

NACA Student Government West Institute
University of Denver
July 7 – 10, 2011

Dear Student Government Institute Delegate:

Welcome to the 2011 NACA Student Government West Institute at the University of Denver! This institute is designed to provide you with the skills and information to help you build a strong Student Government. We invite you to join other student leaders and share your experiences, address the diverse issues faced by each campus, and learn how we, as campus leaders, can make an impact on our campuses and in our communities. Students from across the country will join you in this experience and I encourage you to actively engage in the entire institute.

This year's institute is packed with a broad range of topics geared toward Student Government. During the institute you will have the opportunity to choose from a plethora of educational sessions and several opportunities to participate in small group meetings. The educational sessions are designed to help delegates focus on the skills and tools needed to run an efficient and effective team. The small group meetings will allow you to network with fellow Student Government leaders and share information. Some topics we will explore during the institute include leadership styles, training and transition, parliamentary procedure, and elections, just to name a few. You will also have an opportunity to experience the rich culture and history of Denver, Colorado.

Remember that the real value of this institute is entirely up to you. You can help the staff shape the curriculum of this institute by indicating issues or skill areas you would like to see addressed on the enclosed forms. Also, we ask that you review the information and then complete and return the forms as indicated. It is very important that you provide us with your summer contact addresses, travel plans and roommate preferences. Each delegate attending the institute must complete and return the Delegate Information Form. The Student Government Advisor or summer contact for the institution must complete and return the Institution Information Form. **It is very important that all forms arrive no later than Thursday, June 16, 2011.**

If you have any questions about the institute schedule or program content please contact me at brett.bruner@bakeru.edu or call at 785-594-8304.

I am eager to meet you. This should be both an educational and FUN experience! If I can be of assistance to you before the institute please let me know. On behalf of the Institute Staff, we look forward to seeing you at the University of Denver.

Sincerely,



Brett Bruner
Institute Coordinator

Our Host: University of Denver

The University of Denver (DU) is the oldest independent university in the Rocky Mountain region enrolling approximately 11,600 students in our undergraduate and graduate programs. The Carnegie Foundation classifies DU as a Doctoral/Research University with high research activity.

DU's 125 tree-shaded acres are set in a quiet residential neighborhood. In fact, the entire campus is designated as an arboretum. Sprawl out on the lawns and take in DU's stunning architectural landscape with the Rocky Mountains as a backdrop. Catch a light-rail train to bustling downtown Denver, just minutes away from the campus station. Or conquer one of Colorado's 54 14,000-foot mountain peaks. The DU campus gives you access to it all.

Registration and Departure Times

Institute registration will take place on Thursday, July 7, 2011 in the Nelson Hall front desk. Institute staff will be at the registration area between 11:00 am and 3:00 pm. You will receive your room assignment and keys at that time. The institute will begin at 3:15 pm. The institute will conclude on Sunday, July 10, 2011 at 10:00 am. If an attendee leaves campus but fails to check-out, the attendee will be charged a \$25 improper check-out fee per occurrence. Unless absolutely necessary, attendees should not arrange departing flights prior to 1:00 pm on Sunday. If your travel arrangements require that you arrive at the University of Denver before 11:00 am or after 3:00 pm on Thursday, or will require you to leave the institute prior to 10:00 am on Sunday, please let us know in advance.

There is a \$25 per room charge for any room deemed excessively dirty. This includes, but is not limited to, excessive trash (i.e. more than one bag of trash per attendee; trash should not be overflowing from the bins), excessively dirty floor, and an unclean micro-fridge.

Please note that the first meal served as a part of the institute will be dinner on Thursday, July 7.

