

Special Interest Housing

Thank you for your interest in special interest housing. Through the special interest housing initiative, communities in the North and South student neighborhoods contribute invaluable service to their neighbors by providing educational programming, sponsoring community gatherings, and devoting time and energies to philanthropic projects. Your group's efforts over the next year to enhance the student neighborhoods through similar initiatives will continue to enrich our educational environment and promote our Catholic and Marianist values.

Criteria for Selection

All student groups who wish to apply for or retain a special interest house for the 2014-2015 academic year must apply as a group. Please know that the quality of your proposal will affect whether your group will be awarded/able to retain a house.

Having a special interest house is a privilege. In order to be approved, all groups must demonstrate:

- Good disciplinary standing of both the organization **AND** individuals on the special interest housing application
 - **NOTE:** Being on University Disciplinary Probation at the time of application could make a student ineligible to live in a special interest house for the 2014-2015 academic year.
- Sponsorship by a recognized student organization or program/department
- Identification of an organizational adviser **AND/OR** a house adviser; (**SEE "ADVISER" SECTION FOR DEFINITION OF ORGANIZATIONAL AND HOUSE ADVISER**)
- A comprehensive proposal complete with goals and action plans that is consistent with the learning and community living principles of the institution, as articulated in UD's Commitment to Community document.

Expectations for Experience

The expectations below apply to all groups that are awarded a special interest house for the 2014-2015 academic year. Failure to meet any of the expectations below may result in revocation of the house as well as applicable disciplinary consequences:

- Completion of six online risk management modules by each resident living in the special interest house by October 31, 2014.
- Full occupancy of the special interest house for both semesters by 2014-2015 junior and senior students who are either affiliated with the sponsoring program or recognized members of the organization in good standing.

- **NOTE:** Groups will be provided the opportunity to fill any vacancy that occurs within a special interest house. In cases where a group is unsuccessful in filling a vacancy, Housing and Residence Life can either assign a student into the vacancy or charge the students living in the house for the vacancy.
- **NOTE:** Should a special interest house fall below half of the group's capacity, Housing and Residence Life will reassign the students living in the house to other housing.
- Respectful care and maintenance of the property and an absence of vandalism or damage deemed excessive by Residential Properties.
- Completion of S.M.A.R.T. goal progress reports and deadlines as directed by the Housing and Residence student neighborhood staff.
- Adherence to University policy by the organization and/or residents living in the special interest house.
- Use of the special interest house in a manner that is consistent with the vision for special interest housing and the University's Commitment to Community.

Timeline

Below is the timeline for the 2014-2015 special interest housing process:

- **November 11, 2013:** 2014-2015 special interest housing process begins. Groups meet to determine a group leader for the house and develop the content of the special interest housing proposal.
- **January 15, 2014:** Housing portal opens.
- **January 31, 2014:** Deadline by which the group leader must submit the proposal on behalf of the group applying for a house.
- **February 28, 2014:** Date by when groups will be informed of their status. Groups will either be awarded a house, be awarded a house conditionally, or not awarded a house.

Application Procedures

Groups seeking to retain their special interest house and new groups requesting a house are required to complete the 2014-2015 housing contract/application and submit answers to the proposal questions in order to be considered for a special interest house for the 2014-2015 academic year.

The special interest housing process occurs in two parts. As you prepare for this year's process, please take note of the following dates:

Between November 11, 2013 and January 15, 2014

Groups need to collect the following information in preparation for submitting their online proposal for a special interest house:

- ✓ Determine a group leader for the house. **This person, and only this person**, will submit all proposal information on behalf of the group applying for a house.
- ✓ Collect the names and student ID numbers of all group members committed to living in the special interest house for the 2014-2015 academic year.
 - **NOTE:** If you know that one group member is planning on studying abroad or coping out of town for one of the semesters, please prepare your plans for filling the vacancy.
- ✓ Collect the name, phone, email, and campus address of the group's organizational and/or house adviser. (**SEE "ADVISER" SECTION FOR DEFINITION OF ORGANIZATIONAL AND HOUSE ADVISER**)
- ✓ Provide a letter of support from the group's organizational and/or house adviser.
- ✓ Prepare answers to the proposal questions. Responses should be written in paragraph form with proper grammar and keyed so that group leader can cut and paste answers into online application form that will be available beginning January 15, 2014.
 - **NOTE:** Any required attachments must be submitted with the application. No documents will be accepted after application deadline.

