RA Training

Prior to the start of each semester a comprehensive pre-service training program is presented to you and your fellow RAs. These trainings are coordinated by the Area Coordinators and Residence Hall Directors (ProStaff) and consist of educational sessions and team building opportunities. We believe that this training is the key to your success as a Resident Assistant at RIC and welcome your input in developing future programs.

During each training period all RAs are required to attend every scheduled session and are not allowed to carry work at another job. Training traditionally runs each day from 9am to approximately 11pm. All meals are provided during training, except for any scheduled days off. If you feel that you have a conflict that precludes you from attending any portion of RA training you must contact your supervisor immediately to see if alternate arrangements can be made. Exceptions are granted on a very rare basis.

Fall Training

Fall training is approximately 2 weeks long. The goals of this training period include:

1. Educating new and returning resident assistants about proper enforcement of college policy and necessary procedures.
2. Share departmental goals and philosophy, for example “Community Development”
3. Make all resident assistants aware of departmental and campus-wide resources.
4. Build team and community amongst each hall staff and Residence Life staff as a whole.
5. Help all resident assistants feel prepared for beginning of the semester.
6. Build on the skills of the returning resident assistants through educational sessions and opportunities for them to assist in the production of training.

Sample training topics from the Fall include:

- Conflict/confrontation Skills
- Effective Listening/Communication Skills
- Diversity Awareness
- Teambuilding/Ice Breakers
- Ethical Decision Making
- Self-Harm

Spring Training

Spring training is traditionally shorter, approximately 1 week long. Goals for spring training include:

1. Reconnect the staff as a team and energize them for second semester.
2. Revisit topics that require further development and exploration.
3. Integrate any new staff members into our community.
4. Introduce new training topics that build on previously taught skills.
5. Refresh any needed areas, including policies and procedures.

Sample topics from Spring Training:

- Teambuilding
- Advanced referral skills
- Community Development

RA Development Opportunities

To promote the growth of the Resident Assistant staff it is crucial to engage in development opportunities within
the RIC community as well as the New England area. As part of the RA job you will be required to participate in trainings and conferences throughout the year. In the past staffs have participated in the Boston Area College Housing Association (BACHA) RA Conference, Resident Assistant Leadership Conference, The Diversity Summit, staff readings, and other on-campus opportunities.

Additionally, it is important to use the internet as a resource to develop ideas and personal development as a paraprofessional. Many of the popular websites for this are no longer active, but one way to still connect is through social networks. Engaging in social media dialogue may be a great way to connect with other RAs across the country and share ideas. Please utilize this resource at your own risk and with the appropriate amount of responsibility. Please see the role modeling section (below) for more details.

**RA Secondary Assignments**

All RA’s will be involved with two secondary assignments that are advised by ProStaff. The RA will be assigned two of these positions prior to the start of the academic year. As this is part of the requirements of your RA contract. Listed below are the descriptions of the eight secondary assignments:

For ALL MEETINGS: Notify the ProStaff in charge of the assignment if there is a need to miss a meeting at least 24 hours ahead of time. Missed meetings could result in a written warning or probation.

**Senior Resident Assistant Council**

The SRA from each staff is responsible for being an active member of the Senior Resident Assistant Council. SRA meets bi-weekly and is responsible for planning different activities for resident students as well as for improving things relating to resident students. The responsibilities for the RSA Secondary Assignment are listed below:

- Act as a regular member of SRA council
- Plan one all hall event per semester
- Make programming log
- Other duties as assigned by the ProStaff advisor and council

**S.T.A.R.R.**

The selection, training, recruitment, and retention committee assist with the selection and training of resident assistants. The committee will meet bi-weekly and discuss and evaluate past trainings while preparing and improving future ones. RAs will help plan and assist with the recruitment process during second semester. This is a new assignment and will continue to grow and change throughout the semester.

