

Residence Hall Programming

A. Introduction

What is Programming? Programming is a wide range of activities; structured or unstructured, in the residence halls that promote the social, personal, and educational growth of Ferrum College students. You will be expected to provide several programs a semester for the residents of your building. There are many different types of programs, and many avenues to creating a successful activity.

Why Program? Programming in the college environment primarily serves as a tool to promote growth in knowledge and experience. Programming gives students opportunities to pursue outside interests, social activities, and new ideas. Programming brings people together through new friendships, while at the same time, it provides for a safe and secure environment, one in which individuals join with others who share similar interests and ideas. Programming establishes a sense of community, and from within this community, members may better understand the richness and diversity of the larger college community.

Besides creating a comfortable atmosphere and increasing one's own self-awareness, programming can foster ideas learned in the classroom. At the same time, programming can provide relief from structured academics. Learning outside the classroom can be achieved through most programs, even those not necessarily educational or informative in nature. Education is a broad concept, and programming serves to integrate all facets—from physical development to intellectual growth—of a student's college experience.

Most importantly, **PROGRAMMING MAKES YOUR JOB EASIER!** Community development ensures mutual respect among residents, which will lead to fewer incidents for you to deal with on your hall.

How to Program. The easiest means of creating effective residence hall programs is to find out what the residents want and need. This can be accomplished by passing out a residence hall interest survey. By circulating this survey at the first floor meeting of the year (and subsequent meetings, if necessary), you will be able to better meet the needs of your students. In addition, responding to—or anticipating—the issues your students face in their lives is an important route to effective programming.

B. Programming With Your Ferrum Community

As a Community Advisor, you are required to present multiple programs throughout a semester. Some programs are too big for individual C.A.s to organize and implement. Work with your fellow C.A.s, Student leadership and Engagement, other organizations, and RHA on the larger, involved programs. RHA members are willing and ready to work with C.A.s on programming, and it is a great way to meet more residents in your hall. In addition, RHA receives funds each year, which can be used for residence hall programming.

Expectations

Minimum requirements:

August: Getting things started!!

-plan September and October programs during CA training

September: Get involved

Ice breaker/social community builder at first hall meeting (original program)

The icebreakers/socials you do during Gateway weekend count as one program

2 original programs

2 tag-a-longs

-must have individual meetings with all residents and fill out “got to know you” sheet

-name quiz at 2nd all staff

October: Taking care of you! ***MUST DO ALCOHOL AWARENESS!!!***

1 original program

2 tag-a-longs

-plan November and December programs at first one-on-one of the month

November: Let’s talk about SEX!!

1 original program

2 tag-a-longs

<p>Fall semester 5 originals 7 tag-a-longs 12 total</p>
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December: Lend a helping hand

1 original program

1 tag-a-long

-plan January programming at first one-on-one of the month

January: Celebrate Diversity

1 original

1 tag-a-long

-plan February and March programming during spring training

February: Black History Month

1 original program

2 tag-a-longs

<p>Spring Semester 4 originals 7 tag-a-longs 11 total</p>
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March: Financial Responsibility

- 1 original program
- 2 tag-a-longs
- plan April programming at first one-on-one of the month

April: What's next?

- 1 original program
- 2 tag-a-longs

9 originals**+14 tag-a-longs****23 programs a year**

Original program = a program that is planned, organized, and executed by you, the CA.

*there is no attendance requirement for original programs and residents from any building who comes to the program will be counted.

Tag-a-longs = a program planned, organized, and executed by someone else.

*you must get AT LEAST 10% or 4 people (whichever number is bigger) of your floor to come to the program in order for the program to count.

Intramurals = an athletic event/competition with teams consisting of members from the 3 residential areas on campus.

Deadlines

*Program proposals must be completely filled out and turned in at least a week prior to your scheduled program date. Bring paper work to your one on one with RHE to discuss.

*A sample flyer must be turned in with program proposal and flyer must be hung up on the same day program is approved.

*All program packets including: 1. Proposal, 2. Evaluation, and 3. Samples of ALL publicity must be turned in to RHE by the last business day of the month.

***Intramural deadlines- TBA**

Areas of Programming

1. Social
2. Educational
3. Cultural Competence
4. Health



CAs will have a limited amount of money available to them via the OUT OF THE BOX FUND through RHA. To access these moneys a CA must fill out an OUT OF THE BOX funds request form located online. To get to this form go to the Residence Education Website and click “CA Forms” and then click “RHA/Out of the Box Funding Form.” The completed form must then be submitted to RHE Candyce Martin no less than one week before the program. Student Leadership and Engagement is also willing to help CAs fund their programs. Contact Justin Muse (x4501) for more information.