Lodging & Keys

Nelson Hall will be your home during the institute. The suites are air conditioned with two to four bedrooms per suite that share a bathroom and a common entry area; each suite contains a mini microwave and refrigerator. You will be provided with two swipe cards: your conference card gives you exterior door access to the building and contains your dining hall meals; your room key card will give you access to your assigned bedroom and suite. Residence hall exterior doors are locked 24-hrs a day. Each person will receive a linen packet containing two flat sheets, a pillow, pillow case, bath towel and blanket. Linen packets will be delivered to each bedroom prior to check-in; if you do not have a linen packet, you may obtain one from the front desk. 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 rooms. If you are traveling alone or do not have a roommate preference, we will be happy to assign one for you. Room key cards or conference cards lost or damaged during the Institute will be charged to the individual at the cost of \$20.00 per key.

Smoking Policy

The University of Denver is a 100% smoke-free campus, meaning the use of some smoke-producing products is not permitted indoors or outdoors on campus property. This policy does not include certain public sidewalks near Nelson Hall. For more information, please visit

<http://www.du.edu/smokefree>.

Alcohol Policy

Alcohol is prohibited in all University residence halls and adjacent public spaces.

Internet Access

Wireless Internet access is available in most areas on campus, except in the residence halls. DU recommends that attendees needing Internet access bring an Ethernet chord, in the event that a particular residence hall does not have a wireless signal.

Recreation Center

The recreation center is \$10 per person per day with unlimited usage. If you wish to have access and use the DU Coors Fitness Center facilities, each person will be responsible for paying the cost on your own and will be required to sign the Assumption of Risk form at the Fitness Center if/when you go to work out.

Attire

Dress for the institute is casual. Colorado weather is generally mild, with temperatures averaging 70 – 80 degrees. Heat waves do occur periodically, but campus buildings are air-conditioned. Since temperatures in buildings are always unpredictable it is recommended that you bring clothes you can layer for additional comfort. Be prepared for cooler evenings and occasional rain showers.

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 are hosting a Swap Shop one evening for sharing or trading of items between delegations.

Guests are advised to bring an alarm clock, lounge wear (appropriate for common living areas), shower slippers, an umbrella and/or raincoat, and a reusable water bottle and coffee mug.

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.

Campus Map

<http://www.du.edu/utilities/maps.html>

Transportation

Taxi, limo, town car, and shuttle services are located on the fifth floor of the Denver International Airport (DIA). Super Shuttle provides service to campus for approximately \$35 (www.supershuttle.com). The physical address of Nelson Hall (the residence hall) is 2222 South High Street, Denver CO 80210. 24 hour advance reservations are required on shuttle trips returning to DIA. Additional information regarding airport transportation can be found at: <http://www.flydenver.com/parkinggt>.

Driving to Campus

By car

DU's campus is easily accessible from I-25, the main route running through the Denver metro area north/south. Campus lies just south and west of the intersection of I-25 and University Blvd.

From the east (Denver International Airport)

- From the airport, take Pena Blvd. to I-70 West (exit to the left)
- Take I-70 to I-25 South (Exit 274)
- Take I-25 to University Blvd. (Exit 205)
- Turn right (south) on University Blvd.
- Turn right on Evans Ave.
- Turn left on High Street
- At Warren Ave., turn left into the Nelson Hall circle. Nelson will be the building to your right.

From the west

- Take I-70 to 6th Avenue East (Exit 261)
- Take 6th Avenue to I-25 South
- Take I-25 to University Blvd. (Exit 205)
- Turn right (south) on University Blvd.
- Turn right on Evans Ave.
- Turn left on High Street
- At Warren Ave., turn left into the Nelson Hall circle. Nelson will be the building to your right.

From the north and south

- Take I-25 to University Blvd. (Exit 205)
- Turn south on University Blvd.
- Turn right on Evans Ave.
- Turn left on High Street
- At Warren Ave., turn left into the Nelson Hall circle. Nelson will be the building to your right.

