Campus Living Contact Information

Mailing Address
Campus Living
East Carolina University
Office Suite 100, Jones Residence Hall
Greenville, NC 27858-4353

Phone Numbers
Campus Living Office 252-328-4663
Campus Living Fax 252-328-4995

Web Address
www.ecu.edu/campusliving

www.ecu.edu

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### Notes
General Interest Survey

Dear Resident,
In an effort to provide more activities of interest to you and to the other residents of this building, we would like you to fill out this survey and return it to _____________. Please take the time to seriously look over this list for it will be your responses on which our future programs will be based.

Name: __________________ Room #: __________________

Would you be interested in participating in Hall Government this year?
☐ Yes  ☐ No

What are your areas of interest, please check all that apply:
☐ Social  ☐ Cultural  ☐ Athletics  ☐ Special Events  ☐ Interest Groups

Listed below are some suggested floor activities. Please indicate which would be interesting to you. If you have any other suggestions, please feel free to write them down on this page. Thanks for your help!

**Academics**
☐ Study skills
☐ Test taking skills
☐ Term paper writing
☐ Note taking
☐ Forming study groups
☐ Career/Major decisions
☐ Other: ______________

**Community Service**
☐ Clothing drive
☐ Food drive
☐ Blood drive
☐ Habitat for Humanity
☐ Ronald McDonald House
☐ Little Wille Center
☐ Other: ______________

**Cultural Issues**
☐ Women’s studies
☐ African American issues
☐ Native American issues
☐ Men’s studies
☐ Gay/Lesbian/Bisexual issues
☐ Religion/Spirituality
☐ Persons with Disabilities issues
☐ Other: ______________

**Health Education**
☐ STDs
☐ AIDS/HIV
☐ Women’s Health Issues Class
☐ Nutrition/Healthy eating
☐ Alcohol use
☐ Other: ______________

**Outdoor Activities**
☐ Camping
☐ Horseback riding
☐ Picnics
☐ Hiking
☐ Other: ______________

**Sports**
☐ Aerobics
☐ Basketball
☐ Bowling
☐ Climbing
☐ Football
☐ Soccer
☐ Softball
☐ Volleyball
☐ Weight lifting
☐ Other: ______________

Roles & Responsibilities
Executive Officers Responsibilities

For specific roles and responsibilities please review the Constitution for Hall Government, Article 4, Sections 1-8. In a nutshell the officer roles are as follows:

President
Oversees both the Executive Board meetings and the General Assembly Meetings of the Hall Government. This includes goal setting, creating agenda’s, and promoting positive group dynamics.

Additionally, the President is required to attend RHA General Assembly meetings on Tuesdays from 5pm-6pm in Mendenhall Student Center (Great Rooms, or Room 244), meet regularly with your Hall Government Advisor, and to conduct yourself as a leader in a manner of respect and integrity.

Vice President
Fulfill all the official duties of the President in his/her absence. Additionally, the VP will recruit, oversee, and work closely with Hall Committees. The VP is required to attend RHA General Assembly meetings on Tuesdays from 5pm-6pm in Mendenhall Student Center (Great Rooms, or Room 244).

Business Manager
Maintain and distribute, in paper format or electronically, accurate reports, records and minutes of all Hall Government meetings. Additionally, the BM will take attendance at all Hall Government meetings, and handle all Hall Government correspondences provided by the President.

Treasurer
Collects money/checks and keeps an accurate record of the accounts. Additionally, the treasurer will prepare budget reports with the assistance of the Hall Coordinator, oversee all Hall Government fundraising projects, and ensure the Hall Government budget is fiscally sound.

4. Are you currently taking any medication? (Circle One) YES NO

If yes, please identify specific medications and dosages: ____________________________

5. Name and phone number of family physician: _________________________________

Emergency Contact Name: _____________________________________________________

Relationship: _______________________________________________________________

Home Address: ______________________________________________________________

Phone Number: ______________________________________________________________

In the event that I am rendered unable to communicate due to illness, accident, or emergency while participating in the activity, I hereby give permission to the Physician, selected by Campus Living personnel, to hospitalize, secure proper treatment for, and to take whatever medical actions necessary to treat me.

