



Dear Student Government Delegate:

On behalf of the National Association of Campus Activities, I would like to welcome you to the 2011 NACA Student Government - East Institute, scheduled to take place July 14-17 at The George Washington University in Washington, D.C. The NACA Student Government - East Institute is the premier forum for SGA leaders and advisors that provides delegates with the opportunity to be engaged, energized, and empowered in order to make a positive difference in their leadership roles as student government leaders on college campuses.

This year's institute – "Choose Your Direction" - promises to be the best yet, as delegates will have the opportunity to connect with SGA leaders across the country; gain insight into emerging SGA issues and trends; gain new skills and approaches to challenges faced by SGA leaders; and engage in meaningful dialogues with peers.

Highlights of the institute include a wide range of educational sessions, small group discussion sessions, an idea and gimmick "swap shop," a case study challenge, and more. We have also built plenty of time into the schedule for you to relax and tour our Nation's beautiful capitol, Washington, DC.

To complete the registration process, review carefully, complete, and return the required information contained in this **Delegate's Information Packet**. Special attention should be given to providing information with regards to your summer address, travel plans, and roommate preferences. Each delegate attending the institute will be required to complete and return the Delegate Information Form. In addition the SG Advisor or summer contact for the institution will be required to complete and return the Institution Information Form. It is very important that all registration information and forms arrive no later than **Monday, July 4, 2011**.

Please follow us on Twitter, @nacasge, and join our Facebook Group, NACAsgEAST, for any announcements we may have and to stay connected with us in the world of social media. We'd also love to hear what you have to say about the Institute prior to you joining us in Washington, DC; feel free to start asking us questions today.

If you have any questions about the institute content please feel free to contact me at [dahlgrenb@winthrop.edu](mailto:dahlgrenb@winthrop.edu).

We hope you will join the numerous student government delegates and our outstanding institute staff from around the country as we converge on the campus of The George Washington University in Washington DC for an exciting summer institute experience. Remember that the institute experience that awaits you will be a memorable one!

Sincerely,

Billy Dahlgren  
2011 Institute Coordinator

## **Our Host: The George Washington University**

In 1912, GW moved from its downtown site to a neighborhood commonly known as Foggy Bottom. Historically, Foggy Bottom—a lowland area whose chief landmarks were two breweries, a coal yard, and a gas works—was west of the University, closer to what is today the John F. Kennedy Center for the Performing Arts. Over the years, however, Foggy Bottom grew to include the area to the east, encompassing the GW campus.

In the early 20th century, when the University first moved here, the immediate neighborhood was an assortment of small and large residences, some of them dating back to the beginnings of the federal city.

Today, Foggy Bottom boasts an eclectic assortment of restaurants, shops, and government and commercial office buildings. GW, with its academic center, classroom and administrative buildings, Lisner Auditorium, and Charles E. Smith Athletic Center, encompasses 18 city blocks.

The University owns 2000 Pennsylvania Avenue, a small commercial mall and office complex, with an assortment of shops and eateries where patrons enjoy a cup of espresso, a fine meal, or purchase a pair of blue jeans.

The University is within walking distance of several Washington, D.C., landmarks: the White House, four blocks to the east; the John F. Kennedy Center for the Performing Arts; the Department of State; the World Bank; and the Lincoln Memorial. The Potomac River is also within walking distance.

The Foggy Bottom Metro station is located on the western edge of the campus, and the city's major museums are only a few stops away, as is Dupont Circle, with its art galleries and movie theaters. The National Zoo also can be easily reached via the Metro.

## **Directions to George Washington University**

<http://business.gwu.edu/CIBER/FDIB08/directions.htm>

## **Campus Map**

[http://www.gwired.gwu.edu/merlin/templates/adm\\_Forms/fgybtmcmppsmp.pdf](http://www.gwired.gwu.edu/merlin/templates/adm_Forms/fgybtmcmppsmp.pdf)

## **Metro Map**

[http://www.wmata.com/rail/docs/colormap\\_lettersize.pdf](http://www.wmata.com/rail/docs/colormap_lettersize.pdf)

On Saturday, July 16th from 9am – 2pm, delegates will be given the opportunity to tour our Nation's Capitol and to see some of the monuments, museums, and landmarks that make Washington, D.C. one of the most beautiful cities in America. Please make sure that you bring money to cover the cost of public transportation and food during this time.

