs* (revised)</td>
</tr>
<tr>
<td>Month</td>
<td>Event</td>
</tr>
<tr>
<td>---------------</td>
<td>----------------------------------------------------------------------</td>
</tr>
<tr>
<td>May</td>
<td>Residence Hall Linen Mailing Target Date (revised)</td>
</tr>
<tr>
<td>June</td>
<td>Residence Hall Linen Reminder Mailing Target Date</td>
</tr>
<tr>
<td>Mid-July</td>
<td>Finalize welcome care package letter</td>
</tr>
<tr>
<td>Mid-July</td>
<td>Collegiate Welcome Program Mailing Target Date</td>
</tr>
<tr>
<td>August 12th</td>
<td>Deadline to place order for Welcome Care Packages</td>
</tr>
<tr>
<td>August 12th</td>
<td>Send OCM updated housing roster for Welcome Care Packages</td>
</tr>
<tr>
<td>August 19th</td>
<td>OCM Ships Collegiate Welcome Care Packages</td>
</tr>
<tr>
<td>August 23rd, no later than August 24th</td>
<td>Collegiate Welcome Care Packages arrive on campus for distribution</td>
</tr>
<tr>
<td>TBD</td>
<td>Fall Finals Care Package Letter Confirmed</td>
</tr>
<tr>
<td>TBD</td>
<td>All Resident Mailing List Needed for Fall Final Exams</td>
</tr>
<tr>
<td>TBD</td>
<td>Fall Final Exams Mailing Sent</td>
</tr>
<tr>
<td>TBD</td>
<td>Deadline to order Fall Final Exams Care Packages</td>
</tr>
<tr>
<td>TBD</td>
<td>OCM Ships Fall Final Exams Care Packages</td>
</tr>
<tr>
<td>TBD</td>
<td>Fall Final Exams Care Packages arrive on campus for distribution</td>
</tr>
<tr>
<td>TBD</td>
<td>Spring Finals Care Package Letter Confirmed</td>
</tr>
<tr>
<td>TBD</td>
<td>All Resident Mailing List Needed for Spring Final Exams</td>
</tr>
<tr>
<td>TBD</td>
<td>Spring Final Exams Mailing Sent</td>
</tr>
<tr>
<td>TBD</td>
<td>Deadline to order Spring Final Exams Care Packages</td>
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</tr>
<tr>
<td>TBD</td>
<td>Spring Final Exams Care Packages arrive on campus for distribution</td>
</tr>
</tbody>
</table>

**LSU RHA Care Package Instructions**

**Second month of Fall semester**

1. Approve graphics/letter language/etc. with OCM / LSU Res Life Communications
2. Give home mailing addresses to OCM (work with Res Life Communications)
3. Confirm room locations with OCM if they receive a package order that doesn’t have a specific room number
One month before care packages arrive

1. Review care package process and identify any needed changes on RHA’s end

2. Meet with/email Front Desk Coordinator & Associate Director of Operations & Staffing to confirm care package process for upcoming process. Update instructions/process based on any desk needs

3. Confirm delivery location:
   a. Residential Life River Road Warehouse
   b. Attn: Alex Dresen
   c. 3555 River Road
   d. Baton Rouge, LA 70803

2. Reserve Broussard lower level lounge in Libcal to sort care packages

*Update before every care package program*

RHA CARE PACKAGES INSTRUCTIONS

Greetings Desk Assistants! RHA offers a fundraising program, where residents’ parents and families can send their students a care package to wish them well for the coming semester/during finals! Below are some instructions on what should be done:

· In order to receive their package, residents MUST SIGN the attached list for their package. This is to make sure the correct student gets the correct package.

· Ask for the resident’s name, check their ID to verify, and check the roster to see what package the resident should be receiving. Each resident has their own specific box with their name and room number on it. Please double check the name and box they are to receive with what is labeled on the box. Some residents may have more than one box, so double check to make sure residents are getting what has been ordered for them.

***Due to human error, there may be a few boxes with the incorrect student name on it or a box that is missing. Please attempt to match up the student’s name with the correct package. If there are any discrepancies, concerns, or questions, please contact Jourdan Hilaire at (225)-329-3586 during business hours (8 AM – 4:30 PM). If he does not answer, email jhilaire@lsu.edu and adresen@lsu.edu***
Each box is color coded for the type of package it is:

- **N7**: YELLOW (Spirit)
- **N8**: LIGHT BLUE (Support Basket / Cup of Inspiration)
- **N9**: RED / WHITE (Exam Survival Kit/ Cup of Inspiration)
- **N10**: TURQUOISE (Support Basket Pack)
- **N11**: CAMOUFLAGE (EXAM SURVIVAL KIT)
- **NC1**: BLUE WITH DIAMOND (FALL FINALS SURVIVAL PACK)
- **HEALTHY BLEND**: TAN/BROWN

**AT LEAST Two weeks before care packages**

1. **Volunteers**:
   a. Secure volunteers in two shifts for care package process
      i. **Sorting** → as many as possible based on class availability
      ii. **Delivery** → need roughly 2 volunteers per community
         
         1. If we have min number of volunteers, have 3 cars for driving, arrive at first community, and unload the certain number of care packages from the van.
         
         2. If not a lot of volunteers sign-up AND CCs don’t volunteer to help, then it will be categorized as worst where RHA exec and advisors will have to deliver and organize everything

2. Reserve ResLife van to assist in delivery of packages.
3. Acquire carts for assistance in delivery between buildings
4. Request maintenance assistance to deliver care packages to Broussard lower level lounge

**Day before care packages**

1. LSU sends OCM roster, including resident names, communities, and @lsu.edu email addresses.
2. OCM compiles an accurate roster based on orders

**Day before care packages**

1. OCM sends updated roster to LSU
2. Advisor reviews roster of incoming packages in case any of the following errors have occurred:
   
a. To identify any emails that are noreply@ocm.com and look up actual email in Star Rez & replace.
   
b. Copy & paste emails into an email and see which ones come up as “undeliverable.” If undeliverable, look up actual email in Star Rez and replace.
   
c. Make sure they are in the correct hall placement.
   
3. Once roster edited, save and send out / print one master copy, as well as one roster per community.

<table>
<thead>
<tr>
<th>Care Package Recipient</th>
<th>Box f</th>
<th>Residence</th>
<th>Room</th>
<th>Phone No.</th>
<th>Email Address</th>
<th>Care Package</th>
</tr>
</thead>
<tbody>
<tr>
<td>Braud, Hallie</td>
<td>0</td>
<td>Miller Hall</td>
<td>RM 421</td>
<td>(225) 975-0026</td>
<td><a href="mailto:nbral@lsu.edu">nbral@lsu.edu</a></td>
<td>Energy Kit/Stress Buster - N9</td>
</tr>
<tr>
<td>Coolidge, Maddy</td>
<td>0</td>
<td>Miller Hall</td>
<td>RM 701</td>
<td>(713) 516-0610</td>
<td><a href="mailto:Madelincoolidge@gmail.com">Madelincoolidge@gmail.com</a></td>
<td>Energy Kit - N6</td>
</tr>
<tr>
<td>Crabtree, Abigail</td>
<td>0</td>
<td>Miller Hall</td>
<td>RM 539</td>
<td>(225) 458-1979</td>
<td><a href="mailto:Acratl@lsu.edu">Acratl@lsu.edu</a></td>
<td>Support Basket/Stressbuster - N8</td>
</tr>
</tbody>
</table>

***Day of Care Packages***

1. Materials: Bring roster, clipboards, tape, desk instructions, RHA slips, scissors, pens, sharpies, sign-in sheet for volunteers, and signs to label community in different parts of the room to Kirby Smith Hall
   
2. Work with Maintenance/Facilities to deliver the packages to Broussard lower level lounge
   
3. IF WE GET THE LIST EARLY ENOUGH... (2-3 day in advance see prep)

Prep Jobs: (Exec and Advisor Work)

1. **ADVISOR →** Organize list of recipients by community (first), care package type (second), and then name (last) **SEE ATTACHMENT “A” BELOW**
   
2. **ADVISOR and VP →** Create and pre-cutout “RHA Notes” that will contain student’s full name, res hall, room number, and a message from RHA to be attached to each package. **SEE ATTACHMENT “B” BELOW**
   
3. **ADVISOR →** Organize Care Packages in the Kirby Smith Game Room by their type (usually have distinctive colors) in different corners of the room. Count each individual type of care package and overall total amount. Make sure numbers match the total given from OCM. Contact OCM if we are missing or have extra packages.
   
4. Post “community name sheets” around the room for volunteers to pull the care packages from the original piles and separate the packages into piles under the community’s signs on wall
   
a. **Efficiency Option Note:** Put East side sheets on one side and West side sheets on the other

Day of Event Checklist: (Steps Upon Volunteer Arrival)
1. Divide and assign volunteers to community lists (organized as previously mentioned)

2. Hand out pre-made/pre-cut “RHA Notes” in Ziplock bags (to avoid getting lost)

3. All communities will collect the same type of care package at the same time (continue this step for all types of care packages)

4. Once all care packages have been claimed, then two people will go around to each community and call out residents’ names to check if all care packages are present and labeled

5. All care packages going to the East side of campus must be packed back into original large boxes for easier transport and use remaining boxes to pack up West side care packages
   a. Efficiency Option Note: Start by checking the east side and then let them start loading up the ResLife Van so they can leave asap when the delivery team arrives

6. **NO CARE PACKAGE can leave until that community has been TRIPLE checked**

7. Load East Side Care packages into ResLife Van and executive board members vehicles to make delivering packages easier. Then (depending on number of vehicles available) Walk or load West Side Care Packages on carts to their perspective communities

**Delivery Methods: NO DOOR-TO-DOOR DELIVERIES**

1. **Universal Rules: (Front desks of communities)**
   a. **Sign Out Sheet:** Deliver care package sign out sheet to each community's front desk
   b. **DA Instructions:** Leave a printed-out list of instructions for the DA/RA’s to refer to
   c. **Desk Organization:** Arrange care packages in alphabetical order by last name behind the front desk (Ex: Bevels, Campbell, Davidson...) AND get an RHA exec member/advisor approval/verification
   d. **Boxes:** Leave at least 2 big boxes at the front desk to be saved for End-Of-Year resident check out donations
   e. **Notification:** RHA exec members, must notify in a group message what communities have completed the “delivery process” by taking a picture of the boxes behind the desk, which may need several pictures.
      i. For accountability measures, be sure that the names on the care packages can be read in each picture taken.
      ii. If someone claims a package was not delivered to the correct location, this allows RHA to examine pictures and identify if RHA delivered it correctly, or if there is a staffing issue where the package was moved.

Please note that if you do not pick up your care package by **insert deadline date**, it will be brought to the LSU Student Food Pantry for distribution to those in need.
2. **RHA and CCs/ Volunteers Roles (Best Case Scenario):**
   a. **RHA Exec:** Half will drive care packages to east side and half will drive/walk the to west side and one member watches the care package room
   b. **Volunteers** will organize care packages behind the desk based by room number (DAs prefer to know floors/room #)
   c. **Advisors:** One drives the ResLife Van and the other watches the room

3. **Volunteer/RHA Exec (Okay-ish Scenario):** Knocks on doors and delivers to the lobbies of the communities.
   - **Volunteers** will organize care packages behind the desk based by room number (DAs prefer to know floors/room #)
   a. **RHA Exec:** Half will drive care packages to east side and half will drive/walk the to west side and one member watches the care package room
   b. **Advisors:** One drives the ResLife Van and the other watches the room

4. **RHA Exec and Advisors (Worst case scenario):** knocks on doors BUT volunteers deliver packages to the lobbies of the communities.
   - **RHA Exec:** Half will drive care packages to east side and half will drive/walk the to west side and one member watches the care package room. ALSO, will organize care packages behind the desk based by room number (DAs prefer to know floors/room #)
   a. **Advisors:** One drives the ResLife Van and the other watches the room

**Clean Up Task:**

1. **Box Disposal:** Break down the remaining large boxes and throw them in the large recycle dumpster outside
2. **Sorting Location:** Make sure Kirby Smith Game room is clean, all chairs, tables, and game equipment are placed back in the same place it originally was
   a. Pick up trash, leftover food, and drinks and dispose of properly
   (leave the room better than how you found it)
      b. Return supplies to RHA office or advisors office
3. **Return Rules:** All carts and lost/separated care packages should be returned to RHA exec/advisor in Kirby Smith
4. **Van Return:** (ADVISOR) Return Van and keys to Res Life.
5. **Advisor Email**: The advisor will send an email to all care package recipients saying that they were delivered, and how to pick it up from the front desk.
   
   b. Please update the bold/italicized fields.

Greetings!

My name is Alex Dresen, and I am an Assistant Director for Residential Life. I advise the Residence Hall Association, who sponsored a *insert care package program type*. You had someone send a care package to you, and it is waiting for you at the front desk of your community! Please bring a photo ID and sign for it at the front desk. If there is an issue with the package you have received, or it is not there, please respond to this email and I will help you troubleshoot the issue as soon as possible.

6. **Advisor Email to OCM**: The advisor will send an email to OCM letting them know they can send a text to anyone who has not picked up their care package

a. Sample text: “You have a care package waiting for you at the front desk of your community! If you have not done so already, please bring your Student ID to the front desk and you can sign for it. - Residence Hall Association”

**Day After Task:**

1. Troubleshoot any lost or misplaced care packages.

**One week after care packages delivered**

1. Track number of packages still outstanding. Attempt to have RA on call do rounds to knock on door / tape note to door for student that they have not picked up their care package.

**Hall Closing**

1. RLC/GRD bring clipboards and unclaimed care packages back to Res Life (Alex’s office in Grace King)

2. Advisor records who didn’t pick up care packages and overall numbers in a closing report.

3. Return clipboards to RHA office

4. Deliver unclaimed care packages to LSU Food Pantry, unless there is an extenuating circumstance that you would otherwise save the package

**Attachment A**

**RHA CARE PACKAGES INSTRUCTIONS**
Greetings Desk Assistants! RHA offers a fundraising program, where residents’ parents and families can send their students a care package to wish them well for the coming semester/during finals! Below are some instructions on what should be done:

- In order to receive their package, residents **MUST SIGN** the attached list for their package. This is to make sure the correct student gets the correct package.

- Ask for the resident’s name, **check their ID to verify**, and check the roster to see what package the resident should be receiving. Each resident has their own specific box with their name and room number on it. Please double check the name and box they are to receive with what is labeled on the box. **Some residents may have more than one box, so double check to make sure residents are getting what has been ordered for them.**

***Due to human error, there may be a few boxes with the incorrect student name on it or a box that is missing. Please attempt to match up the student’s name with the correct package. If there are any discrepancies, concerns, or questions, please contact Alex Dresen (225-578-5557 during business hours [8 AM – 4:30 PM]. If he does not answer, email adresen@lsu.edu***

Each box is color coded for the type of package it is:

- N7: YELLOW (Spirit)
- N8: LIGHT BLUE (Support Basket / Cup of Inspiration)
- N9: RED / WHITE (Exam Survival Kit/ Cup of Inspiration)
- N10: TURQUOISE (Support Basket Pack)
- N11: CAMOUFLAGE (EXAM SURVIVAL KIT)
- NC1: BLUE WITH DIAMOND (FALL FINALS SURVIVAL PACK)
- HEALTHY BLEND: TAN/BROWN

**Community Council Conference (C3)**

In previous years the Community Council Conference (C3) was a three-day, two-night conference hosted by the LSU Residence Hall Association (RHA). C3 is an experience filled with fun and activities that allow residents to interact with other students, while becoming acquainted with LSU’s residential community.
At C3, attendees had the opportunity to move into their assigned residence hall space before the campus wide move-in date, free of charge, while improving their leadership skills to help develop their communities. By moving into the halls early, attendees had the opportunity to become familiar with the campus and their residence halls and serve as a leader for new students as they arrived on move-in day. Before the semester even began, attendees learned how to enhance their leadership skills while getting to know fellow student leaders on campus. Through the support of RHA and LSU Residential Life, the C3 program is of no cost to participants.