Between January 15, 2014 and January 31, 2014:

The group leader, and **only the group leader**, will:

- ✓ Go to myhousing.udayton.edu to complete his/her the individual housing contract/application*.
- ✓ Create a roommate group, the group's name and a password. The name of the roommate group must start with the organization name and then state the name of the group leader.
 - For example, Honors, John Smith.
- ✓ Email all roommate group members the name of the roommate group and password so that they can add their name to the roommate group that was created by the group leader.
- ✓ Cut and paste proposal answers into the appropriate text boxes in the housing portal.
- ✓ Attach adviser letter(s) to the appropriate text boxes in the housing portal.
- ✓ Attach any additional proposal attachments to the appropriate text boxes in the housing portal.

Each group member will:

- ✓ Go to myhousing.udayton.edu to complete his/her individual housing contract/application*.
- ✓ Join the roommate group created by the group leader.
 - **NOTE:** Only the group leader will cut and paste the answers to the proposal questions and attach any documents.

*The individual housing contract/application outlines the terms that a student must abide by in order to live in University housing. Each roommate will need to complete the housing contract in order to participate in the special interest housing process.

Proposal Information

All special interest housing proposals **MUST** include:

- Names and student ID numbers of all the members of the group applying for a house.
- Identification of the sponsoring group/organization as well as the name(s) of an organizational adviser, and applicable house advisers.
- Letter of support from the organizational and/or house adviser(s).
- Completed answers to the proposal questions.

Proposal Questions

GROUP LOCATION:

Current Groups Complete: Please provide the current address of your special interest house.

New Group Applicants Complete: If you are a new group applying for a house, do not answer this question.

MISSION & IDENTITY:

1. **MISSION AND VALUES:** What are your group/organization's mission and values?
2. **REPUTATION:** At the end of the 2014-2015, what would you like your house to be known for (what would you hope to have accomplished?)
3. **S.M.A.R.T. GOALS:** Please list 2-3 S.M.A.R.T.* goals that reflect your organization's mission and address the following areas:
 - **SERVANT LEADERSHIP:** Servant leadership is an expectation at the University of Dayton, and servant leaders actively participate in creating

solutions for problems that threaten the well-being of the campus community. What goal will your group set for itself in terms of being servant leaders in the student neighborhood?

- **COMMITMENT TO COMMUNITY:** How will your group utilize the special interest house to promote your group's mission in the student neighborhoods?
4. **RESOURCES:** What resources will your group need to attain its S.M.A.R.T. goals?
 5. **ACCOUNTABILITY:** What role will each resident in the special interest house play in attaining your group's S.M.A.R.T goals? How will you know that your group has successfully attained its S.M.A.R.T goals?

GROUP EXPECTATIONS:

6. **HOUSE RULES/COMMUNITY LIVING AGREEMENTS:** List the house rules/community living agreements that your group will use to communicate group expectations for living in the house.
7. **PROCESS:** How will you hold yourselves accountable to the house rules/community living agreements? How will your group manage conflict that arises between roommates?
8. **DISCUSSION:** Under which circumstances will your group meet to revise your house rules/community living agreements? What process will your group employ to ensure that adequate time is set aside to revise house rules/community living agreements?
9. **VIOLATIONS:** How will your group address any violations of house rules/agreements, organizational rules, and University policy?

ADVISERS:

10. **ADVISER NAME AND CONTACT INFORMATION:** Please provide the name, phone number and email addresses for your organizational and house advisers.
11. **ROLE OF THE ADVISER:** Advisers are integral to the success of your house. Describe the role your organizational and/or house adviser will play in your special interest house?
12. **ADVISER EXPECTATIONS:** What expectations has your group identified for the organizational and/or house adviser in supporting your house community, your goals, and your plan?