**Hall Council Co-Advisor**

Each residence halls has a Hall Council that is advised by the ProStaff and the Senior RA. The Hall Council is responsible for planning events for the building and for hall improvements etc. The responsibilities for the Hall Council Advisor Secondary Assignments are listed below:

- Prepare Hall Council recruitment materials. Materials will be placed in hall before opening day.
- Work with ProStaff to prepare first Hall Council meeting.
- Work with ProStaff to facilitate Executive Board election to be held by the third meeting.
- Support Hall Council in the preparation for events.
- Attend all Hall Council Meetings and Events. (Absences to be approved by their ProStaff prior to
Front Desk Supervisor

Each building except Willard Hall has a front desk area that is staffed with a desk attendant. They are responsible for signing in guests and being a presence at the front desk areas. One RA is responsible for coordination of the desk attendants and the requirements for this position are listed below:

- Prepare promotional materials for hiring Front Desk attendants to be placed in their hall before opening day.
- Actively recruit attendants using All Hall Meetings and other resources.
- In Browne, Sweet, Thorp and Weber Halls ensure that there is a full schedule of attendants covering at least 7pm to 12 am on Sunday. Monday, Wednesday, Friday & Saturday; 7pm to 2am Tuesday and Thursday. In New Hall ensure that there is a full schedule of attendants covering at least 4pm to 12 am on Sunday. Monday, Wednesday, Friday & Saturday; 7pm to 2am
- Work with your ProStaff to ensure that all attendants complete their employment paperwork BEFORE they start working (this might include sending them to the Housing Office complete the necessary paperwork). Deb Paquette is the contact person for this paperwork.
- Work with the ProStaff to interview, select, and train attendants.
- Submit all timecards by listed deadline to the ProStaff. RAs will receive a written warning if time cards are late. Repeated violations will result in further judicial action.
- Maintain regular communication with the RHS and the attendants with regard to hiring’s, terminations, staff performance and issues/concerns related to the front desk program.
- Check with RA staff to ensure attendants are working as scheduled.

Calendar Committee

The calendar committee will be made up of one RA from each staff that is responsible for coordinating all of the residence hall events and getting information out to students. The responsibilities are listed below:

- Create, coordinate, and update the large building calendar located in each lobby/lounge/rec room with RA events from each building.
- Be in communication with the other RAs on his or her staff within 4 days after the following month’s event planners are due (For example: if the event planners are due on September 20th, by September 24th, the calendar RA should have all four of their buildings events in hand—the names of the events, dates, times, and locations).
- Once the events are in hand, the RA should email all the information for each event to the HD supervisor. Once all are received, the HD will address any conflicts and then email all info out to each RA responsible for creating the calendar.
- RAs should update the calendar as needed.
- The calendar should be large, professional looking, creative, colorful, and pleasing to the eyes.
- In order to increase attendance at the events, rewards will be given based on those that attend events. Each RA that holds an event should take attendance at their events. All attendance sheets should be given to the Calendar RA.
- The calendar RA should work with their HD to coordinate rewards based on attendance sheets obtained from each RA.

Bulletin Board

One RA from each staff will be create and maintain a low monthly educational bulletin board in each of their buildings. The responsibilities are listed below:
• Decorate, maintain, and clean the resource room on a rotating weekly schedule.
• Coordinate and create an educational monthly bulletin board for RA’s hall.
• Theme must be approved by the ProStaff in advance
• Bulletin board should be changed and updated by the first of every month.
• Bulletin board should be large, professional, creative, and colorful.

**RA Council**

One RA from each staff will serve as a member of the RA council. The purpose of the RA council is to provide an atmosphere where RA’s can bring concerns and comments to the professional staff in a courteous manner. This is a forum where RA’s can voice concerns, comments, or challenges to the group and in turn work to develop solutions to those concerns and challenges. They will meet bi-weekly to discuss recognition, event planning and feedback. Responsibilities include:

• Serve as a liaison to staff to bring concerns and ideas to the council.
• Work to organize social events for the staff on a monthly basis.
• Work through as a group, any issues or concerns pertaining to the RA staff and work to develop solutions.
• Attend all meetings on time and stay for the duration of the meeting.
• Express concerns and ideas in a professional manner.
• Respect everyone and their ideas.
• Work hard on recognition to keep the staff motivated.
• Relay information to and from staff.