Students who participated in C3 were provided with vast educational resources. Programs presented at the three-day program equipped attendees with knowledge in various topics and provided the opportunity to take StrengthsQuest and evaluate their strengths. Some of those topics including time management, goal setting, diversity, LGBTQ awareness, leadership styles and more.

The program’s objectives were designed to target first year students living on campus with interest in getting involved. In the past, LSU RHA has seen higher retention rates in Community Council members who had the opportunity to deepen their involvement with RHA. The goal by hosting C3, was not only recruit potential Community Council members for the upcoming academic year, but to also focus on retaining those students.

Looking forward, due to the changes made to the move-in timeline and the addition of “Welcome Week”, C3 will no longer be an early move-in conference. In place C3 will now consist of one (or two) sessions that will occur sometime throughout Welcome Week (where time is permitted). These sessions should focus on making the students knowledgeable about LSU’s Residence Hall Association (RHA), our mission, and what steps we take to achieve that mission. That being said, on top of giving general information these sessions can focus on teaching skills such as, but not limited to: planning a program, running a meeting, making a budget, group dynamics, etc.... The overall goal of C3 will remain the same as it was in the past, we will just have to accommodate the program to best fit our new move-in procedures.

The program can be advertised through various email blasts, social media posts, recruitment at orientation fairs, and table sits during Welcome Week leading up to the event.

**RHA Recruitment**

The RHA board participates in a variety of events and advertisements to recruit members into our organization. Throughout each summer the President and Vice President hold a table during the orientation info sessions, to be able to meet the incoming class and let them know about their opportunities to get involved. During these info sessions we give out some RHA swag (such as sunglasses and notepads), while we also show some featured linen opportunities available through On Campus Marketing (OCM). OCM will send items to be displayed.

C3 is an event held during Welcome Week giving on campus residents a chance to get together to learn valuable leadership skills and different ways they can get involved and connected on campus. This
conference can be one to two days and will consist of info sessions and leadership development sessions.

**RHA Election Process – info sessions**

Prior to Community Council elections, the RHA executive board will hold table sits in each residential hall in order to explain what Community Council is and attempt to recruit members.

These table sits should include the following:

- Flyers that describe Community Council and the role of each position
- A link or code on the flyer that can direct residents to the application to see if they qualify to run for their council
- At least one RHA exec member should be present at all info sessions in order to answer any questions that may arise

**CC Election Process**

After qualifying to run for their community council, Presidents and Vice Presidents will be required to schedule an interview with (their advisor? buddy? both?). In this interview the proctor will assess the commitment of the individual, as well as their skills and experience. Once the interview is concluded, it will then be decided if the position in question is best fit for their skills.

All elected officials will be elected by a simple majority vote of the entire residential community in which the person wants to be elected. The election will be coordinated by the RHA Vice President and will take place during the fall semester. To be elected and serve on a community’s Community Council, you must live in that specific community.

Each council has seven elected officials: one President, one Vice President, three Senators, one Historian, and one Advertisement Chair. The Gavel Order of the Community Council will be as follows:

- President
- Vice President
- Senator(s) (by alphabetical order unless passed on to the following Senator)
- Historian
- Advertisement Chair
- Unlimited RHA Ambassadors
**Fall Community Council Training**

It is the responsibility of the Vice President to plan and implement all Community Council trainings. The first training should be held in the fall directly after elections and should focus maintaining on helping the Community Council members understand the role of their position and the role their council plays in their community.

- Give brief description of RHA as a whole
- Introduce Community Council Manual
- Elaborately describe role of councils in their communities
- Elaborately go over with everyone how meetings should be run
  - A mock meeting by the exec board is a good idea of how to do this
- Make sure to have positional breakouts that elaborately explain the responsibilities of each position
  - Have the RHA executive board execute a mock meeting to show how an average Comm
- With everyone together be sure to explain point system, including but not limited to;
  - What points are and what we use them for
  - How points can be obtained
  - Quarterly point assessments and prizes

**Spring Community Council Training**

Spring Community Council training should have more of a focus on assessing where the members stand with their understanding of their responsibilities. It is encouraged that the spring training focus on making sure everyone is up to speed with what they should already know and be doing.

An idea to facilitate spring training would be to send out an assessment before training, and then plan training around the questions the community council members seemed to miss most. If this idea was to be used, it would also be suggested to do a post-assessment after training as well to measure the effectiveness of what was taught. You will need to work with your advisor to offer a training for the CC advisors and notify the CC advisors in advance. This needs to be done as soon as the CC advisors are decided.

**Cohesions**
It is the responsibility of the Vice President to hold at least one cohesion and/or workshop per semester (at least one social and three to four developmental).

The purpose of these cohesions is to better relations between RHA officials and Community Council members through various retreats, educational workshops, or social events.

**Banquet Awards Process**

The RHA Banquet will be held in place of the last General Assembly of the spring semester

- **Eligibility for Awards**
  - All active participatory members, except RHA Executive Board members, are eligible for awards.
  - Awards being nominated will be based on merit from the current academic school year.

- **Online Nominating Process**
  - Nominations shall be submitted to the Vice President at least 17 days prior to the announced date of award presentations. The RHA Executive Board will decide the format for how to submit an award. That format will include but not be limited to the name of the nominator, who is being nominated, for what award this person or council is being nominated for, and why that person or council should receive said award.
  - Nominations may be submitted by anyone living on campus or any Residential Life staff member.
  - The nominations shall be posted with the original formatting submitted by the nominator, to be presented at the Executive meeting. Graphics are allowed in nominations. If the original nominations submitted are too large, web-based file-sharing service shall be utilized when nominations are distributed.
  - If a nomination may be ruled out for ineligibility, the nominator will be able to submit a formal proposal explaining their case to the Vice President as a petition. If approved, the Vice President will then facilitate a simple majority vote from the executive members without a period of discussion on whether or not the nomination should be allowed to be ruled back in. The Vice President will then notify the petitioner once the majority vote has been reached. If there is a tie vote, the Vice President may reserve the right to be the tiebreaker.

- The following awards are distributed every year:
  - **Program of the Year Award**
    - Purpose: RHA recognizes the most outstanding student-implemented program concerning residence halls through the Program of the Year Award. This award
seeks to recognize an outstanding display of teamwork and implementation of programming within residence halls.

○ Community Council Cup
  ▪ Purpose: This award recognizes the accomplishments of a specific community for outstanding programming and community atmosphere. The student involvement within this community shows the true strength of the student’s community. This is the highest award given by the RHA board.
  ▪ This award will be nominated by the RHA Executive Board.

○ Council Member of the Year Award
  ▪ Purpose: This award is designed to recognize a distinguished student leader who served RHA and their community council for the school year. Students who are nominated for this award should have served on an RHA Committee, met all thresholds for points throughout the year, or be on a Community Council Executive Board.

○ RHA Committee Member of the Year
  ▪ Purpose: This award is designed to recognize the committee member who above and beyond as an RHA Committee Member. This award is not for RHA Community Council Executive Members.

○ Darron Jenkins Advisor of the Year Award
  ▪ Purpose: This award recognizes the outstanding contribution of a Community Council Adviser and their devotion to the well-being of their community.

○ Making Great Strides Award
  ▪ Purpose: This award recognizes another organization or individual that collaborated with RHA this past year. This organization or individual has visibly strong taste in unifying LSU campus and a goal to make RHA more known to LSU students. Ultimately, RHA feels it is their duty to thanks this organization or individual for their hard work and dedication to the LSU community.

○ RHA Council Involvement
  ▪ The RHA Council Involvement award will be presented to the RHA Community Council who has demonstrated dedication to the organization based off of their totals in the point system.

○ Any additional awards may be presented with a simple majority vote of the RHA Executive Board each year.

• Selection Process
The nominated winners will be chosen by the RHA Executive Board. Every member of the Executive Board will vote, and a simple majority will decide the winner of said award. If there is a tie, the tie breaking vote will be decided by the Graduate Assistant of Leadership for the Department of Residential Life.

If an Executive Board member submitted a nomination, they will not be allowed to vote for said nomination unless otherwise stated.

- Other Awards
  - The following awards are not nominated or voted on by the RHA Executive Board. These awards are awarded to the people who have accomplished certain endeavors as outlined by the award. The RHA Executive Board is eligible for the following awards:
    - RHA Distinguished Member(s) Award
      - Purpose: This award recognizes the community council members who went beyond the natural duty to commit to the RHA organization. These Community Council Members attend meetings, attend RHA-held events and visibly display their dedication to the service of this RHA organization.
      - Eligibility for this award will be based off of each individual's position’s point system totals.
    - RHA Executive Member Recognition Award
      - Purpose: This award recognizes the accomplishments and dedication of each individual Executive board member to the Residence Hall Association.
    - RHA and Community Council Advisors Recognition Award
      - Purpose: This award recognizes the accomplishments and dedication of each individual advisor that has helped to improve the Community Council initiative and devotion to the LSU Community.
    - LSU SWACURH Delegation Recognition Award
      - Purpose: This award recognizes the delegates who attend Regional conferences and their devotion to representing LSU to the best of their ability.

**Director of External Affairs**
The Director of External Affairs serves as a liaison between LSU and SWACURH (the Southwest Affiliate of College and University Residence Halls), NACURH (the National Affiliate of College and University residence halls), and other schools. The Director of External Affairs often goes by the title of NCC which stands for the National/NACURH Communications Coordinator. By being in this position, you serve as the delegation chair for all conferences and have the head voting right in all regional or NACURH business. By having the head voting right in regional and national business, you will make decisions and vote on legislation/proposals keeping in mind your vote represents all students living on campus at
LSU. By being an NCC, your primary duty is to prepare for conferences, communicate, and represent your institution on a “greater” level. A piece of representing your school on a higher level, is nominating your organization or other organizations/students for awards as fit. in order to do so, you are responsible for writing and submitting bids, alongside being the chief legislative representative for RHA both in the region and on LSU’s campus. By being the Director of External Affairs, you are still a member of the LSU RHA executive board and are involved in on campus duties, but most often it is your position’s job to update the rest of the board about regional and national business.

Regional duties

As taken from the SWACURH Bylaws
(https://drive.google.com/file/d/1CgbdTnm4bcp1RrvSdw0b9giPRTYTS3M5/view)

ARTICLE VII

NATIONAL COMMUNICATIONS

COORDINATORS (NCCs)

1. Upon becoming a member of NACURH, Inc., each participating representative residential student governing unit shall select a National Communications Coordinator (NCC), who shall serve as the liaison between NACURH, its regional affiliate, and the local institution.

2. The NCC, or designee, shall serve as the delegation chair of their school during regional and NACURH Annual Conferences, and shall hold the primary voting privileges of their respective school during delegation.

3. The NCC shall be responsible for reviewing all bids and legislation being heard in NCC and Joint boardroom fill out spreadsheets on all of the bids to the standards of the Regional Director and submit all spreadsheets to the Regional Director before the conference begins.

4. The NCC shall be their school’s official representative in all business meetings and elections, unless otherwise noted in the regional policy book.

5. The NCC, or designee, shall be required to organize and annually submit a resource contribution to the Resource File Index through the NACURH Corporate Office (NCO). This resource contribution must also be approved by an NCO Representative. Failure to comply will result in the loss of voting privileges.

6. The NCC shall be responsible for completing the policy and activity questionnaires sent to them by the NACURH or SWACURH officers and returning them to the proper persons by the particular dates requested.
7. The NCC shall be responsible for nominating their school, when appropriate, for regional and NACURH awards.

8. The body of NCCs, in conjunction with the Regional Board of Directors, will act as the chief legislative body of the region, reserving the right to hear and vote legislation impacting the regional policies and bylaws submitted by any member of SWACURH.

9. The NCC will be sworn in by oath to uphold the mission and governing documents of SWACURH and NACURH, Inc. at every fall regional conference by the Regional Director.

10. The NCC shall be responsible for ensuring their institution is represented on at least one task force each semester.

   a. An institution may be represented by an NCC, RHA President, NRHH Rep or any student living on campus from that university.

11. The NCC shall be responsible for attending all NCC chats as deemed necessary by the Regional Board of Directors.

   a. If an NCC is unable to attend a chat or meeting, they are responsible for appointing a proxy to represent their institution in their place.

LSU SWACURH Planning Timeline

**Delegation Selection**

- **(8 weeks away from conference)**
  - Make T Shirt design or ask Communications for help
  - Either work with Communications, the DMT on this, or I personally like to work with a company called UTees, they have on campus reps that reach out to you once you submit a request on their website.
  - Send to advisors to get approval from Marketing and branding department

- **(7 weeks from conference)**
  - Applications go live

- **(6 weeks from conference)**
  - Application Deadline
  - Additional Delegation Advisor(s) secure
• *(5 weeks from conference)*
  o Registration Finalized and Completed online
  o Contacted Delegation to see who made it

**Delegation Preparation**

• 5 Meetings, one per a week leading up to conference (all meeting times depend on the set conference date)
• Each meeting should have a set agenda

**Delegation meetings**

• *(4 weeks from conference)*

• Overview – Intro into conference
• Expectations of Delegates – Delegate Contract
• Liability Forms
• Program Proposals
• Deadline was September 23 - here’s what to expect

• **Workday**
  • Save, make PDF, delegates upload to get approval quicker.
  • Step by step instructions.
  • Maybe schedule Catherine to come and help the entire delegation
  • Advisors – Email the supervisors of the delegates asking them to forward workday to Steve Waller/LSU ResLife

**Academic Success and time management plan for students.**

• Identify any Test, Major projects, and classes missed leading up to conference, during, and for approximately two weeks after.
• Bring syllabus to plot all projects on a calendar and create an academic success plan similar to that of an RHA executive board members

**Divide into committees → Make shopping list for advisor**

• Digital Banner →
• Display →
• Clothes pins →
• Spirit Items →
• Roll call →
• Cosplay →

(Instead of cosplay being a committee, can we use LSU Housing shirts instead)

• Meeting #2
  ▪ Tasks
• Do your committee work

Round robin style at one delegation meeting for making their clothespins. Different stations all around the room.

• Red Sticks
• Clothespins
• Banner
• Display
  ▪ Overview of Roll Call
  ▪ Conference Roles
    • Who wants to get boardroom experience?
    • Boardroom prep - timeline for reviewing bids and legislation, etc.

• Meeting #3
  ▪ Roll Call Practice
  ▪ Committee work

• Meeting #4
  ▪ Presentation Practice
  ▪ Finalize clothespins, etc.
  ▪ Pack Spirit Bags
  ▪ Timeline Reminders
    ▪ 3/4th of Roll call completed and taught to delegation
• Meeting #5
- Roll Call finalized and the delegation practices and cleans it up
- Practice presentations from those who were selected to present at SWACURH
- Packing List Reminders
- Guide Book conference App → Have people start thinking about programs they want to attend

- Tuesday, October 26th – 9:00am – 10:00 am (NCC and Advisors)
  - Wrap-up meeting

Set a delegation wrap up meeting for next year

- What ideas do you plan to use?
  - Help them figure out ways to adapt what they learned so that it fits with LSU
  - Help them figure out planning timelines

- TBD - registration payment deadline

Awards Timeline (each year the region will release a timeline specific to each conference, eat live and breathe these timelines). It is the NCC’s responsibility to not only reach out to RHA for nominees and bid writing assistance, but also NRHH. NRHH can be utilized as a great resource considering one of their primary purposes is recognition.

- September 11
  - Nominees finalized by both the NRHH and RHA executive board
    - the NCC will create a google form for a voting poll to be utilized by both executive boards for each potential award nominee.
  - Delegate and divide responsibilities (info collection, formatting, proofreading)
    - Community of the Year

- September 26
  - Drafts due

- September 30
  - Proofread and ready to be submitted to the region for policy review

Recruiting Conference Delegates
• Leading up to the conference, you typically know the dates, theme and location of the conference one year in advance. With that being said, there is sufficient time to map out the above deadlines and dates in accordance to the specific conference. Once you use that time line to identify how far in advance you need to have your applications closed and delegates selected. Once that date is identified, you can figure out how far in advance you want to open applications and recruit potential delegates.

