**JA/RC Programming Requirements**

Planning and producing extracurricular and educational programming is an important aspect of your role as a Junior Advisor, Residence Coordinator, or Residence Coordinator Team Leader at Bates. Programs are generally categorized as Educational/Informational or Social/Recreational. Programs can also address themes such as Cultural, Spiritual, Occupational, and Personal/Emotional. We encourage you to diversify your programs in order to offer a wide range of topics to your residents.

**The programming requirements for your position are as follows:**

Residence Coordinators:

* Minimum of three (3) programs per semester
* At least one educational or informational program per semester relating to a pertinent campus-, nation-, or world-wide issue or event

RC Team Leaders:

* Minimum of three (3) programs per semester
* At least one educational or informational program per semester relating to a pertinent campus-, nation-, or world-wide issue or event

Junior Advisors:

* Minimum of five (5) programs per semester
* At least three educational or informational programs per semester
	+ At least one educational program addressing sexual assault prevention (preferably conducted during the fall semester).
	+ At least one community engagement program (which can be completed either in the fall or winter semester).

**Steps for planning a successful program:**

 *Preliminary steps…*

* + Discuss programming ideas with potential presenters and facilitators (if applicable)
	+ Determine date of program

***At least*** *one week in advance…*

* + Submit room reservation request to the Dining, Conferences and Campus Events Office using events.bates.edu {EMS} (if applicable)
	+ If you are requesting advance payment to fund your program, submit advance request and program proposal forms to Blake or Molly

***At least*** *three days in advance…*

* + Submit program proposal form to Blake or Molly (if you are not requesting advance payment to fund your program)

***No later than*** *one week following your program…*

* + Submit reimbursement request form to Blake or Molly if you have not yet done so
	+ Submit **all** receipts relating to the program to the appropriate office (**required** for reimbursement!)
	+ Submit program evaluation form to Blake or Molly

**Questions or concerns?**

Contact Blake Reilly (breilly3@bates.edu) or Molly Newton (mnewton@bates.edu)

or stop by our offices in Lane Hall 110.