

MAINTAINING THE COMMUNITY STANDARD



There is a standard of living that is applied to all residence halls on the Mary Baldwin campus. Out of respect for fellow residents on the hall and college property, these standards have been set to ensure that our residence halls remain in good condition for all those who live in them. Continual non-adherence to the commonly shared community standards is a judicial offense. It is the job of the Hall President to make sure that each hall is in compliance with the established hall standards.

Steps to take in maintaining hall standards:

One obvious way of maintaining the community areas of the hall is checking on them daily, which is unavoidable as a resident of the hall! Make sure that you check in with the housekeeper as well to see if she has any problems with cleanliness or abuse of community properties, such as bathrooms that are out of control, lounges that are constantly missing furniture, or broken hall decorations.

The next step is to either call a hall meeting or post notices on the hall about the matter of concern. Monitor the hall closely for improvement, and do what you can to promote the positive change on the hall. If the problem persists, the community areas can be further regulated by sign-ins or eventual shut down of a particular area where the problem is continual. If this still does not solve the problem, which we hope will never be the case, the JB Representative should be notified so that judicial sanctions can be made in response.

All in all there should be no reason for that severe of a monitoring system on the hall because we hope that all residents are respectful of their peers. However, it never hurts to be prepared for a possible situation on the hall. And always remember to inform the RHA board of persistent problems on the hall, as they are able to assist you with how to properly handle difficult situations.





WORK ORDERS ON THE HALL



What are work orders?



Simply put, the work order is the order you place for Physical Plant to perform work on a problem that may have occurred on your hall. The work order ties into the HP's responsibility of keeping up community standards. Leaky faucets, broken bathroom stalls, problems with doors, etc.; anything that will likely require a toolbox is probably in need of a work order. There's no sense in having a resident attempt to fix it herself; it's dangerous and we have people who get paid to do it right!

How do they work?



Work orders are pretty straightforward: a resident with a hall issue contacts you regarding the problem and you contact Physical Plant to notify them of the work that needs to be done. *As Hall President, you should be the **only** person calling in work orders to Physical Plant.* If every resident were left to call in each individual problem they had on their hall, things in the Physical Plant office would be pretty crazy! Using the HP as the liaison between a dorm and Physical Plant helps limit any confusion about what problems exist in the building and will help things to be completed more efficiently.

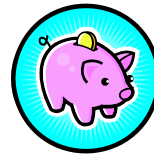
Steps of the Work Order Process (it's really quite easy!):



- 1 The student informs the HP of their hall issue(s). Generally, you will have a list outside of your door for any resident to list her problem(s) or post hall hours for her to discuss the problem(s) with you. Please try to get as detailed a description as possible about the nature of the problem, as this will greatly help Physical Plant deduce what needs to be done to correct it.
- 2 It's usually for the best if the HP contacts Physical Plant about the problem as soon as she's able to. An alternative option is to build a list of hall issues which will be reported to Physical Plant on a weekly basis, on a day of your choosing, as long as you make sure that all of your residents know what day of the week that will be. If you use this method, however, there may often be problems that need almost immediate attention if it has a significant impact on the running of the hall (i.e., a broken shower).
- 3 Call in (primary) or e-mail (secondary) your hall issues and make sure that you keep the residents updated on the status of their work orders if possible.
- 4 Check with the resident on progress of the work order. If it is not completed within a week, check-up with Physical Plant and also let the RHA board know if the problem was not fully fixed or completed.
- 5 Throughout the process, make sure that you are remembering to keep the resident up-to-date. This way, the student will know that the problem is being worked on and will build confidence in you as an HP.



