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New student welcome days : HC handbook

Sharon J. Ainger

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MAY 22 1987

NORTHERN ILLINOIS UNIVERSITY

New Student Welcome Days: HC Handbook

A Project submitted to the
University Honors Program
in Partial Fulfillment of the
Requirements of the Baccalaureate Degree
With University Honors

Department of Journalism

by

Sharon J. Ainger

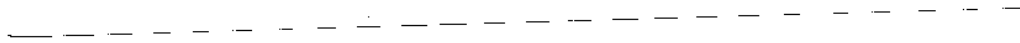
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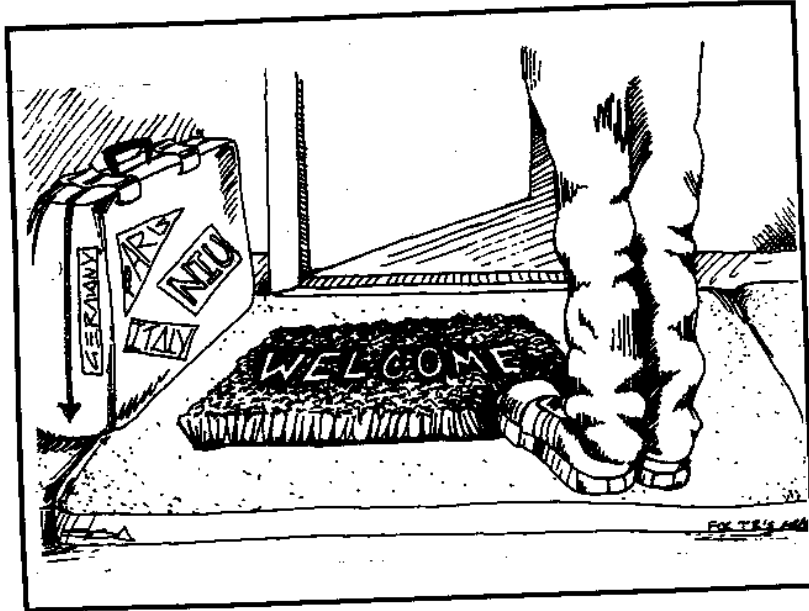
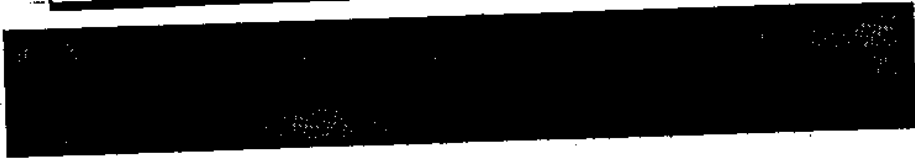
May 1987

Approved: Joseph K. Kump

Department of: JOURNALISM

Date: May 21, 1987





Congratulations! You take on a special role as a residence hall coordinator. Without the leadership, dedication and motivation of you and the other HCs, there could be no New Student Welcome Days.

This handbook is intended to be a complete resource for your position, with sections to address almost any question. It is a composite of knowledge former HCs have learned while on the job. In the future, it will be revised to include your advice.

Each year more than 300 NI Guides, 70 student organizations and several campus offices help make NSWd happen. Events range from a comprehensive move-in process; hall movies, ice cream socials and games; a barbecue; Friday Fest; and individual activities planned by NI Guides.

NSWD is not all fun and games, however. Its purpose is to supplement the summer academic orientation program by helping new students adjust to NIU and to college

life. As an HC you will play a large part in making a good first impression on hundreds of new students.

You can expect to assume a variety of responsibilities. Chief among them is recruiting and leading your hall's NI Guides. You will plan and lead two recruiting meetings and a training meeting. You will organize your hall's activities and will handle all orders, publicity and other details. You will be in charge of your hall's fall move-in, including the information table.

In return you will receive more than your salary, t-shirt and visor. You will learn valuable programming and communications skills during HC training retreats. You will meet people from all areas of NIU, helping you feel more a part of the university. When NSWd is over and you look back at what you have given to new students, you will feel a great sense of accomplishment.

Welcome to the NSWd staff. Your position begins when you turn this page. Congratulations, and good luck.

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Prepared for the Office of Orientation and Student Assistance by Sharon Ainger, Student Coordinator 1986.

At first glance, having two meetings may seem a bit redundant, but they actually serve distinct purposes.

The first meeting, called a recruitment meeting, is an introduction to NI Guiding. Usually students who have never been Guides attend this meeting, so the challenge is to make it as informative and interesting as possible.

The second, or organizational, meeting is more action-oriented than the recruitment meeting is. Generally, the people who attend this meeting will become your Guides. You can use these people to review or finish your activity plans, to think up strategies to problems your hall may have during move-in or to build enthusiasm for the fall.

