

# 2013 – 2014 Housing Application

## Student Organization Housing

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Campus Living and Community Development offers student organizations the opportunity to apply to live together in housing which serve to support and encourage student organizations based on their shared interests, common goals and organizational mission. Student Organization housing allows groups to continue to develop their organization through a common living space in hopes to assist in connecting their organization further with the campus community. All students living in Student Organization housing choose to do so intentionally, to take their living environment and make it into a shared living and learning experience.

### ***Definition and Purpose for Student Organization Housing***

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Student Organization Housing (SOH) is a housing option available to viable student organizations that have a shared mission, an organizational structure, and a desire to live together in campus housing to assist in the continued growth and development of their group. SOH is designed to increase the range of housing options available to all students. This option allows students to experience the benefits and rewards of small group living while allowing student organizations space to work together, ideally to enhance their organization's mission. Student organizations are eligible for group housing if they meet identified criteria including the presence of a functioning governance structure, the involvement of a faculty or staff advisor, and a commitment to the DePauw community. Student organization housing is available for our NPHC, MGC and local Greek Organizations as well. Student organization housing is not available to members of chapters with existing chapter houses on campus although students in these organizations are free to apply as a group through the Upperclass Housing Application Process.

### ***Guidelines for Student Organization Housing for recognized student organizations***

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In order for an organization to be eligible for SOH, they should demonstrate the following criteria:

- Have maintained status as a recognized Student Organization for at least 3 semesters prior to application
- Be in good standing with the University
- Must be willing to share common space and bedroom with roommates
- The group must have a faculty or staff advisor sign off on the application.
- Membership of the group must be at least one and one-half times the size of the smallest housing unit to be considered for SOH (i.e., since the smallest UOAH available for SOH is 6-person, a group would need to have maintained a membership of 9 for the previous two years in order to be eligible).
- There must be a demonstrated history of active membership and responsible leadership. The groups must have proven leadership within a governance structure consisting of more than one student over two academic years.
- The group must have a clearly articulated mission statement that is consistent with the goals and purposes of DePauw University. The group must address how communal living arrangements within Student Organization Housing will enhance the group's ability to carry out its mission.
- There must be an organizational and governance structure through which the responsibilities of maintaining the residence, coordinating outreach/service activities, educating the members about appropriate behavior, and organizing and managing group activities can be fulfilled. Included in the structure should be a plan for recruitment of new members and leadership succession.
- At the time of application, the student organization must submit a housing roster showing every bed filled for both the upcoming fall and spring semesters. Residents can include sophomores, juniors, and seniors; first year students are not allowed to live in SOH.
- Only group members may reside in the unit. If the number of residents in the unit falls below the facility's capacity during the course of the academic year, the members of the group are responsible for filling the vacancies from among their membership. If during the course of the academic year group membership drops and a student organization is not able to fill every bed for both the fall and spring semester, the student organization may be moved to a smaller facility if one becomes available or Campus Living and Community Development may assign someone to those spaces if there is a need. However, Campus Living and Community Development's goal is to assist the student organization in filling and maintaining the occupancy of their unit.

### ***Guidelines for Student Organization Housing for NPHC/MGC/Local Greek-Letter Organizations***

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In order to be considered for SOH, the NPHC/MGC/Local Greek-Letter Organization should demonstrate viability by meeting the following criteria:

- All chapters selecting and living in a University housing unit must adhere to the Residential Standards Implementation Guide for NPHC, NALFO, MGC and Local Greek Chapters.
- At least two chapter members must live in the facility to request a UOAH unit. These members must be a part of the organization before housing selection takes place. Minimum occupancy must be maintained at all times.

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- Organizations must fill the living unit with its own members until it reaches capacity, however NPHC/MGC/Local Greek-Letter organizations may request a unit one under capacity. This is allowed so that the organization may have space that functions as a chapter room. After this, members have the option to live outside of the facility.
- Due to the fluctuating numbers of members in chapters, the same facility can be requested each year, but will not necessarily be granted to the chapter. Campus Living and Community Development will work with the chapter if they are required to move to a different location.
- Campus Living and Community Development will communicate with Facilities Management regarding each chapter that wishes to have exterior signage so that the broader campus community recognizes and understands where these chapter houses are located.

### ***Occupancy Requirements for Student Organization Housing Campus Living and Community Development***

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Using criteria established by Campus Living and Community Development, the president of each group applying for Student Organization Housing must participate in event registration training (for hosting meetings and gatherings at their unit) as well as risk management training. These training sessions are designed to set the group up for success both intellectually and socially. NPHC, MGC and local Greek-letter organizations will follow the specific trainings, sessions and program as outlined by their Greek Life Coordinator/Campus Living and Community Development Advisor.

### ***Student Organization Housing Application/Review process***

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Once all Student Organization Housing applications are received, they will be reviewed by the selection committee. The committee will be comprised of:

- Director of Campus Living and Community Development
- Director of Housing
- Dean of Campus Life
- Residence Life Area Coordinator for university-owned apartments and houses
- Campus Living and Community Development Student Leaders Staff members
- Greek Life Coordinator/Campus Living and Community Development Advisor
- Student Government Representative

Once applications are made available, Student organizations are welcome at any time to come and speak with someone in Campus Living and Community Development to assist in answering any questions about the application or concerning housing options on campus.