HALL FUNDS



- ◆ *Student leaders are not allowed to use hall money unless a Program Proposal is submitted prior to event.*
- ◆ *Hall Presidents must keep a updated record of all monetary transactions, including but not limited to, reimbursements, debits, and credits.*
- ◆ *Hall Presidents are to work closely with their Resident Advisors to preserve a positive balance in the hall accounts.*



Wal-Mart and Tax-Exempt Card

- ◆ Wal-Mart is the preferred location for purchasing items due to the tax exception status.
- ◆ HPs are allowed to use the Wal-Mart and tax-exempt cards only for hall-related programs.
- ◆ Only the HPs are approved to check out the RHA Wal-Mart card.
- ◆ HPs must notify the clerk at Wal-Mart that they are tax-exempt *before* the order begins to be rung up at the register.
- ◆ The Wal-Mart and tax-exempt cards *must* be returned the day that they are borrowed.
- ◆ Receipts are due back with the Wal-Mart and tax-exempt cards to the RHA Advisor.

Credit Card

- ◆ HPs must use the RHA Advisor's credit card in order to have the amount deducted from the hall account.
- ◆ HPs are allowed to use the credit card only for hall-related programs.
- ◆ Only the HPs are allowed to check out the Advisor's credit card.
- ◆ The credit card must be returned the day that it is borrowed.
- ◆ Receipts are due back with the credit card to the RHA Advisor.

Reimbursements

- ◆ If an HP is not able to coordinate with the Advisor for the Wal-Mart or credit cards, a reimbursement may take up to a week.
- ◆ All receipts must be turned in to the RHA Advisor within a week of the purchase for reimbursement.

Receipts

- ◆ Each HP is responsible for making a copy of their receipt for their record. Copies may be made in Kable House.




HALL PROGRAM CHECK-LIST

- ✓ Collaborate with your RA about your programming plans
- ✓ Submit the Hall Program Proposal to: RHA Advisor if requesting funds or RHA Secretary
- ✓ Make flyers and distribute advertisements of the intended program
- ✓ Get the Wal-Mart card/credit card from the RHA Advisor and purchase the necessary items
- ✓ Return the Wal-Mart/credit card to the RHA Advisor with original receipts immediately
after purchasing necessary items
- ✓ Make a copy of the receipts for your records
- ✓ Host your program
- ✓ Submit a Hall Program Report to the RHA Secretary

ATTENDANCE AND SENATE



Hall Presidents are expected to attend:

-  Weekly HP Meetings
-  Weekly Senate Meetings
-  Monthly, campus-wide RHA events

If for some reason, you cannot attend any of those meetings, or are going to be late, you must inform the RHA Secretary with a valid reason. Two unexcused absences (per semester) from HP meetings and/or three absences (in a year) from Senate will result in being released from your Hall President position and freeze your hall's funds.

Additionally, if you cannot make it to a Hall President meeting, inform the RHA Secretary and you are also required to send a proxy to the meeting in your place. The proxy may be any student from your living community. They are there to relay the information that you missed so that you can still share the necessary information with your hall community.

When attending Senate, your attendance will be recorded during roll call. Also, appropriate attire is requested at all Senate meetings:



- No denim
- No flip flops
- Cleavage must be appropriate
- Business casual attire



Background

The Virginia Association of College and University Residence Halls (VACURH) was created with three purposes in mind:

- ◆ To share information relating to the concerns of hall governments and hall programming
- ◆ To represent students at a statewide level as an information source
- ◆ To lobby the General Assembly of the Commonwealth in the interests of students everywhere

VACURH also strives to be a body that appreciates, understands, and celebrates true diversity, in which individual differences are accepted and welcomed. In order to accomplish this, VACURH acts assertively and proactively towards improving the knowledge and education of member schools in regards to the residence halls and community issues. The General Assembly of VACURH also serves as a place where student concerns can be voiced and information can be shared on a statewide level.

History

VACURH was created due to the interests of the Residence Hall Federation at Virginia Tech after Virginia Tech attended NACURH (the national conference) in 1982. Virginia Tech wanted to unite the Virginia Schools to take a stand on statewide issues.

What's with the FOX?

Freddie the Fox is our adopted state mascot. He appears in many of the VACURH publications, and represents us at the SAACURH conferences.

Current Affiliates

- Christopher Newport University
- College of William and Mary
- Emory and Henry College
- James Madison University
- Longwood University
- Lynchburg College
- Mary Baldwin College
- Radford University
- University of Richmond
- University of Virginia's College at Wise
- Virginia Tech