INTRAMURALS: The Quest for the Cup

In an effort to further build community in the residence halls Residence Education has teamed up with Student Leadership and their intramural program. We intend on making the transition of Intramurals about Pride. We want the students to have pride in their team and also their residence halls. That is where the idea of composing teams from the residence hall areas evolved.

Each of the 3 areas described below will be required to assemble a minimum of 3 teams per intramural. Each residence area will be competing for bragging rights of the **INTRAMURAL CUP** that will be displayed in the Franklin Hall awards area, and \$1000 for the Residence Hall Area to use in any way they deem reasonable.

The Intramural Cup will be based on a points system on selected sports/games. Each area has a chance to earn multiple points based on **sportsmanship, winning, and competition** in the Intramurals Program. Below you will see a broad breakup of the **TEAM MAKE UP, AVAILABLE SPORTS/GAMES, and POINTS SYSTEM.**

ROSTERS/TEAM MAKE UP

- Rosters will be made up of students in the Residence Halls where they reside
 - Athletes who compete in an inter-collegiate sport are will not be able to compete in intramurals in the sport they participate in on an inter-collegiate level
 - If an athlete is on an active roster, whether they play or not, then that athlete is considered active and will not be able to participate in the respective sport in Intramurals

- Ex: Baseball/Softball players cannot play Intramural Softball but are allowed to play Basketball, Football, and other Intramurals not associated with their particular sport
- The teams will be made up of three (3) Residence Areas. They are:
 - Bassett Area
 - North Bassett Hall
 - East Bassett Hall
 - Lake Side Area
 - Chapman Hall
 - Susanna Wesley Hall
 - Riddick Hall
 - The Apartment Areas
 - Arthur Hall
 - The New Residence Hall
 - Roberts Hall
 - Hillcrest Apartments
 - The Villages
 - East
 - West
- Commuters are open to play on any team or they can create their own team to compete
- Anyone can sign up and we will compose or place the individual on a team based on their residence information

AVAILABLE SPORTS

- **Fall Semester**
 - Slow Pitch Softball
 - Regular play
 - Women's League
 - Flag Football
 - Regular
 - Co-ed
 - Basketball
 - 3 – on – 3
- **Spring Semester**
 - Basketball
 - 5 – on – 5
 - Volleyball
 - Co-ed
 - Women's League
 - Slow Pitched Softball
 - Regular Play
 - Women's League
- There will be other sports and games available throughout the school year. They will be advertised and anyone is available to participate in the individual Intramurals.

POINTS SYSTEM

- You will earn 100 pts. per team that participates in the selected Intramurals.
 - Ex: Bassett Area has 5 teams that compete. They are awarded 100 pts. for each team, which totals out to 500 points.
- You will be graded on your Sportsmanship. Each team can earn up to 100 pts. for friendly play and cooperativeness.
- Each area will earn 100 pts. for every team in the Championship.

*Each RHE will discuss with their respective staff how they would like to divide up the intramural responsibilities equally**

MORE INFORMATION TO FOLLOW!!!



Seven Easy Steps to Successful Programming

1. Who are the people in your neighborhood... before you decide upon the "right" programs for your residents, ask yourself: "Who are these people that live in my community?" Programming for Freshman will be different than for seniors. Programming for residence hall students is different than for apartment students.

Learning who your residents are will help you in identifying what programs in which they are most likely to become involved. Get to know your residents: what are their interests; what do they complain about; what are their goals and values?

The information you need can be obtained in several ways. The most basic and personable way is to spend time with the residents in the building. Talk to them, get to know them. Most importantly, listen to them.

You will have to fill out a “Getting to know you...” survey for each one of your residents. Use that time wisely and ask them what kind of programs they would like to see on campus and in the residence halls.

2. Every moment in life can be inspirational and life changing...what moment are you trying to create?

Once you know what you want your program to accomplish you can set your objectives. An objective is a statement that describes the process by which a goal should be attained. Objectives are important because they state for you and others exactly who is to be affected, what specifically will be done, how it will be done, and how you will know that it has been completed.

3. Involve others

One of the most important elements of leaning takes place through direct involvement in programs. Programs should be collective efforts. People are more likely to participate in programs to which they have contributed. They become ego-involved in its success. Get your residents to get involved in your programming and not only will your job be easier you will also get the attendance you desire.