___________________________  ______________________________
Full Name (Printed)                         Date

___________________________  ______________________________
Participant Signature                      Date

___________________________  ______________________________
Parent/Guardian Signature if under 18 years of age          Date
Participant Health Statement and Authorization for Medical Treatment

Name: ______________________________ Date: ____________
Address: ___________________________ Date of Birth: __________
City: _______________________________ State: ______ Zip: __________
Phone (H): _________________________ Activity: _____________________________
________________________________________________________________________ Date: __________

Please complete the following as thoroughly as possible. Only the program leaders and any emergency medical personnel will use the information. All material is confidential.

HEALTH INSURANCE COMPANY & POLICY NUMBER: __________________________

I. What physical disabilities or conditions (heart conditions, diabetes, seizures, etc.) do you have that might affect your participation in this activity including operations illness, broken bones in the past six months?

________________________________________________________________________

2. Do you have any known allergies? (Circle One)  YES  NO

If yes, please identify: ____________________________

________________________________________________________________________

3. Last date of immunization? (tetanus, booster, etc):

________________________________________________________________________

Market Manager
Manage and coordinate all marketing and advertising; conduct marketing research to determine market requirements for existing and future products; manage the productivity of the marketing plans and projects; monitor, review and report on all marketing activity and results. Additionally, the MM will advise the President on marketing and advertising strategies.

RHA Representative
(RHA General Assembly Meetings Every Tuesday from 5pm-6pm) Attends all RHA General Assembly meetings and act as an official representative and voting member of the RHA for your Hall. The RHA Representative is also responsible for distributing Hall information at the RHA meeting. The distribution of information is handled through creating a handout for the RHA Business Manager. Additionally the RHA Representative is responsible for sharing programs, surveys, and other information gained at the RHA General Assembly meeting during the Hall Government meeting. Finally, the RHA Representative is responsible for chairing or serving on one of the standing RHA committees.

Additional Executive Board positions may be added on an as needed basis. This is determined by the Advisor and the elected Hall Government members.
Instead of a Hall Government – Try a Program Board

The Programming Board

1. Hold an interest meeting by the deadline set by the department.

2. For the first 3 weeks have an action plan as to what the board will do, who will attend specific meetings (RHA), and what the goals of the Board are. The first 3 weeks is critical as students are attending to discover if this is something they are interested in. Perhaps set aside your RA Program Budget in order to have your RAs request funding from the Board (gives the students a sense of empowerment.)

3. Ensure only members of your program board who attend PLAN are the ones who attend RHA as voting members. Even though RHA requires specific roles for the General Assembly meetings which need to be filled (presidents role, and two RHA representatives roles), within the Hall the program board members are on equal footing with each other.

4. After the third week the program board members then completed a survey concerning what type of role they wish to play on the program board as well as completed a paragraph on why they deserved to be on the programming board.

5. The Coordinator (along with any RA advisors, is applicable) will divide the program board members into floor representatives and Program Board. The decision should be based on: a) How well the student completed the role sheet, b) Had the students come regularly as well as contributed to the meetings held up until this point, c) Do the student appear to be or become an asset to the Hall Programming Board?

6. Your program board can be as large or small as your hall wishes. It works best to have as many members as you do RAs. Ultimately, it would be nice to have one member per floor; however, in situations where this is not possible then having two members of the Program Board coming from the same floor is acceptable.

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Off-Campus Activity Form:
Release of Liability and Assumption of Risk

This form is to be read and signed by all participants involved in off-campus activities sponsored by Campus Living. All participants attended this off-campus event must fill out the form.

Please read this carefully. It affects certain rights you may have if you injured or otherwise suffer damages from participating in a Campus Living off-campus activity. Only students participating in this Campus Living activity are covered by the East Carolina University travelers insurance.

In return for East Carolina University allowing you to participate in the off-campus activity, and other good and valuable consideration, you agree, and state on behalf of yourself, your heirs, assigns, executors and others, as follows:

1. That I am familiar with and will obey any and all rules established for this activity.

2. That I understand and appreciate the inherent risks and dangers of participating in this Campus Living program, (including but not limited to accidents, illnesses or injuries occurring in transit or on the program site without medical facilities and travel by air, train, automobile and/or other forms of transportation) which could result in property damage and personal injury, including death; and I agree to accept all risks whether present or future, known or unknown, arising from or as a result of my participation in this activity.