### ***How to apply***

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To apply for Student Organization Housing, please submit the attached application cover sheet and your responses to the respective questions (where applicable) to the Campus Living and Community Development Office no later than **4:30 PM on Friday, March 15, 2013**. Applications will be reviewed and organizations will be notified of their placement by Monday, April 8, 2013.

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### ***Application Cover Sheet for Student Organization Housing***

*Please complete the following information and attach this cover sheet along with other necessary information and documents listed in the application portion of this document. If you have any questions, please contact Campus Living and Community Development for assistance.*

### ***Student Organization Information***

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Student Organization: \_\_\_\_\_

Faculty/Staff Advisor: \_\_\_\_\_ E-mail: \_\_\_\_\_

### ***Organization President***

Student Name: \_\_\_\_\_ DePauw E-mail \_\_\_\_\_

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

ID#: \_\_\_\_\_ Ph#: \_\_\_\_\_ Signature: \_\_\_\_\_

### ***Student Organization Membership applying for Student Organization Housing***

*Please indicate below the individuals looking to live in your potential Student Organization House. Individuals should include their DePauw e-mail, student ID number, gender and Greek affiliation.*

	Student Name	DePauw E-mail Address	Gender	Student ID Number	Greek Affiliation
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

### ***Neighborhood Type***

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In which housing neighborhood does your group prefer to live?

Please rank **all** options with “1” being most preferred and “7” being least preferred: Our office will be working to minimize the number of students who get their lowest ranked preference, however, you **must** rank all options to have a complete application.

\_\_\_\_\_ West Neighborhood\* (Senior students ONLY)

\_\_\_\_\_ General UOAH

\_\_\_\_\_ No Event UOAH

\_\_\_\_\_ General Rector Village

\_\_\_\_\_ Substance Free Rector Village

\_\_\_\_\_ General Residence Halls

\_\_\_\_\_ Substance Free Residence Halls

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\*Note: The “West Neighborhood” is only available for students applying in groups of all seniors

### ***Building Type***

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In the event that your group is placed in a residence hall, in which residence hall do you prefer to live?

Please rank **all** with “1” being most preferred and “4” being least preferred.

\_\_\_\_\_ Anderson Street Hall  
\_\_\_\_\_ Bloomington Street Hall

\_\_\_\_\_ Mason Hall  
\_\_\_\_\_ Senior Hall

### ***Floor Type***

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In the event that your group is placed in a residence hall, on which type of floor do you prefer to live?

Please select the preference that best meets your group’s needs.

Single Gender

Coed

No preference

### ***Room Type***

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In what room types does your group prefer to live? Please rank with “1” being most preferred and “3” being least preferred:

\_\_\_\_\_ Single

\_\_\_\_\_ Double

\_\_\_\_\_ Triple

Please note in this area if certain individuals in your group have varied room-type preferences: (ie. Sam and Alex want to live in a double; everyone else wants to live in a single)

### ***Substance Free Housing***

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Are you interested in living in a Substance Free housing option?

Yes

No

### ***Priority Ranking***

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Considering all of the options above please rank which is most important to you with “1” being most important and “5” being least important.

\_\_\_\_\_ Neighborhood Type  
\_\_\_\_\_ Building Type

\_\_\_\_\_ Floor Type  
\_\_\_\_\_ Room Type

\_\_\_\_\_ Substance Free

### ***Current Living Unit***

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If you currently have Student Organization Housing unit would you like to remain in the same unit next year? This is contingent on your organization meeting the capacity necessary for the unit.

Yes

No

### ***Additional Information:***

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Please include your responses/information to the questions/bullets listed below for Student Organization Housing. Attach your responses to this cover sheet.

#### **Information to be included/attached to application:**

- Group membership roster (including individuals who are not applying to live in SOH)
- Group’s allocations summary for the past two semesters.
- Letter of support/recommendation from your faculty/staff advisor. \*
- Student organization’s mission, vision and or goals \*
- Organization’s governing structure and/or constitution \*

\*If you have a unit currently you do not need to provide the stated items unless there have been changes

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### Reflective questions to respond to:

- How has your student organization been involved on DePauw's campus?
- What events, meetings or gatherings, either in conjunction with your organization or separately, would you be interested in sponsoring with your housemates? If you currently have a Student Organization Housing Unit describe how you have used your unit this year.

**Health/Medical Requests:** All students who have a special health request or medical need which should be taken into consideration in determining their housing placement should contact Student Disability Support Services at (765) 658.6267 by March 1, 2012. Students MUST have made contact by this date in order to ensure their needs will be factor in the initial placement process.

- By checking this box, each group member has read the above information and understands that it is their individual responsibility to contact Student Disability Support Services as needed by each individual.

**Spring Semester:** Which residents anticipate being off campus spring semester?

**Additional Information:** Do you have any additional information that should be taken into consideration regarding the placement of your group? Please use the space below.

**Your agreement:** By completing this application, we acknowledge that we have only applied for housing only applied for housing on this application. We understand that any student(s) found to be misrepresenting information during the housing application process or on any application; we will forfeit our housing application and be assigned later. This includes the forfeiture of spaces for all members of any group housing placement where misrepresentation has been identified or reported.