

## Theme House Proposal Template

### Abstract/Meeting

Previously a brief preliminary abstract of a proposed Theme House was required. We no longer require an abstract, but highly suggest meeting with the Coordinator of Housing to receive feedback ahead of the full proposal.

### Full Proposal

Full, completed Theme House proposals for the 2021-2022 academic year must be submitted via the Theme House Application (Google Form) by Friday, March 26, 2021. Completed plans must include:

1. **Your proposed theme.**
2. **The names of two students who will act as the Theme House Coordinators for the house.**
  - You should include (Name, Class year, Gender Identity, other relevant identities if pertinent to the theme). Self-identified gender identity can consist of identifications such as man, woman, genderqueer, questioning, etc.
  - These students will serve as liaisons to the Office of Residence Life and Health Education and are **responsible for filling all beds in the house for the year.**
  - Should your theme be selected, the Theme House Coordinators must meet with the Housing Coordinator to discuss community standards and coordinator responsibilities.
  - Theme House Coordinators must attend a monthly meeting with the Housing Coordinator and other Theme House Coordinators to discuss progress on programming and goals.
3. **The name of the Residential Fellow for the house.**
  - This person can be a faculty member, staff member, or administrator on campus who will agree to be your advisor.
  - The Residential Fellow will need to meet with all students approved to be in the house before submitting their names to the Office of Residence Life and Health Education and confirm the serious intent of each student to live according to the theme.
  - The Fellow is responsible for holding regular meetings with the house. Please include in your proposal information regarding the meeting schedule/agreement that has been arranged between your Residential Fellow and the Theme House.
  - Also, please provide a summary of how your house will actively collaborate with your Residential Fellow.
  - Your Residential Fellow will also need to sign the *Theme House Residential Fellow Agreement* within this proposal.
4. **Purpose (1 paragraph)**
  - Please explain the purpose of your house
5. **Goals of Theme House (3 minimum)**
  - *Note for those reapplying as a Theme House:* In a traditional year, we would have expected that you accomplished the goals that you set out from the previous year, completed all paperwork, and have new programming ideas for the upcoming year. Due to COVID-19 restrictions this year, we understand that programming looked different. We ask that you have some new programming ideas for the upcoming year along with your previous ideas.
6. **Ideas for potential house programs relating to your theme.**
  - Theme Houses must plan and execute at least one program per month.

- Please include the program name and a brief 1-2 sentence description of the program.
- These programs will be documented and tracked through the Office of Residence Life & Housing.
- A small programming budget will be available through the coordinators supported by the Office of Residence Life and Health Education. Before the program, the Theme House Coordinator must submit a program proposal.
- After the program, the Theme House Coordinator will also need to submit an evaluation.

**7. A list of potential student residents for your proposed Theme House.**

- This should minimally include Name, Class year, Gender Identity. Self-identified gender identity can consist of identifications such as man, woman, genderqueer, questioning, etc. Other relevant identities may be included if pertinent to the theme.
- You may use Bates Today to send out information on your proposed house, and you should seek to recruit student residents from all class years.
- Everyone who shows an interest in your theme should have an opportunity to ask questions about your proposed theme house. You may wish to consider having applications, an interview process, and an open meeting to generate interest.
- Your list of potential residents will not guarantee that the house you are assigned will have the same number of spaces as students on your list if you are approved for a house. If you are allocated a house that is too small to house all interested applicants, coordinators must determine who will be housed and who will not. If you are assigned a house with more beds than requested, you must fill all of the beds.
- We will try to assign houses as close to the actual number as possible. You must have each upper-class year represented in your house in some quantity.

**8. An explanation of how your theme will contribute to the Bates community.**

- The goals and expectations for your theme house should be discussed and determined by students who wish to live in the house and should be clearly articulated in your proposal.