• Typically, you will rush to recruit delegates as soon as community council elections are completed. One of the first opportunities you will have, is to present about conferences during community council training. This is an ideal time to show fun videos from the past, and to hear testimonies from previous delegates all while educating the audience about SWACURH and NACURH affiliated conferences. For the following weeks you can send emails and make announcements at GA’s. Additionally, you’ll want to reach out to NRHH and recruit from their chapter body as well.

• Normally you will have a delegation comprised of yourself, the RHA President, the NRHH President, two advisors and then the remaining delegates are decided upon how large the delegation cap is. Typically, you want to allow first year students to experience this occasion as much as possibly, but also to make it easier on yourself and influence the younger delegates, it is recommended you bring at least one or two older returning delegates. These people can be identified as delegation captains at the conference when you are busy in boardroom.

• Essentially any resident can apply to attend the conferences, however preference is given to members of RHA (executive board, community council, senators, and street squad), NRHH, and then RAs (although they actually have an RA specific conference of their own). You can prioritize the types of delegates who make up your delegation by adjusting the conference application and rubric found below.

Conference Application

Applicant Name: ________________________
Evaluator Name: ________________________

1. Is this your first RHA related conference (SWACURH RLC, RBC, NACURH, etc.). If no, please list all conferences you have attended.

3- This is the applicant’s first conference and they are willing to help present, or the applicant is a returner and has a program in mind they would like to present.
2- This is the applicant’s first conference, or the applicant is a returner and they are willing to present, but hesitant.
1- The applicant is a returner and does not want to present.

2. Please list other student organizations you are involved in, and any past leadership experience you may have
4- Applicant takes on a good amount of responsibility. They support Residential Life initiatives through their involvement - including high level leadership positions (CC President, Senator, RHA Committee, etc.).

3- Applicant takes part in a couple of different things on campus including Residential Life initiatives but are not in high-level leadership positions.

2- Applicant is involved in things on campus, but no Residence Life initiatives.

1- Applicant is not involved in anything.

3. **What would you like to learn at SWACURH 2017 to bring back to LSU?**

4- Applicant has 4+ nights of availability and Sunday nights.

3- Applicant has 2-3 nights of availability and Sunday nights.

2- Applicant has weekend availability and one night of availability during the week.

1- Applicant only has weekend availability or only one night during the week.

4. **What would you like to learn at SWACURH 2017 to bring back to LSU?**

4- The applicant understands the benefits of the conference for them personally, as well as the institution. They expressed the desire to represent LSU and bring back information for RHA/Community Council/ResLife/etc. They also expressed the desire to use the conference to enhance their own leadership skills and grow in other ways. Gave specific examples.

3- The applicant understands the benefits of the conference for them personally. They expressed a desire to use the conference to grow and develop some of their own skills. Gave specific examples.

2- The applicant understands that the conference will be beneficial but does not state any specific ways that it will help them or the institution.

1- The applicant does not understand how the conference will be beneficial. They only want to go to because they think it will be fun, but there is no depth to the answer beyond that.

5. **We can only take a select number of students to the conference. Why do you believe that you should be chosen as an applicant to represent LSU?**

4- The applicant gives a strong, well thought out answer which sums up their interest and desire to attend the conference including referring back to previous answers, talking about what unique characteristic they will bring to the table and how they will represent LSU, providing specific examples.

3- The applicant gives a good answer about why they should go, including some common reasons and what they bring to the table.
2-The applicant gives a general answer that talks about why they want to go. Very short.

1-The applicant does not seem to know why we should take them.

6. **Signed up for committees/bid writing?**

3-Both committees + bid writing
2- Both
1- One
0- None

**General Comments:**
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________

**Total: __________________**

**SWACURH Regional Leadership Conference Delegate Agreement**

As part of the Louisiana State University’s delegation to the Southwest Affiliate of College and University Residence Halls (SWACURH) Regional Leadership Conference (RLC), you will be expected to follow all of the requirements outlined in this document. Failure to do so will result in financial reimbursement commensurate of the violations/actions presented, and/or removal from the delegation. This may include but is not limited to the full delegate cost for the conference.

- Participate in conference preparatory activities including, but not limited to: delegation meetings (unless the absence has been approved by Ashlyn no later than 9am the day of the meeting), practicing roll call, painting clothespins, and staying in good spirits with a positive attitude and open mind.

- Fill out all surveys and post conference evaluation forms (this is new, and the language needs to be completed/formalized)
  - Must participate in post conference wrap up meeting. An unexcused absence may result in further action

- Participate in all conference activities including, but not limited to: travel to & from conference, meals, attending programs, and taking notes at all programs attended.
• You are expected to be on time for all delegation meetings, conference events, and actively engaged in all conference sessions. You may not skip any session, unless extenuating circumstances are approved by the Director of External Affairs / National Communications Coordinator (NCC) and advisor(s).

• Act in accordance with the standards of conduct set by the Louisiana State University's RHA, SWACURH, National Association of College and University Residence Halls (NACURH), and the University of Central Arkansas.

• Present a program you attended at SWACURH RLC within your community or to your community council executive board no later than RHA executive board elections in the Spring Semester. The initiative must be approved by the NCC before presenting it to others.

• If a personal or wellness issue were to occur that results in a delegate removing themselves from the delegation, that documentation must be provided to the NCC and/or Advisors within five business days of that notice being presented. The NCC and advisors will review this information on a case by case basis to determine the eligibility to waive any financial reimbursement. Failure to provide documentation will automatically result in financial reimbursement.

• Delegates are expected to complete the academic success plan presented before conference preparation and adhere to it so that delegates can remain successful LSU students and participate in all conference activities or remove themselves from the delegation with proper advanced notice.

• Assume all costs that are incurred due to personal negligence, such as damaging property of LSU or the host institution, violating any expectations set for the delegation ahead of time, etc.

• Follow all LSU and Residential Life policies during preparation for, traveling to & from, and while at the conference.

• Follow all SWACURH policies, especially the alcohol/drug agreement.

• In the event you are sent home from the conference due to your behavior and/or actions (as determined by the NCC and RHA Advisors), you understand that the cost of said travel will be at your own expense.

I have read the above expectations set above and agree to them in full.

____________________________________________________
Delegate Printed Name  Signature  Date

____________________________________________________
o RLC, RBC, NACURH – specific timelines
  ▪ RLC
  ▪ RBC
  ▪ NACURH

o Legislation
  ▪ Legislation is how changes are made to the RHA Constitution. It is the NCC’s role to promote legislation education across our Community Council Members. Every year we find changes that need to be made to the Constitution, so we have to create legislation to change it. Legislation must be sent to Community Councils at least a week before it is voted on. All votes for legislation are simple majority. The template for legislation is found below

Residence Hall Association
Legislation Proposal Form

Main Motion 18 - _ | Title of Piece

WHEREAS, The Louisiana State University Residence Hall Association represents all on-campus residents; and

WHEREAS, STATEMENT; and
WHEREAS, STATEMENT; and

WHEREAS, STATEMENT; THEREFORE

BE IT ENACTED, STATEMENT; and

BE IT FURTHER ENACTED, STATEMENT; and

BE IT FURTHER ENACTED, that upon passing, this piece of legislation will go into effect starting Immediately.

BE IT FURTHER ENACTED: That upon passing, a copy of this legislation be sent to RHA President Ashlyn Cole, RHA Advisors Alex Dresen and Jourdan Hilaire, Director of Residence Education Bill Matera, and the Assistant Vice President & Executive Director of Residential Life & Housing Steve Waller.

Respectfully Submitted,

Author(s) Name

Position(s)

MM 18- Date & Time: Vote:

Director of Administration

Letters for position

As the Director of Administration, you will be responsible for monitoring and managing the RHA budget, and along with that, keeping board members updated on spending and expenses during the year. You
will also be responsible for keeping meeting minutes during general assembly as well as executive board meetings. Keeping a detailed record of meetings is important to not only our position, but the RHA board as well, as these records serve as valuable information for current and future projects. You should remain connected with each member of the board to keep updated on current activities and changes. As the Director of Administration, you serve as a record keeper and manager, and you also help the RHA board informed.

Minutes

Minutes are important to take at every meeting. Your job is just to record everything that is being said. Your notes should be thorough enough so that someone who didn’t attend the meeting could understand what was talked about in thorough detail. Important things to keep in mind include typing up people’s ideas, changes in time for an event, budgeting plans, etc. There are two types of minutes, executive meeting minutes and general assembly minutes. RHA will have a template preset for executive and community council meetings to follow. In this way, other members can add on their notes ahead of time, which means less work for you. Executive minutes are to be shared with the executive board and advisors, and general assembly minutes are to be shared with everyone affiliated with RHA (executive board, all advisors, community councils, professional staff, etc.). The president is responsible for setting the agenda, so be sure to communicate with them within 24-48 hours of the meeting to keep the minutes updated and prepared.

Executive Meeting Minutes

It is up to the functioning board to decide when the executive meetings are to be held every semester. Based on what the president and directors prefer, you should regularly post the minutes in advance so that everyone has a chance before the meeting to add their discussion points or update their officer reports. This ultimately saves you time and energy so that you have less to keep up with and type.

We have created a template to use every week so that the minutes are all uniform in style. This template is customized for the needs of the current board, so adding and removing elements may be necessary. The current board has decided to have this as their template:

Residence Hall Association at Louisiana State University

TO: RHA Executive Board
FROM: __________, RHA President
R. SEC.: __________, Director of Administration

DATE: TBD

SUBJECT: Executive Board Meeting

Join from PC, Mac, iOS or Android: https://zoom.us/insertcode

Or join by phone: +1 408 638 0968 (US Toll)

Meeting ID: _____ (International numbers available: https://zoom.us/zoomconference)

1. Call to Order at ____ PM CST

2. Roll Call

a.

3. Officer Reports:

a. President:

b. VP:


b. DEA:


c. DOA:


d. DP:


e. DMT:


f. ADA:


g. SLRLC (Student leadership residence life coordinator) (Jourdan):


h. Questions:
4. Weekly Updates:
   a. Budget

5. Old Business:
   a. GA

   PowerPoint
      1. Roll Call
      2. Officer Reports
      3. 
      4. Roll Call

   Email
      1. 

6. New Business

7. Next Dates

8. Adjourn at ____ PM

General Assembly
As with the executive meeting minutes, it is easiest to use a template every week for general assembly minutes. While the executive meeting minutes serve to be a record of everything in those meetings, the general assembly minutes should also reflect what RHA is doing to others not in the organization. For example, usually Community Council advisors have access to the GA minutes so that they can see what RHA is doing and not only know by word of mouth from CC members. The agenda should be set during the executive meeting in advance, so prepare for the meeting by using the template and adding whatever is on the agenda.

- Template:
  - Roll Call
  - Officer Reports- the executive board briefly announces what they’ve been working on to the GA; this may be less specific than reports from the executive meeting
  - Community Updates- similar to officer reports, give an opportunity for each community to voice an update of what they’ve been working on
  - Topic (add more topics as necessary)- there should be different topics at every GA; this could be a guest speaker, workshop by the executive board, announcement, etc. There can be however many or few topics as the board decides to have so just be sure to be prepared
  - Roll Call- the second roll call is to check who had left early and who may have showed up late. It’s usually easiest to do a verbal roll call

**RHA Budget (& giving update every meeting)**

Work with the advisor to use Workday to audit the budget. You can search journal entries in Workday...this section will be updated with further information after a future advisor creates step-by-step instructions for how to look that up in Workday.

**RHA Accounts**

**Community Moodle**

- Community Moodle is a resource hub for everything a Community Council member or advisor may need. It functions the same as Moodle does for classes, except the RHA executive board has control of an account that gives us a platform to post resources and accept submissions.
- It’s important for everyone (all of the CC members and their advisors) to use Community Moodle to get weekly GA minutes, have access to important links (such as a proxy form, cohesion forms), and create submission portals for the CC members. Minutes are to be emailed each week.
- These are the tabs currently being used for Community Moodle:
• Important resources:
  • Points system (linked)
  • RHA calendar (linked)
  • Community Council training (folder containing all presentations)
  • Community Council governing statements (pdf)
  • LSU RHA Constitution (linked)
  • RHA executive board office hours (linked)
  • Community Council meeting schedules (linked)

• General Assembly Minutes
  • Proxy form- to be filled out by senators who cannot make it to the GA and are sending a proxy in their place to still receive attendance credit
  • For every general assembly, there’s a link to the minutes for that week

• Programming
  • Programming Submission Form- this is an external link to a Google form to be filled out after a community has a program. This is a way to keep communities accountable for putting on programs. The submissions can then be compiled into a programming resource for future CC’s to get ideas.
  • Program Submissions from previous year- this is a useful resource for communities that are struggling to plan a program. Currently, the link brings you to an excel layout of program submissions from the year before.

• CC Minutes and Attendance
  • Minutes template/example- this is a folder containing the templates to be used by CC members to take their meeting minutes as well as example minutes
  • Submission portals- there is different submission portal for every week of the semester in which communities should submit minutes. The way Community Moodle works is you can submit Word documents the same way as someone would submit regular homework for class. So, there is a set deadline of 11:59 on Fridays for the minutes of that week and room for up to two submissions. Communities are expected to submit minutes for their executive meetings and their General Assemblies. These minutes serve to let the executive board know what is going on and who is attending their meetings.

• Cohesions
  • This spot can be used to link sign up forms for cohesions in order to know who plans on attending. This form is more optional but useful nonetheless
• SWACURH
  - This tab has been used to post anything related to regional business. Typically, the form for conferencing can be found here
  - Be sure that any external links used on Community Moodle are working and allow access for members to fill out forms when applicable. Different sites have been used for forms and minutes, but we have been trying to use just Google for everything. The whole executive board has a positional email, so sharing documents and giving between everybody is easiest when everyone is using Google.

Director of Programming

Letters for position

The Director of Programming is responsible for overseeing the development and execution of all RHA events and programming. You will be responsible for ensuring planning of signature programs and new programs are done months in advance. You should ultimately have all of fall programs completed over the summer and all of spring programs completed before fall break. You will be responsible for pursuing collaborations with other organizations. As Director of Programming you are in charge of the Street Squad. Street Squad will be your programming committee and will be in charge of advertising for programs across the campus. When you have finished planning events you are responsible for making sure the Director of Marketing and Technology registers the events on TigerLink, creates an ad two weeks before the program, and advertises for the event on social media. You must request ads at the latest 3 weeks in advance but certainly you should let them know about the event when you are planning it so they can start creating the ad asap. You are also in charge of recruiting and managing volunteers. You are to create a volunteer sign-up and recruit volunteers a month in advance. Volunteers should be trained before events and monitored during the events by the Director of Programming. Volunteer training should be held the week before the event. As the Director of Programming you will support and encourage the community councils during their planning and actual events. You are expected to attend weekly exec meetings to report your work, attend weekly General Assemblies, attend weekly community council meetings and hold at least three office hours a week. You must attend all RHA-sponsored events you are able to attend. Being the Director of Programming, you have to be at all of the events you planned as you are in charge and must make sure the program runs smoothly.

Managing Volunteers

The Director of Programming is in charge of all details surrounding volunteers. You are to create a volunteer sign up form for every event a month before the event. You are to recruit volunteers for events and train them for positions the week before the event. You should have a volunteer packet for the event that includes positions, descriptions of the positions, time layout of the event from setup to take down, which volunteer is doing each position, and a layout of event. This packet should be done 3
weeks to a month in advance. Volunteers should sign in with the Director of Programming or designee, volunteer should be present in their volunteer shirt, be given an orange vest, and positional duty lanyard. Volunteer should receive their volunteer shirt at training for the event. At the end of their shift, volunteers should sign out with the Director of Programming or designee and return their orange vest neatly to the box.

