

Student Organizations Institute
Washington University – St. Louis, MO
June 27 – 29, 2012

Dear Institute Participant,

Welcome to the 2012 Student Organizations Institute (SOI)! This is the third year NACA/ASCA/NIRSA/ACUI are hosting this institute. We are excited to welcome ACUI (Association of College Unions International) as a SOI partner. We are glad that you have decided to be a part of this event.

The number of student organizations on college campuses has grown significantly over the last decade and the need for greater support and oversight has increased at the same time. The Student Organizations Institute will offer higher education professionals and student organization advisors the opportunity to deepen their understanding of principles related to advising, risk management and student conduct and to enhance their skills in these areas.

Institute participants will interact with facilitators and other participants to learn about both general and specific topics related to the culture, structure, resources, tools and techniques that will help them to manage campus student organizations and their activities. Sessions will be structured in a variety of styles to allow for active learning.

Enclosed you will find important information concerning summer contact information, travel plans and roommate preferences. This will assist us in staying in contact with you prior to the institute. It is important that you e-mail or fax the *Participant Information and Travel Form* to Dionne Ellison at dionnee@naca.org or 803-749-1047 no later than Friday, May 18.

If we can be of assistance to you before the institute, please do not hesitate to contact Becky McNair at beckym@asca.tamu.edu or call 979-845-5262. We look forward to seeing you in St. Louis!

Sincerely,

The 2012 SOI Coordinating Team

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.

Check-In and Departure Times

The Student Organizations Institute check-in will take place on Wednesday, June 27; in South 40 House from 10:00 am – 12 Noon. You will receive your room assignment and key at this time and your workshop packet. The Welcome will begin at 1:00 pm. Please make sure your flight arrives no later than 11:30 am. After 12 Noon, registration will be moved to the College Hall for the Institute. Participants will still need to check into South 40 House to receive their key.

The Institute will end Friday, June 29 at approximately 1 pm. Once you have made your travel arrangements, please complete your *Participant Information and Travel Form* and email or fax to Dionne Ellison at dionnee@naca.org or 803-749-1047.

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, <http://www.metrostlouis.org>, 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.

GO BEST Express Airport Shuttle

1-877-STL-GOVAN (1-877-785-4682) or www.gobestexpress.com to book online.

Shared ride shuttles leave St. Louis Lambert International Airport approximately every 15 to 30 minutes between 6 a.m. and 10 p.m. and begin servicing routes to the airport at 4a.m. Shuttles outside these hours require reservations. Please check for availability. We service all downtown hotels and businesses, the Central West End, downtown Clayton, airport hotels, St Louis University and Washington University. Shuttles to the airport require reservations.

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.

Lodging

Each floor in South 40 House has a laundry room, common area, and kitchen with refrigerator, microwave, and sink. Each common space in South 40 House has various numbers of couches, chairs, and tables. Some have televisions. The second floor of South 40 House has a full kitchen, multi-purpose room, and study room. The third floor of South 40 House has two study rooms. The fourth floor of South 40 House has three study rooms.

Each double room in South 40 House has two extra long twin beds, two desks, two chairs, and two small bookcases/nightstands. Each bathroom in South 40 House has a vanity, shower stall, and toilet. Most shared bathrooms have two sinks.

Each participant will receive one building/suite/room key card at check-in. Key card may serve as entrance into assigned building, sleeping room and meal card. There is a \$5 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 charge for lockouts or replacement key cards outside of office hours.

A linen package will be given to each participant at check-in. The linen package consist of two bed sheets, one pillow, one pillowcase, one blanket, two bath towels, two washcloths and two soaps. There will be a charge for missing linens at check-out.

Charges for missing linens are as follows:

Bedding: \$18 per blanket, \$10 per bed sheet, \$3 per pillowcase and \$5 per pillow
Bath Linens: \$5 per bath towel and \$3 per washcloth

One phone per suite will be provided for local and toll free calls only. Participants must use their own cell phones or calling cards for directory information or long distance calls.

Efforts will be made to honor suitemate requests that are submitted on the *Participant Information and Travel Form*. If you don't have a roommate preference, one will be assigned to you.

Meals

The registration fee includes all meals. Breakfast, lunch and dinner will be served in a food court setting in the Dains Dining Hall located in the Danforth University Center.

South 40 Fitness Center

Located in the South 40 House directly above the dining area, the South 40 Fitness Center offers twenty-nine (29) 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.

Participants may purchase a day pass for \$10 payable by cash or check at the front desk of the South 40 Fitness Center. Please note: no bills larger than \$20 will be accepted.

