



## Theme Housing Application 2011-2012

Theme: \_\_\_\_\_

**Community members** (group must be of the same gender)

Name (print)	Signature	Credit hours earned at the completion of this semester
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____
7. _____	_____	_____

*Signatures on this application grant Student Development staff permission to verify my GPA and judicial record*

**Student(s) applying to be an RA will be** \_\_\_\_\_  
(This person must also fill out the RA application)

**Hope Faculty/Staff Advisor** (required by all groups)

\_\_\_\_\_  
Name Department

\_\_\_\_\_  
Email Phone

**Project Supervisor** (Required if your project involves an off-campus community service project)

\_\_\_\_\_  
Name Site

\_\_\_\_\_  
Street address Phone

**On a separate sheet, please answer the following questions.**

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1. What is the theme for your house? Please explain the mission/purpose for your theme house.
2. How will this housing option enhance each individual's curricular and co-curricular experiences? How will this theme cottage support the mission of Hope College?
3. What do you hope members will gain or learn from this living experience?
4. Please list three goals that your theme house members will work toward in the fall semester. Also include detail as to how progress on each goal will be measured.
5. Outline specific events and/or activities that your theme house will conduct each month (September – December and January – April). In order for the selection committee to be well informed, include all activities in as much detail as possible.

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**Applications are due to the Student Development Office by 5pm on Wednesday, January 12, 2011.**

## Hope College Theme Housing Agreement 2011-2012

By making a commitment to live in a theme house, I understand that there are increased expectations for me and the community members. These expectations include self-responsibility, peer accountability and open communication with the Residential Life staff. By signing this agreement, I understand that:

- The members of the theme house will follow through with all goals set and programs outlined at the beginning of each semester.
- The theme house members will have a Resident Assistant who will live in the cottage and work directly with and oversee the community.
- I will participate in training that the RA will provide to educate me about facility matters, safety concerns, and Residential Life protocol.
- I will contact my Resident Assistant in a timely manner regarding incidents of policy violations, community conflicts, physical or mental crisis, safety and/or facility concerns.
- I will be held responsible for all College policies and housing procedures.
- The theme house community members will be held to the College standard of facility cleanliness.
- The theme house community will meet with a Residential Life staff member as deemed necessary by the Department of Residential Life.
- We agree, as a themed community, to fill any spaces that become vacant in our cottage. We understand that spaces which are not filled by us may be filled at the discretion of Residential Life staff.

If I do not adhere to this agreement or if I violate college policy, The Office of Residential Life has the ability to reassign me to another housing unit.
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Signed \_\_\_\_\_

Date \_\_\_\_\_

Signed \_\_\_\_\_

Date \_\_\_\_\_

Signed \_\_\_\_\_

Date \_\_\_\_\_

Signed \_\_\_\_\_

Date \_\_\_\_\_

Signed \_\_\_\_\_

Date \_\_\_\_\_

Signed \_\_\_\_\_

Date \_\_\_\_\_

Signed \_\_\_\_\_

Date \_\_\_\_\_

# Hope College Theme House Advisor Expectations

## 2011-2012

Residential Life is vital to the co-curricular life at Hope College. The guidance an advisor can provide is essential for the development of student leaders. The purpose of the following expectations is to ensure consistency with all theme house advisors and provide direction for advising theme house communities. If there are questions in regards to the expectations, please contact the Assistant Director of Residential Life and Housing in the Student Development Office. In the event that an advisor does not fulfill these responsibilities, the advisor will be asked to remove themselves from their role as the theme house advisor.

### **Administrative Responsibilities**

- Relate well with college-age individuals and should enjoy such association.
- Attend scheduled activities and meetings as available and/or needed.
- Must be a member of the College administration, faculty or staff.
- Understand the expectations of the theme house community.
- Assist in forming goals for the theme house community.
- Advisors should make themselves available to counsel with officers or members of the group to help them with personal situations as well as problems that may arise during activities of the organization. Inform the Residential Life staff as soon as you are aware that personal conflicts in the group have arisen.
- Evaluate programs and goals of the theme house.
- Meet on a regular basis with the leader of the community.
- Clarify expectations at the beginning of the year—both of the students to the advisor and advisor to the students.
- Must attend the advisor training sponsored by the College on a yearly basis.

### **Event Planning**

- Knowledgeable of all aspects of theme community sponsored activities.
- Work with the leadership of the organization to ensure that all programs or events follow college policies.
- Help the community members identify college and community resources and assist in planning events.

### **Hope College Policies and Procedures**

- Clearly articulate the need to understand, accept and follow all college policies as well as to obey all laws.
- Report all policy violations to Residential Life staff.
- Be familiar with the college facilities, procedures and services that affect the group's activities.

### **Organization's Responsibility to their Advisor**

- Inform the advisor of the community's purpose, activities and goals for the year.
- Notices of meetings should be given to the advisor in a timely manner. Every attempt should be made to set a time that is convenient for the members, as well as the advisor.
- Members of the theme community should maintain a close relationship with the advisor and should provide opportunities for the advisor to meet as many members as possible.
- Members should provide full disclosure to their advisor of all events and activities sponsored by the theme house community.

## **Faculty/Staff Advisor Statement**

*Required of all Theme House proposals*

I understand what my duties will be as an advisor of the \_\_\_\_\_ Theme House. I agree to advise the group of students involved in this proposal for the academic year. I also agree to provide evaluations of this Theme House project and the members' performance as requested by the Hope College Office of Residential Life. I also agree to attend advisor meetings and meetings of the theme house community and Residence Life staff as needed. I acknowledge my responsibility for involvement in the community and understand that failure to complete my advisory responsibilities may jeopardize the community member's ability to remain in their college housing assignment.

A copy of this proposal was submitted to me on or before January 12, 2011, and I have had an opportunity to review and discuss the proposal with the students involved.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Email

\_\_\_\_\_  
Phone

## **Project Advisor Statement**

*Required if your project involves off-campus community service.*

I understand what my duties will be as an advisor of the \_\_\_\_\_ Theme House. I agree to advise the group of students involved in this proposal for the academic year. I also agree to provide evaluations of this Theme House project and the members' performance as requested by the Hope College Office of Residential Life. I also agree to attend advisor meetings and meetings of theme house community and Residence Life staff as needed.

A copy of this proposal was submitted to me on or before January 12, 2011, and I have had an opportunity to review and discuss the proposal with the students involved.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Email

\_\_\_\_\_  
Phone