**Indoor & Outdoor spaces that can be used**

- Notes on Parade Ground
- Blake/Acadia field
- Union Ballroom
- Magnolia Room
- Coates
- Area in front of PMAC

- 459 Commons
- Laville Courtyard
- Laville libraries
- Southwest courtyards
- AG Barn
- Live Oak Lounge
- Union theatre
- Center lobby of Union
- Any room in Union

- BEC grounds
o Any Residential Hall

https://lsuuas.wufoo.com/forms/r6c67gb1lv42yz/ - Coke Donation
https://lsuuas.wufoo.com/forms/r6t08bl1bur2vh/. – After event report for Auxiliary Donations

Coke Donation Request: https://lsuuas.wufoo.com/forms/r6c67gb1lv42yz/
The director of programming has to put in a request for coke donations for each event. You use this form to send in for a request.

After Event Report: https://lsuuas.wufoo.com/forms/r6t08bl1bur2vh/
After every event the Director of Programming must fill out this after event report to identify what went well and what can be improved in the future.

Donation amounts that are approved:

<table>
<thead>
<tr>
<th>RHA</th>
<th>Event</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>RHA Splatter Beat</td>
<td>20 cases Tiger Water, 32 cases of Coke Products</td>
<td></td>
</tr>
<tr>
<td>RHA RHA Crawfish Boil</td>
<td>20 Tiger Water, 32 cases of Coke Products</td>
<td></td>
</tr>
<tr>
<td>RHA RHA Block Party</td>
<td>20 cases of water and 20 cases of Coke Products</td>
<td></td>
</tr>
</tbody>
</table>

How we divided up “Assorted Coke” for Block Party (similar ratios could be used for other events):

4 cases each:
- Coke
- Sprite
- Dr. Pepper
- Orange Fanta

2 cases each:
- Diet Coke
- Coke Zero

Planning docs for Block Party, Splatterbeat, Crawfish Boil, etc.

Splatterbeat

- https://docs.google.com/document/d/1NhFxARYVavFpw6Y0t0Y1_9oFVxh1uTDlUTjtSORelnA/edit
• https://drive.google.com/drive/u/0/folders/0B8Sr4LPh4L3HbGikX2d2ZDlGVFU
• https://docs.google.com/forms/d/19ZAKygoy-rd-ME5exGda40AvyroRG7cLkEuJ5D8prO8/edit
• https://drive.google.com/drive/u/0/folders/0B8Sr4LPh4L3HbGikX2d2ZDlGVFU
• https://drive.google.com/drive/u/0/folders/0B8Sr4LPh4L3Hdm9oM25kZ3JpUmM

Crawfish boil
• https://drive.google.com/drive/u/0/folders/12Su6maXiUgaCt8s85BVKMDhs6Bxd8t7i
• https://docs.google.com/document/d/1B947fC_CcekwLDGXmFevKfmdWJe3dlpepiekiCmjY/edit
• it
• https://docs.google.com/forms/d/1KhVTa1RHLW6ibWB6b26w8Hm5M0d1MWIL_Hn4Ac1k4/edit

Block Party
• https://docs.google.com/document/d/1gah6MAvBahQQgh0_aj_h-gfCoddnAVkM760fzYf1as/edit
• https://docs.google.com/document/d/1ZBGfmHrOs3vOf3mZ_f9ccgmeVjFr6EPBf1g7EvDl/edit
• https://drive.google.com/drive/u/0/folders/0B0LMFsV643DEdEp2SDU3NF0a00
• https://drive.google.com/drive/u/0/search?q=block%20party
• https://docs.google.com/spreadsheets/d/11YGP1mycERl81UNwTrgUmffZ724rsB-LzjBEPWTn54/edit#gid=0

Carnival
• https://drive.google.com/drive/u/0/folders/1nVwJCVWtQH0fP1wXEvlJpoZel1f7Wat
• https://docs.google.com/spreadsheets/d/17EbJLf2nEaLDQfzgZ_OU9exDg6YNgnofBeTbdyeFu0/edit#gid=0
• https://drive.google.com/drive/u/0/folders/1nVwJCVWtQH0fP1wXEvlJpoZel1f7Wat
• https://docs.google.com/spreadsheets/d/1ZZOV6ZoiGVusKNdNk5jxf2trf9yi2rp0xsizZ8Pv7k/edit#gid=0

Mardi Gras Masquerade
• https://docs.google.com/document/d/1TCbjC7Y9D-OJPs9y2V_ERfEa3EBZJ-Pmc9ILbbHP1qs/edit

Strengths
Director of Operations

Letters for position

The Director of Operations performs many duties that help RHA to run smoothly. You will be responsible for assisting the Vice President with the Community Council elections, and you will run the point system that keeps track of each member's involvement. Working with other exec board members, you will create an operational calendar to maintain all RHA dates and handle each member's monthly transition documents. You are also responsible for updating the RHA website and handling RHA equipment, including coordinating the rentable DJ equipment.

Transition Reports

As the person in charge of all records, it is important to make sure each part of the manual is consistently updated. This manual is meant to help new members learn their role in the organization in a personalized way. Current executive board members can be honest about the challenges of the position or plans they had in mind that they want to pass along. These documents should be updated every year so that they reflect where the organization is at and where the position is at within the organization.

- Introduction to the position - a letter from the last person in the position and a welcome to the new member
- Constitutional duties - the constitution may be updated so it may be necessary to change these, but it's important to explain how one actually functioned in their duties so that someone else can understand the responsibilities
- Monthly summaries - give a brief overview of what each month looks like in the position; there should be anywhere from 3-5 points of what happens, when to start planning certain events, and anything else relevant to the position in particular. This will help the new member gauge what they need to be prepared to do

Point System

The point system was brand new to RHA as of the 2017-2018 academic year. This system is something that the executive board (2016-2017) was very excited to implement. The executive board saw the need to create a better accountability system for CC members and a way to positively reward members for their involvement. This point system relies on the submissions of the proper forms by community council members, usually the historian, to communicate involvement and attendance.
The goal of this points system is to create positive energy within RHA and the CCs by giving everyone a positive way to earn points and keep track of responsibilities and expectations. Everyone involved should have access via a shared link, but only the rest of the RHA executive board (plus overseeing RHA advisors) can have the ability to edit the information. It is the Director of Administration responsibility to get information from communities (setting up and monitoring forms, etc.) and update the points system. The link should be shared with all CC members and CC advisors so that everyone can keep track of progress.

Once the document is setup to function, it should be pretty easy to use. There are formulas entered in the Google Sheets document so that points automatically accumulate according to community, making less work for the DOA. It cannot be stressed enough that these formulas cannot be messed up because then the points will also be inaccurate. For that reason, the DOA has been the only one to make changes to the point system so that the other executive members don’t accidentally mess up the formulas.

This is the main page of the points system as it is now. This document has many tabs at the bottom such as Official Totals, Programming, Minutes, General Assembly, and a tab for each community.

- **Official Totals**
  - On the far left of this tab, is every community listed out. The next column is “Community Total,” which is a summary of the points earned on each community’s page (from the community tabs on the bottom). The “Program Total”, “Minutes Total,” “General Assembly,” and “Committees” columns are a summary of the points earned by each community according to their respective tab.
• The last few columns accumulate the points from the previous columns. In this case, the “Final Fall Points” is a frozen column kept and used to be added to the “Overall Total” column. Because at the time of this screenshot we are in the spring semester, the points actively being earned are in the “Spring Points” column. This column has a formula to automatically add together the points from the previous Columns (C through G). The “Overall Total” column also has formulas to add together “Final Fall Points” and “Spring Points,” and the totals will automatically adjust whenever information is added.

• Programming

• Because programming requires a lot of work from many people, this is the only place in the points system where the earned points earned is more than 1 point—it’s 5 points per program. It is the DOA’s job to track programming which has been done by using a Google Form. This form is on Community Moodle for CC members to fill out whenever they have a program. The DOA gets an email any time someone fills out the form, and from that, points can be assigned in the points system. Again, there is formulas to automatically calculate totals per community.

• Minutes

• Minutes functions the same programming, but these points are from the weekly submissions from portals on Community Moodle. Communities receive 1 point just submitting the minutes at all, but each position receives attendance points based off the minutes in their community’s tab. The total calculated per community is automatically calculated with formulas and links back to the “Official Totals” page in the “Minutes” column.
- General Assembly

  - Senators can earn up to 2 points from attending general assemblies. The first point is earned by swiping in at the beginning of the meeting, and the second point is earned at the end of the meeting during roll call. DOA can choose to change how attendance is taken (swiping, vocal roll call, etc.), however, it is a constitutional duty that senators come to the GA’s and can earn up to two points. Other CC members are allowed to come, but because they are not required to come, those attendance points can be given on the communities’ individual tabs.

- Community Tabs

  - Each Community has their own tab that accounts for each individual’s attendance or participation in various meetings and events. Each individual has a total is made from a formula that adds up their earned points from each category. Those individual points are then automatically added together by another formula to create the community’s total. The community’s total is linked to the “Official Totals” page in the “Community Total” column, which will automatically adjust as the community’s page is adjusted. Ideally, the dates for all the events are on here so members can plan which events they are attending in order to fulfill their duties. Individuals are tracked for attendance to the following:

    - General Assemblies (senators exempt here because they are tracked on the GA tab”
    - Cohesion/Workshop Attendance
    - Volunteering
    - Bonus
    - CC Exec Meetings
- CC GA’s (in-hall general assembly)

Here are the point totals (as updated for the 2019-2020 year:

### Individual Point System:

- **10**: Stress ball and Sticker
- **20**: Cup and Notebook and Pen
- **30**: Chapstick and Pin
- **40**: Pop socket and Card holder
- **50**: Shirt and Portable Charger
Community Point System:
50: Lanyards and Wristbands
100: Cookies at CC exec meeting
150: Volunteer for CC event → whole exec board
200: Pizza Party for Community

Equipment Rental
It is the responsibility of the Director of Operations to oversee the coordination and setup of equipment rentals. It is imperative that you keep a rental log so that you can keep track of all equipment requests and rentals. When emailing requester, make sure to ask for a pickup and drop-off time and make sure they confirm both. Make sure they understand the rules and regulations for the equipment they are requesting. It is also your responsibility to order swag for RHA during your term.

Director of Marketing and Technology

Letters for position
The Director of Marketing and Technology focuses on all of the publicity and technological aspects of RHA. You will be running all of the social media accounts for RHA, as well as creating the content that will be posted. With creating publicity for RHA, you may also be asked to create advertisements for Residential Life or others when co-sponsoring events. The Director of Marketing and Technology is also responsible for taking pictures at all RHA related events and posting them on social media, photo albums on Facebook, within a week after the event; this includes cohesions and GAs.

Publicity Timeline
It is up to the Director of Programming, or anyone requesting publicity, to request at least three weeks in advance from when they want the ad finished.

Timeline:
3 weeks before the event:
- Requester fills out form
- DMT responds within 24 hours (if there is enough information, clarifying questions, etc.)
- Once that response is received, or if everything is clear from the request, 1st draft will be completed within 3 business days
• Ideally the requester responds in 24 hours
• Final draft within 2 business days

1.5-2 weeks before the event:
• Send publicity to print, collect, distribute
• Schedule social media post times
• Miscellaneous media as needed
• Day-of-event advertising

Social Media Accounts
It the Director of Marketing and Technology’s responsibility to make sure they are posting on all RHA social media frequently. The goal is to have a calendar set for each semester stating when and where social media will be posted. Example posts are cohesions, RHA social events, spotlights for communities, etc.

Social Media Strategies
TBD

Snapchat rules
When making filters for Snapchat, it is important to look up the requirements Snapchat has on their website, as they are subject to change.

Timeline for ResLife Snapchat:
• When making Snapchat filters, the Director of Marketing and Technology must contact the Residential Life Communications Directors in advance to let them know you are working on a filter for the upcoming event.
  o Proposals need to be made 4 weeks in advance and should include a filter, location, etc.
  o Contacts:
    ▪ Catherine David: catherine@lsu.edu
• The filter must be made at least a month in advance to make sure it is approved through the university’s advertising guidelines.
• Choose snapchat location/time length in advance so that you know what to tell ResLife.
• After getting approved by Strategic Communications, the filter must be approved by Purchasing, which can take around 2 weeks.

**Basecamp**

Basecamp is an online people-management software that Residential Life utilizes for various initiatives. It is a program where advertisements are uploaded. It is essential that the RHA Director of Marketing and Technology use Basecamp to upload any advertisements they would like RAs to put on their hall social media. It may be helpful to also give the RAs example captions to go along with the ad. Also make sure to include a brief description of the event so they know what will be happening.

**Axis TV Slides**

Along with posting advertisements on all social media accounts, you are allowed to request to have your ad seen on TVs in the Residential Halls. In order to do so, you must fill out a request form. Submit your request in advance, as you must allow them 3 to 5 business days to review your request. **The format for the advertisement must be 755 x 566 pixels.**

**TigerLink**

All RHA related events must be submitted on TigerLink. These events include social events, cohesions, GAs and anything else RHA may be affiliated with. When submitting the events, make sure to have at least a room/ location reservation confirmation. This will be vital in having your requests approved sooner. Event request must be submitted at least two weeks in advance, to give Campus Life time to approve the event.

You will also keep track of RHA membership through TigerLink. It is best to add everyone once fall training has ended. You must invite all of the CC members by email. After this, it is up to the CC members to accept your invitation to be an official RHA member.

**Official Logo**

At the end of the 2016-2017 term, RHA changed its logo to make it look more professional. This logo should be used on all social media advertisements. This logo was created to resemble the NRHH logo to better connect the two as sister organizations.
Rules

Timeline for Requestor:

- Fill out forms two weeks in advance
- DMT emails requestor

Equipment Rental Rules and Regulations

To be able to request RHA equipment, one must:

- Be affiliated with ResLife, NRHH, or RHA
- Fill out the RHA Rental Request form
- Make the request at least two weeks from the scheduled date of the event
- Take care of the equipment, making sure that it is stored in a safe and secure location, and is not damaged during use.
- Adhere to the scheduled time of pickup and drop off (24 hours after the event)
- Accept responsibility for any consequences due to not following rules, including financial penalties and loss of rental privileges for the community

Rules for using equipment

**DJ Equipment:**

- Make sure to keep all essential cords used for the speakers in their container when not in use
- Keep speakers in safe place when not in use
- If equipment is damaged or lost, the community must pay for repairs or new items

**Blow-up Screen:**

- Make sure to keep all cords in bag with blow-up screen
- Take great care to keep the white side of the screen clean and undamaged
• Do not leave the blow-up screen running when not in use
• Keep blow-up screen in bag when not being used
• If damaged or lost, community must pay for repairs or new items

**Projector:**
• Keep in safe place at all times when not in use
• Keep all designated cords together
• Turn off projector when not in use, to save bulb from burning out
• If damaged or lost, community must pay for repairs or new items

**Popcorn Machine:**
• Follow instructions for operating machine (using appropriate amount of oil) so you do not burn popcorn
• Follow instructions for cleaning popcorn machine
  - If popcorn machine is not cleaned when returned, the executive member examining it will return it to be cleaned
    - If the executive member fails to examine it properly, it is now their responsibility to clean it.
  - If returned and still not cleaned, the community will lose privileges
• Popcorn supplies not included
  - Popcorn kernels
  - Canola oil
  - Paper bags
  - Popcorn Seasoning
• If equipment is damaged or lost, community must pay for repairs or new items

**Tents:**
• Keep tents in designated bag at all times when not in use
  - Make sure tents are returned in their bags
• Make sure tents are taken down properly to avoid breaking them
• If damaged or lost, community must pay for repairs or new items

Rules for returning equipment:

• Equipment must be returned within 24 hours after the event
  o If not returned within that time, unless under certain circumstances, community may be penalized
• Must contact Director of Marketing and Technology to set up a time to return equipment during RHA office hours BEFORE RENTING EQUIPMENT so that RHA can schedule future rental for other communities
• Equipment must be in good condition (clean, undamaged, in working condition) when returned
• If equipment is not returned within the allotted time frame, unless under special circumstances that have been stated ahead of time, the community may be at risk of losing RHA equipment privileges

RHA Camera

• It is the responsibility of the Director of Marketing and Technology to handle the RHA camera. Make sure to have the camera charged before each event. Also, make sure to upload pictures into the drive folder for each event.
• Tips for camera:
  o Make sure that you focus the camera to get the best pictures
  o Make sure to use the flash on the camera when it’s dark outside
  o Keep camera bag on you at all times during events (to keep camera safe when not in use)

Swag

It is the responsibility of the Director of Marketing and Technology to work with their advisor to pick out and order swag for RHA. Examples of swag are t-shirts, cups, pens, sunglasses, power banks, etc. Swag is usually ordered during the summer before the school year starts.