Smoking

Smoking and tobacco use are prohibited on University-owned and managed properties.

Alcohol and Controlled Substances

No person under the age of twenty-one (21) may purchase or possess alcoholic beverages according to Missouri State Law.

Weapons

The possession or use of firearms, ammunition, explosives or weapons of any sort is strictly prohibited on University property. All participants 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.

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.

Dress

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.

Blackboard Process

SOI will be going “green” this year. Instead of receiving copies of faculty presentations, we will be using an E-Learning online system. The ASCA Central Office will host E-Learning through the Texas A&M University’s online environment.

Each participant in the institute will receive a username and password. You will access the E-learning environment as a TAMU Guest. Further instructions on how to access the system will be sent to you by email with your access information.

E-Learning will have individual folders for specific areas. These will include

- Participant Need to Know (logistical info)
- Pre-reading Folder
- Daily Institute Folders
- PDF X-Changer (allows you to take notes on PDF documents)
- And more

E-Learning is not compatible at this time with iPad or iPad2.

The information will be available to you before, during and after the institute. The instructional areas are equipped with Wi-Fi and outlets so you may use your computer during sessions.

Cancellations and Refunds

Refunds for registration will be made only for requests received in writing at the NACA Office prior to the early registration deadline (May 18, 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 30, 2012). A \$100 administrative fee will be charged for any cancellation. Please DO NOT contact Washington University regarding registration questions. Direct your questions to the NACA Office at 803-732-6222.



**2012 Student Organization Institute
Washington University
St. Louis, MO**

June 27-29, 2012

Wednesday, June 27, 2012 *Advising/Leadership*

10:00 am – 12 Noon	Registration and Housing Check-In
1:00 pm – 3:00 pm	Opening and Session I
3:00 pm – 3:15 pm	<i>Break</i>
3:15 pm – 5:15 pm	Session II
5:15 pm – 6:25 pm	<i>Dinner</i>
6:30 pm – 8:00 pm	Small group discussions – Theory to application of day's instruction

Thursday, June 28, 2012 *Conduct/Risk Management*

7:00 am – 8:00 am	Breakfast
8:00 am – 9:45 am	Session III
9:45 am – 10:00 am	<i>Break</i>
10:00 am – 11:45 am	Session IV
11:45 am – 12:45 pm	<i>Lunch</i>
12:45 pm – 2:30 pm	Session V
2:30 pm – 2:45 pm	<i>Break</i>
2:45 pm – 4:30 pm	Session VI
4:30 pm – 5:30 pm	Group discussion – Theory to application of day's instruction

Friday, June 29, 2012 *Advising Recreational Sports Organizations/Hazing-Not Just for Greeks*

8:00 am – 9:00 am	Breakfast
9:00 am – 11:30 am	Session VII
11:30 am – 1:00 pm	<i>Lunch with a Featured Speaker</i>
1:00 pm	Institute Closing

Tentative Schedule – Subject to Change

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Participant Information and Travel Form
Washington University in St. Louis

Please return this form by email or fax to Dionne Ellison by Friday, May 18, 2012. This will assist us in staying in contact with you prior to the Institute. Please print legibly or type information.

Send form and questionnaire to:

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

Name of Participant: _____

College/University: _____ City/State: _____

E-mail Address: _____ Phone: _____ Fax: _____

Suitemate Preference

Every effort will be made to honor suitemate requests listed on this *Participant Information and Travel Form*.

I am: Female Male Non-Smoker Smoker

Suitemate Preference: _____ School: _____

Travel Plans

I am traveling to St. Louis via: ___ Air ___ Personal Car ___ School Van/Car ___ Other

Arrival Date: _____ Arrival Time: _____ AM/PM

Airline: _____ Arrival Flight #: _____

Arrival Date and Time if Driving: _____

If driving, do you need a parking pass for campus? ___ Yes ___ No

Departure Date: _____ Departure Time: _____ AM/PM

Airline: _____ Departure Flight #: _____

Participant Questions

1.) Which organization(s) are you affiliated with?

___ NACA ___ ASCA ___ NIRSA ___ ACUI

2.) Please write a brief bio for yourself.

3.) What areas do you oversee in your position?

4.) How many years of fulltime experience do you have?

5.) What is the fulltime enrollment at your institution?

6.) How many student organizations are there at your institution?

7.) What led you to register for this institute?

8.) What are the pressing issues pertaining to student organizations that you would like addressed?

9.) How many years have you been advising student organization(s)?

10.) How many years have you been in student conduct?

11.) What are your "Hot Topic" areas for discussion?