**RA Media Coordinator/Newsletter**

Each hall will have at least one RA from there staff responsible to serve as Media Coordinator. Each month they put out an all hall newsletter for the community at large. The newsletters length and content is at the discretion of your supervisor. Additionally as a coordinator for media, this RA may be responsible for managing to contributing to the social media presence of the residence hall.

**Deadlines & Consequences**

All deadlines as directed by your supervisor and the department are to be met by the Resident Assistant staff. If you miss a deadline, be it for event paperwork, a secondary assignment or other task, a progressive disciplinary process will be implemented.

The Tier system is a way of determining specific disciplinary actions for the Resident Assistant staff. All incidents will be recorded in writing by your supervisor. All Tiers are at the discretion of Office of Residential Life & Housing staff and may be changed as seen fit.

**Tier 1:** Administrative Offense

- Tardiness: event planners, roster verifications, bulletin boards, calendars, incident reports, receipts, evaluations, etc.

**Tier 2:** Absenteeism

- Second administrative offense (any repeated offense of tier 1)
- Absenteeism: missing duty, staff meetings, all staff meetings, etc.

**Tier 3:** Violation of departmental expectations
- Repeated offenses previously mentioned
- Severe disregard for departmental expectations
- Safety and security violation
- Not maintaining a 2.5 GPA for an individual semester and/or overall GPA
- All of these can lead to Termination of employment

Roles of the Resident Assistant

The Resident Assistant (RA) has many roles. The description that follows highlights some of the more prevalent responsibilities that the RA must face.

Role Model (on & off Campus)

The first and most influential role that you have as a Resident Assistant is being a role model. Remember, when you are placed in a residence hall as a staff person, the very fact that you hold this position says to every student that you possess certain characteristics that the college respects and considers important. To new freshmen you are looked to as a model for them to emulate.

However, one of the key elements in determining appropriate role models is to find role models with which students can easily identify. If the role model is too far removed from what the individual believes he or she can become, the role model has less influence. In other words, the standards and behavior exhibited by the role model must be perceived as attainable by the student. The advantage that undergraduate RAs may have is that their experience is not too far removed from the experiences of an incoming freshman. Thus, incoming freshman can more readily identify with a younger RA than with an older one.

As a resident Assistant, you model behavior that others will come to assume is appropriate behavior for students in college. If you emulate good study skills, there is an increased chance that new students in your living unit will also begin to emulate this pattern of study. Likewise, if you spend most if your time throwing a Frisbee up and down the hallway, drinking beer with a certain group of people in your hall, or continually find that your time is occupied by your boyfriend or girlfriend, you are setting an entirely different model of behavior and communicating your values by your actions.

As a Resident Assistant you are expected, as part of the role model responsibility, to live by the rules, regulations, and policies that the college has set. Unless you can abide by them, do not expect your residents to do so. And if you cannot abide these policies, you have no business being a Resident Assistant. When you accept responsibility as a Resident Assistant, you also make a commitment to the position as defined. If you disagree with the institution’s policies and regulations, try to change them through the appropriate supervisory channels. If you cannot change them and cannot live with them, resign. Do not do yourself, the college, and your residents a disservice by not enforcing the rules or pretending that the policies and regulations do not exist.

Whether you like it or not, your RA position extends outside of your residence hall and on the campus. This does not mean that you go about campus enforcing random rules and regulations, advising students on this and that, and generally asserting your staff position in places it is not called for or welcomed. It does not mean that your
role modeling responsibility carries beyond your hall. If you believe that you shed the cloak of Resident Assistant when you leave your hall, you are mistaken. While on campus you are expected to conduct yourself as a member of the staff. It is amazing how many RAs believe that as soon as they leave the residence hall, they can become as wild and reckless as they please. Not only is this illogical, it is also irresponsible. Your role as a model for other students is one of the most important duties that you will assume. Handle the responsibility carefully and with the respect it deserves.