Canva

This is where all RHA related advertisements will be created. This is also where you will work on snapchat filters for each of the events RHA will host. The ads can be fit to each social media platform
that you use. It is also recommended that you also make an 8 x 11 in. version for your advisor to put in the RLC boxes, so that they may post them in the residential halls.

**Polos**

Each RHA executive board member will receive a polo that they are required to wear to important RHA events. These events include all General Assemblies, RHA social events, and any other important events that require us to represent RHA. It is important to remember that when wearing these shirts, we are representing RHA as the second largest organization on campus. We must wear our polos with pride and always remember to act in a professional manner, as we are depicting ourselves in our leadership role.

**Advisor**

- **Ongoing**
  - Make sure advisors are copied on emails
  - Regular meetings w/ advisors (1:1? group?)

- **April**
  - Award Engraving
  - Name Tags
  - Polos
  - NACURH Travel
  - Coordinate Summer training & work

- **May**
  - Coordinate NACURH travel
  - Coordinate summer housing for president & vice president

- **June**
  - Plan RHA exec fall training
  - Plan advisor training
  - Notify Lynn about summer early arrivals

- **July**
  - Working with assignments/business for room compensation
  - Set up Conduct Watch List for RHA exec
  - Finalize Training Schedule

- **August**
  - Collect Schedules
o Training

• September
  o Collect syllabi
  o Coordinating CC experience & evals
  o Setting up elections
  o Set up Conduct Watch List for CC exec

• October
  o Excused absences for conferences
  o Check Midterm Grades

• February
  o Bidding: GPA & Conduct Check

Advising Community Councils

Advising Community Council is an amazing opportunity to meet residents of one’s community and enhance the community experience for all residents. Joining a student organization such as RHA / Community Council is a high-impact practice that greatly impacts student learning and growth. While the hope exists that each council will do amazing things for the community, every council position will be filled, and each leader will grow to the point of wanting to continue their leadership journey within Residential Life as an RA, DA, RHA exec, and/or NRHH member, this is not always the case. Councils will struggle to maintain membership, will have periods of success & failure, and not everyone will want to continue living on-campus after this year.

What is expected of advisors is that they support the council throughout the year, reach out to RHA and the Assistant Director for Student Success & Leadership / RLC for Student Leadership when they need it, and keep expectations reasonable. RHA and Community Council are designed as inclusive leadership opportunities so that as many people as possible can gain skills, grow connections, and define their community experience. They will come in with different challenges (struggles managing time, not responding to emails, not understanding how to independently work on a project), but it is our goal that they learn from these experiences.

This support will need to be equally met with challenging them, and if they are not performing effectively, they will need to be held accountable on a personal level (formal meetings) or group level
(not allowing them to continue planning a program due to missed planning deadlines). All of this will be built explained further in the accountability section of the manual.

**Recruitment**

RHA What RHA Does (C3, info sessions)

The Assistant Director for Residential Life & Education for Student Success & Leadership will work with RHA to develop an email to go out to all residents encouraging them to sign up for community council, and that email will be sent by Residential Life Communications as part of their communication plan.

RAs should speak highly of involvement in community council and encourage at least one resident of their community to apply for Community Council.

**Elections**

RHA holds a centralized election process annually at the beginning of the fall semester. Once training ends, it is up to the Community Council board members to work with their advisor to recruit and vote in new members to the board. RHA can offer assistance in this process, but we expect individual Community Councils to take the lead on this.

**Developing a Relationship**

Some CC members are committed to the organization from the start, and generally are self-motivated to do a good job and commit to work that has been given to them. Others may struggle with understanding what to do but want to learn. Others sign up for an opportunity but are not able to commit to the role at a high level. No matter the level of skill or commitment that board members show, advisors must create a relationship with each board member, so that board members know that advisors genuinely care about them. This genuine care helps board members identify community council as an opportunity that they can meet people, grow as leaders, take chances, make mistakes they can learn from, and feel invested in the community.

Relationship building is going to look different for every advisor, but it helps to have some form of 1:1 meeting at some point throughout the semester to learn about their background, interests, and academic needs, and other extracurricular commitments. Thus, when you must hold someone in a volunteer position accountable, the CC board member will receive it better knowing that you genuinely care about them as a person and not just about what work they can do.
Developing Expectations

Equally important to relationships are clear expectations of what one must do in a CC board position to be seen as “successful.” In order to hold members accountable when they aren’t fulfilling the duties of a position, there must be clear expectation given by RHA, advisors, the CC President, and the rest of the board to each other. This should be created at the beginning of the year, revisited once the group has been working together for a few weeks, and any time there are new members on the board. These expectations should be signed by board members and kept in the advisor’s office, as well as a copy given to each board member.

Advisor’s Role in Meetings

During the beginning of the semester, an advisor should be quite hands-on with running a meeting. In fact, the first meeting will be facilitated by the advisor. Each subsequent meeting, the president will take more and more of a leadership role within setting an agenda and running the board meeting.

Feedback, both positive and negative, is critical for the group and individuals. This helps group members identify if they are meeting expectations and fulfilling the mission of the organization. This can take the form of recognition (a simple “good job,” rewarding them by baking cookies, or writing an OTM) when things are going well, or interjecting when a conversation is going in circles for too long or there is conflict to the point of being detrimental to group growth. A general rule is to praise in public and criticize in private. This is especially true for 1:1 feedback.

Advisors will develop their own advising styles over time, and it will need to be responsive to the current skill sets and stage of group development for the organization.

Evaluation

TBD

Community Council Accountability

While the above section helps identify a general flow of the year, there are times when advisors must have more formal accountability conversations with CC board members. Below is an outline of how to perform those conversations. When this process is being used for the CC President, this must be led by the advisor. However, if this is for another board position, it is advised that the CC President should be involved in the process of holding the member accountable.
This will not be an exhaustive list of options. When going through this process, consult with the Assistant Director for Student Success & Leadership and the Graduate Assistant for Leadership.

Special thanks to Ramo Stott, RLC of RC South, Briana Cresswell, RLC of Kirby Smith Hall, and Bailey Benson, RLC of Miller Hall, assisted in the development of this process in Spring 2018 through their efforts to manage CC Presidents who had not lived up to expectations:

**Step 1 - Identifying the Issue(s)**

In order to hold members accountable, advisors must look back to written expectations to identify what has been clearly communicated to board members. Identify if this is true of only one board member, or if this is a group concern. If it is a group concern, it is better to address this with the CC President, hold a group conversation about not meeting an expectation, and follow up that if it continues, they may not be able to implement the next upcoming initiative. For example, if they are consistently late with giving you a shopping list for a program or advertise for an event, you may cancel the event or tell them they will have to agree to getting you these things by the stated deadline. However, if this is an issue specific to an individual board member, proceed with the process.

If there are issues that are not explicitly listed in any expectations document, discuss with the Assistant Director for Student Success & Leadership and the Graduate Assistant for Leadership so that they may advise you on the best next steps.

**Step 2 - Should a Conversation Occur?**

While it is important to hold board members accountable to performance, it is also important to reflect on the current state of Community Council and the members within. Consider the following questions. Answers to these questions do not mean that you should or shouldn't have the conversation, but you should reflect on these to identify the context of the conversation.

- Is this a critical issue that is detrimental to the success of the community council?
- Is this the best timing for the conversation? For example, is it a stressful time or during midterms, and a board member is more likely to quit than reflect on how they can perform better? Or will they potentially not take the conversation seriously because they have other more pressing things on their mind?
- Have other board members shared this concern? Have they tried having conversations with the board member of concern?
- Have you had informal conversations about expectations? For example, have they been revisited in group settings or in evaluations?
• Have you developed a relationship with members, so they know this accountability conversation is coming from a place of care and concern?

• Are there a large number of people interested in these positions, or is it a small group that you are hoping to keep together so that a community council will exist?

Step 3 - Reflection

If you have decided to begin the process of formal follow-up, begin by contacting your board member via email (can also be in-person if you will see them, but email them afterwards to formalize the request). Tell them that you want to meet with them about their performance in the role so far, and that you have a reflection you want them to fill out beforehand. Provide the board member the following questions and have them turn in the answers before a 1:1 meeting. Those answers will be discussed in the 1:1 meeting:

• What are 3 reasons you want to be on community council?

• What are 3 things you need to do in order to fulfill your responsibilities as (insert position here, ex: president)?

• What are 3 things I can do as your advisor to support you?

These questions help the board member identify their motivation for being part of community council, as well as how they want to continue to contribute. In addition, it gives the advisor and board member a good conversation about next steps and finishing the year strong.

Step 4 - In-Person Conversation

Once you receive the board member’s responses, synthesize this information with what you know of the board member’s performance. This might vary your tactic, but a few options exist for how to navigate this conversation.

**Note:** If the student does not respond to initial meeting requests, it is possible to administratively remove them from the position as outlined within the Community Council Governing Statements.

A. Discuss Reflection Answers: Discuss their answers for why they want to be in community council, and their full understanding of what is expected of them in their board position. Identify if these reasons still align with what their initial motivation was to join community council.
B. Discuss Missed Expectations: Identify what expectations have been missed and show them where those have been outlined in writing. Lay out all of the times the board member has not shown up to 1:1 meetings, council meetings/events, or missed any other expectations that let down the rest of the community council team members. This can be difficult for board members to hear and it may get repetitive, but listing this information paints a much clearer picture of what happened.

C. Connect Missed Expectations to their Reflection Answers: This requires some strategy, but you should be able to connect this for the board member. A few common reasons that people get involved in Community Council include the following:

*Leadership/Professional Development*: Explain what it means to be able to list community council (insert board position here) on a resume. Also explain the importance of receiving a reference, and what actions the board member must demonstrate in order to receive a reference. This can be framed several different ways. Some examples include discussing how one’s leadership showcases one’s integrity, how actions speak louder than words, and being remembered for how you finish in a position.

*Become an RA*: If this conversation is before one is selected to become an RA, explain how this can negatively impact their candidacy. As a community council member, they receive the unique opportunity to interface with professional and graduate staff and develop a reputation. This can be very positive if they consistently perform at a high level or work together on teams. However, this can also be something where, unless one actively works to improve their weaknesses, can be a difficult thing to overcome. The more that professional and graduate staff can identify that the board member takes feedback well and can work well with others, the better chance they have at earning an RA position.

If this conversation is after the board member is selected to become an RA, explain how this experience will be similar to being on a staff team, and the level of commitment to working in a group, turning in things on time, and showing up to meetings only increases. If there is extreme negative behavior, you can remind them that the RA position is contingent employment, and too many negative behaviors could result in reexamining the offer.

*Getting to Know Others*: Explain how “getting to know others” is an amazing reason to be part of community council. At the same time, this role requires a heightened level of responsibility to fully commit to others that you have met.

*Make an Impact on the Community*: Explain how joining community council is the best way to make that impact on the community / provide a great experience for other residents. Community councils cannot make an impact if they are not organized, as they may not plan far enough in advance to be allowed to use those funds (leads into the stewardship conversation in the next section).
D. **Stewardship**: No matter the motivation the individual identifies, this should link back to departmental expectations for community councils. Explain why not fulfilling community council duties is a misuse of student resources (advisor time and financial), and how that links back to the departmental value of Stewardship. Explain that advisors reserve the right to work with the Res Ed leadership team and RHA to determine if the board member should continue in the role, or if they should be removed from the position.

It also acceptable to inform them that if they cannot complete assigned tasks (turning in minutes, program requests, attend meetings, etc.), the advisor would not purchase any community council materials because it was not properly planned, therefore not a wise use of student money. If programs are half planned with no intentionality, it is not smart to waste our student’s resources, as it would not be showing good stewardship. Many students are taking out loans to live in our communities and contribute to that fund, so they deserve a high-performing community council able to be attentive to those community needs, and that can respond to those needs in a short amount of time. That can’t happen if the president isn’t leading or other board members are not there to support that goal.

E. **Time Management**: Ask the board member how this conversation relates to time management and their priorities. Identify if this is something where helping them establish a weekly schedule (including times for study and community council) could assist them, if they have a planner to track tasks, how often they check email, etc.

F. **Options**: Once you discuss everything related to the position, identify that there are a few options moving forward:

- **Option #1**: The board member can use this as a learning moment and recommit to community council and/or healthy time management practices. There will be more specific expectations given to them, but if they follow them, they will be performing at the level expected of them in that position. Change may not be immediate, but the sign of impact will be better.

- **Option #2**: The board member can recognize that they want to be part of community council but cannot be in their specific role. This may be an opportunity to shuffle positions on the board so that they can still do good work, but someone who has more time to focus on community council can be in that role.

- **Option #3**: The board member can step down from their position, allowing others to fill the role.

G. **Expectations**: Once the best option is decided, outline specific expectations for them moving forward. If they are continuing in community council in some form, make sure they understand what expectations they must meet in order to fulfill their current or new position. You may use this as an opportunity to add additional expectations for them (i.e., sending an email confirming they can meet,
sending a few bullet points ahead of a 1:1 meeting, bringing a planner to each meeting, meeting with RHA for an additional training session, etc.). If the student fails to meet these new expectations, it is possible to then begin removal proceedings as outlined within the Community Council Governing Statements.

**H. Advisor Support:** Return to the final reflection question and identify what support they need from the advisor in order to be successful.

**Step 5 - Follow Up**

After the meeting, send an email to the board member outlining what was discussed in the meeting, identifying what expectations were missed, and what is expected of them. In the coming weeks, monitor their performance as it compares to the expectations. Recognize a job well done, or if they cannot meet those expectations, work with RHA and the Assistant Director for Student Success & Leadership / Graduate Assistant for Leadership to begin the removal process.

**Final Thoughts**

There was a ton of information in this manual! As much as we tried to capture everything that RHA is tasked with accomplishing throughout the year, this list is not exhaustive and may have errors. It is the responsibility of RHA to continuously update this manual, so that the document can fully represent what RHA does throughout the year. Turnover in executive board and advisor positions can happen at sudden points in time, and it is crucial to have a plan in place so that RHA materials support the high level of performance that is expected of them, and so they do not have to recreate processes every time the organization receives new board members.

**Helpful Links**

Book a room in Union: [https://isuuas.wufoo.com/forms/k1xvevzv01wqs2t/](https://isuuas.wufoo.com/forms/k1xvevzv01wqs2t/)


Table Sits: [http://www.lsu.edu/reslife/files/policies/RLOP-68-Table-Sit.pdf](http://www.lsu.edu/reslife/files/policies/RLOP-68-Table-Sit.pdf)

Donation Drive Request Form: [http://www.lsu.edu/reslife/files/policies/RLOP68-Donation-Drive-Request-Form.pdf](http://www.lsu.edu/reslife/files/policies/RLOP68-Donation-Drive-Request-Form.pdf)
Welcome Community Council

Congratulations! We are excited that you have joined Community Council. Community Council is designed to connect residents within a particular community, develop leadership skills, and involve them on-campus. Residents have the best on-campus experience when there is a strong community council in their community, and we thank you for contributing to our residential communities.