Leading a meeting

A good meeting begins with the amount of preparation you put in before you enter the room.

Consider the type of room you need to reserve for your meeting. Base the size on the number of last year's Guides from your hall plus a few more. The ideal room should be comfortable, informal and not too large.

Spend some time planning your agenda. While samples may be found on the next page, remember that reading from an outline is relatively boring.

Keep in mind that your audience is forming their opinions of you, their potential leader, before you open your mouth. The meeting actually starts when the first person enters the room and observes your actions and attitudes.

Begin the meeting by thanking everyone for coming and letting them know they are an essential part of the NSWD program.

Be thorough but not redundant. The quickest way to ruin a good meeting is to talk too long. As you speak, watch the audience's nonverbal communication cues. Restlessness and poor eye contact are good indicators of spent attention spans. If it seems energy levels are getting low, give the Guides a chance to ask questions or participate in discussion.

Don't allow the enthusiasm you create throughout the meeting to be ruined by a lifeless closing. Your final remarks will likely be the ones your audience will take with them. Give them something positive to remember.

Recruitment

The purpose of the recruitment meeting is to familiarize students with the role and responsibilities of an NI Guide. Since most of the people in attendance probably have not been Guides before, you will have to give them a "capsule behind-the-scenes glance" and pique their interest for becoming NI Guides.

You also will have a few duties to take care of, such as passing around an attendance/address sheet, distributing information sheets and answering questions.

Just a reminder about impressions: your audience won't catch your excitement about welcome days unless you project it in your voice, attitude and manner. Let your enthusiasm come through naturally.

Organizational

The goal of this meeting is to organize your hall's plans and personnel into one unit. Be sure to post a new flier or poster after your recruitment meeting because students who didn't attend won't know about this new meeting.

It's also appropriate to remind the prospective Guides of the time and place of the second meeting with a personal note in their mailboxes.

Have previous NI Guides identify themselves and talk about their experiences. Ask them about the benefits of Guiding and why they chose to do it again. This will reinforce the decisions of both returning and new Guides.

As you go through your agenda, don't forget that in some ways this meeting should be a pep rally. Since this is the last time you meet with your Guides until August, you need to preserve their enthusiasm for Guiding. Your challenge: Inspire them to remember and to look forward to New Student Welcome Days.

MOTIVATION + ENTHUSIASM + GOOD
PUBLICITY = NI GUIDES

Recruiting: 3 phases to finding volunteers

There are three basic phases to the NI Guide recruiting process: before the recruitment meeting, between the two meetings and after the organizational meeting.

Each step has a variety of publicity gimmicks that help you find your Guides.

The time before your first meeting is crucial. You have to give the residents in your hall notice that welcome days is gearing up and that their help is needed.

You will receive recruiting posters from your student coordinators. As soon as you schedule your meeting, write the information on each poster, get posting approval with your liaison's help and distribute them to each floor and in the lobby.

Past HCs have used other techniques in addition to the orientation poster. Some have made their own posters or have designed fliers. Another method is to make table tents for the cafeteria and/or snack bar. Check first with your food service unit manager.

If your main desk permits, you may be able to hang a big banner by it or create announcements for the PA system.

Don't forget last year's Guides when you recruit. Ask last year's HCs or your student coordinators for a list of the Guides from your hall and send them each a note inviting them to guide again.

Word-of-mouth is one of the most important and effective methods available. Talk up Guiding and welcome days. If you sense someone is interested, take some time out to answer questions. Leave them with a good impression of you and of the program.

After the recruitment meeting is over, you must create new publicity to advertise your second meeting. Be sure that it replaces the old; if posters with both dates are up, potential Guides may be confused.

All of the methods described for the first meeting can be used for this phase. You also can count on the word to spread from people who were at your meeting, as they tell their friends about Guiding.

You could ask some past Guides to wear their t-shirts around the hall. You also can ask for permission to put up an NI-Guide display, if your hall has a case available. Personal notes to the people who were at your first meeting are timely reminders that keep their interest up.

After the organizational meeting, there is no need for intense advertising, but it is still an important recruiting time. There are a few potential Guides who are still deciding and they should be contacted. Give them some personal attention to make them feel needed.

It's a good idea to put up one or two posters reminding people of the due date for information sheets. This is not only helpful to the Guides you already know about, but also to a few people who haven't gone to the meetings or contacted you with their questions. They'll see the poster then, feeling a deadline, call you to sign up. This "trickle down" theory of recruiting seems to defy everything but time, but always results in a few new Guides.

To sum recruiting up, post your publicity to give potential Guides plenty of notice; try to use original, eye-catching techniques; use word-of-mouth to spread enthusiasm; drop a note or call people who need a little personal touch to make up their minds; and watch for possible Guides where you least expect them.

PHASE ONE: BEFORE THE RECRUITMENT MEETING

Let people know that New Student Welcome Days is underway and looking for NI Guides.