Counselor/Helper

The second role that an RA serves is as a counselor, consultant, or advisor. The word counselor may be a misnomer. The RA might more appropriately be considered to hold a helping or advising role. This function is an integral and important part of being a Resident Assistant. Students may undergo many adjustments, many stresses, and many crises throughout the academic year. They are torn away from their families, the comfortable and familiar surroundings of their homes, and their established friends. They are asked to live among a group of peers whom they do not know and asked to study and produce more than what they have ever had to do before. At the same time, they are often undergoing tremendous psychological adjustments in their transition into adulthood. It is in the residence hall, in the day-to-day living environment, that many of these growth experiences. Emotional traumas and crises come to light. It is in the residence hall that the students’ values will be challenged by other students. Their knowledge of themselves and their ability to work with other people will be tested. For many students who are used to a quiet, private environment, a group situation is very threatening and difficult. It is the RA who is expected to help students through this unique experience.

Providing information and “advice” are very important functions of the RA position and among the primary reasons for its existence. To do this in a counseling framework, you must begin to establish a firm, positive, friendly relationship with each person in your hall—not selectively with only those you like, but an open, understanding, and warm relationship with each person in the unit. You must be accessible to everyone. You must be viewed as fair, consistent, and knowledgeable about the college. Only then will people come to you with their concerns. Only after they know you as a person will they come to you with their problems. People do not talk with somebody about their feelings that they do not know and trust.

The advising/helping role can be taken one step further. It is the RA who has the best opportunity to help students who are experiencing minor problems and to help identify students who are experiencing major problems. Identification of students who are undergoing some form of personal crisis or severe depression can literally save a student’s life by preventing suicide. One last aspect of this role is referring people with a serious problem to the appropriate offices or services.

Teacher/Educator

The third role that the RA assumes is that of a teacher. By this we mean teaching in a formal sense, not simply the informal teaching involved in role modeling. The RA teaches many things, specifically: (1) the RA provides general information about the college, about things that are happening on campus, and about services that the college offers; (2) When the RA, along with the members of his or her floor, invites the speaker to the hall, he or
she is creating a situation in which formal learning takes place and by organizing this meeting, he or she becomes part of the teaching process; (3) The RA teaches group-process skills in floor meetings, in groups planning an activity, in floor elections, and through student activities within the building—all situations in which the RA helps define, through modeling behavior or through formally teaching, appropriate behavior and skills; (4) The RA teaches through his or her own personal behavior and through late night discussions (bull sessions) in which such issues as sex, religion, politics, and career plans are not discussed. The RA is an agent in this teaching process and at the same time becomes a learner, for not only does he or she challenge other students’ values, but his or her own are also challenged; (5) The RA educates resident students to the goals of the Residence Life department, which supports and compliments the mission statement of the College.

**Administrator**

Our business is housing. This requires that administrative tasks be performed. Failure to perform administrative tasks can foul up the services that residents receive, making life just as miserable for them as trouble with a roommate or academic problems can. The RA is a link in the administrative chain when it comes to things such as room inventories, damage assessment, and room charges. When the process is messed up at one point in the chain, everyone thereafter has to suffer the consequences. Those consequences may be a waste of time, the loss of money, or the wrath of an irate resident. Please do not minimize the importance of this role.

**Judicial**

Another role is that of a disciplinarian. We have said that RAs are not the police and that is true. RAs are not expected to vigorously and doggedly pursue violators of rules and regulations. It is, however, your role to deal with violations which may come to your attention, through the reasonable exercise of your duties. This is a role that very few staff members perform comfortably, but it is essential to the maintenance of a reputable, pleasant environment in which to live. Fortunately, most residents respond favorably to reasonable requests to make their behavior more responsible.