4. Pre-program planning

- a. Set a tentative date, and several alternative dates.
- b. Are you having someone present? Can they come the time of your program?
- c. Are there any conflicts?
- d. If you run into too many conflicts with your date, then go back to step one.
- e. Are the facilities available? Special equipment/supplies?
- f. Do you need money for the program?
- g. Are you working with any other staff member? Do they know what's going on?
- h. **FILL OUT PAPER WORK AND TURN IT IN TO RHE!**

5. Make the Arrangements

- a. Complete the program planner at least 7 days in advance of your program and submit it to your RHE.
- b. Confirm time and date with speaker.
- c. Funding – Fill out and turn in funding requests to Candyce Martin one week prior to program.
- d. If you are presenting your program in a campus facility other than your residence hall, contact Facility Services (x4474) to reserve a room (Panther's Den, Garber Hall, etc.). (A complete list is at the end of this guide.)
- e. Research campus resources to find materials (videos, brochures, books) that will enhance your program.
- f. Decide who will pick up money, food etc. so that the day of the event runs smoothly.

6. The Program

- a. Arrive early enough to make sure all last minute details are handled.
- b. Meet your presenter and any special guest early to make sure they know where to go and feel welcome.

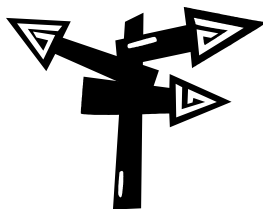
- c. Ask your presenter how they would like to be introduced.
 - d. ENJOY YOURSELF.
 - e. Publicly thank everyone for attending.
 - f. As soon as the program is over, clean up the room and put everything back to its original place.
7. Evaluate the program
- a. Complete the program evaluation form and turn in within one week after program.
 - b. The information obtained will help you and others in planning future programs.
 - c. Do not measure the success of the program by the attendance.
 - d. Was the effort put into planning worth the results achieved?
 - e. Did the residents feel it was worth their time?
 - f. Were the goals of the program reached?
 - g. Send thank you notes to speaker/presenter

YOU ARE DONE! CONGRATULATE YOURSELF ON A JOB WELL DONE



**IF YOU ARE NOT HAVING
FUN THEN SOMETHING IS
WRONG!!!**

Locations



Everyone needs a change of scenery every now and again. Programming set in halls may be convenient to residents, but do not forget to offer other settings as well. Consider the goals of your program, and choose the most suitable place based on what you have decided.

Listed below are some of the locations that might be used for programs. The Student Activities Office can reserve the rooms and supply you with more information about each location. You are responsible for the set-up and complete clean up of each location. For reservations call Lawrence Chernick @ 4474.

- | | |
|--|---|
| <p>1. Confetti's Bassett Hall
10-175 people
Huge T.V.
Chairs and tables available</p> | <p>Basketball & Racquet Ball Courts
Foosball table
Pool Tables
Ping pong table
Lovely picnic area with volley ball net</p> |
| <p>2. Garber Hall 106
50-175 people
Fixed seats with writing arms
Movie screen
Chalkboard</p> | <p>6. All residence hall lobbies</p> |
| <p>3. Stanley Library Auditorium
30-125 people
Fixed seats with writing arms
Stage
Movie projector and screen
Chalkboard</p> | <p>7. Swartz Gym - Basketball Court
100-1000 people
Floor covering available</p> |
| <p>4. Vaughn Chapel - Sanctuary
100-600 people
Permanent pews
Built in sound system
Grand piano</p> | <p>8. Classrooms in Beckham and Garber Halls
10-40 people</p> |
| <p>5. Fitness Center</p> | <p>9. Franklin Hall - Panther's Den
Multipurpose room
Tables and chairs
Catering through Food Services
Cable TV
VCR capability
Movie projector and screen
Built in sound system</p> |



Publicity



If you advertise...people will come!! Every activity and program demands a different promotional strategy. Publicity is one of the most important aspects of programming and often the most over looked. The most successful programs generally have the best publicity. If you don't let the public know about your program, how can you expect people to come? The following are ideas and strategies to help you publicize.

What should your publicity say?

-Your publicity should answer the questions:

Who→ Name of the program

What→ description of the program

When→ Date, day, time

Where→ Give specific place of program or meeting place

How Much→ Do the residents have to contribute anything monetarily?



Getting their attention and keeping it!