PHASE TWO: BETWEEN MEETINGS

There's not much time, so blitz residents with the idea that being a Guide is fun as well as worthwhile.

PHASE THREE: AFTER THE ORGANIZATIONAL MEETING

Follow-up on the "maybe's," gather in the "sulling-it-over's," but watch for a few "trickle-down's."

Sample. Items and prices vary.

NEW STUDENT WELCOME DAYS NEPTUNE HALL BUDGET

EXPENSES

"VOLLEYSOCIAL"

Volleyball and ice cream social on Wednesday night

Ice cream, 4 tubs (3 gallons each) 12.06 each	48.24
300 cones (1/2 of one case/split with Soc-Rec Committee; case 18.60 each)	9.30
Scoops, tablecloth, napkins	included w/order
Table from Neptune Central	free
Volleyball and net checked out from main desk	free
TOTAL, VOLLEYSOCIAL	\$57.54

"ROMAN MIXER"

Theme mixer on Thursday night

Deejay, donated by J.P. Hannagan's	free
Decorations	5.00
Prizes, donated by Hannagan's and other merchants	free
	<u>\$ 5.00</u>

GUIDE REFRESHMENTS (2 days)

(For breaks taken by guides during move-in)

6 dozen donuts at \$1.75 a dozen (72 donuts)	10.50
Two air voids, ice and napkins	free
Cups	3.00
Lemonade mix	2.00
TOTAL, REFRESHMENTS	\$15.50

NEPTUNE GUIDE GIFT

For practical identification

Headbands (Illini Sporting Goods will sell at \$1 a
piece if we buy at least 35)

35 sweatbands plus tax	40.00
TOTAL GIFT	\$40.00

TOTAL EXPENSES \$102.54

FUNDING

Neptune Hall Council
Neptune Soc/Rec Committee

\$100.00

50.00

TOTAL FUNDING \$150.00

DIFFERENCE +47.16

(to be returned to Hall
Council)

4. Place orders (ex. handouts, refreshments, and prizes).
5. Obtain equipment.
6. Organize set-up and clean-up shifts.
7. Delegate responsibilities before, during and after.

Promotion

There's a blizzard of fliers and posters covering the bulletin boards during NSW. How can yours compete?

Draw from research you did to plan the activity, and base your promotional efforts to appeal to the needs of potential participants.

Creative publicity can help. If you're using fliers and posters, consider an odd color or shape or interesting graphics to make your message stand out.

Try something new. Ideas include passing out fortune cookies with your activity message inside, giving a public service announcement to WKDI and WDEK, putting banners on cars, wearing sandwich boards, making buttons for your Guides to wear during move-in, painting windows and distributing message balloons.

Also consider publicity methods the day of the activity in case you need a last-minute blitz. Using the hall public address system and sending Guides door-to-door are examples.

Execution

Murphy's Law at work--whatever can go wrong will go wrong. Be one step ahead by troubleshooting problems in advance.

Double check all orders and arrangements and make sure your helpers know when their shifts are and what they're responsible for. Think of alternatives in case the worst should happen, and be flexible in case you have to use them.

Have fun once the event is underway. It's easy to forget yourself in the details. Take time out to enjoy.

After the activity remember to return all equipment, settle all bills and write my thank-you notes to people who were extra helpful.

Evaluation

Evaluations are vital for planning. Ask yourself, and participants, if the event met their needs, what could be improved, should it be repeated, what were its successes, how effective was the publicity and similar questions.

Record your evaluation and technical information and leave a written report with your hall liaison and in your information file. Next year's HCs will use it to research their ideas.

A list of past activities

ice cream socials and variations
 new games, popcorn games, and get-to-know-ya games
 mixers of all types and themes and bands
 scavenger hunt across campus
 espionage
 restaurant trips
 life-size trivial pursuit game
 outdoor movies and all-night movies
 bonfires and cook-outs
 sports tournaments
 mini-Olympics
 hall, campus and library tours
 submarine sandwiches and hot dog parties
 pizza parties
 pool party
 watermelon fest
 junk food social
 spaghetti dinner
 sports rally
 treasure hunt
 parents info sessions
 magic show
 twister contest
 egg toss
 ice cream sundaes and root beer floats in a canoe
 strange-but-true stories
 coffeeshouse
 casino night
 comedy classics film festival

A directory of new games follows in the addendum.

Basics to planning promotions

You have a message to tell, but how do you reach an audience? By planning an advertising campaign.

Begin by analyzing what you want to "sell." What types of people are you trying to attract? Why would they be interested? What need does your activity answer? Determine these, and you'll have a basis to work with as you shape content, theme and methods of advertising.

Choose the promotional techniques to fit the audience you're trying to reach. There are available a variety of "freebies," "cheapies" and "big bucks."

