

Office of Residence Life
Process for Themed Communities

Theme communities are available for groups of students who have a common program or interests which they wish to develop in a residential setting. This program must support the mission of Quincy University and contribute to the Office of Residence Life tenants of Scholarship, Engagement and Community. The following information must be included in any theme community proposal to be eligible for consideration.

- 1.) **Student Organization Information** – All students participating must be members of a chartered student organization that has been recognized for at least one year. The organization must have approved bylaws. The organization must determine its purpose, whom it will serve, and what goals it will accomplish while the community is in existence.
- 2.) **Advisor** – The organization proposing the community must have an active advisor who is a member of the Quincy University Faculty or Staff. This advisor must submit a letter of support for the creation of the community.
- 3.) **Mission Statement** - The community should have a purpose or an idea around which the community will focus its events and educational experiences.
- 4.) **Community Description** - The community's theme and goals should be evident in the title, description, and purpose of the community, all of which could be used in the marketing materials.
- 5.) **Member involvement** – The organization will create written expectations for involvement by members of the community utilizing the Participation Agreement template form. The proposal should include the names of 5-10 members who have committed to living in the community and are willing complete early application for specialty housing.
- 6.) **Community Participation** – Each community will commit to assist the Residence Life staff with one large campus event during the year and will provide at least two active community building events for their residential community per semester. The community must participate in at least one service opportunity each semester.
- 7.) **Space request** – The organization should outline the physical space needs for the community and list in order of preference which residential area they feel best fits these needs. This will include a description of how each preferred community will benefit its members and help the organization fulfill its goals.

Steps

- 1.) **Proposal Submission** – Initial proposals including all of the information above will be submitted to the Office of Residence Life.
- 2.) **Interview/Meeting** – The organizing student representative and their advisor will meet with the Residence Life staff to discuss the proposal, potential placement, and plans for their community.
- 3.) **Approval/Placement** – The Office of Residence life will notify the organization of approval and placement.
- 4.) **Application Submission** – The organization members will complete their Housing Applications by the same deadline as all students but will be removed from the lottery process and placed in advance of selection.
- 5.) **Community Development Plan** – Prior to the beginning of the Fall semester, Organizations will complete a community development plan that clearly articulates outcomes, goals, engagement strategies as well as a plan for assessing their impact. An updated plan with the progress and reflections on the community's successes and opportunities for improvement will be due at the end of each semester.