- a. Ideas should be formulated well in advance of an event so that there is ample time for carrying them out.
 - b. The use of themes may be very helpful in publicizing.
 - c. Get started on your publicity early so that people can make plans to attend the program.
 - d. Use program resource center (Bassett B-5).
 - e. Determine your audience.
 - f. Decide where you will advertise.
 - g. Keep it simple. Avoid clutter.
 - h. Lettering - develop a style and skill
 - 1) Use an appropriate size
 - 2) Use a ruler
 - i. Do not be sloppy, complicated, or OFFEND anyone.
 - j. **BE BOLD.** Use large shapes, geometric, logos, and focal points.
3. The publicity should come in at different times.
- a. The first wave should come about a week in advance so people can plan ahead.
 - b. The second wave should come the day before and the day of the program to remind people.



4. TAKE DOWN YOUR PUBLICITY THE DAY AFTER THE EVENT.

5. Hints in designing publicity materials that you may want to use:
 - a. Make it clear and simple.
 - b. Use a logo.
 - c. Use colored paper and different ink.
 - d. Use a creative title or catchy phrase.
 - e. Make sure information is accurate.
 - f. Distribute in high traffic areas.

Every activity and program demands a different promotional strategy. There is no one specific advertising tool for every program. The publicity will depend on what the group feels will be most effective. If you do the same type of publicity for every program your residents will stop paying attention/noticing your advertisements and therefore will not know about your program. Below are several methods of publicity that you may find useful.

1. **Banners:** Large, neat, and bright presentations are great for capturing attention. Also, large, colorful and unorganized banners will catch attention because of their unusual look.
2. **Fliers:** Fliers should try to use bold lettering and be short and to the point. You want your audience to be able to glance at the flier and quickly get the message. Be sure to put a catchy phrase or bright colors at the very top of the flier.
3. **Location:** Be sure to publicize in high traffic areas so that everyone will see it. Also, look for unusual locations that people will take a double take when they see the publicity.
4. **Radio Station:** WFFC will give you free airtime and they will run your message several times a day.
5. **Newspaper:** The Iron Blade will generally run your publicity free. The majority of the campus reads the Iron Blade. Advertising this way will reach a large audience.
6. **Table Tents:** These are one of the most effective and low cost types of publicity available. When put up in the cafeteria, hundreds of people will see them.
7. **Posters:** These need to be creative and eye-catching. They are very inexpensive to make. You need to get permission from the Student Activities office to post on campus.
8. **Student Leadership Calendar:** All CAs are required to post all original programs on this calendar with the assistance of your RHE.
9. **Door Tags:** Simple reminders on the doors of your residents and a good way to remind them of your program
10. **Bulletin Boards:** Leave a section of your bulletin board open for advertising your programs and tell your residents at your first hall meeting that is where they can find the program info.

Now that you have some ideas of what to put up for publicity, here are some ideas of where to place your publicity. Please remember that any publicity put up outside the Residence Halls needs the approval of Student Leadership and Engagement.

1. **In the residence halls:** Near bathrooms, over water fountains, main doors, hallways, snack machines and laundry rooms

2. Bulletin Boards
3. Academic Buildings
4. Franklin Hall
5. Post Office mailings
6. Cafeteria

Here are other ways to publicize your events and/or programs:

Logos	Develop mailing list	Radio previews
Teasers	Preview films	Buttons
Bumper stickers	Send out speakers	Bookmarkers
Blackboards	Displays of items	Campus newspaper
Chalk on sidewalk	Banners or Balloons	Posters
Display areas	PA announcements	Paper footprints
Re-hang posters	Free tickets	Ticket drawing
Sandwich board	Door hangers	Leaflets
Fortune cookies	Blotters	Placemats
On cash registers	Elevator doors	Paper plates
Paper hats	Skits	Body painting
Under doors	Book covers	Banners
Distribute flowers, candy, etc.		Restroom bulletin boards
Cable Channel 12 (Tony)		Student Directory advertisement
Faculty Announcements		Electronic announcement board

The following list is a compilation of resources from the Programming Resource Center (located in Bassett B-5) that you may use for programs. See Cat for further details.