Freebies include public service announcements, display windows and cases, chalking and word-of-mouth.

Cheapies include banners on cars, table tents and fliers. Fliers can be printed through Orientation and Student Assistance at the university quick copy service. Turn-around is about one day for the maximum 500 copies, and Orientation will cover the charge. Colors include white, gold, green, blue, yellow and pink.

Big bucks methods include ads in the back-to-school issue of the Northern Star and commercially printed posters. You will have to allow plenty of time for designing and typesetting, so begin early in the summer if you decide to use these methods.

Determine a timetable for your publicity campaign. As in programming, you should work backward. From the date of the event, plan the amount of time needed for each step of advertising. Fix deadlines for when materials need to be designed, printed and distributed. Also allow time for the message to take effect.

When you create your publicity, don't forget to include the basics: who, what, when, where. Surprisingly, these facts are often forgotten. Since the average person is bombarded by 1400 advertisements a day, he/she will not try to remember yours if it's not complete.

You can liven up your fliers by using the equipment in the Gabel Hall Learning Center, which includes a Kroy lettering machine. You also can print your fliers on the more vivid colors at commercial copy services, but you should budget money for this.

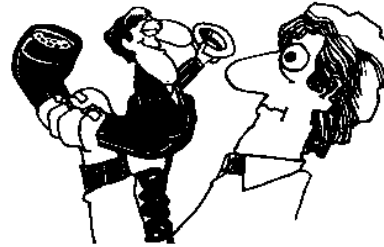
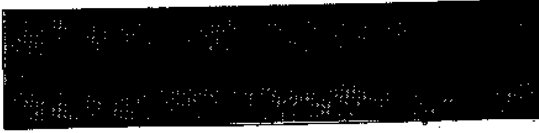
Think "to-the-point." Messages that are short are easier to remember. And, according to a study, "you" is the most persuasive word in our vocabulary and is appealing in advertising.

Timing is a big factor in NSWAD publicity. Unless you ask NI Guides to put advertisements in their letters, you won't be able to promote activities until the first day of move-in. Ads should be up and around the hall to greet new arrivals.

Events that occur later in the week, as well as NI Guide recruiting, can be advertised in waves. Waves are shifts of advertising; the first creates interest and the second reminds and reinforces. Ideally waves should be about one week apart, with the first about 10 days to two weeks beforehand and the second five days to one week. For NSWAD, space waves a few days apart and make ads look different.

Teasers, or sets of ads, are a perfect example of publicity suited for waves. The first ad arouses attention and raises questions about the activity. It may be slightly

Continued... 13



Being an HC means dealing with a lot of situations--NI Guides needing direction, new students with problems and parents with questions. You'll need to quickly analyze what they're saying and give them a clear answer, using sound communications principles.

In his book Communicate!, Rudolph F. Verderber discusses the skills of personal communication, which help us understand what people are really saying and how to get our own messages across.

Verbal

There are two kinds of verbal communication: receiving and sending.

Receiving, or listening, is not the same as hearing. Listening is making sense out of what you hear. When you listen, you check for what is being said and what can be inferred from those words.

To improve your listening ability, you must be in the right frame of mind. Consider yourself a listener and put aside thoughts of responding. Pay attention to what is said instead of thinking ahead to what you'll say. According to Verderber, "Good listening is hard work that requires concentration and willingness to mull over what is said."

Paraphrasing will help when you're not sure what the other person meant. Effective paraphrasing is not repeating words; it's restating content.

Supportive statements help a person feel better when they're upset. These statements reinforce the good in the person's motives and urge him/her from self-defeat. Example: NI Guide: "I just can't get all my students to participate." HC: "It's frustrating

when not everyone comes. But the students who went on your campus tour had a great time."

You also can interpret a statement to point out alternative meanings. Example: NI Guide: "My students are really hard to talk to." HC: "Perhaps they're shy and just want to know you better first."

Sending skills clarify your messages. Accurate communication begins when you separate fact from inference. When you draw a wrong conclusion from what you see and you use that conclusion, you could damage your leadership.

Using the skill of indexing will help you eliminate meaningless generalizations. When you index, you allow for individual differences and you avoid classifying people as the same just because they have similar characteristics. Example: NI Guide: "All those Greek Assistants do is stand around." HC: "Well, these members of Sigma Delta Chi have really come through."

Another means of sharpening content is to use specific and concrete word choices. By singling out a particular meaning and using examples, you can avoid confusion.

Nonverbal

Verderber states, "Although verbal and nonverbal communication work together best when they are complementary, nonverbal communication may take the place of or even contradict verbal communication."

The most familiar nonverbal cues are body motions such as facial expressions, eye behavior, gestures and postures. These motions can be used to take the place of a word (the



Licking the sticky mailing process

The mailing procedure demands time, patience and structure. It is one of the most vital parts of hall coordinating. It consists of grouping new students with NI Guides so that Guides can send them letters and information.