**Student**

The last and most important role an RA has is that of a student. Without fail, RAs rank their goals of seeking an education as their first priority. Truly, the first responsibility of the RA is to his or her studies. However, RAs often find their studies pushed to a second priority and the RA position becomes all consuming. People begin to place unreasonable demands on RAs’ time, and wishing to do a good job, many RAs find an increasing amount of their time is spent working with other people’s problems while their own studies are neglected. Though some RAs find that the additional responsibilities make them better at budgeting their time, many find that they being a Resident Assistant much more than they enjoy being a student. Thus, they end up putting all of their time and energy into being an excellent RA while their grades slip below an acceptable level. Obviously it does no one any good if the RA loses the position because of poor grades or is academically dismissed from school. So when you take the time to study and pursue important academic interests, you will be fulfilling one of the expectations that the student development staff has of you as a Resident Assistant.
Being A Resource

One of the most important functions of a Resident Assistant is acting as a resource for the residents. All students, both new and returners, will at one time or another require information about a particular need. It is part of your responsibilities to be as informed as possible. In order to develop and maintain your credibility as a resource, it is critical that your answers and referrals be accurate. Below are some helpful hints that will assist you in your function as a resource.

- If a student asks a question that you cannot answer, let the student know where they can find the information, or that you will find it out for them. Always be sure to get back to the student.
- Be aware of all facilities, services, events and programs available for residents.
- Post all pertinent information. This includes flyers and posters pertaining to events.
- Keep a list of important names and phone numbers on hand.

Campus Resources

- Admissions- Forman Center- x8234
  - (Interim) Director: Deborah Johnson
  - All Applications are processed through this office.
- Athletics- Murray Center- x8007
  - Director: Donald Tencher
  - This department also directs all intramurals and recreational activities.
- Campus Center- Student Union- x8034
  - Director: Kristen K. Salemi
  - Provider of activities and vending services.
- Career Development Center & Student Employment – CL 054- X8031
  - Director: Linda Kent Davis
  - Provides information concerning job opportunities, employment search, resume assistance and part time on campus employment.
- Chaplin’s Office- Student Union 300- x8168
  - Catholic Chaplin: Deacon Mike Napolitano
  - Provides counseling as well as programming.
- Counseling Center- CL 130- x8094
  - Director: Dr. Thomas Lavin
  - Perhaps our most important resource. The center provides counseling and programming on a variety of topics.
- Dining Center- Donovan Dining Center- x8207
  - Director: Mr. Vincent Flemming
  - Provides meals to residents. Also able to provide foods for events.
- Health Services- Browne Lower Level- x8055
  - Director: Lynn Wachtel
- Office of Academic Support & Information Services (OASIS) – CL 154 – x8083
  - Director: Dolores Passarelli
- Services for Students with Disabilities- Student Life Office- CL 127 – x8296
  - Director: Ann Roccio
- Records Office- Roberts 120- x8212
  - Director: James Dorian
  - Students can access their academic standing and records here.
- Recreation Center/Intramural Programs- Rec. Center- x8400,x8517
  - Assistant Director: Gerry Shellard
  - Coordinator: Alan Salemi
• Residential Life & Housing- New Residence Hall- x8240
  o Director: Teresa Brown

• The Campus Police- Browne Hall- x8201
  o Director: Mr. Cy Cote
  o Campus Police is open 24 hours a day, including vacations. CP will also provide campus escorts.

• Student Life- CL 127- x8061
  o Associate Dean: Dr. Scott Kane
  o Provides information about college policies and procedures relating to the academic community. This office also provides programming relating to a number of areas including health issues, study skills, disability training, etc.

• Unity Center – DDC room 14- x8791
  o Director: Antoinette Gomes
  o The center is responsible for the promotion and creation of diversity awareness events and materials on campus including addressing the concerns of the campus’ minority populations. They are a great resource for all students.

