

**NACA Programming Basics Institute
Washington University
St. Louis, MO
June 7 – June 10, 2012**

Dear Institute Delegate,

Thanks for having the vision to be a part of the 2012 NACA Programming Basics Institute in St. Louis. We are busy preparing for your arrival on June 7 and cannot wait to have all of you here to share, what we hope, is a fantastic weekend of learning and playing. We know that your time is valuable and to set aside four days to come to Washington University and get extensive training shows your commitment to your program board and your campus. We hope that our program will meet the expectations you have and also leave you with a wealth of information that will enhance your student leadership experience. The best part of the deal is you get this great information on a beautiful campus with your peers from all over the country.

What I want you to do now is to make a commitment. By coming to this institute, you are making a pact with the students at your institution, your program board and the other delegates to improve yourself and the programming at your institution. One of the great things about these events is not all of the educational sessions but the interaction with other students, faculty and sharing ideas. Enclosed you will find general information about the university and institute, a tentative schedule, and information forms to complete. This information should help you finalize your travel and preparation plans for the institute and provide answers to many of your questions. If you still have questions, please feel free to contact me at bryantl@cookman.edu or call me at 386-481-2101.

Finally, we need you to complete the following forms and return them no later than **May 11**. That way we can have some basic information on you and that will help us prepare for your arrival.

Institution Contact Information

To be filled out by your program advisor or summer contact for your institution.

Delegate Information Form

Each delegate should review the information and complete and return the forms as indicated. It is very important that you provide us with your summer contact address, travel plans, roommate preferences, and any special needs that you may have.

Behavioral Expectations Agreement Form

We all know that you will be on your best behavior, but we want to make sure you are aware what the expectations are of you. Please respect each other and Washington University campus.

Once you have completed the forms, please email or fax them to Paige Jeffcoat at paigej@naca.org or 803-749-1047.

On behalf of the institute faculty and Washington University, we look forward to meeting you in St. Louis!

Sincerely,



Lamar Bryant
2012 NACA Programming Basics Institute Coordinator

Our Host: Washington University in St. Louis

Washington University in St. Louis campuses are located near the cultural center of St. Louis, surrounded by and adjacent to museums, performance venues, vibrant entertainment and dining districts, one of the nation's largest civic parks, and beautiful, tree-lined neighborhoods rich in history and diversity. The campuses are well-served by the region's light rail and bus service, and have easy access to major interstate highways.

The 169-acre Danforth Campus, bordered by Forest Park and the cities of St. Louis, Clayton and University City, is at the heart of Washington University and is the academic home to the majority of the university's undergraduate, graduate and professional students. Featuring predominantly Collegiate Gothic architecture in its academic buildings – several of which are listed on the National Register of Historic Places – the campus is at once reminiscent of great European universities and a forward-looking center of academic excellence, cutting-edge research and creativity. Included on the campus are several complexes of modern student residence houses, dining facilities and student activity centers.

Overview of the Program

The NACA Programming Basics Institute is geared toward NEW college student programmers who have little or no experience coordinating campus programs and events. This hands-on interactive institute offers new programmers the opportunity to develop and enhance essential skills necessary to produce campus programs. In addition, this institute will give you new networking opportunities, resources, and an understanding of programming on a college campus. The best part is delegates will be assigned to a programming team that will organize, plan and present an event for all delegates to attend and enjoy.

Through large group sessions, cluster discussions and hands-on practice, participants will:

- Develop basic programming skills in an experiential format;
- Gain hands-on experience creating, promoting, implementing and evaluating events;
- Develop a network of peers to call upon for ideas, resources and problem-solving strategies;
- Learn ways to creatively publicize and promote campus events to specific audiences;
- Improve leadership skills in areas such as delegation, meeting facilitation and effective communication;
- Enhance your understanding of contracting and negotiation; and
- Form working programming boards with advisors, develop and present events during the institute.