Everyone in the department wants to see you be successful in your position, so please do not hesitate to reach out if you need additional resources, training, or simply want to chat about our leadership journey.

Make it a great year!

-LSU Residential Life

LSU Res Life Mission, Vision, and Values

MISSION

Provide dynamic student-focused learning communities that support development and academic success in clean, safe, and sustainable facilities that meet the needs of the campus community.

VISION

Be a premier residential life program that embodies the highest standards of campus housing

VALUES

Community – Create spaces for residents to be connected, comfortable, and empowered through a transformational experience

Courage – Exhibit confidence and tenacity to make bold decisions despite challenges or difficulties and accept full responsibility for the outcomes
**Inclusivity** – Establish a respectful community that seeks multiple perspectives and embraces individual differences

**Integrity** – Abide by the highest standards of our profession to instill trust with community members by creating an environment of mutual respect, openness, and truthfulness

**Stewardship** – Utilize resources responsibly and creatively to benefit present and future members of the community

**Teamwork** – Collaborate to achieve common goals through communication, commitment, and support

**RHA Info Sheet**

The Residence Hall Association (RHA) is the representative governing body of all on-campus residents, and works in collaboration with the Department of Residential Life by reviewing and recommending changes in regulations, policies, and physical facilities pertinent and beneficial to students living on campus.

The RHA mission is to develop, connect, and involve the community of LSU residents. RHA strives to develop the community through multiple social and leadership opportunities. RHA endeavors to connect the community by exchanging ideas and information at local, regional, and national conferences, and by programming to a diverse body of students. RHA aims to increase the involvement of LSU residents in campus activities by creating a promising, supportive, and positive environment. RHA

As the second largest student organization at LSU, RHA has a place for everyone. Each residence hall and apartment community has a Community Council – composed of student officers elected by on-campus residents – that represents each hall during RHA general assembly meetings, plans social and educational programs for its community, and works with the community’s professional staff to improve the quality of life for residents.

RHA also organizes and sponsors educational, social, and leadership activities of benefit and interest to on-campus residents, like its annual crawfish boil, move-in block party, Homecoming week’s Splatterbeat, and more. Get involved early on campus and serve on your hall’s Community Council to open a world of leadership opportunities.

Get in touch with RHA at rha@lsu.edu or ask your in-hall staff about getting involved.

**2019-2020 Executive Board**

- President: Jayna Stewart
- Vice-President: Lexie Dunham
- Director of External Affairs: Tytavion Clark
- Director of Administration: Aeriana Williams
- Director of Programming: Malaysia Mitchell
• Director of Marketing and Technology: Thuy-anh Smith
• Director of Operations: Timothy Curol

2019-2020 Accomplishments
• Record Number of Community Council applicants
• Increase of Delegates for Community Council Conference
• Developed Point System to engage members
• Presented to the ACUHO-I South African Tour on C3
NRHH Info Sheet
The National Residence Hall Honorary (NRHH) is an organization comprised of the top one percent of student leaders involved in life living on campus. NRHH recognizes the outstanding achievements of the people working and living on campus including residents, executive staff members, Resident Assistants, Residential Life staff, faculty, custodians, and anyone else impacting LSU’s on campus community.

NRHH is a leadership based honorary comprised of exemplary student leaders living on campus who value service and recognition. The organization works to make people feel appreciated for their hard work and to better the campus and greater community through recognition, awards, and community service events such as Blood Drives and volunteering at retirement facilities.

NRHH is a world-wide organization, and the LSU NRHH Red Stick Chapter is in the sub-branch SWACURH, or the Southwest Affiliate of College and University Residence Halls. Members of LSU RHA and LSU NRHH have the opportunity to travel to conferences that enhance their experience in addition to their work on campus.

One of the responsibilities of NRHH is to identify, submit, and vote on people and programs for “Of The Month” awards (OTMs). OTMs are a great way to recognize the outstanding people and programs on campus that happen during the current month. Anyone can submit an OTM!

In order to join NRHH, you must have lived on-campus for one semester (and live on campus during the time of induction) and hold at least a 2.5 cumulative GPA.

2019-2020 Executive Board
• President: Lainey Arendt
• Vice President of Membership: Angela Fang
• Vice President of Service:
• Vice President of Recognition: Jailyn Woods
• Vice President of Sustainability: Kelley Robinson
• Vice President of Administration:

2016-2017 Accomplishments
• Wrote 2nd most OTMs in history
• Voted on our own OTMs
• Quadrupled membership through dynamic recruitment
• New logo & swag

2017-2018 Goals
• NACURH-wide: NRHH Member Education Required
• Membership points system
• Taking on Departmental Appreciation Days
• Focusing on Service

Introduction to Manual
The Community Council manual is designed to provide a comprehensive overview of participating in a Community Council, including position descriptions, training, and overviews of the Residence Hall Association (RHA), National Residence Hall Honorary (NRHH), and LSU Residential Life. Throughout the year, refer back to this manual to examine policies & procedures, refer to training & development
resources so that the individuals & the group are more successful, and especially before planning large programs.

**Expectations CC, expectations of you in the position**

Alex

As a leader within your residential community, you are looked to

Develop - be administratively sound (check email), communicate needs, role model, ask for help

Connect - have fun, develop as a group, work through conflict, write OTMs to recognize each other, participate in service

Involve - follow the CC experience, 1 program/month, send minutes, active participatory membership in RHA, fill vacant positions

**Relationship with advisor & what to expect**

Community council members and their advisors will work together closely each week throughout the semester and year. Depending on which position the community council member is in, some members require bi weekly one on ones with the advisor. In these one on ones and working with the council as a whole, an advisor's' role in helping develop the community council should keep the best interest of the community in mind. When students are making decisions, the advisor is there to guide the students and support them. Advisors will also instruct or critique students when their actions or decisions may not be focused on RHA’s mission statement, or if the matter is outside of the student’s jurisdiction. Advisors have the opportunity to teach community council members by allowing them to make decisions or their community in a hands-off way but remaining actively engaged and providing insight as needed.

**Residential Life, RHA, and NRHH Support**

RHA strives to see it’s Community Councils succeed and wants to provide as many resources as possible to help them grow. In order to do so, Residential Life has various resources available to the councils such as the crafting resource rooms, and support from its student organizations.

• **Positional GroupMe’s**: We do not require Community Council members to be part of any GroupMe’s, but we do provide an opportunity for every Community Council executive board member to be part of a GroupMe that matches with a partner position on the RHA executive board (Presidents with the RHA President, Vice Presidents with the RHA Vice President, etc.). Additionally, Senators will be part of one larger RHA GroupMe.

• **RHA Attendance at CC meetings & events**: To provide insight and support from the RHA executive board, each exec board member will be required to attend at least one community council program and two community council meetings each month. This gives each community council the opportunity to interact with the RHA executive board on their grounds and to show the board all of the great work they have been doing in their community.

• **Opportunities to engage in Service & Recognition**: The National Residence Hall Honorary’s (NRHH) two values are service and recognition. NRHH is another resource available to community council members
to take their community involvement to the next level through those two values. In return, NRHH offers volunteers at events and recognizes the great efforts community councils make.

**Res Ed Leadership GA at CC Meetings:** The Graduate Assistant for Leadership in Residential Life & Education will visit your Community Council at least once a semester, in order to provide insight on how the community council’s plans coordinate with RHA’s big picture, and to engage with the council members on a more personal basis.

**CC Manual:** This document is available to all community council members. The purpose is to spell out all of the functions of community council and be available as a resource whenever there are any questions about policy.

**Ongoing Training:** Throughout the year RHA will be evaluating the progress and involvement of community council members. As needed, RHA will host additional trainings in areas they see community council members struggling in.

**CC Structure**
- Camille

**Positions on CC & Description**
- CC Governing Statements

**Community Council Experience**
LSU designs the Community Council experience to ease residents into their position,

**Community Council Election Timeline**
- **CC Info Night:** August 22
- **Application Deadline:** August 28th
- **Elections:** September 2nd to September 4th
- **Community Council Positions Emailed:** September 6th
- **Community Council executive board meeting introductions:** September 9th to 12th
- **Community Council Training:** September 13th.

**CC Experience Week 1 (Sept 11-17)**
- **CC Board Meet & Greet** Board members meet and share schedules
- **Pick day, time, and food for opening recruitment event**
- **First RHA GA:** Sept 14
• RHA Senators / RHA Committee members will meet to gain overview of RHA / committee work
• CC Training: Sept 17
• CCs will need to have their schedules set by this date
• CC Presidents will give RHA their exec meeting schedule, GA meetings, and their 1:1 time with advisors

CC Experience Week 2 (Sept 18-24)
• First exec meeting this week
• All CCs will have a set agenda for them to follow
• Prep for Homecoming Week
• First Recruitment event
• Half generating interest in CC
• Half a program interest survey

CC Experience Week 3 (Sept 25-Oct 1)
• Bonding for the CC exec board and other members
• Will have a list of events to choose from that they can attend during Homecoming week
• Splatterbeat
• Talent Show
• Fall Fest

CC Experience Week 4 (Oct 2-8)
• First GA
• Make sure floor reps attend meeting
• Discuss ideas for year, based on interest survey / recruitment event
• CC Exec start understanding the position more

CC Experience Week 5 (Oct 9-15)
• No GA – Midterms week!
• Exec meeting focused on GA results
• Go over results from GA
• Plan out the rest of the semester

**CC Experience Week 6 (Oct 16-22)**
• Second GA
• Implement events, based on strength & interest of council!
• Community Council Evals

Spring Semester CC Experience!!!
- Jan 17 face to face
  • Expectations of CC & CC Members
    o Camille

**Elections**
• Application Deadline: September 1
  o Students will have until this date to fill out the intent form on RHA’s website, lsu.edu/rha. Once they receive the confirmation from the RHA Vice President on their candidacy, they will be allowed to campaign within their residence hall.
• Elections: September 5-7
  o All residential students can come to their front desks to vote for their Community Council executive board. Residents will only be allowed to vote once and will provide a student ID to vote.
• Positions emailed: September 8
  o Students will receive an email from the RHA Vice President about their position on the Community Council or RHA Committee
• Community Council Meeting: Sept 10-16
  o All Community Councils will meet to set meeting times, get to know each other, and prepare for training.
• Training: September 17
  o RHA Training will be held from 1-6PM and food will be provided. All Community Council Executive Board members will be required to attend.
President

Presidents are responsible for creating agendas and running all meetings for Community Councils. They oversee all operations of a community council by having meetings with executive board members and advisors, helping to plan monthly events in the community, and creating improvement initiatives in the community.

Community Councils should be creating goals for themselves. Presidents should allow their council to think outside the box with ideas. These goals should be tangible and measurable for the council. Goals should also be reiterated to the group to ensure that they are being met.

Presidents will have a 1 on 1 with their community’s Advisor. In those one on ones with advisors, you should be creating an agenda for the next meeting. Agendas can include “officer reports” which are reports from each of your members on what they’ve been working on for the past week, planning for upcoming events, planning for General Assemblies for the community, RHA updates from Senators, highs and lows of the week, etc. An example agenda can be found below.

Tips for running a meeting:

- Start the meeting on time
- Hold people accountable for being late
- Always send out the agenda before the meeting
- Make sure everyone is following deadlines
- Allow people to give their opinions
- Vote on items as a group
- Make sure you are keeping time so that you don’t keep people longer than you need to
- Try to eliminate side conversations
- Try to keep everyone on track by not losing sight of what the discussion is about
- Don’t be a dictator, let people have fun, but also keep it in control

To make meetings (GAs and exec) more fun, try to have themes like everyone who wears a certain color will get a prize, play fun games like minute to win it, the first five people to a meeting gets a prize. This will make students more willing to come and enjoy themselves.
Have short 15-20-minute meetings with each board member bi-weekly to talk about their progress on work, or just to ask how they’re doing.

**Vice President**
Vice Presidents are responsible for managing the Community Council’s budget and memberships, they also gain feedback/tips from all events put on by the council, to better serve the community along with assisting the President with any duties that they may need help with. The Vice President will also be held responsible for recruiting people to fill a Community Council Executive Board or to fill Floor Representative positions. They are communicating with the RA liaison on different recruiting techniques.

**How to recruit people to join:**

1. Think of someone who might enjoy Community Council
   a. If you can’t think of someone, try finding someone from your community in the dining hall and eating with them
2. Try to make friends with the person
   . Invite them to hang out, study, go to the dining hall, etc.
3. Bring the new person to hang out with your friends.
4. Talk about Community Council and how they can get involved
   . try to gear it toward their interests
   a. Be open if they’re not interested
   b. Tell them about the opportunities they have if they join
5. Bring them to a Community Council Meeting
6. Talk to your board about them joining
7. Vote the person to be on the board

**Top 5 Reasons to Join Community Council**

1. **Great way to meet people in your community, across campus, and even students from other colleges!**
2. **Gain skills for your resume!**
3. **It’s the best way to introduce yourself to involvement opportunities on campus! Even if you plan on being involved in other things, it’s only a one- or two-hour investment each week!**
4. We encourage you to try new things – and even make mistakes – in order to grow as a leader and make your home an amazing place to live!

5. It’s so much fun!

Add these skills to your Resume!

- Plan community-wide social and educational events for the community
- Create digital and paper advertisements for hall events
- Set an agenda and lead meetings for the community governing board
- Advocate for the needs of the community on a building and campus-wide level
- Participate in ongoing leadership training opportunities throughout the year
- Vote as a representative of a floor or building community
- Represent LSU at state, regional, and national leadership conferences
- Manage a budget composed of funds collected from community residents
- Execute tasks as part of a committee

Budgeting

The process of creating a budget and tracking expenses will be performed by closely working with an advisor. Overall, the

Agency Funding Sources

Agency funding sources are funded by student funds (i.e. Activity Card sales). These accounts are not subject to University policies and procedures with certain exceptions.

- You cannot pay for personal services or fund scholarships. Both of these items are subject to IRS rule and regulations.
- You cannot purchase any LSU branded merchandise without getting an approved PUR-522 from Trademark Licensing and Procurement.

Individual Community Council budgets fall under this category, and purchases should be approved by CC Executive board. Purchase from this account are still tax exempt.

Funding within this account are divided under the following spending guidelines:
40% of the funds generated are allowed to be spent by the RLC of the community freely. These funds do not require any type of approval from community council and are to be utilized to enhance RA programming.

60% of the funds generated are designated to be community council specific funding only. These funds can only be spent with the approval of your community council.

Expenses generated from this 60% should include the minutes from the meeting where they were approved or an email approval from the President of community council authorizing the expense PRIOR to the purchase. This approval should be attached to the expense report in workday.

In the event of an inactive or unresponsive community council, RLC’s may submit a written request to the Residential Life and Education Leadership Team who will approve the release of additional percentages or dollar amounts as needed.

**State Funding Sources**

State Funding Sources are sources that are funded by auxiliary charges (i.e. student rent). Programming budgets for individual communities fall under this category. These funds are tax exempt. These accounts are subject to all University policies and procedures.

In-Community staff use these funds in the following ways:

**Community Council Programming:** Community Council programming funds subsidized by the department are also entered on Date of Record, totaling $0.25 per resident. These amounts are added by the Associate Director for Staffing and Operations.

**Ordering LSU Apparel (PUR522)**

Under specified conditions, University departments may purchase promotional items of no intrinsic value to be distributed without charge in anticipation of generating additional revenues. The following procedures are required:

- All purchasing rules and regulations must be followed.
- **Form PUR522** ([http://lsuform.com/](http://lsuform.com/)) Procurement of Promotional items and items requiring use of the LSU logo regardless of the total cost needs to be submitted to Procurement prior to any commitment of funds.
- All items bearing or containing the University name or other indicia are subject to provisions of PS-93: Use of University Name and Indicia.
- Purchases less than $5000 may be direct charged or paid using the LaCarte Card provided that the Form **PUR522** is submitted and approved before any purchase is made.
- If item is over $5000 then a purchase order must be issued and competitive bids received in accordance with the **LAC 34:XIII.Chapters 3-25**.
• Additional documentation requirements may include: a copy of department's uniform policy, clarification/documentation that the purchase is allowed by grant, mission to promote department/university etc.

