



HOW TO “do business” IN THE RESIDENCE HALLS

POSTERS



Posters in the residence halls are hung in a centralized location in the lobby, providing a “calendar of events” for residents to see what’s going on around campus.

- One poster per hall. This not only saves paper, it helps eliminate poster-blindness and clutter on the floors.
- Make your posters simple, eye-catching and clear. Posters with specific dates and activities tend to be more effective than generic informational posters.
- Posters may be dropped at hall front desks, distributed at Residence Hall Association (RHA) meetings or left at Residential Living (601 Division) for distribution.
- Consider other methods of publicity as well. There are many creative ways to get the word out. If you have questions about policies regarding other forms of publicity, please ask.

PROGRAMMING

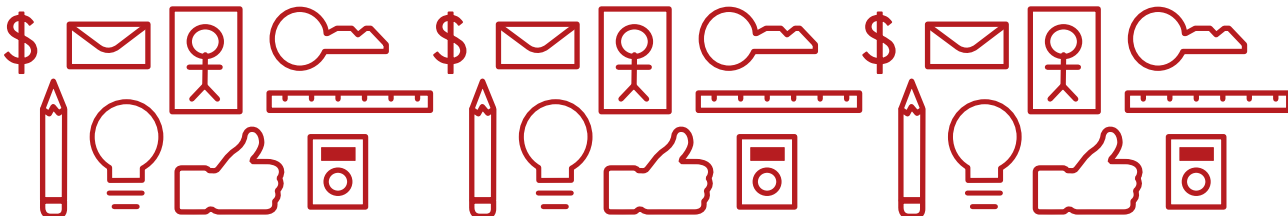
Looking for support of and attendance at your campus programs or looking to organize the residence halls?

- Word of mouth is one of the best ways to advertise. The Residence Hall Association (RHA) is a student organization comprised of two residents from each residence hall. Representatives take information from the meetings back to their hall government and hall residents. RHA meets weekly at 4 p.m. on Tuesdays during the semester. To ask about getting a spot on the agenda, email rha@uwsp.edu or call 715-346-2556.
- Provide RHA delegates with a “program menu” and have interested halls contact you to set up a date and time. Be sure your menu includes any program topic choices with a short description and information about how to contact your organization.



Home to over 3,300 students, the residence halls are a great place to market your programs.

- Contact individual halls about presenting a program. A list of hall presidents can be requested from RHA or found on the SIEO website: www.uwsp.edu/centers/sieo. Hall governments will consider your request and decide if the presentation will be of interest to their residents. Be sure to include details when emailing these hall leaders.
- We sometimes get requests to reserve a space or meeting room in a hall for a particular organization. Many halls require that an officer of the club be a resident of the hall or that a staff or government member “sponsor” the organization. Talk to the hall president or hall director to clarify a particular hall’s policy.





SOLICITATION

For the protection of our residents, all forms of door-to-door canvassing, promotion and/or solicitation are prohibited. This includes placing promotional materials on or under the doors of residents' rooms.

POLITICAL CAMPAIGNING

There are additional guidelines for political candidates and/or their campaign supporters. Please contact Kate Reck (715-346-3511) for information related directly to campaigning in the residence halls.



FUNDRAISING

If your organization would like to conduct a fundraiser in multiple residence halls, we recommend that you outline your proposal at a Residence Hall Association meeting (for more information about RHA, see the programming section of this flier). RHA delegates will take the information back to their halls for discussion. You can follow up at the next meeting, or ask interested individuals to contact you.

If your organization would like to conduct a fundraiser in a particular residence hall, you must meet with the hall government. The hall president or hall director can talk with you about the process for making a request at a hall government meeting.

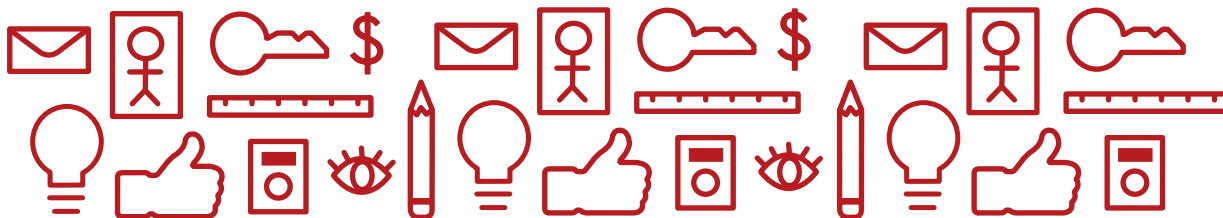
Please understand that some halls may choose not to participate in fundraising opportunities. Usually this is due to not wanting to overtap residents financially.

If you have any additional questions, please contact Kate Reck at 715-346-3511 or kreck@uwsp.edu.

MAILINGS

Each residential room has a mailbox in the lobby. Only individually labeled items can be sorted into resident boxes; you can purchase labels for a nominal fee through the Registrar's Office (715-346-4301). This is a courtesy extended only to on-campus organizations (off-campus groups must utilize the U.S. Postal Service). Make certain that your student organization's name is prominently displayed on the addressee side of the piece. That way our desk receptionists know it can be put in mailboxes. Bundled mail can be sent to residence halls through campus mail or dropped off at individual front desks.

Printing costs can be difficult for student organizations to manage - by utilizing the mail tables you can reduce these costs. Mail tables are located in each residence hall lobby and offer materials of general interest; residents are then able to self-select items of interest. The tables are re-organized on a periodic basis to eliminate outdated materials. Drop off a small stack of your materials at each hall's front desk or send stacks through campus mail with a note indicating they are for the mail table.



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