

2010-2011 Theme Dorm Proposal Guide

A theme dorm is a dorm in which the residents all share a common interest and help share their interest with the larger Reed community through activities. The theme, and the opportunity to live with people who share an interest in the theme, should be more important than the location of the theme dorm (the Residence Life Committee will choose the location). A theme dorm should have a broad appeal to the student body, including first year students, and every student should have the opportunity to apply to reside in the theme dorm.

DATES TO REMEMBER

December 1		Theme dorm proposal applications are available
December 9	5pm	Theme dorm information session in GCC – B
January 28	Noon	Theme dorm information session in GCC – B
February 3	Noon	Theme dorm proposal due and new themes must sign up for a presentation time
February 5	During the day	Email notices are sent to returning themes that are require to give a presentation
February 9	At assigned times	Make presentation (if required) in 28 West
February 15	During the day	Committee decisions sent out via email
February 17 – March 1	At proposed time	Plan and have open house for the community Applications available online for people who want to live in the accepted theme dorms
March 2 - 11	scheduled time	Organizer and RLC member decide theme dorm members
March 24	Noon	Organizer must email list of accepted applicants
March 29 – April 2		Theme dorm lottery

PROGRAMMING AND BUDGET

Planning events for the theme dorm and the larger community is an important responsibility of living in a theme dorm. Residence Life provides a budget of **\$200 a year for each theme dorm to hold an all campus event**. In addition, dorm funds can be used for monthly activities in conjunction with the House Advisor of the dorm. Funding for further additional events outside the theme budget and the HA programming budget is limited. If you are unfamiliar with planning activities we suggest that you seek out information before you list your activities in this application. Pamphlets on activity planning, obtaining funding, etc. are available outside of the Student Activities Office. You may also stop by the Office of Residence Life to meet with an RD, or the Assistant Dean, to talk about activity planning for theme dorms.

THEME DORM LOCATION

The Residence Life Committee will determine the placement of your dorm based on the needs of your theme and expected application numbers. If you cannot fill the amount of space you have requested, your dorm will most likely not exist and the space will be given away in the general

lottery. Highly desirable locations like Anna Mann are not eligible to be theme dorms. Please refer to the application for what dorm spaces are available to themes. **If you are a returning theme, you will be placed in the same dorm unless the space no longer fulfills the needs of the theme dorm.**

LEADERSHIP IN THE DORM

The theme dorm organizer and the activity coordinator provide the leadership and the direction of the theme dorm. The organizer, coordinator, and the HA of the theme will meet at the beginning of the semester to discuss the expectation of the theme dorm and begin working on programming.

The theme organizer is the person who does much of the up-front work, prior to the dorm being selected. They are in charge of the application and working with the Residence Life Committee (RLC) to choose the members of the dorm. They will also work with the activity coordinator to plan programs including one all – campus event. The organizer does not need to live in the dorm, but it is strongly encouraged. If the organizer chooses to live in the theme dorm, s/he will be part of the first cohort to choose a room in the theme lottery.

The activity coordinator works with the organizer of the dorm throughout the year and is the leader in initiating and planning activities for the theme dorms. The House Advisor of the theme dorm will assist in the planning and the initiation of activities to keep the theme of the dorm alive, but it is the activity coordinator that needs to take the lead. The activities coordinator is responsible for spearheading the planning and execution of the all campus event. The activity coordinator is required to live in the theme dorm and will be part of the first cohort to choose a room in the theme lottery.

OVERALL PROCESS:

- **Select a Theme Dorm Organizer and Activity Coordinator**
- **Prepare a Theme Dorm Proposal by noon on Wednesday, February 3**
 - Submit the application via email to whited@reed.edu
 - New theme dorm: sign up for a presentation time in 28 West
 - Current theme dorm: sign up for a presentation time in 28 West if you are requesting a change in location. If RLC has a question about your performance from the past year or about your proposal, you will be contacted to come in and sign up for a presentation time.
 - If required: make a short presentation to the Residence Life Committee on Tuesday, February 9.

The Residence Life Committee will determine theme dorms and their placement. Organizers will be informed of the decision of the committee via email by the end of the day on Monday, February 15.

- **Organize an Open House**

All the organizers must plan an open house to take place sometime between February 17th and March 1st. This open house will give the entire community a chance to ask questions about the theme and to meet the organizer and the activity coordinator. The open house can be held anywhere on campus and a theme can try and host the open house in the location they will be living next year. Organizers may need to work with current House Advisers and Resident Directors to make these arrangements.

- **Help select the members of the theme dorm**

Sometime between March 2nd and the 11th (at an agreed upon time), the organizer of the theme dorm will meet with one representative from the RLC to determine who will be living in the theme dorm. The organizer and the committee member will read all of the applications and make decisions based on the application and the Residence Life Committee's criteria.

CRITERIA FOR SELECTION

We encourage students to be creative when designing their theme dorms. The committee will be evaluating theme dorms on the criteria listed below:

- The theme is not illegal or offensive to the Reed community
- The application was well thought out, well written, and all the questions were answered completely. The presentation was brief and clarified any questions that the committee had for the organizer.
- The activities that the theme dorm is proposing have a general appeal to the Reed Community and thought went into the activities proposed. For returning theme dorms, the quality and popularity of the activities that occurred during the year and the ones planned in the future will be evaluated.
- The theme has realistic time commitments and provides a positive community for the members that will live there.
- The theme is attractive to a wide range of students at Reed and to incoming first – year students.

WRITTEN APPLICATION:

Applications should range from 2 – 4 pages in length.

1. Proposed name for the theme dorm.
2. Provide a brief description of the theme dorm and the goals of the theme dorm.
3. List the organizer for the theme dorm (only one person can be the official organizer).
4. List the designated activity coordinator(s) for the floor (there can be more than one).
5. New theme dorm: Discuss an idea for an all campus event and for several other smaller theme dorm programs. Include how you plan to fund these activities and approximate budget.

Current theme dorm: List all of the activities that you have held in the past year and the approximate number of participants. Discuss an idea for an all campus event and for several other smaller theme dorm programs. Include how you funded these activities and how to plan to fund them in the future.

6. New theme dorm: How will the theme contribute to building community in your dorm?

Current theme dorm: How has your theme built community and how do you see this continuing?

7. New theme dorm: How will your dorm contribute to campus life?

Current theme dorm: How has your dorm contributed to campus life and how do you see this continuing?

8. How will you involve first year students in the theme dorm? How would you involve returning students in your theme?

9. Dorm Placement:
 - a. What type of living arrangement would best fit the needs of your theme and why?
 - b. How many people do you anticipate wanting to live in this theme dorm?
 - c. If you are a current theme dorm requesting a location change, please discuss why.

If you are a new theme or are a current theme that wants to move locations, list the top 3 specific dorm location choices that you feel meet the criteria that you are requesting in priority order. List the dorm and the floor.

Eligible dorms: Foster, Scholz, Chittick, Woodbridge, Griffin, McKinley, Sullivan, Naito, Canyon House, Garden House, Farm House

10. 100 word or less blurb about the theme to be used in advertising if the theme is approved.
11. Date, time and proposed location for open house sometime between February 17th and March 1st.

**Theme dorm proposals are due via email to whited@reed.edu
by noon on Wednesday, February 3.**