Your part in this letter chain is to assign sets of new students to each NI Guide and to assemble for them the letters, envelopes and information they will need for their personal welcomes.

In mid-July, you will receive the mailing materials for your hall. In the package you will find the following:

1. stamped letter-size envelopes.
2. home address mailing labels for each new student assigned to your hall.
3. a roster of freshmen and transfers in your hall, listed numerically by floor and room.
4. NSWD activity wallet cards and brochures.
5. copies of information letters from the student coordinators and of the one you wrote and sent to Orientation and Student Assistance in June.
6. large manila envelopes addressed to your Guides.

Once you have these materials, you'll need to determine how many NI Guides you have and how many new students will be in each group.

If you are uncertain whether a few of your Guides plan to return to school--some may have been academically dismissed or may have decided not to continue at NIU--don't include them until you've checked their commitment to working as Guides.

At the risk of sounding like a remedial math course, determine the number of new students each Guide gets by dividing the total number of new students by the total number of NI Guides.

Your next step is to form the NI Guide/new student groups. The following explanation may appear complicated, but it is easier than it looks. Several ways have been devised to form these groups, and this procedure is one of the best. It is derived from a method designed by Theresa Mazurek, STS coordinator, 1980.

Envelopes

Since the roster is printed numerically and the labels come alphabetically, you will have to transfer the information from the roster to the labels. Attach the labels to the letter-size envelopes and arrange the envelopes in alphabetical order. Next, referring to the roster, find each student's envelope as his/her name comes up on the roster. Pencil in the student's room number on the envelope.

Arrange the addressed envelopes numerically by floor, keeping separate piles for each floor. After you have gone through the entire roster, each column can be marked with a slip of paper to identify the floors. You should have a pile for each floor with new students assigned to it.

Here are some suggestions of information to be included in your letters:

*Encourage your Guides to get their letters mailed by early August. Letters mailed later than this are of little help to new students planning their moves. Time is of the essence.

*Convey your enthusiasm for NSWD. When basking in the sun and studying comic books, Guides seldom think of returning to school. Mention that NSWD will be an exciting beginning to the school year.

*Inform them of the date and times they will be able to move back into their halls.

*Remind them to erase your pencilled jotting of the new students' campus addresses from their envelopes. The university does not allow this information to be released.

*Ask them to review their NI Guidebook and the information found in the Schedule of Classes. Most questions about fee payment, schedule completion or add/drop can be answered by reading these pages. Caution them against giving incorrect information or attempting to advise new students. Nothing hurts the program more than inaccuracy.

*Mention that there is a lot to do during NSWD and ask them to become familiar with the schedule. Encourage them to do as much as possible with their groups and also to visit their students individually.

*Emphasize that Guides are available for all new students. It's quite all right to bring any new student into your group who was not contacted by a Guide or who has not made contact with their Guide.

*Describe the kind of help you need to set up your hall activities. If they know what you need, they'll know how to get involved.

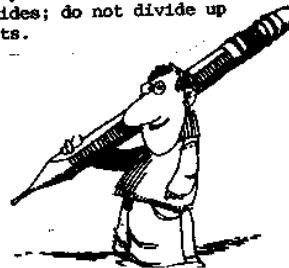
*Remind them of their role:
--Giving new students a warm welcome to campus.
--Introducing them to their hall, the campus and DeKalb.
--Helping new students to get to know each other.
--Answering their questions.
--Participating in NSWD activities.

*Reinforce the minimal level of involvement needed from them and encourage them to expand their participation:

--Attending the Tuesday evening training meeting, unless their time is committed to desk staff training and they have contacted you in advance.
--Helping on Wednesday and Thursday with the move-in process and the information table.
--Meeting as many of their new students as soon as possible.
--Attending the NSWD events and taking their group to Cornfest.
--Leading a campus tour and helping their students find their classes.
*Thank them for their involvement in the NSWD program. Tell them how valuable their participation is and how much you are looking forward to working with them.

After the packets have been returned to Orientation and Student Assistance, you may find you have some "clean-up" work to do on the mailings. Guides who have dropped without informing you will return packets and you may have to reassign students or even write letters yourself.

In early August the second mailing label run is printed, which is an update of students who have been added and who are replacing persons who have dropped from the original roster. These new students will be sent a letter from the student coordinator welcoming them and informing them that a Guide will contact them on campus. You will need to check this new roster against your original and note the changes. The student coordinator will include a add/drop sheet for each Guide that you should fill out and give to them at the Tuesday training meeting. Be sure to divide up the additions and assign them to Guides; do not divide up replacements.



Hints to handle your day

Delegation skills

Lighten your load by delegating tasks to your NI Guides. Delegation, the assignment of responsibilities to others, takes some practice to do well and to feel comfortable doing, but it frees up your time for other projects.