PROGRAMS AVAILABLE IN PROGRAMMING FILE

I AGREE

TIMELINES

DRIVE SAFETY INFO

CELEBRATE YOUR DIFFERENCES -DIVERSITY

LITTLE KNOWN BLACK HISTORY FACTS

THE WRONG SIDE OF THE TRACKS

AIDS AWARENESS

BATTEL OF THE SEXES

DINNER AND A MOVIE

HOW WELL DO YOU PAY ATTENTION

FRUSTRATION PINATA

MICROWAVE COOK-OFF

DECK THE HALLS

HOLIDAY INFO

GOTCHA

SEX, DRUGS, AND ROCK AND ROLL

BLUES JARS

HOW DO YOU SEE IT -DIVERSITY

HUNGRY BANQUET -DIVERSITY

DISABILITY ACTIVITY -DIVERSITY

TARGER/NON-TARGER -DIVERSITY

INTERNATIONAL THANKSGIVING- DIVERSITY

THE GUIDED JOURNEY -DIVERSITY

VALUES AND BELIEFS AS ACTION STATEMENTS

FRIENDS PERSONALITY TEST

CHOCOLATE BUNNY PERSONALITY TEST

LIPSTICK PERSONALITY TEST

JAMIE'S PERSONALITY TEST

TIME CAPSULE

GET A "CLUH"

HANDWRITING ANALYSIS

JUDICIAL AND STUDENT HANDBOOK QUIZ

HALLOWEEN PROGRAM FAR FROM SCARY

SUPERBOWL SUNDAY

VALENTINES DAY

GET TO KNOW YOUR BUILDING

KEEPING YOUR RESIDENTS AROUND ON THE WEEKENDS

APPRICIATING DIVERSITY HOLIDAY PROGRAM

TRAINING FOR THE TRANSITION EDUCATION
 ICE BREAKER/INTERVIEW QUESTIONS
 TIME MANAGEMENT
 ST. PATRICK'S INFO
 HELPING YOUR RESIDENTS DEAL WITH HOMESICKNESS
 DR. MARTIN LUTHER KING JR. DAY
 HEADBANDS
 OH! THAT FEELS GOOD....DO IT AGAIN
 ALCOHOL AND GHB AWARENESS
 MARDI GRAS
 CASINO NIGHT WITH ALCOHOL EDUCATION BAR
 STYLES OF COMMUNICATION
 COCKTAILS AND MOCKTAILS
 INTERVIEWING: MEN DRESS FOR SUCCESS
 CAPTURE THE FLAG
 DR. PHIL'S PARTYOLOGY
 DR. PHIL'S PERSONALITY TEST
 WILL YOU SURVIVE...HA!
 ROMANCING THE RESIDENCE HALLS
 SESAME STREET CHARACTER TEST
 THE HISTORY OF THE ONE DOLLAR BILLS
 AROMA THERAPY
 STRESS PROGRAM
 ASK THE COP
 FYE ROOMMATE RELATIONS AND COMMUNITY LIVING
 FYE DIVERSITY
 FYE FUNDAMENTALS
 FYE MANAGING RELATIONSHIPS
 FYE EATING DISORDERS: THE KEY TO EXERCISE OR DIET
 FYE MULTICULTURALISM
 FYE GAYS, LESBIANS, AND BI-SEXUALS
 FYE MAINTAINING HEALTH AND WELLNESS
 STUDENT OPPURTUNITES APPLIED PRACTICALLY FOR SUCCESS (SOAPS)
 WOMEN'S HISTORY MONTH
 THE PEANUT GAME -DIVERSITY
 WOMEN'S HEALTH ISSUES
 WOMEN'S SAFETY
 NON-ALCOHOLIC HALL CRAWL
 PROMOTING SEXUAL RESPONSIBILITY IN THE RESIDENCE HALLS
 BAFA BAFA - HUMAN AWARENESS
 BUDWEISER BEER SCHOOL INFO
 MONDAY NIGHT DRINKING GAME
 BEER GOOGLES
 HAPPY HOUR
 THE DRINKING GAME
 28 DAYS IN REHAB
 SOBRIETY SATURDAY
 WORKING THE PARTY SCENE
 COACHING/MOTIVATING
 WHO IS LEAGALLY DRUNK BBQ
 FYE ALCHOL AND DRUGS
 SKIN CARE
 FAMILY FUED

MONDAY NIGHT FOOTBALL FOR DUMMIES
BETTER GRADES THROUGH GLITZY DESIGNS
PUT DOWN THE CHARGE CARD AND STEP AWAY FROM THE MALL
JOKES SCHOOL
BIRTHDAY BREAKDOWN
PEOPLE'S COURT: COMMON LEGAL PROBLEMS STUDENTS FACE
YOGA, YOGURT, AND YOU
PARKING LOT PICASSOS
CRAYON PALLOOZA
DON'T BE A DORK USE THE RIGHT FORK
DEAF CULTURE SIGN LANGUAGE
BARNGA
CAFETERIA COOKBOOK
WHAT DOES IT MEAN TO BE AN AMERICAN
STRESS FREE ZONE
ALCOHOL RESOURCES
ALCOHOL INFO
ALCOHOL JEOPARDY
WWW.RESIDENTASSISTANT.COM