How to spend money

Megan

O Money from the budget can be spent on programs, but also supplies for the community (e.g. A pool table, kitchenware, games, etc.) that can be lent out to residents who have purchased an Activity Card. To purchase anything, it must be discussed as a community council as a whole, approved by the Vice President, and the advisor. The advisor is the person who makes ALL purchases. As a council, you should only spend money on items and programs that are beneficial to the residents.

All financial transactions will be performed through your advisor, but it is essentially up to the community council as a whole and the VP to decide how that money is spent. There are various ways to spend your community council’s budget, but the ultimate goal is to spend it in a way that benefits the residents. Ways to spend the community’s budget may include purchasing games or kitchenware to check out to residents from

How to budget money

Toni

It’s very important to make a budget as soon as possible and adhere to it throughout the year. Each Community Council is allotted a budget for the year that is made primarily from funds from residents purchasing activity cards within their own communities. The budget is to be spent on programming to the residents within the community. A good part of what your CC will do is planning regular community building programs that can be social but also for academic and personal development. It’s important to work alongside your RA liaison to coordinate programs with the RAs within your community.

Senator

Senators are the liaison between their Community Councils and RHA. They are required to sit on an RHA Task Force via video conference platform ZOOM and come to all RHA General Assemblies. They also will serve on their community’s council to help plan events in their Residence Halls. Senators must volunteer for at least one RHA event a semester.

RHA Task Forces:
Residence Hall Association Strategic Plan: Task Force members will work together identifying strengths and weaknesses of RHA and assist in the creation of a 4-year strategic plan for RHA.

Community Council Manual Procedure Review: Task Force Members will work together to understand the purpose of Community Council role in Residence Halls on LSU’s campus and identify what experience needs to be created in Procedure that allow community council members to achieve goals.

Residence Hall Association Constitution Policy Review

Residence Hall Association Budgeting and Finance

Dynamic Event Planning

Residence Hall Association Marketing and Social Footprinting

- Representing between RHA & CC

As a senator, your main priority is to serve as a liaison between your community and the RHA executive board/general body. This can sometimes be a little tricky when your focus is serving the greater whole of RHA, and your role is not necessarily focused in the residence hall. Here’s a few things to always keep in mind when serving in your position:

1. You are the voice of your community. Remember when you are speaking at general assemblies it is never, “I feel...” or, “I think...” it should always be, “(insert name of community here) thinks...”

2. By serving your community council more externally, it can sometimes feel as your role is not as defined within the community council. If that is ever the case, take the moment to remember that your role is to relay information back and forth between your community and the general body. By doing this, you may gather important information or new ideas to bring back to your community!

3. By serving on a committee, once again you are still representing your community. It may feel more personal or intimate, but always remember you are the liaison for your community and the work you do in a committee, is done on behalf of your community.

- Parli Pro
Parliamentary procedure can be defined as a set of rules that groups have developed to greatly increase the fairness and efficiency of meetings. Parli Pro for beginners can seem a bit intimidating, which is why the number one rule to function by, is to never use Parli Pro as a weapon. Some community council members may be more experienced than others in Parli Pro, which is expected. As community council members, you have the opportunity to assist your peers when they may be stuck, and not frown upon their inexperience. Everyone has to start somewhere, and Parli Pro isn’t something you learn in high school. So, bear with everyone when conducting business and don’t be afraid to ask questions or help one another.

Parli Pro Crash Course:

What is a Quorum?

- A quorum must be present to conduct business
- Quorum requirement is established by the statutes
- According to Section 458.210:
  - “The percent of members of a Campus House of Representatives attending a meeting to establish a quorum must be 50% plus one of the memberships rounded up.”

How to Act at a Meeting:

- Stand up when you are speaking
- Remain quiet while others are speaking
- Address others by their title and avoid first names
- If you must leave the room, request permission
- If giving a speech, state your name and position

Standard Order of Business

- Call to Order
- Roll Call
- Approvals [Agenda, Meetings, etc.]
- Officer Reports
- New Business
- Tabled Business
- Open Forum
- Adjournment
All About Motions

- Defining a Motion
- A formal proposal for consideration and action
- Only one subject can be considered at a time
- No main motion can be made while another motion is before the assembly
- To make a motion say “(insert community’s name here) moves that...”
- Seconding motions
- After it is seconded, it is stated by the chair
- Discussion
- Voting

8 Steps in Processing a Motion:

- Member raises placard
- Chair recognizes member by nodding at the member or stating they/their community and position
- Member states they/their motion
  - “Kirby smith moves to bring MM'8 to the floor.”
- The Chair seeks a second
- A member seconds the motion by raising their placard Chair states the motion, asks for objections, and then places it before the assembly for presentation, Q and A or discussion, depending on the matter.
  - “It is moved that...”
  - “Is there any discussion?”
- Members have the right to get recognition and debate the motion.
- Members may move to end discussion and put motion to a vote “I move to call to question.”
- Chair announces the results of the vote.
  - “The affirmative [or negative] has it; the motion is adopted [or lost]; we will [not]...”
  - “The next business in order is...”
Frequently used motions

Frequently Used Motions

Amend

- Insert, strike out, or strike out and insert words
- Used to clarify or improve the wording of the original motion
- Must be relevant to that motion

Call for the Orders of the Day

- A demand to return to the order of business

Table

- Temporarily suspends further action on pending

Limit or extend limits of debate

- Modifies the rules of debate, such as length of speaking time

Vote by acclimation

- Allows voting to be bypassed on the basis an apparent unanimous support of a matter of business

Postpone Indefinitely

- Rejects the main motion without bringing it to a direct vote

Suspend the Rules

- Allows for a violation of certain rules (depending on the context)
- The object of the suspension must be specified

Getting Your Point Across

- Point of Order
  - Brings attention to an infraction of the rules of order
  - Must be raised immediately after the error is made
- Point of Privilege
  - Pertains to noise, personal comfort, etc.
  - May interrupt only if necessary
Ask this to request to leave the room for any reason

**Asking Questions**

- **Parliamentary Inquiry [Point of Inquiry]**
  - A question directed to the chair to obtain information on a matter of parliamentary law or other rules.
- **Point of Information**
  - A request for information relevant to the business at hand.
- **Follow Up**

**Voting**

- Three responses in which a member may vote:
  - “For” (In favor of the motion or legislation)
  - “Against” (Opposed to the motion or legislation)
  - “Abstain” (Neither for nor against)
    - Members may abstain only if there is a distinct conflict of interest

Whenever in doubt with Parli Pro, do not be afraid to ask your neighbor, advisor or an RHA exec member. For each community’s reference, Senator placards will also have the Parli Pro cheat sheet shown below printed for an easy reference.
**Historian**

Must take all meeting minutes for Community Council meetings, General Assemblies, etc., Send all meeting minutes to RHA Director of administration through Community Moodle, help to plan and implement one program a month, assist President in any duties, take pictures at all CC planned events.

Minutes must include recorded vote totals for every piece of business passed, including every expenditure. These minutes are required to be attached to all Res Life expense reports, so these minutes are especially important.

When taking pictures at events, make sure you get pictures of the Community Council as well as residents. Take off guards and posed pictures. Take as many pictures as you can.

Tips for taking meeting minutes:

- Always use headers to know what the topic of discussion is
- Try to use abbreviations to make typing easier and faster
- Ask people to slow down if you need to
• Write the most important ideas of what was said
• Try to get the president to send you the agenda, so you can have minutes ready before
• Try to get who said what in the meeting

Historians should send meeting minutes to the entire executive board and the advisor as soon as the meeting is over. They should upload all meeting minutes to the Director of administration through Community Moodle by Friday of each week.

**Advertising Chair**

**Duties:**

• Must make all advertisements for Community Council hall events, work closely with RA Social Media captain to get ads posted on hall social media, be in charge of advertising committee, if you have one.

• How to market (color schemes, different versions of advertising)

**Color Schemes (from most effective to least effective - avoid using the bottom half):**

Purple on Yellow  
Yellow on Purple  
Black on White  
Yellow on Black  
White on Black  
Purple on White  
White on Purple  
White on Green  
Green on White  
Red on White  
Black on Orange  
Orange on Black  
Red on Green  
Green on Red  
Yellow on White

**Different types of Advertisements:**
**Social Media**

Connect with RA Social Media Captains to upload advertisements to hall social media

**Advertising for RHA events**

There may be moments where RHA needs Community Council’s help with advertising for RHA events. In those moments, you will need to be in touch with the Director of Marketing and Technology for further information.

Add additional advertising resources here. Things like Canva, social media tips (do the halls use social media?) This is something I (Sam, here!) could add to in the next couple of weeks.

**RHA Task Force Member**

· Philip

All RHA Task Force Members are members of RHA that help create a better experience for all residents on campus by helping to create initiatives.

Task Force Members can be just Task Force members of RHA or can sit on a Community Council Executive Board. All Senators have to be on a Community Council and involved in an RHA Task Force. Community Council Members can be on a task force if they choose but are not required to.

**Advisor**

The advisor serves several different roles to a student organization and the individuals within the organization. Advising can be more difficult than supervising, as you are motivating a group of volunteers to have fun and reach their goals, while attempting to hold them to expectations of positions. At the same time, it can be an incredibly rewarding experience to see a group learn & grow together, and to look back on the year to see how much that group of volunteers were able to accomplish.
Knowing this, what is the actual role of an advisor? According to a NACURH study of students and advisors, these are the top 10 definitions of the role of the student organization advisor:

**Top 10 Reasons Why Advisors Exist**

<table>
<thead>
<tr>
<th>#</th>
<th>Student Perspective</th>
<th>Advisor Perspective</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Serve as information resource</td>
<td>Serve as information resource</td>
</tr>
<tr>
<td>2</td>
<td>Motivate &amp; encourage members</td>
<td>Serve as university liaison between departments &amp; students</td>
</tr>
<tr>
<td>3</td>
<td>Be an interpreter of university policies &amp; procedures</td>
<td>Be an interpreter of university policies &amp; procedures</td>
</tr>
<tr>
<td>4</td>
<td>Attend meetings &amp; activities</td>
<td>Motivate &amp; encourage members</td>
</tr>
<tr>
<td>5</td>
<td>Serve as university liaison between departments &amp; students</td>
<td>Provide continuity for the organization</td>
</tr>
<tr>
<td>6</td>
<td>Possess knowledge of legal issues, liability, &amp; risk management</td>
<td>Possess knowledge of legal issues, liability, &amp; risk management</td>
</tr>
<tr>
<td>7</td>
<td>Meet with Executive Board</td>
<td>Attend meetings &amp; activities</td>
</tr>
<tr>
<td>8</td>
<td>Provide continuity for the organization</td>
<td>Meet with Executive Board</td>
</tr>
<tr>
<td>9</td>
<td>Orient new officers to their roles and responsibilities</td>
<td>Orient new officers to their roles and responsibilities</td>
</tr>
<tr>
<td>10</td>
<td>Confront negative behavior</td>
<td>Understand student/group development theories &amp; models</td>
</tr>
</tbody>
</table>
As the survey shows, students and advisors both see the role as an information resource, someone who interprets university policies, and understands risk management. However, students place a higher emphasis on motivating & encouraging members, which may take place through event and meeting attendance. Advisors also see motivating members as important, but also as a university liaison between departments and students.

All of the items in both lists describe the expectations of an advisor. Beyond that, here is a list of expectations for advisors:

- Be an active presence in your student organization. Remember, the role is “Advising,” not “Observing.”
- Advisors should be attending every general meeting, every exec board meeting, and the majority of programs.
- Maintain a positive attitude & have patience
- Communicate when one of your organization members needs additional training
- Communicate when your organization is going through difficulties
- Assist the group in setting & achieving personal and group goals throughout the year
- Look at overall timeline of the year & ensure they are meeting departmental expectations & their own group
- Ensure that the president has a 1:1 meeting with advisor every week. This 1:1 should ensure that an agenda has been set for the next exec board meeting and the next general assembly.
- Ensure the CC RA Liaison has an active presence with the Community Council and works closely with the Vice President on recruitment and membership efforts. This RA may have additional 1:1 meetings with other board members if they’d like.
- Encourage members to apply for NRHH, RHA executive board, and the RA & DA positions in Residential Life
- Write OTMs to motivate student leaders to continue good work
- Ensure that each RA gets someone from community as a floor rep (even if they have someone on the board)
- Keep an open line of communication with one another, and with Alex to let him know the needs of your group.
- Monitor Group Dynamics
- Read Community Council minutes & RHA minutes
• Make sure activity card money is being spent appropriately, and that there is enough money to span the entirety of the year.

• Effectively calendar with Community Council and RA staff so that events do not conflict.
  
  o Don’t always force an RA to move their event, because that can cause resentment

• Have some sort of minimum expectation for RA involvement in Community Council (minimum number of meetings/programs to attend each month/semester).

**Monitoring Individual Development**

Community Council members come in with a certain level of investment in what they do, as well as level of skill. As you work with Community Council members, it is important to identify what level of support and direction you need to give each person. This is explained through the Situational Leadership Model (Hersey & Blanchard, 1969).

**Directing:** Someone who starts in a position may not understand what they need to do to be successful, so an advisor may have to give very specific directions and tasks to complete in order for them to understand what it means to be successful in the position.
Coaching: Over time, individuals will learn how to perform in their position, and their level of commitment may start to decline (as this is a volunteer position). As this occurs, it is important to develop a supportive relationship with those Community Council members and explain the importance of the tasks you are assigning for the overall success of the organization.

Supporting: In this stage, the Community Council member has a fairly high level of skill. The goal is for the advisor to cement that relationship in place so that the Community Council member can fully commit to their responsibilities in the position.

Delegating: As a Community Council member gains a high level of confidence and a high level of skill, the advisor must continue to be a support person and involved in the organization, but may not need to place as high a focus on directing the Community Council member of providing as much support as other members might need. In this stage, and advisor would delegate an entire project to the Community Council member and ask them to complete it.
Community Council members may move back and forth within this model, and once a Community Council member is given an increasingly difficult project or set of expectations, the entire process may reset.

**Monitoring Group Development**

Groups go through several different stages of development. Tuckman’s (1977) Stages of Group Development shows how teams form, go through conflict, create group expectations to best match everyone’s expectations for performance, and accomplish tasks. The fifth stage is used at the end of the group’s term to identify success and recognize how far the group has come as compared to when they first met.
Overview
The role of the Community Council Liaison is to serve as a conduit of information between the RA staff and Community Council. The Liaison will serve as a Co-Advisor to the Community Council, aiding in the initial goal setting for the Council and the tracking of those goals throughout the year.

Membership
There will be one RA Community Council Liaison for each area/staff (12 total).

Meetings
The following are mandatory meetings for the Community Council Liaison:

- Training session at the beginning of each semester
- Community Council Executive meetings, general meetings and programs as scheduled by the Community Council
- Have One on Ones with the Vice President and other Executive members

Expectations of Role
The Community Council Liaison along with the Community Council Advisor will meet with RHA and the Assistant Director for Student Success and Leadership during Community Council training to further explain role expectations. These expectations will include, but are not limited to:

- Actively engage in recruiting Community Council Executive Members and Representatives
- Co-Advise the Community Council
- Serve as liaison between RA staff and Community Council, proactively communicating important information about upcoming initiatives, program dates (to prevent overlap so that each group can support one another), collaboration opportunities, and advocating for fellow staff members to help recruit for open council positions

Programmatic Responsibilities and Roles
- Aid in the coordination of the info night for Community Council elections
· Coordinate one joint program between RA staff and Community Council
· Additional responsibilities as determined by the Assistant Director for Student Success and Leadership or the staff advisor

Board size throughout year
· As the year goes on board members may resign from positions on the Executive Board and that is ok. Filling those positions so that you can maintain a full and functioning board is very important. The President and Vice President will work with Advisors to recruit individuals to join the board. At any given time, there shouldn’t be less than 3 people on the board to keep the time commitment of Community council experience around 4 hours.

