The Off-Campus Build-a-House program offers senior students the opportunity to live in a community with friends who share similar passions, while sharing those passions with the rest of the Fairfield community.

Application Deadline: Monday, November 18 to the Office of Residence Life in the Barone Campus Center, Room 96. Paper applications will be reviewed and successful applicants may be asked to deliver a short interview and presentation about their Build-a-House theme. Final decisions will be made during the week of December 2, 2013. To be eligible for the Off-Campus Build-a-House, students must be in good disciplinary and academic standing, with at least a 2.8 GPA. Decision letters will be sent by Tuesday, December 10. Note: Not all groups applying for the Off-Campus Build-a-House program will be granted an interview. Not all groups that are granted an interview will be selected.

Community Members:
Please list the students who will be living in your Build-a-House (Minimum of 3 and maximum of 5)

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Theme

Faculty/Staff Advisor

Advisor Name | Department | Phone ext. | E-mail |
-------------|------------|------------|--------|

Essay

In a two-to-three page typed essay, please address the following:

1. Explain your theme and why it is your passion. What makes this theme important to you as a group?
2. What will this community do to help educate other Fairfield students and the greater Fairfield community about this theme? Include specific examples of programs and education. Successful applications will highlight how this house will be different than a pre-existing club or organization.
3. Why did you choose your advisor and what role will they have with your house? Have your advisor complete the Advisor Role and Expectations sheet.
4. Please provide a timeline for the fall and spring semesters as an appendix outlining your yearlong Build-a-House plan. Successful applications tend to be more detailed and specific with their plans.

Application deadline is Monday, November 18. Deliver to the Office of Residence Life in the Barone Campus Center Room 96 with your essay, timeline, and student and advisor expectation sheets.
Thank you for your willingness to participate in the Off-Campus Build-a-House program. The following information explains the program and the role of the advisor.

**About the Program**

The Off-Campus Build-a-House program is a living and learning initiative aimed at seniors that provides the opportunity to live in thematic housing off campus that allows students to share their passions with fellow students and Fairfield community members. United in their common theme, students in these communities create programs to raise awareness of these themes for our campus community.

Participating students will receive preferential release off campus, a modest programming budget, and the opportunity to promote something about which they are passionate.

**Advisor Role and Expectations**

The role of the Off-Campus Build-a-House advisor is to work with the house on issues relating to the theme and to act as a resource. Build-a-House advisors are asked to:

- Meet monthly with their Build-a-House group
- Provide input on Build-a-House programs (one per semester) and attend programs when possible
- Ensure that the Build-a-House is meeting all minimum expectations
- Ensure that the house represents the University in the best light possible

**Build-a-House Student Expectations**

Build-a-Houses are expected to meet the following requirements:

- Participate in monthly Build-a-House meetings with the Assistant Director of Residence Life
- Meet monthly with the Build-a-House advisor
- Plan, advertise, and implement one program based on their theme each semester.
- Represent the University in the best light possible

**Build-a-House Selection Timeline**

Applications are due Monday, November 18 to the Office of Residence Life in the Barone Campus Center, Room 96. Build-a-Houses will be notified of their acceptance on December 10, 2013.
The Off-Campus Build-A-House program is extremely competitive and, as such, all members are expected to fully participate in all aspects of the program. As a member of a Build-a-House you agree to make a commitment to:

Initial

_____ Plan and implement one (1) program based on your house’s theme each semester with your advisor’s approval.

_____ Submit programming forms and receipts to Residence Life in a timely manner (no more than 48 hours after the conclusion of the program).

_____ Meet with your advisor at least once a month and utilize your advisor as a mentor for your house and your programs.

_____ Ensure that your house is represented at the monthly all-house meetings OR in all correspondences with the Off-Campus Coordinator.

_____ Ensure that your housemates are following all Residence Life and University policies and procedures understanding that as a Build-A-House, you are held to a higher standard and that failure to uphold Residence Life or University policies may result in disciplinary action.

_____ Adhere to your submitted application timeline.

_____ Touch base regularly with your Build-a-House advisor and the Assistant Director of Residence Life about the activities with your Build-a-House Program.

_____ Ensure that your house represents the University in the best light possible.

Name of Build-a-House: ________________________________________________________

Participant Name: _____________________________________________________________

Participant Signature: _________________________________________________________

Each student in your Build-a-House needs to complete and submit a commitment form with your application.
Build-a-House Advisor Role and Expectations
2014-15

If you choose to be a Build-a-House advisor, please complete the section below and return it to the student group who will submit it with their application.

The Off-Campus Build-a-House program is extremely competitive and, as such, all members are expected to fully participate in all aspects of the program. As an advisor of a Build-a-House, you agree to make a commitment to:

Initial

_____ Help your students plan and implement at least one (1) program based on the house’s theme each semester with your approval.

_____ Submit programming forms and receipts to Residence Life in a timely manner (no more than 48 hours after the conclusion of the program).

_____ Meet with your Build-A-House Advisees at least once a month and help mentor them so that they can share their passions through their programs, meetings, etc.

_____ Ensure that your students’ house is represented at the monthly all-house meetings OR in all correspondences with the Off-Campus Coordinator.

_____ Ensure that your students are following all Residence Life and University policies and procedures understanding that as a Build-a-House, they are held to a higher standard and that failure to uphold Residence Life or University policies may result in disciplinary action.

_____ Help your Build-A-House adhere to their Submitted Application Timeline.

_____ Touch base regularly with your Build-A-House and the Assistant Director of Residence Life about the activities and programs.

_____ Ensure that the house represents the University in the best light possible.

Build-a-House Name: ____________________________

Advisor Name: __________________________________

Advisor Signature: _______________________________