Community Resources

• Day One: The Sexual Assault & Trauma Resource Center of RI-
  o 1-800-494-8100 – 24 Hr. Hotline
  o Providence RI
  o http://www.dayoneri.org/

• Women’s Center, Inc.
  o 401-861-2760 – 24 Hr. Hotline
  o Providence RI
  o http://www.womenscenterri.org/

• RI Coalition Against Domestic Violence
  o 401-467-9940
  o Warwick RI
  o http://www.ricadv.org/

• The Samaritans of Rhode Island
  o 401-272-4044 – 24 Hr. Hotline
  o Providence RI
  o http://www.samaritansri.org/home.htm

• CODAC (Community Organization for Drug Abuse Control)
  o 401-942-1450
  o Providence RI
  o http://www.codacinc.org

• AL/AA (Al-Anon, Al-A-Teen)
  o http://www.riafg.org/

• Providence Center (Counseling & Psychiatric Services)
  o 401-276-4000
  o Providence RI
  o http://www.providencecenter.org/

• Pregnancy Testing Center of Providence
  o 401-272-1440

• St. Joseph Hospital
  o 401-456-3000
  o http://www.saintjosephri.com/

• Planned Parenthood
Helper

Another major function of your position as a Resident Assistant is one of a friend and informal counselor to residents. A large portion of the Resident Assistant position involves personal relationships with residents. These relationships are based on mutual respect and trust that lead residents to a Resident Assistant for assistance in a variety of circumstances. It is important that students feel that they can share their problems and concerns with a friend who has faced similar issues. In many circumstances that friend will be you. Your role as helper will often be the most rewarding and enjoyable part of your position. It takes genuine caring and sincere effort to build this relationship with your residents. As a Resident Assistant you have a responsibility to take the initiative in reaching out and sharing. Residents will take cues from your attitudes and behavior.

Conclusion

Beyond challenge, the RA serves the most comprehensive role in the entire student development area. No student problem escapes his/her involvement. This job is beyond questions one of the most difficult student positions to hold and to perform well. To be called on to do so many things, to hold responsibilities, to be accountable for so many people-and all during the time when you are shaping your own education and are under academic pressure—is perhaps one of the greatest challenges you will face during your adulthood.

Event Planning

In the Community Development section in response to the question, “How can I respond to the needs of my community?” we determined that event planning is the most structured and recognizable way to do so. We stated that the most effective assessment tools to use when planning events are the Personal Interest Survey and the Needs and Response Calendar. This section will (1) Explain in detail our department’s types of events (2) Outline your event-planning requirements and (3) Describe the paperwork you must complete for each event.

Department Programming Philosophy

The Rhode Island College Residential Life and Housing Department believes that a student’s living environment has a significant impact on their academic performance and personal development. By creating a community for students that is fun, safe, diverse, and open to new experiences, we believe residents will be successful. The environment is shaped by the efforts of all the Resident Assistants. One of the major ways that RAs impact this community is through program initiatives designed to actively involve the residents of the building. An example of this would be a planned event in the hall that provides information about roommate conflict and resolution by
hosting a “roommate game”.

Ultimately a student’s college experience will be shaped by the connections that they make. In order to ensure that our resident’s are given opportunities to connect on a multitude of levels we have the resident assistants provide different experiences for them to connect. We do this through hosting weekend programming, attending on campus events, and through community service.

College is an influential time in a person’s development. Students learn and grow through experiences in and out of the classroom. Our philosophy is that by providing those learning opportunities in the residence hall, we can have a direct link to residents’ success while in college. By sponsoring personal development events in the hall each month, resident assistants will increase exposure to ideas, thoughts and attitudes that can help shape our residents’ own personal growth. Because we know that Resident Assistants have an impact on residents, it is our belief that RAs “program” all the time through role modeling, leadership and strong interaction with residents. It is with these tenets in place, that the department staff commits themselves to creating a community filled with opportunity for personal growth and development.