3. That I WILL HOLD HARMLESS AND INDEMNIFY EAST CAROLINA UNIVERSITY and its officials, administrators, employees and all sponsors and individuals assisting in transport and implementation of the activity and all owners of the property on which the program is held for any liability and all claims of damages, demands, and actions whatsoever in any manner resulting from my participation in this program.

4. That I understand I must be healthy in order to safely participate in the activity and that I will inform the program leader of any medication, ailment, condition, or injury that may affect performance.

I STATE THAT I HAVE READ, UNDERSTAND AND AGREE TO ALL CONDITIONS SET FOR THEREIN, AND THAT I SIGN THIS VOLUNTARILY.

Full Name (Printed): ________________________________

Signature: __________________________ Date: ____________

Parent's/Guardian's Signature if participant is under 18: ______________________________

THIS FORM IS DUE 5 BUSINESS DAYS PRIOR TO PROGRAM DATE
Benefits

1. Increased hall involvement and Campus Living involvement

2. Strengthened community — one possible sign is the fact that the trial Hall won both King and Queen of the Halls (a first time in the history of the event)

3. All members share the same responsibility in the group and so it is more relaxed to hold each other accountable

4. More students had the opportunity to develop leadership skills because all members are given opportunities to be successful in programming through
   a. Planning
   b. Publicity
   c. Implementing

Planning a Large Scale Program
Off-campus/large scale programs can be done, however, the event requires more planning. After the preliminary items like where you are going, how much it will cost, getting your program proposal accepted from your Coordinator and getting a sign-up sheet filled out, there are some other steps to follow.

- If funding is needed, talk to your Coordinator about how to secure funding using required paperwork.

- Have every participant fill out the Release and Assumption of Risk and Participant Health Statement and Authorization for Medical Treatment forms (including yourself and the Coordinator, if attending).

- If you need transportation, work with your Coordinator on which types of services you need. Follow up on travel, dates, and any other items needed for this area (extra fees, food, hotel, etc.). Remember you cannot drive your own vehicle.

If you are interested in doing a larger scale program, please consult the information below and include your Coordinator in the whole process. A large scale program might be something along the lines of doing a bus trip to DC or taking students to the Durham Performing Arts Center. It is extremely important to get detailed information with this kind of program.
Programmer’s Timeline

8 weeks prior: Turn in Program Proposal and Evaluation and Pre-contract form if a contract is needed.

5 weeks prior: Reserve programming space, contact Sales Office and ask to be sent an invoice.

4 weeks prior: Contact any vendor from which you are ordering tickets to request an invoice.

3 weeks prior: Turn in Program Proposal and Evaluation for events not requiring contracts; contact Aramark if necessary.

2 weeks prior: Begin advertising and purchasing supplies and turn in itemized receipts for reimbursement of any money spent on supplies.

Large Scale Event Policy:

If the total cost is:

1. Less than $15, students should pay the total cost
2. If $15 - $30, students should pay up to $15 (Coordinator’s judgment)
3. More than $30, students should pay half of the total cost up to $29

Go to http://www.ecu.edu/transit/charters.cfm and complete the Charter Request Form at least 2 weeks prior to the event date.

ECU Transit will then subcontract this to a motor coach provider given the distance and ECU Transit will pay the subcontract.

We then process an IDT to move the funds from our account to ECU Transit once ECU Transit sends us the bill.
Fundraising Form

When fundraising (money only) please complete the following information:

Name of person/organization fundraising: ________________________________

Date of fundraiser: ________________________________________________

Name of Organization fundraising for: _________________________________

Title of Fundraiser: ________________________________________________

Please complete the following:

Date this Form is Returned: _________________________________________

Amount of Money Returned with Form: ________________________________

Please have each individual sign their name, provide the date, and how much money they are donating.

