THE COLLEGE OF
WOOSTER

Program House Application

All students interested in the Program House process need to complete this application and submit it to the Residence Life Office along with your Fall Room Selection Form. This application is for program houses **not** associated with the Wooster Volunteer Network, i.e. Common Grounds, Gallows, etc. These houses will have an interview with the Assistant Director and Housing Coordinator.

Group Name:_____
(You will list individual student information on the Roster Form.)

Student Housing Coordinator for Group:_____

Contact Information for Student Housing Coordinator: _____

Mission Statement for Group:

Programmatic/ Space Needs:

Total number of anticipated members for the fall semester: _____

Along with the Program House Application, submit a typed housing proposal that answers the following questions:

1. What are the main goals and objectives for your group?
2. How will house residency enhance the program?
3. How will the college community benefit from this program?
4. For programs that currently exist on campus, what were your major accomplishments from the 11-12 academic year?
5. Are there any members of your group that will be abroad second semester? If so, how do you plan to fill these spaces?

Program House Application Check List:
In addition, these items must be submitted before application is considered complete.

- ☐ Completed Proposed Roster (page 6)
- ☐ Completed Individual Room Selection Form/Theme Preference Form for each group member
- ☐ Student Coordinator Contract
- ☐ Advisor Contract

THE COLLEGE OF
WOOSTER

Program/Charter House Student Coordinator Contract

As the **student coordinator** of the _____program, I am willing to accept the following responsibilities:

1. Live in the program house where the group resides.
2. Act as a liaison with the Residence Life staff; help the RA organize regular house meetings; communicate routine maintenance problems as well as room changes to the RA; and attend all training sessions or special meetings set-up for program houses.
3. Cooperate with Residence Life when filling vacancies in the house.
4. Maintain open communication between Residence Life staff, advisor, and house members.
5. Actively work with the advisor to recruit and include interested students not living in the house in the program.
6. Work with the advisor to maintain documentation showing progress towards program goals (including documentation of service hours).
7. Inform Office of Residence Life and Advisor of any changes in leadership responsibilities.
8. Inform and work with the advisor to address any problems that may arise in the program or with individual program members.
9. Each student living in the program house will do on-campus volunteering/service/programming, etc. at least two hours a week or eight hours a month. This is **required** and will be reported to the Residence Life Staff liaison to the houses. If not completed, it may result in the removal of the program house or the removal of certain members of the program house.
10. Monthly service sheets will be completed and returned to the Residence Life office by the given deadline with accurate accounts of hours served by each student living in the program house.
11. The Student Coordinator **must** communicate with Residence Life on any problems within the house regarding volunteering .

If the student coordinator is unable to fulfill his or her responsibilities to the satisfaction of the Advisor or Residence Life, then the program will be asked to identify a new Student Coordinator.

_____ _____

Student Coordinator Signature Student Coordinator Cell Number

_____ _____

Student Coordinator Name (print) Date

_____ _____

Advisor Signature Date

_____

Advisor Name (print)

THE COLLEGE OF
WOOSTER

Program & Charter House Advisor Contract

In order to maintain funding and use College facilities and services, every campus organization must submit an Advisor Contract with the names of the group's Student Coordinator and Advisor. If at any time during the semester the Advisor or Student Coordinator change, notify Residence Life immediately.

The following are **required** components of the contract between the Advisor and the program house group.
The **Advisor must**:

1. Serve as a resource person and sounding board for the students involved with the program.
2. Attend program meetings once a semester and explain College policy when relevant to discussion.
3. Maintain contact with Student Coordinator at least once a month.
4. Receive a copy of all official correspondence (including, but not limited to, communication with the group's members and the Office of Residence Life), and all organization meeting agendas and minutes.
5. Veto a group decision when it violates College policy.
6. Assist the group in any dealings with members of the College staff.
7. Stay informed about the activities of the group.
8. Work with Residence Life to address any problems which arise.

The following are **negotiable expectations** that should be discussed between the Advisor and the program. The **Advisor is encouraged** to:

1. Attend group service activities.
2. Anticipate problems and mediate interpersonal conflicts that arise.
3. Be responsible for planning and coordinating workshops that meet the needs of the group.
4. Take an active part in the orderly transition of responsibilities between old and new officers.

We, the undersigned, affirm that we understand and are willing to adhere to the required components of the Advisor-program relationship.

_____ _____
Student Coordinator's Signature Date

_____
Student Coordinator's Name (please print)

_____ _____
Advisor's Signature Advisor's Contact

_____ _____
Advisor's Name (please print) Advisor's Position at College

_____
Date