How to plan a program
· Megan - please expand on each of the ten steps, the “how to run big programs section” (if you can, and the different sized programs)

Ten Steps
1. Idea / Community Need
   • Try to come up with programs that will give residents an advantage; it can be social or educational. If it is close to mid-terms/finals a stress management program could give tips right in time for exams.
   • Usually when a program is timed well it will have a good turn out if publicized correctly.
2. Collaboration
   • If your community wants to put on a larger scale program but don’t want to use up too much of your budget, you could collaborate with a neighboring community council to work alongside with to have a successful program. Make sure communication is clear to prevent missteps.
3. Pick a Date, Time, & Location
   • Make sure the location is easy to find
   • If you are having a social event make sure it is not close to exams, or on a night that most people are not on campus. When picking a date and time for a program, you should not only consider the community council’s schedules but when the community is most likely to attend a program.
4. Equipment & Supplies
• Some communities may have leftover supplies from previous years, check with an advisor before you purchase anything, just to make sure you’re not buying something that the community already has.

• The resource room is available for not only advertisement but also can be used to make decorations for programs.

• RHA has a blow-up screen, a speaker set up, and a popcorn machine available for all communities to rent. ALL requests MUST be made TWO WEEKS IN ADVANCE. No exceptions are made, so make sure all requests are put in in a timely manner to ensure the availability for your program.

5. Funding / Budget

• A majority of funding for your hall comes from the residents’ purchases of Activity Cards and a small portion comes from ResLife

• Keep the budget updated weekly. Being detailed with the budget is really important because it will help when writing transition documents for the next year’s Community Council. Also, being detailed helps you keep better track of what the money is going towards; and can be helpful when money is tight.

• Set up a budget for each program to divide up the budget and to make sure you don’t spend all your money on one or two programs.

• Put some money in the budget aside to use in case a program goes a little bit over budget. Avoid pulling money out of budget’s for other programs.

6. Publicity

• Make sure it is made clear to the advertising chair what needs to be included in the publicity.

• Make sure the details are secured two weeks in advance.
  • Start publicity at least a week before the event so residents are aware, and if they want to attend, they will be able to schedule themselves properly
  • The advertisement needs at least a week’s notice to create the adverts and can make sure it is something the council can agree on. You want your publicity to be as effective and clear as possible.

• Try to use more than one method of advertisement.
  • Posters
  • Hall GroupMe’s
  • Social media posts

7. Day of Event
• Make sure everything is confirmed.

• If food is involved, make sure a pick up is organized and confirmed to ensure everything is paid for. Most likely the RLC will pick up the food for the event.

• Leave enough time to set up the program. Try your best to work with your other members school/work schedule. The more members you have the quicker the set up and clean up.

8. Cleanup

• Leave the space you were using in a better condition than it was when you arrived

• Make sure to put whatever you used into its proper spot to make it easy to find for the next program or others to use. Also, make sure whatever you used is clean.

• All of community council executive should help with clean up, unless there is a valid excuse. The more people you have to clean up the faster it will go!

9. Thank You’s

• If you used a business off campus send an email/letter thanking them for attending your event. It could give you priority if you want to use the same business in the future.

• Send a post over social media thanking the residents for attending.
  • If the next program is planned already maybe mention it in the same post.

10. Evaluation

• Make sure the forms are filled out in a timely manner.

• Take pictures during the program to include in the evaluation.

• Be detailed with the evaluation. Being detailed will help with transition documents at the end.

In an effort to track who is attending Residential Life programs, Community Councils are expected to track program attendance by creating events in TigerLink. Historians and advisors will work together to make sure this requirement is completed.

Small-Scale Program vs. Large Scale Program

- small scale: ice cream social (these are effective and should happen at beginning of year)

Small scale programs usually only have one thing going on and music.

Ex: Ice cream social
• Should be held at the beginning of the year/semester
• Don’t overbuy
• Still needs proper advertisement

Ex: Zumba class
• Can be used as an educational program
• Utilize the UREC

Ex: Study tips
• Have someone come in from the CAS
• Small snacks & drinks

Regular-sized all hall: Grocery Store Bingo (larger idea, interactive components, music, food, prizes)

Regular-sized programs are advertised more. A regular sized program is usually a social event but is also a great opportunity for an educational program. This is usually the largest program size communities hold due to budget.

Ex: Halloween party, study tips with DIY stress relievers

-large scale bringing in inflatables, how to do it (need to pay for police presence if going to be huge event, must work with business office 2 months in advance)

A large-scale event amongst community council usually happens when communities collaborate with budgets to afford inflatables.

Ex. Luau
• Have more “high-end food”
• Store bought decorations
• Leis for residents
• Rented games

Special Programming Considerations

End of Year Programming: Each community should plan on holding an “End of Year” program to celebrate the end to another successful year within the community. This can be as informal as a cookout with yard games and is mainly planned by Community Council.
**Items for Rent:** Residential Life & RHA have a few items available for rent so that you can hold large-scale programs:

**Breakout Kits:** Breakout / Escape Room kits are available for team builders or hall programs. If interested, you may rent those items from GKH 210

**Canopy Tent (10’ x 20’):** Can be rented through GKH 210

**DJ Equipment Request:** RHA has DJ equipment / speakers available for rental for programming. The request must be placed at least two weeks before you want to pick up the DJ equipment. If you do not fill out the form on time, you most likely will not be able to rent the equipment. The link for the equipment may be found here: [https://sites01.lsu.edu/wp/reslife/2014/07/28/rha-dj-equipment-rental/](https://sites01.lsu.edu/wp/reslife/2014/07/28/rha-dj-equipment-rental/)

**Movies as Programs:** Residential Life may not play movies without purchasing rights to the movie through Swank Motion Pictures, Inc. This includes movies on Netflix or movies that you rent/own. If a movie is playing on live TV, you may turn it on and watch it as a group.

If you are interested purchasing rights to a movie for a program, Craig Marcus in Campus Life can help you order the movie.

**Prizes:** If you are giving out prizes, the funding must come from agency funds, and it must be approved by the Business Office prior to purchasing. Your advisor will assist you with that process.

**Rentals from Outside Companies:** If you plan on renting items such as inflatables, or spending money on anything that would require a signature, you must work with the Residential Life Coordinator for Accounts Payable to work through the requisition process.

**Risk Management:** If an event is recreation-based, is an eating competition, or anything else that might have some risk to it, please consult with both the AD for Student Success and Leadership. He will either coordinate with Residential Life’s Risk Management contact (Karen Rockett), or refer you to Risk Management. The majority of the time, Risk Management will simply ask you to have participants fill out a “hold harmless” agreement.

**Super Bowl:** The NFL is very strict about enforcing the trademark for the Super Bowl. If you are planning a program for the Super Bowl, you may not advertise using the words “NFL” or “Super Bowl.” Most commonly, people will advertise for the event calling it “The Big Game.”
Signature Program: In an effort to develop affinity for living on campus, each community will create one large-scale program that is its signature event. These will be programs that the entire residential population looks forward, and that a majority of the residential community attends. Communications & Marketing will use pictures and video from this event to advertise to future community members. This event will be a collaborative event planned by both the RA staff and Community Council and will be widely advertised. The program may be a one-time event or a week of events. Over time (and if successful), these events should become yearly traditions, unless there is a need to revise the event. An example of a signature event is “Boo in the Shoe” in the Horseshoe.

- The signature program must be proposed to the entire Res Ed Leadership Team by the end of the first full week of September. Communities will list their top three ideas and proposed times of year to plan the event. The proposals will be approved on a first-come, first-served basis.

- Signature programs must occur between September 1 and March 31, as April will be a time reserved for “End of Year” programming – which is different from the signature program. Apartment communities must hold their signature program during the fall semester to assist in advertising their community for contract renewal.

- The program may not copy a signature events that already exists in a different community or through another departmental effort (i.e., another Halloween-themed program other than “Boo in the Shoe,” another crawfish boil other than RHA Crawfish Boil, etc.).

- Only one community can claim a specific holiday-themed event.

- The signature program must be different from any of the other programs that are currently required in the programming model.

Evaluation Process

To promote the development of Community Council members, Community Council members are evaluated several times throughout the year on key areas of leadership and organizational management skills.

Community Council members will participate in a self-assessment ranking about 20 different skills, and their advisor will also rank those skills based on how they have observed that member’s performance. These numbers will most likely be different, as Community Council members will overestimate or underestimate their actual performance.

There may be times where a board member is especially successful on a project, and numbers increase. There may be times where commitment level is lower, and the overall evaluation suffers. Certain
positions will not have experience in certain skill areas, which is normal. Over time, it is our goal to view growth in every member, regardless of how they enter the position.

The skill areas include the following:

- Admin Task Management (taking minutes)
- Advocacy
- Diversity
- Conflict Management
- Creating digital/paper advertisements
- Critical decision making
- Leadership Development
- Managing a budget
- Networking within hall
- Non-verbal communication
- Planning Programs
- Running a meeting
- Time Management
- Task management (agendas, timelines, etc.)
- Verbal Communication
- Written Communication

**RHA Related**

- RHA Social Media & Contact info
  - Instagram: @lsurha
  - Twitter: @lsurha
  - Facebook: @lsurha
  - Email: rha@lsu.edu
RHA Signature Events

The LSU Residence Hall Association (RHA) is responsible for major programming throughout the year, such as the annual Crawfish Boil and Homecoming week’s Splatterbeat. RHA also spearheads other efforts, such as policy recommendations within the residence halls, and is the official representation of on-campus residents to LSU’s administration.

Help support these programs by purchasing an activity card at move-in day. With your community activity card, you enjoy exclusive access to a variety of items at your hall’s front desk like games, cleaning supplies, pool sticks or ping pong paddles for games in your hall, cooking items, and more. It’s just $10 per semester, can go straight on your fee bill, and supplements your hall Community Council’s budget for programs and other student-driven improvements to the hall.

Community Council Conference (C3)
The Community Council Conference (C3) is a three-day, two-night conference hosted by the LSU Residence Hall Association (RHA) and is a great way to get a head start on becoming a student leader on campus! This year’s C3 conference will be held August 13-15, 2017.

C3 is an experience filled with fun and activities that allow you to interact with other students, while becoming acquainted with LSU’s residential community. At C3, attendees will have the opportunity to move into their assigned residence hall space on August 13th, 2017, which is three days before the campus wide move-in date. By moving into the halls early, attendees can get familiar with the campus and their residence halls and serve as a leader for new students as they arrive on move-in day. Before the semester begins, attendees will learn how to enhance their leadership skills while getting to know fellow student leaders on campus.

RHA and Community Councils serve as the representative voice of students in the residence halls. RHA and Community Councils host events on campus and make recommendations regarding policies and procedures to administrators. Through the support of RHA and LSU Residential Life, the C3 program is of no cost to participants.

The application is now open, and will close at 11:59 PM on Saturday, July 15th, 2017. Applicants will learn if they are selected by the end of July.
Welcome Week Block Party
After moving into your residence hall, head on over to the Parade Ground to hang out with the Residence Hall Association (RHA) during our annual Block Party! Enjoy inflatables, lawn games, dancing, Kona Ice snowballs, and more! Whether you are a “new resident on the block” or a returning resident, you don’t want to miss out on this chance to meet fellow residents from all across campus. While at Block Party, be sure to check out our RHA info table to find out more about how to serve as a student leader in your very own community!

Date: Saturday, August 19, 2017
Time: 7-10pm
Location: Parade Ground

Homecoming Week’s Splatterbeat
Splatterbeat is an annual paint party that kicks off LSU’s Homecoming Week! The event is open to all LSU students, so join the colorful fun on the Parade Ground! Come early to get your official Splatterbeat t-shirt!

This year, Splatterbeat will be held on Monday, September 25, 2017

Annual Crawfish Boil
Crawfish Boil, sponsored by the Residence Hall Association at Louisiana State University, has become one of the student body’s favorite traditions. Taking place in the 459 Dining Hall and Laville Residence Hall Courtyard, any resident living on campus can come eat crawfish, barbeque, and snowballs. RHA provides music in the courtyard and in the dining hall while residents dance, sing, and meet new people. This academic year RHA will host its annual crawfish boil on Thursday, April 12, 2018

· Point System
  o The point system is new to RHA this year and was created to facilitate better communication and accountability among Community Councils, the RHA, and advisors.

· NACURH/SWACURH & conferences
What are conferences?
  • Leadership Conferences are held annually. It is an opportunity for students working in Housing to learn about how other schools do things and also an opportunity to make lifelong, professional connections. We hope that by attending conferences, you will gain knowledge and skills that you can take back to your school and make it a better place.
• **NACURH**
  
  o The National Association of College and University Residence Halls (NACURH Incorporated), seeks to create a network of engaged citizens sharing common experiences through residential leadership opportunities. As an organization, NACURH empowers, motivates, and equips residence hall leaders by providing them with skills and resources in order for them to excel and positively impact their campus communities.
  
  o NACURH is composed of eight regions, LSU is in SWACURH.

• **SWACURH**
  
  o Southwest Affiliate of College and University Residence Halls
  
  o The purpose of SWACURH is to promote and carry out, on a regional level, the purpose, goals, and legislation of NACURH, Inc.
  
  o Our mascot is MALTO the Duck
  
  o Our colors are green and yellow
  
  o We are comprised of Texas, Oklahoma, Arkansas, Louisiana, and Mexico
  
  o MALTO is an acronym for all of the states/counties in our region.

• **What are conferences like?**
  
  o We have regional and school cheers, if anybody has ever been to STRIPES, regional conferences are very similar in this aspect.
  
  o At each conference there are 2 days of programs where you will be able to pick and choose the ones that interest you to attend, and then bring the ideas back to LSU!
  
  o You will meet SO many students from around the region and county at these conference. these fellow students can not only give you plenty ideas, but you may also form friendships and bonds as well.

• Each year LSU attends 3 conference:
- SWACURH Regional Leadership Conference (Typically held in October or November)
- SWACURH Regional Business Conference (Typically held in February)
- NACURH annual conference (Typically held in late May or early June)

- **Common resources in a building (and/or what to do for certain purchases...)**
  - Each community has a variety of resources available to you when it comes to hosting programs and/or creating advertisements for those events. At each community’s front desk, you will find various sources that are available to all residents. These are items that have been purchased by community councils in the past and may include items such as games, kitchenware, and cleaning supplies. As a member of community council, it is also your responsibility to purchase more of these supplies as deemed necessary. Additionally, community council members have access to the resource rooms located on campus. On each side of campus there is a resource room located in highland hall and east hall. These resource rooms give you access to art supplies that would assist your in-hall advertisements. There is butcher paper, paints, markets, stencils, cut outs and more. Lastly, community council also has the ability to rent out RHA’s equipment as previously stated in this document. RHA has tents, DJ equipment, popcorn machine and a blow-up movie screen that may be rented out for events as long as it is done properly with at least a two-week advanced notice.

**Developments**
- Philip
- Team Builder
- Communication
- Recognition
- Leadership Development Ideas

**RHA Constitution**

**Banquet Awards Process**

**Writing Transition Reports**

**Final Thoughts**
As you can see, there is quite a bit of information in this manual! Please know that we don’t expect you to memorize all of this. In fact, you may not even utilize certain parts of the manual. Work with your
advisor to identify what is important for you to learn in your position, bring it to meetings for reference, and don’t be afraid to ask questions if it doesn’t make sense in the manual.

We want to see you succeed this year, and this is one of many resources available to you in your position. If you have any suggestions for additional content, we’d love to hear about it! You can email rha@lsu.edu to share your thoughts.