Here are guidelines to help you avoid "doing it all yourself:"

1. **Be specific.** Don't say, "Take care of publicity." Say, "Make 50 copies of this flier and put them on every floor."
2. **Be straightforward.** Let Guides know whether you are assigning tasks or asking for volunteers.
3. **Assess strengths and show confidence.** The more closely you match Guides' interest to the tasks, the more likely the jobs will be done. Express confidence in the Guides' abilities to do the work.
4. **Assess time constraints.** To delegate without allowing reasonable time for completion leads to frustration on your part and resentment on the part of your Guides.
5. **Follow up.** Give Guides a specific deadline and check to see how well they've done. Show that you are available if they need help.

Don't be afraid to try delegation. You are not doling out your authority; you are creating more time for yourself and reinforcing your leadership. (Source: U.T. Manual for Student Leaders.)

1. Get up earlier to allow yourself more time before you begin work.
2. Before starting, pause to look around outside at the trees or the sky.
3. Try to pay less attention to time.
4. Regulate and prioritize the items on your "To Do" list.
5. Be sure to take a lunch break: go to quiet spot, eat slowly, and avoid thinking of NSWD or school.
6. Eat nutritiously. Don't settle for a candy bar from the vending machines.
7. Take a break during move-in. Find a shady spot to sit for 5 minutes or take a brief walk to clear your head.
8. Write yourself reminder notes and place them where you will read them.
9. Be willing to say "no" when you need to.
10. Ask for help.
11. Focus on the immediate activity and concentrate on it until you are finished.
12. Re-energize yourself through relaxation techniques or meditation.
13. Pay attention to your health. Drink plenty of water and get extra rest.

Informational table

When organizing the info table, you will need to decide the days and shifts it should be staffed and have a sign-up sheet at the training meeting.

You will receive some brochures, catalogues and fliers for the table from Orientation, but feel free to add other materials. Ideas include menus; church directories; library info; main desk equipment sheet; fliers from your hall council; RHA and campus organizations; coupons from businesses; fliers advertising your NSWD activities; football schedules; and the words to the Huskie fight song.

On the days the table is not staffed you should check once in while and restock it if necessary.

While the info table workers should be helpful, they should not guess if they're not sure of an answer. Remind your Guides that they should refer questions they don't know the answer to.

Elevators

Although elevators may seem like an advantage, they can be the scene of delays and tie-ups. Liz Horvath, 1985 GTS coordinator, solved this problem by stationing NI Guides to be elevator operators and by designating one elevator for the lower floors and the other for the upper floors. The Guides directed students to the proper elevator and kept movers from commandeering them.

With elevators, it is possible to use carts to move students in one trip. Check with your hall's custodial staff or Auxiliary Services in the Dorland Building to see how many you can borrow. To avoid theft, Liz assigned custody of the carts to specific Guides; cart and Guide came as a "package deal."



Move-in

In 1986 the university devised a routing plan to help untangle the tie-ups and ease the congestion that have accompanied every previous move-in.

The goal of the plan is to keep traffic moving from the time vehicles reach DeKalb until they find a final parking spot in a lot.

To accomplish this, the move-in process assigns a color-coded route for each hall and sends each resident an appropriately colored card. The resident must display this card on his/her dashboard in order to be admitted into the route to the hall.

Once the resident has reached the hall NI Guides, Greek Assistants and members of other organizations unload the car while he/she checks in. The resident must be accompanied by a driver, who moves the car once it is unloaded. NI Guides will help the resident carry the belongings into his/her room after check-in.

The plan goes into effect during the peak times of move-in on Wednesday. Residents are allowed to approach the halls only one way, they are directed out of the route in only one way and their cars must be moved as soon as they are emptied.

Residents who choose not to follow the plan or come alone must move in when the plan is not in effect.

HCs, NI Guides and Greek Assistants have the authority to ask residents to move their cars once emptied. If residents are uncooperative, HCs may call the University Police for assistance.

Campus offices and phone numbers

Aitgeld Hall

Registration and Records (212) 753-0681
Testing Services (125) 753-1203

Holmes Student Center

General Office (Main floor) 753-1743
Campus Assistance and Information Center
(Main lobby) 753-1157
Huskies Den (lower level) 753-1419
Campus Activities Board (Lower level)
753-1580
Bookstore (Lower level) 753-1081
Student Association (2nd floor) 753-0482
University Programming and Activities (6th
floor) 753-1421
Orientation and Student Assistance (7th
floor) 753-1535

Neptune

Housing Services (Lobby, East) 753-1525
Residence Hall Association (basement, North)
753-1078
Food Service and IDs (216, Central)
753-9566