*** A lot of these would be good for bulletin boards as well ***

Each program done by a CA will be scored from 1–100 with 5 main objectives counting for different percentages of that possible 100 points. The top 3 programmers will be reviewed by Cat Trovato, Dave Newcombe, and Justin Muse and they will decide who will be awarded CA of the month. Each month the CAs will start on equal ground. All programmers will be reviewed on ALL programs by Cat Trovato, Justin Muse, and Dave Newcombe for Programmer of the Year.

Programmer of the Month Criteria (original)

1. Attendance (10%): Attendance is vital to the success of any program. You program for your residents so therefore you want to do everything you can to encourage as many of them to attend. Your goal is to get 10% of your hallway to come. If you meet the goal you will be awarded maximum amount of points.

2. Creativity of Program (40%): Programming should be intention and full of creativity that will engage the residents in thought and personal maturity and growth. A program's creativity includes:

- originality of the program (has it ever been done on this campus? Did you get this idea from another campus?)
- improvements made to an already existing program
- amount of involvement by the resident (lecture vs. interactive)
- interpretation of monthly themes

3. Execution. (15%): A program should be well planned and organized. All necessary documents should be completed and handed in on time and all people involved in the program should be notified well in advance. A program should be set up and ready to begin well before the program is to start so that any last minute adjustments can be made. Clean up after a program and a thank you note for any and all those, other than the programmer, involved in the program.

**RHE will comment on evaluation form on execution of program

4. Advertising (15%): If you advertise people will come! The more advertising you do and the more creative your advertising is the more people will come. Advertising also needs to be posted in a timely manner so that residents have enough time to plan/rearrange so that they can attend a program that grabs their attention.

**attach all forms of publicity when turning in completed program forms

5. Objectives Reached / Assessment (15% / 5%): Intentional programming results from having goals and objectives for the benefit of the residents. When these goals are met, the residents have an opportunity to walk away from the program with new tools or skills that will aid them in their growth process. This portion is based on the way you fill out the program proposal and evaluation. The more in depth you are the easier it will be for the evaluator to be able to judge the level of effort put into your program.

BONUS

- Use of Ferrum Express (2pts)
- Execute more than the minimum requirement (2pts/program)
- Invite faculty/staff (2pts) *extra 1pt if 3+ faculty/staff participate
- Get more than 10 people to the program (2)
- Collect donations for the St. James Center (2)
- Paper work not turned in on time (-5pts)**

Programmer of the Month Criteria (tag-a-long)

1. Execution. (25%): A program, even a tag-a-long, should be well planned and organized. All necessary documents should be completed and handed in on time and all residents should be notified of the program well in advance. A meeting place should be pre-arranged and well advertised so that you and your residents can go to the activity together. You and your residents need to attend more than half of the time allotted for the program in order for you to get credit for the tag-a-long. Remember the purpose of tagging along to on campus activities is not just to get residents out of their rooms and involved on campus, but to show support for other groups on campus.

****RHE will comment on evaluation form on execution of program**

2. Advertising (50%): If you advertise people will come! The more advertising you do and the more creative your advertising is the more people will come. Advertising also needs to be posted in a timely manner so that residents have enough time to plan/rearrange so that they can attend a program that grabs their attention. If you do not get 10% of your hall to attend the tag-a-long then you will not get credit for the program. Please be honest with attendance, if we need to have a sign in sheet because we feel that you are being dishonest about the number of people attending the tag-a-long....we will. ****attach all forms of publicity when turning in completed program forms**

3. Objectives Reached / Assessment (20% / 5%): Intentional programming results from having goals and objectives for the benefit of the residents. When these goals are met, the residents have an opportunity to walk away from the program with new tools or skills that will aid them in their growth process. This portion is based on the way you fill out the program proposal and evaluation. The more in depth you are the easier it will be for the evaluator to be able to judge the level of effort put into your program.

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- Use of Ferrum Express (2pts)
- Execute more than the minimum requirement (2pts/program)
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- Get more than 10 people to the program (2)
- Collect donations for the St. James Center (2)
- Paper work not turned in on time (-5pts)**

**Programmer of the month will be
awarded a \$50 Wal-Mart gift card.
Programmer of the Year will be
awarded \$500.**