13. **COMMUNICATION:** How will your group communicate with your organizational and/or house adviser (and how frequently)?

LOCATION:

Location is important aspect of the special interest housing experience. The special interest housing committee will strongly consider location requests by groups that have demonstrated the connection between their desired location and their S.M.A.R.T. goal outcomes.

14. **CHANGE OF LOCATION (TO BE COMPLETED BY CURRENT GROUPS):** If you wish to change your group's address for the 2014-2015 academic year, please indicate what S.M.A.R.T. goals are not being attained as a result of the location, configuration, and/or condition of your current house. In what ways is your current house preventing your organization from attaining its S.M.A.R.T. goals?

15. **FULFILLING GOALS (TO BE COMPLETED BY CURRENT GROUPS):** Please list up to three new houses/addresses for the special interest housing committee to consider as new locations for your organizational house. Describe how each of the new houses/addresses will assist your organization in attaining the S.M.A.R.T. goals listed above.

- **NOTE:** Providing a response to these questions does not guarantee a change of location or a specific address.

16. **REQUEST FOR A SPECIFIC LOCATION (TO BE COMPLETED BY NEW GROUP APPLICANTS):** Please list up to three houses/addresses that will assist your organization in attaining its S.M.A.R.T. goals. Additionally, please explain how each of these houses/addresses will assist your organization in attaining its S.M.A.R.T. goals.

Letter(s) from Adviser(s)

Please see the definitions below for an organizational and a house adviser.

Organizational Adviser: The organizational adviser is the faculty and/or staff member who works with the organization and is identified by Center for Student Involvement as the recognized adviser for the organization.

House Adviser: The house adviser is the faculty and/or staff member who works directly with the students living in the house. The house adviser will assist students in addressing issues that pertain to community living.

- **NOTE:** Values-based Greek organizations are required to have both an organizational adviser and a house adviser. For all other groups, the organizational adviser can also serve as the house adviser.

Letters of support from an organizational and/or house adviser **must be uploaded as part of the online application process and received no later than January 31, 2014.** All letters should include the following:

- Why are you confident that these students will contribute to the academic mission of the institution through their living environment? What is your understanding of how they will do so?
- How will you support their proposed programmatic initiatives?
- Have they shared their community goals and plan with you? What are your thoughts about it?
- How often will you communicate with them to support them in achieving their community goals?
- If you are serving as the house adviser, will you be available to assist residents with issues that impact their living experience in the house?

Information Sessions and Workshops

The special interest housing committee is offering information sessions and workshops to inform groups of the 2014-2015 special interest housing process and to offer assistance with proposals. The dates, times and locations of the information sessions and workshops are listed below:

Information Sessions:

- November 21: Kennedy Union 310, 7:00-8:30PM
- December 3: McGinnis Center main meeting room, 2:00-3:30PM
- January 16: Marianist Commons, 6:30-8:00PM

Workshops:

- January 15: Marianist Commons, 6:30-8:00PM
- January 17: Kennedy Union 310, 3:00-4:30PM
- January 29: Virginia Kettering Hall main meeting room, 3:30-5:00PM

A sample special interest housing proposal is available on the Housing and Residence Life website for you to review. You can access the application by clicking on the "sample special interest housing proposal" link in the "Resources" section. If you require additional assistance in developing your application, please contact your organizational and/or house adviser. **All applications must be completed and submitted online by 4:30 pm on Friday, January 31, 2014. Notification of award of a house will occur by Friday, February 28, 2014.**

Resources

Please consult the following resources as you construct your proposal:

- [Commitment to Community Document](#) (.pdf)
- [S.M.A.R.T. Goals](#)
- [Sample house rules/community living agreements](#)
- [Sample special interest housing proposal](#)

Contact

Should you have any questions about the 2014-2015 special interest housing process, please contact:

Housing and Residence Life
210 Gosiger Hall
Phone: (937) 229-3317
Email: housing@udayton.edu