Sven Parson Hall

Bursar (240) 753-1885
Career Planning and Placement (210)
753-1641
Financial Aids (245) 753-1395
Student Employment (245) 753-1394
Counseling and Student Development (220)
753-1206

College Advisement Offices

Business (Wirtz 118) 753-1327
Education (Gabel 146) 753-1972
Engineering and Engineering Technology
(Still Gym 200) 753-1442

Liberal Arts and Sciences (Zulauf 201)
753-0114
Professional Studies (Williston 236)
753-1891
Visual and Performing Arts (Music 141)
753-1138

Founders Library

Information 753-1995
Library hours tape 753-1670

University Health Center

Information, including emergencies 753-1311
Injury/After Hours Care Clinic 753-9770 or
753-9771

Security and Communications Building

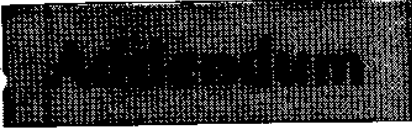
University Police 753-1212

Student Recreation Center

Office of Campus Recreation 753-0231

Basic NIU facts

- Founded in 1895 as a normal (teaching) school. First classes in 1899.
- Became a college in 1921 and a university in 1957.
- 24,600 total enrollment. Campus has more than 450 acres and 50 buildings.
- Outdoor education campus located in Oregon, IL; engineering classes in Sycamore.
- NIU's six undergraduate colleges are Business; Education; Engineering and Engineering Technology; Liberal Arts and Sciences; Professional Studies; and Visual and Performing Arts.



A LEADER?

I went on a search to become a leader.
I searched high and low. I spoke with authority, people
listened but alas, there was one who was wiser than I and
they followed him.
I sought to inspire confidence but the crowd responded,
"Why should we trust you?"
I postured and I assumed the look of leadership with a
countenance that glowed with confidence and pride. But
many passed me by and never noticed my air of elegance.
I ran ahead of the other, pointing the way to new heights.
I demonstrated that I knew the route to greatness. And
then I looked back and I was alone.
What shall I do, I queried? I've tried hard and used all
that I know.
And I sat me down and I pondered long.
And then I listened to the voices around me. And I heard
what the group was trying to accomplish.
I rolled up my sleeves and joined in the work.
As we worked I asked, Are we all together in what we want
to do and how to get the job done?
And we thought together and we fought together and we
struggled towards our goal.
I found myself encouraging the fainthearted. I sought the
ideas of those too shy to speak out.
I taught those who had little skill, I praised those who
worked hard.
When our task was completed, one of the groups turned to
me and said, This would not have been done but for your leadership.
At first I said, I didn't lead, I just worked with the rest.
And then I understood, leadership is not a goal. It's
a way of reaching a goal.
I lead best when I help others to go where we've decided
we want to go.
I lead best when I help others to use themselves creatively.
I lead best when I forget about myself as leader and focus
on my group, their needs and their goals.
To lead is to serve. To give to achieve TOGETHER.

Kathryn S. Nelson

Outline for NI Guide Recruitment Meeting

1. Thank everyone who came for the meeting. Express appreciation for their interest in New Student Welcome Days. Introduce the NSW staff present at the meeting and briefly describe their role. Introduce yourself and briefly describe your role.
 2. Discuss the NSW program briefly-
 - a. its purpose (to help new students feel at home when they arrive; to become familiar with the residence hall, campus, and community; to meet other new students before classes begin);
 - b. the campus and hall activities (kick-off event at the lagoon, Friday Fest, Cornfest, etc.);
 - c. the important role of the NI Guide, who has direct student/parent contact.
 3. Discuss NI Guides' role and responsibilities-
 - a. to be a friend and a resource to new students;
 - b. to help new students find their way around campus;
 - c. to answer questions for parents and new students and to refer them, when necessary;
 - d. to be a role model for new students;
 - e. to write a welcoming letter to students assigned to them (before August 1);
 - f. to help new students move into their residence hall;
 - g. to be available to assist with any problems or concerns the new students have, within your capabilities;
 - h. to encourage students to get involved in NSW activities (and being involved yourself!).
 4. Point out the benefits/rewards of serving as an NI Guide-
 - a. a sense of involvement in the university community - lots of knowledge of NIU;
 - b. meeting lots of people - new students, parents, other NI Guides, NIU administrators (even the Pres!);
 - c. leadership and teamwork experience;
 - d. personal satisfaction in helping new students in their transition to Northern;
 - e. a few "tangibles" - a t-shirt, early move-in, several free meals. However, stress that the real benefits are those listed above.
 5. NI Guide requirements-
 - a. a willingness to assume the role and responsibilities of an NI Guide and to be a model for new students;
 - b. a positive attitude about NIU and the NSW program;
 - c. completion of NI Guide training on Tuesday before the halls open;
 - d. Guides must complete a one-page information sheet and return it to the HC in their residence halls. The HC and NSW coordinators reserve the right to not accept a Guide applicant if it is apparent that he/she would be a detriment to the program;
-

NONCOMPETITIVE GAMES

Noncompetitive games are designed to be fun for everyone, regardless of athletic ability or inability. They are useful for icebreaking, building team spirit or just having a good time.