<table>
<thead>
<tr>
<th>Signature</th>
<th>Amount Given</th>
<th>Banner Number</th>
</tr>
</thead>
<tbody>
<tr>
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</tr>
</tbody>
</table>
The Advisor/Advisee Relationship: Working Together Towards Success

Advisors play an important role in the development of Hall Government by providing support and guidance when working through challenges and obstacles without taking over the leadership of the Hall Government! Additionally, advisors should actively provide direction to the executive board regarding finances, policy, procedures, and team building.

The Advisor shall:
- Serve as an ex-officio, non-voting member of the Executive Board
- Oversee officer elections, transition and training
- Attend all Hall Government meetings on a regular basis
- Oversee financial and budgetary issues
- Assist officers in general operating procedures
- Represent and serve as liaison for Campus Living in a positive and honest manner
- Meet one on one with the President at least bi-weekly and other E-Board members as needed
- Oversee the operations of the Hall Government while ensuring ECU/Campus Living policies are adhered to and that the Hall Government is operating in a positive and representative manner

What the Hall Governments Can Expect from their Advisor

The Advisor will:
- Serve as a “sounding board” in discussing new ideas and thoughts
- Support the group and its members
- Intervene in conflicts between group members
- Share knowledge of policies and procedures of ECU and Campus Living which may impact decisions, programs, etc.
- Provide continuity and stability as leadership changes
- Provide your hall with the tools to discover campus and community connections
- Serve as a mediator during an organizational crisis
- Give honest, open, and timely feedback to group members
- Point out and discuss new perspectives and approaches to the group; introduce new ideas
- Encourage the discussion of expectations and goals throughout the course of the year

Example of a Hall Government Budget

<table>
<thead>
<tr>
<th>Revenue:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Funds Carried Over</td>
<td>$500.00</td>
</tr>
<tr>
<td>Fundraising</td>
<td>$100.00</td>
</tr>
<tr>
<td>Activity Fees</td>
<td>$3,000.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$3,600.00</strong></td>
</tr>
<tr>
<td>Expenses:</td>
<td></td>
</tr>
<tr>
<td>House/Floor Allocations</td>
<td>$1,000.00</td>
</tr>
<tr>
<td>Social/Recreational Programs</td>
<td>$1,000.00</td>
</tr>
<tr>
<td>Special Interest Programs</td>
<td>$300.00</td>
</tr>
<tr>
<td>Community Service Projects</td>
<td>$150.00</td>
</tr>
<tr>
<td>Equipment</td>
<td>$200.00</td>
</tr>
<tr>
<td>Copy Costs</td>
<td>$150.00</td>
</tr>
<tr>
<td>Conferences/Retreats</td>
<td>$150.00</td>
</tr>
<tr>
<td>Newsletter</td>
<td>$150.00</td>
</tr>
<tr>
<td>Hall Government Week</td>
<td>$100.00</td>
</tr>
<tr>
<td>Unexpected Expenses</td>
<td>$400.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$3,600.00</strong></td>
</tr>
</tbody>
</table>

6. **STICK TO THE BUDGET!** Do not overspend in the fall and assume that you can catch up in the spring. This indicates poor planning and will cut your spring activities short at a time when you will usually need to have more activities.

7. **At each Government meeting, have the Treasurer give an up-to-date report and a summary of how you stand in relation to the budget.** This will allow for better planning and will permit minor revisions of the budget as the semester progresses.

Adapted from information taken from the University of Michigan and Texas A&M University.
5. The Budget Committee should meet to develop the budget.

Six steps to follow are:
1. Prepare an outline of the hall’s planned further activities.
2. Determine and record available funds (e.g., carryover balance from previous year).
3. Estimate and record expected income and when it will be available (activity fees, fundraising projects, etc.).
4. Define and record expenses (house allocations, social events, etc.).
5. Review, revise, and assemble your notes into a final budget.
6. Have members vote for budget approval.

Remember… The budget should be flexible and anticipate conditions that might have been overlooked during the planning process.

It is always a good idea to set aside a reserve of approximately 10-15% of your funds for unexpected expenses, as well as those new ideas that come up throughout the year.

Allocate funds to send a representative(s) to the NCARH, SAACURH, and NACURH conferences.