**Programming Requirements**

Each building will be required to provide the following for their residents:

- A weekly **active community building** program in their residence hall. This program is intended to be a social gathering that allows residents to make connections with other people in the hall and grow comfortable with their environment. Examples include an ice cream social, roommate games, and trivia night.

- A monthly **personal development** program within their residence hall. This program will replace one of the weekly active community development programs. The purpose is to create a learning experience for the residents. RAs can choose from a list of the following personal development themes; alcohol awareness, life skills (resume building, cooking, etc.), safety and security, healthy relationships, wellness/health, academic success. Of these themes, four must be covered every academic year, and alcohol awareness must be one of the four, to be covered in the first semester.

- One **passive program** a month centered on that month’s personal development theme. The intention of this program is to ensure that resident’s who are unable to attend the active personal development program for a given month are still able to have access to the information. A passive event is a way to convey the information to the residents, and examples include a newsletter article or a bulletin board. Any passive program will be done in addition to your secondary assignments.

- One **diversity** themed active event per year for each RA. One of the weekly events hosted by each RA must center on diversity in order to provide a well-rounded experience in the halls for all residents. Examples include speakers on LBGTQ topics, addressing stereotyping in the building, and a pot luck dinner with food from different cultures.

- One **on-campus outreach event** attendance per semester per RA. Gather residents and attend an event on campus with them to help get the resident’s involved in campus life. Examples include a sporting event, an art exhibit or a theatre performance.

- One **community service** event per semester. As a staff the RAs of each building will plan this event and coordinate it. This event may be on-campus or off-campus; however transportation is not guaranteed
and should be planned for accordingly.

- **One weekend** program a month. This is intended to provide residents with something to do and a reason to stay on the weekend. Examples include open mic night, and movie marathons. RAs on call may set up the event. For the purposes of this program, Friday and Saturday count as the weekend.

- Activities such as welcome week, student activity day, and student organization day will have an expected attendance by the RA’s accompanying their residents. Each RA will be expected to attend these if possible.

- There will be no programming to take place during finals weeks. Scheduled programming will begin the second week of the first semester.

- Resident Assistants will be expected to turn in their event planners by the third Monday of every month to be reviewed by their supervisor for approval. RAs on-call may not host a program unless specifically given permission by their supervisor. RAs interested in co-sponsoring a program with other staff members from their own or other buildings, or hall council, must first get permission of their supervisor as well.
First Floor Meeting

Each RA will have a floor/suite meeting at the beginning of each semester. This meeting is your first opportunity to set the tone for the entire school year. You should use this time to explain the rules as well as provide a forum for residents to get to know one another and how they should best communicate with you. You should be very prepared for this meeting, so residents know exactly what to expect and will realize from the very beginning that you are serious about your position. It may be helpful to have a printed agenda. (See Appendix for example). You should begin your meeting with a name game and an icebreaker. You can find a list of name games and icebreakers in the back of your handbook. Some additional resources are www.residentassistant.com & www.reslife.net. You may also be able to use ideas from training and your supervisor. Consult your supervisor for specific information that he/she may want you to relay to your residents during the meeting.