## **Housing Registration**

Housing check-in will take place on Thursday, July 14 at **3:00 PM** in the lobby of Thurston Hall (see below for directions). You will receive your room assignment at that time. The institute will begin at 4:30 PM. If your travel arrangements require that you arrive at George Washington University before 9:00 am or after 4:00 PM on Thursday, please let us know in advance. Please note that the first meal served as a part of the institute will be dinner on Thursday, July 14.

## Directions to Thurston Hall

Thurston Hall is located on 1900 F Street, NW. The residence hall is positioned on the corner of 19<sup>th</sup> and F Street.

## Check-Out and Departure Times

Housing check-out will take place on Sunday, July 17 at 9:00 am in the lobby of Thurston Hall. Rooms must be vacated by 11:00 am.

The institute will conclude on Sunday, July 17 at 8:45 am following breakfast. Unless absolutely necessary, attendees should not arrange to departing flights prior to 11:00 am on Sunday. If your travel arrangements will require you to leave the institute prior to 9:00 am on Sunday, please let us know in advance.

## Alcohol Policy

George Washington University and NACA prohibit the possession, use or distribution of alcohol and illicit drugs by students, faculty and staff, during the duration of the institute. Delegates found responsible for an alcohol or drug violation will immediately be dismissed from the program.

## Smoking

Smoking is strictly forbidden in all of the public areas of campus, including classroom/administrative buildings and activity space. Smoking is **not** permitted anywhere inside of all campus residential buildings.

## Attire

Dress for the institute is casual. July in Washington, DC is warm to hot with at times high humidity and only slightly cooler at night. There is always the chance of an occasional rain shower; so wet weather gear is suggested as well. Since temperatures in classrooms are always unpredictable, it is recommended that you bring clothes you can layer for additional comfort.

## Lodging, Parking & Keys

Thurston Hall rooms provide a desk, chair, dresser, bed, towels, linens and a pillow. Each suite has their own bathroom. Thurston Hall also has a few common rooms some having a TV. There is some workout equipment in the basement of Thurston Hall, but there is not a gym within Thurston Hall. Since this institute is considered short stay we will not have access to wireless internet in Thurston Hall. You will receive a list of various locations on campus for free Wi-Fi.

The University has Parking Services. For individuals driving back and forth to the Institute, please stop by the Parking Office (open Monday through Friday from 8am – 5pm) to purchase a parking pass. The cost is \$25 for 24 hours of free access to the University Parking Garage (UPG). For individuals planning to drive to the Institute and stay on campus, you can park in the UPG at a daily maximum rate of \$17 on weekdays and \$10 on weekends. You must pay as you exit the garage. The UPG is open 24/7 and is located at 2211 H Street (between 23rd and 22nd streets). For more information visit the GW Parking Website: <http://www.gwu.edu/~parking/rates/rates-visitor.cfm>

Every effort will be made to honor roommate requests listed on the Delegate Information Form; however, it may be necessary to break up larger delegations into different areas. If you are traveling alone, or do not have a roommate preference, we will be happy to assign one for you. Apartment assignments will be communicated at check-in. **There is an \$80.00 fee for missing keys and you will be issued an access card for the building as well. The fee for the missing access card is \$35.00. Delegates will pay George Washington University onsite for any missing keys.**

## **Meals**

Please note that the first meal served as a part of the institute will be dinner on Thursday, July 14.

## **What to Bring**

Delegates should bring a copy of the organization's constitution, bylaws and other governing or procedural documents. These documents can prove useful in discussions, especially about finances and rules of order. Please feel free to bring any other printed materials (brochures, flyers, governing documents), programs, promotional materials (t-shirts, key chains, etc) or other information you wish to share, we will make a space available for others to pick up items. Delegates should also pack an alarm clock. Please also see "Attire" section.

While all institute meals, housing and educational materials are included in the institute registration fee, you may choose to bring some additional money for exploring the area.

## **School Swap Shop**

Want to find out how other colleges and universities structure their student government constitution and bylaws? Want to see what other schools are doing to promote their student government? Join other schools for this unstructured information exchange where you are free to share constitutions, budgets, organizational structure charts, programming and marketing ideas (or any other document you think another school would benefit from), a calendar of events, t-shirts, promotional items, and the like. In our effort to "go green," we ask that you share your information via burnable CD or flash drive as appropriate. Tables and chairs will be provided, so you can be as formal or informal as you like. The goal of the Swap Shop is to allow for the exchange of information and ideas in hopes that you gain a better knowledge of other university structures and to better YOUR student government.

## **Special Needs**

Any special accommodations or dietary requirements should have been requested on the institute registration form. Every effort will be made to accommodate participants' special needs.