Session and topics will include

- Block Booking;
- Publicity, Promotion and Public Relations;
- Contracts and Riders;
- Member Recognition and Motivation;
- Conflict Resolution;
- Evaluation and Assessment;
- Programming Nuts and Bolts;
- Diversity in Programming;
- Managing a Budget;
- Goal-Setting;
- Collaboration; and
- Sponsorship and Funding.

Networking

One of the best things about the institute is the development of a network among the participants. We hope that beyond the educational sessions and group work that you get to know your fellow delegates and form a network that will help your program long after you leave Washington University. We will also provide a delegate list during the institute to help you keep in touch but I suspect you will have Facebooked each other long before then. Also, make sure you bring t-shirts, gear and other items from your program board with you. We will use one of the lunches as a time to mingle and do a shirt and swag swap.

Meals

Your institute registration includes eight yummy meals, the majority of which will be consumed on campus in a food court setting in the Dains Dining Hall located in the Danforth University Center. The meal service will begin at dinner on Thursday, June 7 and end after breakfast on Sunday, June 10. Also, note that we have allocated the following amount to be placed on a meal card for each participant:

- Breakfast - \$6.25
- Lunch - \$7.00
- Dinner - \$8.00

Snacks are rarely provided so you may want to bring some extra cash or a credit card for the munchies and if you want to purchase additional food during the above meals.

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.

On Site Registration Information

Thursday, June 7	11 AM – 3 PM	Check-In	Koenig House Lobby
Sunday, June 10	10 AM – 11 AM	Check-Out	Koenig House Lobby

Note: The welcome/opening session will start sharply at 3:15 PM on Thursday, June 7.

Housing/Keys

Koenig House is a modern-style residence hall. The lower level of Koenig has a laundry room and vending/ice. There are study rooms on each floor of Koenig. Each common space in Koenig has various numbers of couches, chairs, and tables. Some have televisions. One phone per suite/apartment for local and toll free calls only will be provided. Participants must use their own cell phones or calling cards for directory information or long distance calls.

Each double room in Koenig has two extra long twin beds, two desks, two chairs, and two small bookcases/nightstands. Each bathroom in Koenig has a vanity, shower stall, and toilet. Most shared bathrooms have two sinks. Residence Halls are locked.

A linen package will be provided at check-in. It will consist of two bed sheets, one pillow, one pillowcase, one blanket, two bath towels, two washcloths and two soaps per participant. There will be a charge for missing linens at check-out. Charges for missing linens are as follows.

- Bedding: \$18.00 per blanket, \$10.00 per bed sheet, \$3.00 per pillowcase, \$5.00 per pillow
- Bath Linens: \$5.00 per bath towel, \$3.00 per washcloth

Each participant will be provided one building/room key card at check-in. Key card may serve as entrance into Koenig House, sleeping room and meal card. There is a \$5.00 charge for lockouts or replacement key cards during office hours, 9am-12am, Monday through Friday and 12pm-12am, Saturday and Sunday. There is a \$25.00 charge for lockouts or replacement key cards outside of office hours.

All charges must be paid prior to leaving the institute (give payment for any lost keys to the NACA institute staff at check-out).

In-room wireless internet connection is provided at no charge. A password will be assigned to each participant at check-in to utilize for connectivity to the wireless internet. All attendees must abide by the University's Appropriate Computer Use Policy - <http://www.wustl.edu/policies/compolcy.html>. If you copy or offer sound recordings to download, you will be violating federal copyright law and may be subject to civil fines and criminal penalties.

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 apartment roommate preferences, we will be happy to assign them for you. Residence hall assignments will be communicated at check-in.

Parking

Participants wanting to purchase a parking pass must do so at the Campus Book Store located in the Mallinckrodt Center on the Danforth Campus. Parking passes cost \$6.00 per day, per vehicle. Please note parking passes that are purchased in the bookstore cannot be used to park in the Danforth University Center. The Danforth University Center garage is \$1.00 per hour.

