## Theme House Proposal 2024- 2025

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| House Name:  | Proposed House Address: |
| House Manager: | Phone Number: |
| House Advisor: | Advisor Campus Phone: |
| Advisor’s Signature: | Date: |

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| **House Member Applicants** |
|  | **ID #** | **Name (print)** | **Signature\*** | **Cell Phone** | **GPA** | **Meal Plan** |
| 1. |  |  |  |  |  |  |
| 2. |  |  |  |  |  |  |
| 3. |  |  |  |  |  |  |
| 4. |  |  |  |  |  |  |
| 5. |  |  |  |  |  |  |

***An alternate is someone who agrees to have their housing assignment changed and be moved into the house if a vacancy occurs from the group above. The alternate will be notified (not consulted) by Residence Life if their housing assignment is changed.*** Alternate: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Applications are due Friday, March 1st to Residence Life, located in the Student Development Suite in the Kent Campus Center.** Interviews for theme houses will be on Tuesday, March 5th between 2 and 4:30pm and Wednesday, March 6th between 10am and 12pm. If possible, all members should be present for the interview and can sign up for a time when they submit their application.

PLEASE NOTE: Applications that are under capacity for the space they are applying for will NOT be accepted. You must fill your house to its maximum residential capacity. If you have students graduating at semester, please also have a plan in place to fill those vacancies mid-year.

Theme House Information and Requirements

* Each house is required to accomplish four theme-related projects each semester. The House Manager is ultimately responsible for making sure these occur.
* The House Manager is the liaison between the house and Residence Life (job description below).
* Failure to complete house requirements may lead to a 100-point addition to lottery numbers for the following year.
* All Theme Houses are designated as alcohol-free spaces. This includes all common areas as well as private rooms.
* In order to park in the parking lots and driveways around theme housing, a Simpson parking decal is required.

Theme Housing options

* 903 North E Street
	+ Five members. This is currently the Performing Arts House. Two 2-person bedrooms, one 1-person bedroom, and two bathrooms with laundry in-house.
* 705 North D Street (Women & Gender Resource Center)
	+ Four members. One large bedroom and one small bedroom, with flexibility for arrangement and two bathrooms. In-house laundry. Applicants for this house will demonstrate a commitment to women and gender topics on campus. This house will be advised by Jessica Pierce,
* 411 West Clinton Avenue (La Casa Unida and/or Multicultural House)
	+ Four members. Two 2-person bedrooms upstairs with one bathroom upstairs and one downstairs and laundry in-house. Applicants for this house will demonstrate a commitment to multicultural diversity on campus. This house will be advised by Molly Tun, Assistant Professor of Spanish; World Languages and Culture. Interested applications should confer with Molly to discuss application.

Advisor Responsibilities: Advisors are expected to work with house managers to advise program ideas & strategies, provide guidance on house issues, and maintain a general awareness of the goals and progress of the house.

Application Questions:

Please answer the following questions as a group. Please be thorough in your answers and attach responses to this application.

1. Why is the theme of the house you are applying for important to campus and to you as individuals?
2. Please identify three goals that your group hopes to achieve through living in a theme house, and please indicate what steps you will take to achieve them.
3. Please describe at least three events your house would like to plan in the next academic year. For this portion of the application, assume that you have a budget of $300 to spend over the three programs. Consider how you would prepare for and run the event, advertising ideas, goals for program, etc.

Theme House Manager Job Description

Performing Arts House

* Responsible for being the primary communication liaison to both house advisor and Associate Director of Residence Life.
* Notify the Department of Residence Life regarding room assignments and work order issues.
* Aid in resolutions with roommate or housemate disagreements.
* Work with Associate Director of Residence Life to facilitate the closing of the house at the end of academic year.
* The position is an unpaid, volunteer position within the Performing Arts house.

Carver Cultural Center, La Casa Unida, and Women & Gender Resource Center

* Responsible for being the primary communication liaison to both house advisor and Associate Director of Residence Life
* Notify the Department of Residence Life regarding room assignments and work order issues.
* Aid in resolutions with roommate or housemate disagreements.
* Work with Associate Director of Residence Life to facilitate the closing of the house at the end of academic year.
* Responsible for planning, organizing, and implementing at least 4 house-led programs per academic semester. These efforts are likely the result of all the house members and should be in collaboration, although the house manager is the person ultimately responsible for these activities.
* Payment for the house manager is $1,000 for the year, divided over 10 payments (paid on the 15th of each month from September through June). Payments will be modified in the event of house manager only being present on campus for a portion of the academic year. This is considered a paid student position on campus.