By bus

You can reach campus via three [RTD bus routes](#):

- **Route 21**
Runs east/west from Lakewood to Aurora
- **Route 24**
Runs north/south along University Blvd. from C-470 to 41st Ave.
- **Route 79**
Runs east/west from south Denver to Aurora

Parking

All individuals are responsible for posting a parking pass in the vehicle window and to park in designated lots. Permits will be available at housing registration and are \$7.00 per day or \$28.00 for the duration of the institute. Vehicles without the proper parking pass are subject to ticketing.

Refund Policy

Refunds for registration will be made only for requests received in writing at the NACA Office prior to May 25, 2011 (the early registration deadline). No refunds will be given for registrations after this date, however delegate 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

any cancellation. Please DO NOT contact the University of Denver 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 Brett Bruner, Institute Coordinator at 785-594-8304 or brett.bruner@bakeru.edu. To reach Brett during July 7-10, please 620-363-0468.

NACA Student Government West Institute

Tentative Schedule

THURSDAY, JULY 7, 2011

11:00am - 3:00pm	Check-In and Registration
3:15pm – 5pm	Welcome & Opening Session/General Assembly #1
5:30pm - 6:30pm	Dinner
6:30pm - 7:30pm	College Caucus One
7:30pm - 7:45pm	Break
7:45pm – 8:35pm	Educational Session Block One (different sessions offered)
8:45pm – 9:35pm	Educational Session Block Two (different sessions offered)
9:45 pm	School Swap/T-shirt Fashion Show

FRIDAY, JULY 8, 2011

8:00am – 9:00am	Breakfast
9:00am – 9:45am	College Caucus Two
10:00am – 10:50am	Educational Session Block Three (different sessions offered)
10:50am – 11:00am	Break
11:00am – 11:50am	Educational Session Block Four (different sessions offered)
12:00pm – 1:00pm	Lunch
1:15pm – 2:15pm	General Assembly #2
2:30pm – 3:30pm	College Caucus Three
3:45pm – 4:35pm	Institutional Roundtables
4:35pm – 5:30pm	Break
5:30pm – 6:45pm	Dinner
6:45pm – 8:00pm	Free Time
8:00pm – 10:00pm	Evening Activity

SATURDAY, JULY 9, 2011

8:00am – 9:00am	Breakfast
9:00am – 9:50am	Educational Session Block Five (different sessions offered)
10:00am – 10:50am	Educational Session Block Six (different session offered)
11:00am – 11:50am	General Assembly #3
12:00pm - 1:00pm	Lunch
1:15pm – 1:30pm	Institute Photo
1:45pm – 2:15pm	College Caucus Three
2:15pm – 2:30pm	Break
2:30pm – 3:45pm	Case Studies
3:45pm – 4:45pm	General Assembly #4
4:45pm – 5:30pm	Break
5:30pm – 7:30pm	Closing Dinner and Program
7:30pm – 10:30pm	Free Time

SUNDAY, JULY 10, 2011

8:00am – 9:00am

Breakfast

9:00am – 9:30am

Final Questions and Online Evaluation

9:30am – 10:00am

Check-out of residence hall and depart

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

**NACA Student Government West Institute
University of Denver
July 7 – 10, 2011**

Delegate Information Form

Please return this form by email or fax to Paige Jeffcoat by **Thursday, June 16, 2011**. This will assist the institute staff in designing the sessions and accommodating requests and special needs.

Paige Jeffcoat
Foundation Development Coordinator
NACA

Work: 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 Colorado 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 7 from 11:00 am to 3:00 pm. Also, please do not book your returning flight before 1:00 pm on Sunday, July 10 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?

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?

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

5. Please provide a situation/issue that has challenged your campus/SGA that could be used as an example for our case study portion of the institute.

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 Colorado!

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

**NACA Student Government West Institute
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July 7 – 10, 2011**

Institutional Contact Information Form

Please return this form by email or fax to Paige Jeffcoat by **Thursday, June 16, 2011**.

This will assist the institute staff in contacting you prior to and during the institute.

Paige Jeffcoat
Foundation Development Coordinator
NACA
Work: 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. _____	_____
6. _____	_____

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