South 40 Fitness Center

Located in the South 40 House directly above the dining area, the South 40 Fitness Center offers twenty-nine cardio machines, a stretching and core area, a weight area with strength training machines and dumbbells and a lobby with day lockers.

The South 40 Fitness Center is open Monday – Friday with morning, afternoon and evening hours and on Saturday and Sunday with reduced hours.

Participants may purchase a day pass for \$5.00 payable by cash or check at the front desk of the South 40 Fitness Center. Please note: no bills larger than \$20.00 will be accepted.

Participants may purchase membership access for the duration of the institute for \$30.00 payable by cash or check at the front desk of the South 40 Fitness Center.

Institute Attire

Dress for the institute is casual. June in St. Louis, MO 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. All buildings are air-conditioned.

Suggested Delegate Check List

- Casual Clothes
- Alarm Clock
- Sleep attire (you will be sharing a room)
- Personal toiletries
- Any medications you will need during your stay
- Shower shoes
- Camera (to take Facebook photos)

- Notebook, pens and pencils
- Resources from your campus to share
- Rain gear
- Sweater or jacket
- A little spending money

Campus Map/Directions/Directory Information

Danforth Campus Map - <http://wustl.edu/community/visitors/maps/danforthmap.pdf>

Danforth Campus Parking Map - http://parking.wustl.edu/parkingmap_2010.pdf

Danforth Website - <http://duc.wustl.edu/about/Pages/FloorPlan.aspx>

Danforth Campus Directions

MetroLink (commuter train)

[Metrolink](#), St. Louis' light rail commuter train system, has two stops on the Danforth Campus: Skinker station, located at the north-east corner of Skinker and Forest Park Parkway near One Brookings Drive, and University City/Big Bend station, located at the north-west corner of Big Bend and Forest Park Parkway near the Village. The University City/Big Bend station is closer to both the Danforth University Center and to the South 40.

To reach these from Lambert St. Louis Airport:

- Board the light rail train headed toward the Forest Park-DeBaliviere station.
- Exit at Forest Park - DeBaliviere and board the next train headed for Shrewsbury.
- Take this train either one or two stops to Skinker station or University City-Big Bend station.

[MetroBuses](#) also stop outside Malinckrodt Center on Forsyth. Please visit the [Metro St. Louis](#) website for the latest schedules and routes.

Driving to Washington University in St. Louis

When planning your route via online map services (Google Maps, etc.), choose your destination on the Danforth Campus:

Washington University in St. Louis (WUSTL)
6618 Shepley Drive, St. Louis, MO 63105

Google Maps

- Search for "[WUSTL](#)" to route to Brookings Hall on the Danforth Campus.
- Coming from the Airport (heading east on I-70)
Take I-70 east to I-170 south. Exit at Forest Park Parkway. Continue on Forest Park Parkway for approximately 1.9 miles. Turn right onto Big Bend Blvd. On your left hand side is the campus. Turn left onto Shepley Drive, which is one way, heading east. On your right is outdoor metered parking. The Summer Programs and Conference Services office is located, on the first floor, in Umrath House. Umrath House is on the right of Shepley Drive and has green and red awnings on the building. The Koenig House is located at the end of Shepley Drive on your right.

- Heading east on US40/64, directly or via I-270, I-70/I-55

Please go to the Missouri Highway Department "**Map My Trip**" page and route your trip. Use Big Bend Blvd. and Forest Park Parkway; Clayton, MO 63130, typed exactly as shown, as your destination address. This will put you on the northwest corner of the campus, At this point you will want to turn right onto Big Bend Blvd. On your left hand side is the campus. Turn left onto Shepley Drive, which is one way, heading east. On your right is outdoor metered parking. The Summer Programs and Conference Services office is located, on the first floor, in Umrath House. Umrath House is on the right of Shepley Drive and has green and red awnings on the building. The Koenig House is located at the end of Shepley Drive on your right.