Event Planning Guide and Evaluation

These are the most important pieces of paperwork when planning an event. You must complete both a planning guide and an evaluation for each event you do. A copy of each can be found in the back of this section. You must complete the guide and have it approved by your supervisor before you begin any actual work on your event. You will be asked to list who organized the event (in most cases you, also include names of the other RA’s if co-sponsoring), the building, event title, basic description of what will occur during the event, date, time, location, and presenters, if any and whether it is an active or passive event. The next part of the form helps you outline the actual planning of the event. Be specific. The next part of the form helps you outline the actual planning of the event. Again, be specific. Make notes about dates you called a presenter, and the room, equipment, food, decoration, and whatever else you will be using. Also, circle the types of advertising you will use (banner, announcements, etc.) and the dates of when you will get this information out. At this point, you will hand the guide to your supervisor. Talk with your supervisor about how he/she will handle the approval and returning to you of your guide. In most buildings, the guides/evaluations are located in the RA closet/ Mailroom. The next part of the guide, you will fill out closer to the time of the event and after it has been approved. It includes making confirmations (of presenter, room, food, etc.), last minute checks, and follow-ups (thank you notes, return equipment, etc.). After the event is completed you will fill out the back evaluation, this is your opportunity to self-reflect on the event and allows you to think about how you will plan your next event. You will write down what worked well, problems you had, suggested changes, attendance, amount of work, whether or not evaluations from the residents were passed out and whether or not you would do this event again. When you have completed the form, turn it in to your supervisor within one week of the event date. Again, ask them how they would like this done. For examples of blank and properly completed event guides and evaluations, please see the back of this section.

Funding Request

The other form you may use when planning an event is a funding request. Funding Requests must be submitted with your monthly event planners. Your supervisor will then approve your Funding Request. You are never expected to use your own money to fund an event. Speak to your supervisor about how they handle how to submit the form and how the money is distributed among the RA’s on your staff. Be timely with these forms. You should turn in receipts or a funding request seven days before or after an event. Speak to your supervisor if
you plan to pay someone for a service rendered (ex. Speaker) because you are not allowed, by law, to pay out of pocket. You must get a check made out to the person. Additionally, as a state institution, we are tax exempt on many items. Ask your supervisor how to get a Rhode Island College Tax Exempt form. It could save you money that you can use for future event. Again, see the back of this section for a blank and properly filled out funding request.

An example of an effective event-planning process, please use it as a guide to help you plan events. Talk to your supervisor throughout the process. The ProStaff will have many ideas of creative ways to advertise and present your event. Event-planning can be one of the most rewarding aspects of your job. If you are correctly assessing your residents needs and maintaining relationships with them, they will come to your events!

**Effective Event Planning**

- **Step 1** Assess Students’ needs and interests
- **Step 2** Organization
- **Step 3** Process of Setting up the event
- **Step 4** Publicity
- **Step 5** Finalize Plans
- **Step 6** Event Time
- **Step 7** Thank you notes
- **Step 8** Evaluations
- **Step 9** Turn in completed paperwork
- **Step 10** Plan another event

*Effective event planning is an on-going process*
Sample First Floor/ Suite Meeting Agenda

I. Introductions:
   a. Introduce yourself to the group
   b. Introduce your supervisor if they can be present
   c. Floor members introduce themselves
   d. Name games and icebreakers
   e. Take attendance and collect residents emails

II. What is an RA?
   a. Brief overview of the RA position. What is your role?
   b. State names and locations of other RA staff in the building
   c. What are the expectations that you have of your floor/this suite?
   d. What are the residents able to expect from you
      i. Consistent and Fair Enforcement of college policies
      ii. Assist with academic and personal concerns
      iii. Events focused on needs and interests of residents
      iv. Confidentiality expect when reported sexual assault or suicidal ideation

III. Rules and Procedures
   a. Student Handbook- emphasize the residents’ responsibility for reading this handbook and explain how they are held accountable (write-up process/judicial process)
   b. Highlight selected policies from the Handbook ( alcohol/drug, guest/escort, illegal items)
   c. Explain our Diversity Statement(Open environment, behavior towards others that makes them feel unsafe or unwelcome)
   d. Confidentiality Statement

IV. Procedures
   a. Work Orders- what they are/ where to get them
   b. Room Condition Reports- explain importance in accuracy
   c. Campus Police x8201, Never call 911 always call 8201

V. Service/ Facilities
   a. Laundry, Housekeeping, Residential life for keys, etc.
   b. Recycling Bins

VI. Opportunities for Involvement
   a. Hall Council, RSA, SCG
   b. Welcome Week Activities
   c. RA Events

VII. Personal Interest Survey