## **Refunds and Cancellation**

Refunds for registration will be made only for requests received in writing at the NACA Office prior to June 1, 2011. No refunds will be given after this date, however participant substitutions may be allowed if the request is submitted no later than 3 weeks prior to the start of the institute. A \$100 administrative fee will be charged for each cancellation. Please DO NOT contact George Washington University regarding registration questions. Please direct your questions to the NACA Office at 803-732-6222.

## **Contact Names and Numbers**

For general institute related questions, such as the schedule, policies, and institute content, please contact Billy Dahlgren, Institute Coordinator at [dahlgrenb@winthrop.edu](mailto:dahlgrenb@winthrop.edu).

For other questions please contact the NACA Office, at 803-732-6222.

Once at GWU, please contact Billy at 662-648-8521 with any questions or concerns.



**STUDENT  
GOVERNMENT  
EAST INSTITUTE**

Washington D.C.  
July 14-17, 2011

## NACA Student Government East Summer Institute Schedule At-A-Glance 2011

### Thursday July 14, 2011

2:00 – 4:00 PM	Conference/Housing Check-In (Thurston Hall)
4:30 – 5:00 PM	Opening Activities (Marvin Center)
5:00 – 6:00 PM	General Assembly #1 – Keynote Address (Marvin Center)
6:00 – 6:50 PM	Dinner (Marvin Center)
7:00 – 8:00 PM	Small Group Meeting #1 (Small Group Rooms)
8:15 – 9:00 PM	School Swap Shop (Give-a-ways, Promotional Materials, etc.)
9:00 PM	First Night Fun – Explore on Your Own

### Friday July 15, 2011

8:00 – 8:50 AM	Breakfast (Marvin Center)
9:00 – 10:30 AM	General Assembly #2 (Marvin Center)
10:30 - 11:00 AM	Set Roundtable Topics and Open Session Schedule (Marvin Center)
11:10 – 12:00 PM	Educational Sessions – Group A (Marvin Center)
12:00 – 12:50 PM	Lunch
1:00 – 1:50 PM	Educational Sessions – Group B (Marvin Center)
2:00 – 2:50 PM	Open Sessions / Roundtable Discussions #1 (Marvin Center)
3:00 – 3:30 PM	Delegation Meet-up
3:40 – 4:30 PM	Open Sessions / Roundtable Discussions #2 (Marvin Center)
4:40 – 5:30 PM	Open Sessions / Roundtable Discussions #3 (Marvin Center)
5:40 – 6:30 PM	Small Group Meeting #2 (Small Group Rooms)
6:30 – 7:30 PM	Dinner (Marvin Center)
7:40 – 8:30 PM	Educational Sessions - Group C (Marvin Center)
8:45 – 10:00 PM	Evening Entertainment (Marvin Center)

### Saturday July 16, 2011

8:00 – 8:50 AM	Breakfast (Marvin Center)
9:00 AM – 2:00 PM	Run the City – Tour DC on Your Own
2:00 – 3:30 PM	General Assembly #3 (Marvin Center)
3:30 – 4:20 PM	Educational Sessions – Group D (Marvin Center)
4:30 – 6:00 PM	Small Group Meeting #3 (Small Group Rooms)
6:00 – 6:45 PM	Dinner (Marvin Center)
7:00 – 8:00 PM	Case Study Competition
8:00 – 9:00 PM	Closing Activities (Marvin Center)

### Sunday July 17, 2011

8:00 - 8:45 AM	Breakfast (Marvin Center)
9:00 AM	Check-out of Housing/Depart GWU

*This form is to be completed by each delegate attending the institute.  
(Make copies as necessary)*

**NACA Student Government East Institute  
The George Washington University – Washington, DC  
July 14 - 17, 2011**

**Delegate Information Form**

Please return this form by email or fax to Dionne Ellison by **Monday, July 4 2011**. This will assist the institute staff in designing the sessions and accommodating requests and special needs.