- Heading west on US40/I-64

Take Clayton Road exit. Turn right (north) on Skinker. After 1 mile, turn left on Forsyth. The Danforth Campus will be on your right. Turn left onto Big Bend Blvd. Turn left onto Shepley Drive, which is one way, heading east. On your right is outdoor metered parking. The Summer Programs and Conference Services office is located, on the first floor, in Umrath House. Umrath House is on the right of Shepley Drive and has green and red awnings on the building. The Koenig House is located at the end of Shepley Drive on your right.

- Heading south on I-70/I-55

Take US40/I-64 west. Follow directions for heading west on US40/I-64.

General Emergencies and Campus Information

To report an emergency, dial 5-5555 from any on-campus phone or 314-935-5555 from your cell phone. We recommend programming this number into your cell phone.

NACA Behavioral Expectations Agreement

All participants must sign a copy of the NACA Behavioral Expectations Agreement and email or fax it to Paige Jeffcoat at paigej@naca.org or 803-749-1047. The form is enclosed in this packet.

Refund Policy

Refunds for registration will be made only for requests received in writing at the NACA Office prior to the early registration deadline (April 27, 2012). No refunds will be given after this date, however, participant substitutions may be allowed if the request is submitted no later than 4 weeks prior to the start of the institute (May 10, 2012). A \$100 administrative fee will be charged for each cancellation.

Please do not contact Washington University regarding registration questions.

Questions

If you have questions, please contact:

Lamar Bryant, Institute Coordinator

Phone: 386-481-2101

Email: bryantl@cookman.edu

Washington University Rules, Regulations and Policies

- 1) The University does not assume responsibility for loss of, or damage to, articles of personal property, which occur in its buildings or on its property.
- 2) Cooking in sleeping rooms is strictly prohibited. Possession of cooking appliances in sleeping rooms is strictly prohibited.
- 3) University kitchen facilities located in each residential building are to be used for warming purposes only. The University is not responsible for items stored in the kitchen by the attendees.
- 4) The University reserves the right to enter a room at any time to determine compliance with all safety and health regulations, provisions of public law and University regulations. The University may also enter rooms if there is an indication of danger to life, health or property or at reasonable times to provide cleaning or maintenance work and to conduct inventory of University property. Before the University enters the room of a minor, it will inform the adult supervisor assigned to the minor.
- 5) Attendees agree to abide by and adhere to the University policies including the Drug and Alcohol Policy which can be accessed at www.wustl.edu/policies/alcoholatevents.html. Attendees may not, under any circumstances, sell alcoholic beverages on any University property or otherwise accept any type of consideration for the provision of such beverages.
- 6) No person under the age of twenty-one (21) may purchase or possess alcoholic beverages according to Missouri State Law.
- 7) The possession or use of firearms, ammunition, explosives or weapons of any sort is strictly prohibited on University property. All guests and visitors are strictly prohibited from carrying concealed weapons on University property and may not store weapons or ammunition in vehicles parked in University parking facilities. If found, firearms, ammunition, explosives and/or weapons of any sort will be confiscated.
- 8) No pets are allowed on University property at any time.
- 9) Attendees may not post signs, banners, or flyers of any kind without the written permission of the University.
- 10) Smoking and tobacco use are prohibited on University-owned and -managed properties.
- 11) At no time should window screens be removed from windows. Removal of such screens will result in replacement costs to the attendee.
- 12) The University forbids the use of candles and other flammables in all residential halls and meeting rooms attached to such residential halls.