Sample Hall Government Budget Planning Outline
A. House/Floor Allocations
B. Social/Recreational Programs
C. Special Interest Programs
D. Community Service Projects
E. Equipment
F. Copy Costs
G. Conferences/Retreats (For Hall Government Officers/Members)
H. Newsletter
I. Hall Government Week
J. Unexpected Expenses

What the Hall Governments Responsibility is to the Advisor
- Discuss your expectations of your advisor beginning with your first Executive Board meeting
- Notify the advisor of meetings, programs and events in which you are participating in
- Send the advisor a copy of minutes, agendas and other pertinent information
- The President should minimally meet on a bi-weekly basis with the Advisor to relay group accomplishments and updates in addition to creating Executive Board Meeting Agenda’s
- Consult with the Advisor before making any changes in the structure of policies of the Hall Government
- Review Hall Government goals and evaluate the organization on an ongoing basis, making changes and improvements as appropriate
- Remember the responsibility for the success of the programs, events and initiatives rests ultimately with the group members, NOT the Advisor.
Steps in Creating an Interactive Hall Government

The President Should

• Meet one-on-one with your Advisor to set the agenda for your Executive Board Meeting
• Create a Team Builder/Ice Breaker for the Executive Board (as the semester moves forward use the team builders to address specific issues your group is facing)
• Check student organization/hall box in the MSC Student Leadership Office and the Coordinator Office
• Provide each executive officer an opportunity to discuss his/her area
  • This discussion should become the Officers Report during the Hall’s General Assembly meeting
• Allow time for the Executive Board Officers to brainstorm ideas he/she may have (programming, issues & concerns, etc.)

At the Executive Board Meeting

• All officers participate fully by providing the information your position is responsible for!
• President – oversees the meeting and creates the agenda for the Hall’s General Assembly meeting
• Vice President – provides information for the different hall committee’s he/she is overseeing (Programming committee is planning….; Recognition committee will be asking for money to give the “resident of the month” an award; etc)
• Treasurer – provides financial updates and discusses purchase order requests.
• Business Manager – provides minutes from last meeting and reminds the Executive Board of any unfinished business (or old business)
• Market Manager – Manage and coordinate all marketing and advertising
• RHA Representative(s) – provide updates on what occurred during the RHA meetings such as: discuss any issues which RHA will be voting on during the upcoming RHA meetings; inform residents of the programs/trips/conferences which RHA is planning; and provide information to the hall in regards to the different awards and recognitions which is available (basically, the RHA Rep summarizes the RHA meeting and takes back the information in order to discover which way his/her floor wishes to vote on an issue.)

Preparing your Budget

The big question facing every Hall Government is, “How are we going to spend our money?” Great care should be exercised in preparing a budget that will fairly allocate the money and provide the best overall programs for your hall.

The following steps should serve as a guideline in the budgeting process:

1. Each hall has received $1500 for Hall Government use during 2011-2012 school year.

2. Check your hall’s constitution regarding constitutional budget requirements. Many constitutions detail the minimum dollar amounts that must be given to each house or floor.

3. Have a goal setting session at the first Government Retreat to get a feel for what kinds of activities the Government seems to want to have. Do not be afraid to inject your own ideas. Remember that residents paid an activity fee and your hall’s programs should reflect a diversified schedule of events.

4. Appoint a Budget Committee to sort out all the ideas from the retreat and to prepare a budget. The Hall Treasurer should probably serve as the Chairperson of the Budget Committee.

What does a budget accomplish?

• It helps refine goals.
• It compels members of the organization to use funds efficiently.
• It provides accurate information to analyze, adjust, and evaluate programs and activities.
• It aids in decision making.
• It provides a historical reference to be used for future planning.
Budgets & Finances

- Advisor – provides support and discussing realistic goals/objectives in addition to providing information in regards to programs/activities the RA’s are planning.

1. Define the purpose: Exec. Board Meetings should discuss and review the reasons for the particular General Assembly Meeting. Committee Chairs should review the reasons for the next committee meeting.

2. Develop an agenda: the officers of the organization with the advisor should include the following information:

   - Call to Order
   - Approval of Agenda
   - Correction and Approval of Minutes
   - Announcements
   - Treasurer’s Report
   - Committee Reports
   - RHA, RA Reports
   - Unfinished Business
   - New Business
   - Special Issues/Concerns/Projects
   - Advisor’s Reports
   - Adjournments

3. Circulate background material, proposals, and articles: any item which will be voted upon at your next meeting should be discussed.