Dionne Ellison

Education and Research Coordinator

NACA

Work: 803-217-3479

Fax: 803-749-1047

[dionnee@naca.org](mailto:dionnee@naca.org)

**Important Information about You**

Name: \_\_\_\_\_

College/University: \_\_\_\_\_

Year in School: \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

Street: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

**Travel Plans**

I am traveling to Washington via: \_\_\_ Air \_\_\_ Personal Car \_\_\_ School Van/Car \_\_\_ Other

Arrival Date: \_\_\_\_\_ Arrival Time: \_\_\_\_\_ AM/PM

Air carrier and flight number: \_\_\_\_\_

Departure Date: \_\_\_\_\_ Departure Time: \_\_\_\_\_ AM/PM

Air carrier and flight number: \_\_\_\_\_

**Remember, check-in is Thursday, July 14 starting at 3:00 PM. Also, please do not book your returning flight before 11:00am on Sunday, July 17 if at all possible.**

**Housing Information**

Roommate preferences and placements will be made on a first come, first serve basis. Every effort will be made to honor roommate requests; however NACA reserves the right to make roommate assignments.

I am: \_\_\_Student \_\_\_Staff

If staff, do you wish to room with a staff person? \_\_\_Yes \_\_\_No preference

I am: \_\_\_Male \_\_\_Female

Roommate preference (name): \_\_\_\_\_

Is this person from your institution? \_\_\_Yes \_\_\_No - If no, what institution is he/she from?

\_\_\_\_\_

**Special Requirements**

Do you have any allergies or medical conditions we should be aware of? \_\_\_Yes \_\_\_No

If yes, please explain: \_\_\_\_\_

Do you have any special dietary needs? \_\_\_Yes \_\_\_No

If yes, please explain: \_\_\_\_\_

Will you require any special accommodations? \_\_\_Yes \_\_\_No

If yes, please explain: \_\_\_\_\_

**Student Government Profile**

1. List your current position or role at your institution.

\_\_\_\_\_

2. List your experience and background in Student Government (i.e. years, number of positions, etc.).

\_\_\_\_\_

3. List your leadership strengths. What are your areas of improvement?

\_\_\_\_\_

**Student Government Issues**

1. What is the MAJOR SGA issue being addressed on your campus?

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2. What campus issues or concerns would you like to see addressed at the institute?

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3. What skills or abilities would you like to gain from the institute?

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4. What SGA "Hot Topics" would you like to see addressed at the institute?

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**Leadership Experience**

Please check the one that best describes your current level of leadership experience.

Advanced

Intermediate

Beginner

How many NACA Student Government Institutes have you attended?

0

1

2

3

***Thank you for providing us with this information. We look forward to seeing you in Washington!***

***This form is to be completed by the Staff Advisor and/or Summer Contact for the institution. (One per institution)***

**NACA Student Government East Institute  
The George Washington University – Washington, DC  
July 14 - 17, 2011**

**Institutional Contact Information Form**

Please return this form by email or fax to Dionne Ellison by **Monday, July 4, 2011**. This will assist the institute staff in contacting you prior to and during the institute.

Dionne Ellison  
Education and Research Coordinator  
NACA  
Work: 803-217-3479  
Fax: 803-749-1047  
[dionnee@naca.org](mailto:dionnee@naca.org)

College/University  
Contact: \_\_\_\_\_

Name of  
College/University: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email address: \_\_\_\_\_ Emergency Phone: \_\_\_\_\_

\* Please list all delegates from your institution attending this institute:

<b>Delegate Name</b>	<b>Title (if applicable)</b>
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____

**Please ensure that Delegate Information Forms are submitted for each individual listed above.**



## Behavioral Expectations Agreement

**Institute:** \_\_\_\_\_

### General Notice

Participants of the above named NACA Institute are expected to conduct themselves in a responsible manner consistent with federal and state laws and host institution policies. Violation of law or policy while at the NACA Institute will result in the immediate dismissal from the program and notification of the delegate's institution, and may result in criminal or civil prosecution. Institute fees are non-refundable.

By signing this form, I agree that I will not participate in the following activities:

1. Use, possession, or distribution of alcohol or illegal drugs during the duration of the institute.
2. Sexual assault or indecent exposure. Sexual assault is defined as the implied use or threatened use of force to engage in any sexual activity against another person's will.
3. Behavior which threatens the emotional or physical well-being and/or safety of participants including but not limited to any form of fighting.
4. Unauthorized use of any fire safety equipment including the activation of alarms or extinguisher without immediate cause.
5. Use or possession of weapons.
6. Skip educational sessions or planned activities.

### Process

Alleged violations will be reviewed by institute staff. If it is found that it is more probable that a violation has occurred, the delegate will immediately be dismissed from the program. A formal incident report will be filed and forwarded to the NACA Office.

By signing below, you acknowledge that you have read and agree to abide by these guidelines.

\_\_\_\_\_  
Signature of Delegate                      Date

\_\_\_\_\_  
Institute Coordinator                      Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Delegate Institution