2012 NACA Programming Basics Institute Tentative Schedule

Thursday, June 7

11:00am – 3:00pm	Check-In and Registration (Koenig House Lobby)
3:00pm – 4:15pm	Welcome/Opening
4:15pm – 5:00pm	Campus Meeting #1 – Program Board Roles
5:00pm – 6:00pm	Dinner
6:00pm – 7:15pm	Program Planning Team Meeting #1 – Ice Breakers
7:15pm – 7:30pm	Break
7:30pm – 8:15pm	Campus Meeting #2 – Programming Standards
8:15pm – 9:45pm	Program Planning Team Meeting #2 - Brainstorming
9:45pm – 10:00pm	Break
10:00pm – 11:30pm	Social Activity sponsored by the Institute Staff

Friday, June 8

8:00am – 9:00am	Breakfast
9:00am – 10:15am	Campus Meeting #3 – Advertising & Promotion
10:15am – 10:30am	Break
10:30am – 11:30am	Campus Meeting #4 - Collaboration
11:30am – 12:30pm	Lunch with Your Program Planning Team
12:30pm – 1:45pm	Campus Meeting #5 - Diversity
1:45pm – 2:00pm	Prep for Off-Campus Activity
2:00pm – 5:00pm	Explore St. Louis
5:00pm – 6:00pm	Dinner on campus
6:00pm – 7:30pm	Program Planning Team Meeting #3 - Planning
7:30pm – 9:00pm	Institute Staff Led Activity
9:00pm – 11:00pm	Event #1 – Late Night Social

Saturday, June 9

8:00am – 9:00am	Breakfast
9:00am – 10:15am	Educational Session Block <ul style="list-style-type: none">-Programming Board Conflict-Design On A Dime-Recruitment, Retention & Branding-Contracts & Agent Negotiations-Advisors Roundtable
10:15am – 10:30am	Break
10:30am – 12:00pm	Program Planning Team Meeting #4 or Reflection
12:00pm – 1:00pm	Lunch with Program Planning Teams
1:00pm – 3:00pm	Event #2 – Educational Program
3:00pm – 3:45pm	Free Time to explore campus
3:45pm – 4:30pm	Campus Meeting #6 – The Holistic Student Leader
4:30pm – 5:30pm	Dinner
5:30pm – 7:30pm	Event #3 – Recognition Event
7:30pm – 8:00pm	Break & Setup for Event #4
8:00pm – 10:00pm	Event #4 – Special Activity

Sunday, June 10

8:00am – 9:00am	Breakfast
9:00am – 10:00am	Online Institute Evaluation, Wrap-Up and Best of the Best
10:00am – 11:00am	Check-Out and Key Collection (Koenig House Lobby)

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

**NACA Programming Basics Institute
Washington University in St. Louis
June 7 – June 10, 2012**

Delegate Information Form

Please return this form by email or fax to Paige Jeffcoat by **Thursday, May 11, 2012.**

**Paige Jeffcoat
Foundation Development Coordinator
NACA
Office: 803-217-3471
Fax: 803-749-1047
paigej@naca.org**

Important Information about You

Name: _____

College/University: _____

Year in School: _____

Phone Number: _____ E-mail: _____

Street: _____

City: _____ State: _____ Zip: _____

Emergency Contact: _____ Phone Number: _____

Travel Plans

I am traveling to St. Louis 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, June 7 from 11:00 am to 3:00 pm. Also, please do not book your returning flight before 1:00 pm on Sunday, June 10 if at all possible.

Housing Information

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

Parking Requirements

Will you have a vehicle on campus during the event? ___ Yes ___ No

See parking information above.

Programming Profile

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

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

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

Programming Issues

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

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

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

4. What Programming “Hot Topics” would you like to see addressed at the institute?

Leadership Experience

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

Advanced

Intermediate

Beginner

How many NACA Programming Basics Institutes have you attended?

0

1

2

3

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

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

**NACA Programming Basics Institute
Washington University in St. Louis
June 7 – June 10, 2012**

Institutional Contact Information Form

Please return this form by email or fax to Paige Jeffcoat by **Thursday, May 11, 2012**.
This will assist the Institute staff in contacting you prior to and during the institute.

**Paige Jeffcoat
Foundation Development Coordinator
NACA
Office: 803-217-3471
Fax: 803-749-1047
paigej@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:**

Delegate Name	Title (if applicable)
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 than not, 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