GAMES FOR "JUST GETTING TO KNOW MORE ABOUT YOU"

- INCORPORATIONS

This game involves a group of people forming and reforming themselves into smaller groups. The game leader gives a signal, blows a whistle, claps etc. then calls out groups. For orientation purposes, good ideas for groups are "Get into a group of ... all the people on your floor, all the people who have an even number room number/odd room number, people who have the last digit of their SS # that is the same as yours, people born in the same season, people who got all their classes and those who did not, etc. Use your imagination in developing categories.

- INTRODUCTIONS

This game is good for getting to know names. Tell the participants of the game that they have 3 min. to meet everyone in the group, but they are not allowed to introduce themselves to anyone else in the group. They may go up to someone and say "Hi, what's your name?" - the person responds with their name - the asker then can introduce that person to someone else in the group.

- MOVING NAME GAME

This is the same as the regular name game, but each person adds a movement that fits with the syllables of their names. Then go around the circle with each person repeating all the names and movements that have already been done, adding theirs on the end.

GAMES TO ENERGIZE A GROUP

- FOUR UP

Everyone begins seated, anyone can stand up when they want, but they may not remain standing for more than 5 sec. The object is to keep only four people standing at all times. This is better if played in a small group of 8-12, so if a larger group is present, divide them into subgroups. This game is good for groups that seem shy and hesitant about reacting together.

- AMOEBA TAG

This is a tag game played in slow motion. One person is "it" in the beginning of the game (a baby amoeba). As soon as they tag a person the two become "it" together and are a teenage amoeba. When a third is added on, they become a middle age amoeba and when a fourth is added, they are a fully mature amoeba and reproduce by splitting down the middle and both the teen amoebas try to add on. This continues until all people are in groups of 3-4.

--FOUR POINTS

Form the large group into smaller teams of seven people. The teams are competing to get across the field, floor, room, or whatever, first. The trick is that all seven team members must go across the space together, with only four "points" (hands or feet) touching the floor. Teams will need to be creative and work together to accomplish this. If any additional "points" touch the floor in transit, the team must start over. The first team to reach the finish line wins. It is possible!

References

- THE NEW GAMES BOOK Andrew Flugelman/Doubleday 1976
PLAYFAIR Weinstein and Goodman/Impact 1980
COOPERATIVE SPORTS & GAMES BOOK Orlick/Pantheon 1978

Compiled by Ann LeBaron for
New Student Welcome Days 1981

3. Toesies - Take shoes and socks off. Have two people lay down, feet to feet. Start rolling but keep the toes touching. Can be timed for a little competition, or done for fun and skill.
4. Orange chin - Annual favorite of passing an orange from chin to chin until the group who completes the circle wins. Try this game with a grapefruit or even a tangerine.
5. Cold Spoons 'n Tight Pants - Have two teams of around five people stand in two lines. Have a metal spoon with a string (use the whole ball) securely attached to it. The first person in the line puts the spoon down her shirt, then pants, until the spoon comes out. The next person repeats the procedure until the last person. Then pull the spoon out the same way it went in. The first team to get the spoon back to the first person wins.

C. Group Games

1. Hog Call - Everyone has a partner. The partners decide on a distinct noise they can make, then go to opposite sides of the room. (The leader should mix people up.) With eyes closed, the entire group walks toward the middle of the room, making their noise. This ends when everyone finds their "mate." May help to have cards with an animal's name to hand out to avoid duplication of noises.
- *2. Ooh-Aah - Everyone stands in a circle holding hands. Someone passes a squeeze to the person on his right until it comes back again. Keep the squeeze going around the circle, now at a faster rate, and adding the sound "ooh." Next add "aah" but add it in the opposite direction. Try reversing the message, giving it back to the person who gave it to you. Or play tag with the "oohs" and "aahs." Or make up your own sound, gesture, or combination.

D. Physical Phun

1. Lazy People's Pyramid - Instead of the usual hands and knees, why not try just laying on top of each other!
2. Caterpillar - Get everyone lying on their stomachs, side-by-side, packed closely together. One end person starts rolling to the other end. The entire line repeats the process. Can keep going forever!
3. Spirals - everyone joins hands in a circle, then a person releases the hand of her neighbor and pulls the human rope behind her. She begins to walk around the outside of the circle. The other person who broke hands remains in position. A giant hug is formed!
4. Lap Sit - Have everyone stand in a circle, shoulder-to-shoulder. Now turn to the right and in closer. Very gently, everyone sit down on the lap of the person behind them.