4. Arrange the room: have members face each other in semi-circle or U-shaped rows.

During the General Assembly Meeting/Committee Meeting

1. Greet Members: make all who attend feel welcome

2. Distribute copies of the agenda: ensure all receive a copy

3. Call the Meeting to order: always start the meeting on time
4. Introduce any guests in attendance

5. Stick to the agenda
   - Old Business (if any) is discussed
   - Executive Officers give their reports
   - New Business is discussed
     1. New programs
     2. RHA voting
     3. Money requests
     4. Facility Concerns, Policy Concerns, and/or Dining Concerns brought up (RHA Rep. will take information back to the RHA)
   - Advisors Report

Information to keep in mind when going over the Agenda:

6. Encourage group discussion: all points of view should be considered

7. Encourage feedback: organizations, activities, programs improve when members see their impact on the decision making process

8. Keep conversation focused on the topic: ask for only relevant/non-repetitive comments

9. Business Manager should keep minutes: future reference is often needed when discussing why a decision was made

10. Be a role model: listen, show interest, appreciation and confidence in members as well as admit your mistakes

11. Summarize: all agreements or decisions should be recapped in order to ensure the Business Manager has been able to get all of the thoughts down on paper.
I2. Provide your advisor with time to speak: the advisor should comment on different issues while providing an institution's view of policies, procedures, and practices

I3. Set a date, time, and location: always inform the audience of your next meeting

I4. End on a unifying/positive note and always on time: ask members to volunteer thoughts of things they think were successful about this meeting.

**After The Meeting**

1. **Business Manager should distribute minutes:** all records should be written up within 3 or 4 days in order to show the importance of the meeting while reducing error of memory

2. **Discuss problems, suggestions:** the officers should talk about ways of improving at the next meeting

3. **Follow up with delegation decisions:** all members should understand and carry-out their responsibilities with the knowledge that their actions affect people's lives

4. **Give recognition and appreciation**

5. **Place unfinished business on the agenda** for the next meeting
Key's To Success

**Involvement.** Make sure all who attend the first Hall Government meeting is on a committee with an assigned task.

**Start off small.** The most successful groups achieve small goals first. When the group realizes they can accomplish a task they become more motivated to work on larger projects.

**Accountability.** Hold your officers, committee chairs, and committee members accountable for the responsibilities they have agreed to take on.

**Be Firm but Fair.** This tight rope is a task for ALL Executive Officers to learn. No one wants to be a member of a team in which there is a perceived “dictator.”

**Celebrate.** Revel in our accomplishments. Have fun with each other. Learn from our failures and mistakes.

**Goals.** Make sure you set realistic goals. Review your goals at each Executive Officer Meeting to ensure you are on track!

---

Our Government Plans (continued)

6. to __________________________________________

7. to __________________________________________

8. to __________________________________________

9. to __________________________________________

10. to __________________________________________

---

4. The Plan of Action

Your government action plan should be based on the group’s goal statements and answer the following questions: Who? Will do what? When? Where? With what resources?

Goal #: ______________________

We plan to: ______________________

Who will accomplish it? ______________________

What will they do? ______________________

When will it be completed? ______________________

Where will it occur? ______________________

What resources will we use? ______________________
2. Hall Vision
A government or council may envision a hall that has a healthy community that supports a diverse population, residents who feel a connection to ECU, activities that provide students with fun, and community standards that promote individual responsibility. What does your group want for the hall? Write out a detailed description of the community you desire with specific information. Provide a mental picture that anyone who reads it will be able to envision the same idea. The more specific you are, the more direction your hall government will have.

3. Goal Statements
Goal statements provide a target by describing what it is that you intend to accomplish and when. What does your group want to do in order to obtain the desired outcomes? Goal statements detail what a group intends to do and therefore start with the word “to...” (i.e. “We plan to...”). An effective goal statement will also include a specific deadline. Example: Our goal is to hold a “Welcome To The Hall Dance” on August 21st for all new and returning residents of Fletcher Hall. ****Write down your group’s goal statements. ****

Our Government Plans...

