



Build-A-House Program Fairfield University



Purpose:

The purpose of the Build-A-House program is to allow rising juniors/seniors to design a residential community that focuses on the integration of living and learning through the implementation of a thematic Townhouse/Apartment. This will provide students an opportunity to share their thematic vision of the Build-A-House community with student peers throughout the Townhouses/Apartments and the campus community.

Benefits:

- Preferential housing lottery status
- Programming budget
- Leadership and resume building experience
- Ability to share your passion with your peers

Responsibilities:

Participants in the Build-A-House program will have the following responsibilities and expectations:

✦ *Two Programs A Semester:* Your house must plan and implement at least two programs during each semester. Programming guidelines will be discussed with the Area Coordinator and will include deadlines for proposals and necessary paperwork as well as instructions on how to reserve locations and additional information regarding resources available to you (i.e. methods for advertising). These programs should be aimed at your surrounding community though involvement by other members of the campus community is encouraged.

✦ *Monitor Budget:* The Area Coordinator will monitor the Build-A-House budget. Access to the budget will be through the Office of Residence Life but the house is responsible for turning receipts in order to be reimbursed for money spent on programs. The house must also be responsible with regards to how much is spent on any particular program. The Area Coordinator will establish guidelines with respect to how much reimbursement is possible for any given program.

✦ *Communication with Area Coordinator:* The house should maintain timely communication with the Area Coordinator via email. Any scheduled meetings should be attended. If there is any conflict preventing the house from meeting one of its obligations, it should be communicated to the Area Coordinator in advance.

✦ *Semester Report and Communication:* The build-a-house will be required to submit a report at the end of the semester highlighting the activities of the Build-A-House, including the programming efforts, and answering how effective was their attempt regarding the integration of living and learning.

Maintaining Membership: The entire build-a-house should be filled with participants in the program upon enrollment in the program. If any residents of the house leave for whatever reason it is the responsibility of the other residents to find another person to fill that space. This person should also be willing to participate in the build-a-house program. If the build-a-house fails to find a replacement resident within one week, the Office of Residence Life will fill the space at their discretion.

Failure to comply with the aforementioned responsibilities could result in expulsion from the Build-A-House program. Expulsion from the program may also result in a loss of your Townhouse/Apartment and a return to each resident to their original housing lottery number.



**Build-A-House
Application**
Fairfield University
2014-2015

Part 1: Please provide the following information of the students who will be participating in the Build-A-House Community and respond to the essay question. This sheet will provide a cover page for your Build-A-House Application submission and must be attached to your essay response. This sheet must be submitted, along with your essay by Friday, February 21th, 2014 by 4PM to the Office of Residence Life (BCC096). After initial review of your Build-A-House proposal, you will be notified by February 25th via email whether or not we will be inviting your group in for a presentation/interview.

Please list the students who will be living in your community:

| | | |
|-------------|-------------|--------------|
| Name: _____ | ID #: _____ | Email: _____ |
| Name: _____ | ID #: _____ | Email: _____ |
| Name: _____ | ID #: _____ | Email: _____ |
| Name: _____ | ID #: _____ | Email: _____ |
| Name: _____ | ID #: _____ | Email: _____ |
| Name: _____ | ID #: _____ | Email: _____ |
| Name: _____ | ID #: _____ | Email: _____ |
| Name: _____ | ID #: _____ | Email: _____ |

Please List the Name of your house, its theme and the faculty/staff advisor of this community.

House Name & Theme:

Faculty/Staff Advisor:

Name: _____ Department: _____ Email: _____

Interview/Presentation Dates and Times:

After reviewing your essay response, we will notify you via email whether or not your group has been selected for an interview. The interviews will take place the week of March 3rd through the 7th. Please indicate below potential dates and times (between 8:30am and 5:00pm) your entire group is available for a 1 hour interview.

| | |
|-----------|-----------|
| 1.) _____ | 5.) _____ |
| 2.) _____ | 6.) _____ |
| 3.) _____ | 7.) _____ |
| 4.) _____ | 8.) _____ |



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Application Procedure

The Build-A-House Application is a two-step process outlined below.

Part 1: Complete the contact page and attach to the essay. The essay guidelines can be found below. Both the contact sheet and the essay must be submitted together by Friday, February 21th, 2014 by 4PM to the Office of Residence Life (BCC096). After initial review of your Build-A-House proposal, you will be notified by February 25th via email whether or not we will be inviting your group in for a presentation/interview.

Essay Guidelines:

In a 2-3 page typed essay, please answer the following questions. Note: Successful applications will go into detail regarding their theme, how it connects to them, and realistic plans for implementing that theme as a Build-A-House throughout the year.

Describe your passion for this theme? What makes this theme important to you as a group?

What will your Build-A-House group do to engage students in your area/residence hall?

Why did you choose the advisor and what role will they play in your house?

List some possible program and event ideas. Talk about what you would do? What resources you would utilize?

Part 2: Interview Process Once the Office of Residence Life has reviewed and approved your proposal, we will be extending an invitation to those groups for an interview. The group will need to prepare a 15 minute presentation that highlights why the theme was chosen, how each member became involved in choosing the theme and how, if selected, the group will launch the Build-A-House in the upcoming semester.

The Presentation/Interview will be assessed in following areas:

- 1.) Ability of the house to plan and implement ideas
- 2.) The house's commitment to the theme
- 3.) Knowledge of theme and resources available to assist the group
- 4.) Advisor's involvement and commitment to the theme and group

Important Dates and Deadlines:

Applications are due Friday, February 21th

Presentation and Interview invitations will be sent Thursday, February 25th

Presentations will begin the week of March 3rd

Decision Letters will go out starting on Monday, March 12th