1. to

2. to

3. to

4. to

5. to

Team Development
Tuckman’s Model of Group Development

This model of group development includes many good ideas for furthering your group. The points listed after each stage is a list of guidelines to follow—NOT necessarily all of which are an advisor’s responsibility. The advisor should work closely with the president and other executives to see that many of these guidelines are followed in order to insure success throughout the year!

Forming
Members determine their place in the organization, go through a testing or orientation process, and are more independent.
- Develop ice breakers to help members become acquainted.
- Coordinate a retreat or workshop for the executive officers or organization members.
- Review the organization’s mission and purpose with the membership.
- Identify the expectations of members and executive officers.
- Work with executive officers to share organizational history and traditions.
- Provide information to the executives and members on institutional policies and procedures.
- Discuss effective meeting management, planning programs, and team building with the executive officers.
- Provide support to the executive officers.
- Provide an initial “to do” list for executives to assist them in beginning their duties.

Tuckman’s Model

Worksheet for Creating the Hall’s Vision, Goals, and Action Plan

The following pages provide a step-by-step format for your government to follow. Do not forget your partners in this project! The Hall Coordinators, Resident Advisor staff, housekeepers, and residents should collaborate with the hall government in deciding what the overall vision for the hall should be.

I. Community Assessment

A. Population
Work with your advisor and/or hall coordinator and describe your hall specialization and student population (include class level, majors, gender makeup, ethnic and cultural representation, etc.).

B. Interest Survey Information
Before you begin creating an action plan, we recommend that you conduct a survey of the population’s interest. (For suggested methods, see the Assessment section of this manual). Write down what interests appeared to rank highest in demand. Start thinking about which of these will help you to complete your vision.
Vision, Goals & Action Plans

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Storming
Members react more negatively to the demands of whatever tasks need to be accomplished, conflicts arise as members resist influence, and there is a high level of emotion.

- Provide mediation resources when conflicts become difficult for the group to manage.
- Teach confrontation and communications skills to the executive officers and members.
- Hold a roundtable discussion on issues with which the organization and membership are involved.
- Review the mission statement, purpose, and expectations in order to redefine the organizations action plans.
- Conduct a group decision-making activity.
- Discuss and review the executive officers roles.
- Develop a “rebuilding” team activity.
- Remind everyone that the storming stage is a natural part of the formation of the group.

Norming
In-group feelings and cohesiveness develop, members accept the rules of behavior, and members discover new ways to work together.

- Schedule a more in-depth team building activity that includes greater self-disclosure.
- Have the members design t-shirts, pins, or some other emblem with which to identify themselves and the group.
- Assist the group in starting a new program that will create a tradition.
- Review and possibly establish new goals for the organization.
- Maintain executive board and member relationships so as to avoid reverting back to the storming stage.

Performing
The group becomes quite functional in dealing with tasks and responsibilities, members have worked through issues of membership and roles, and members focus their efforts to achieve their goals.

- Ensure that the organization and membership have a task.
- Support the members and executive officers by giving feedback about what is going well and what can be improved upon for next year.
- Step back and allow the organization to perform.
Adjourning
The group brings finality to the process, tasks are closed, and members anticipate a change in relationships.

- Develop a closure activity to help members determine what they learned and benefited from during the year.
- Conduct an assessment or evaluation of the year.
- Develop transition reports for new executive officers.
- Ensure that a plan of recognition is in place for the close of the year.
- Coordinate a closing banquet with awards and other expressions of appreciation.
- Encourage the executive officers and members to assist the group for next year through aiding in training, orientation, or other responsibilities.
- Identify how the organization contributed to the history or tradition of the organization.
- Ensure that the minutes, reports, and correspondence are properly stored and maintained in an archive.
- Record the addresses and phone numbers of graduating and other departing members for future correspondence.
- Provide members with recognition in regards to their involvements.


Scream: Have people start at their toes, gently patting their ankles and making a soft sound. As they move slowly up their body patting, their voice becomes louder and louder, until they throw their hands in the air and scream.

Concentric Circles: Have everyone find a partner. One of the partners from each set then form a circle facing out. Then all other partners face his/her partner. Ask a question and give them about two minutes to both discuss the question and answers. Say switch and have everyone in the outer circle step once to the right. Repeat process.

Two Truths and a Lie: Share three things about yourself. Two of the items are true and one of the items is a lie. Have the rest of the group guess which is the lie.

Something of Significance: Find someone you don’t know and tell them something significant about what you have on (jewelry, shirt, cologne, etc.)

Favorite Things: Ask each person to share their favorite thing to do. Next ask each person to think about the person whose favorite thing they could most easily identify with. Have them spend a few minutes talking with that person.

Quote to Live By: Have each person share their favorite quote, or quote they keep in mind, like a motto.

Color, Car, Character: Ask each person to identify their favorite color, a type of vehicle that is representative of them, and a fictional character with whom they identify.

This or That: Thin of pairs of words and ask people to identify with one or the other. Ask them to move to the side of the room that you’ve pointed to when calling out the word. Pairs could include:

- Ocean/Mountain
- Day/Night
- Candle/Light bulb
- Sneakers/Flip flops
- Football/Ballet
- Truck/Sports car
Ice Breakers

Get to Know Your Activities

**Vivacious Virginia:** Everyone needs to choose an adjective to describe themselves that begin with the same letter as their name. Go around the circle and say your name combination, and then repeat those who have gone before you. Variation: Come up with a hand/arm/body action to the number of syllables in your name instead of an adjective.

**Ball Pass:** Use a koosh, tennis, ping pong, etc. ball and throw it around a circle, making sure that no one gets it more than once. When you throw it say the person’s name you’re throwing it to. The person who catches it should say, “Thank you __________.” Variation: Add more than one ball!

**Back-To-Back Stand Ups:** Pair up with someone. Introduce yourselves. Sit on the floor, back to back, with arms linked at the elbows. Stand up, keeping the link intact. After you’ve done that, find another pair and repeat the process.

**Map:** Create a map of the states/world. Give a reference point (I’m standing in Greenville, NC) and ask everyone to go and stand where their hometown is in relation to Greenville.

**Debate:** Ask everyone to pair up. Give them a silly topic (soft vs. hard mattresses). Each person must take a side and debate it. The pairs must debate at the same time, loudly and without stopping, for 1-2 minutes.

**Making Rain:** Rub hands together, snap, pat your thighs, and then stomp your feet, then reverse it. Can you hear the “rain?”

**Symphony:** Have the group stand in a circle. First person begins with a sound that they then keep repeating. The next person adds their sound to it, until each person is contributing their own “instrument” to the symphony.

**Lap Sit:** Have everyone stand in a circle shoulder to shoulder. Have them turn to the right, and get close to each other. At the count of three, have them sit on the legs of the person behind them.

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**General Expectations for Group Members**

What does it mean to be a group member?

Being in a group can offer many advantages if you are willing to put something of yourself into the experience. You have an opportunity to:

- Make new friends
- Work with peers from various backgrounds including different fields of study
- Gain experience in leadership
- Perform community activities (including programs and service)
- Provide service to your University

What is a group member’s responsibility?

A group member should agree to the following conduct:

- Accept membership only when I feel I have the time and energy to do the job well
- Attend all meetings, and if I must miss a meeting, catch up on what I missed
- Seek to understand the job assignment of the group, interpret it to others, and work to complete it in the allotted time
- Participate in the deliberations with preparedness and objectivity
- Share the time of discussion with other members, and stick to the topic
- Assume responsibility for some work assignments of the group when I feel I have the ability
- Listen and seek to understand and utilize the ideas of other members of my group
- Help make group decisions and support those decisions made by the group
- Evaluate my contribution to the group and encourage the group as a whole to evaluate its work
What other ground rules are there for effective group work?

1. All members actively listen and participate
2. Test assumptions without being competitive
3. Share relevant information…. be specific… use examples
4. Focus on interest, NOT positions
5. Suspend Egos
6. Agree on “what” important words mean
7. Make statements and invite questions and comments
8. Explain reasons behind statements
9. Openly disagree and discuss the un-discussable issues
10. Do not take cheap shots or otherwise distract the group
11. Do self-critique