

# GLACURH 2008 Survival Guide



Prepared by Jess Knox, GLACURH Regional Director

Dear GLACURH CC's:

GLACURH 2008 is fast approaching!! I am very excited to spend the weekend with you at the University of Indiana-Bloomington and keeping leadership in style! The conference staff has been working very hard for our arrival and to ensure that we enjoy the 2008 conference! As you see them throughout the weekend please make sure to give them a HUGE thank you for all of their hard work!

Many of you have never attended a GLACURH conference as part of the voting membership. Have no fear, you will see a brand new side to GLACURH and be the voice in many new changes within the region! The purpose of this guide is to give you the basic tools needed to make the conference smooth sailing. If you have been a voting member in GLACURH I still encourage you to read this guide as you will probably learn something new anyways!

As NCC's and NRHH-CC's you are the elected voice for your host institution and your NRHH chapter. Make sure you remember that you are in a position where you truly can make a difference. Everything you say and do reflects upon your host institution...make them proud!

I understand that you have spent countless hours preparing your delegations for this conference. Remember that you are a delegate too! Think back for a moment to your first conference, and to the first time delegate experience. The GLACURH conference is an amazing experience, but it can be overwhelming. Don't forget to encourage and support your delegates! Encourage them to bring something back to your host institution.

As NCCs and NRHH-CCs, you have the obligation to represent your schools positively. This is the only time during the year that the GLACURH member schools come together to exchange ideas, learn new things, and make new friends. I challenge you to meet someone new this weekend, and to bring that experience back to your friends at home. Please be prepared to represent.

If you have any questions about this guide, please feel free to contact me, or any other member of the Regional Board of Directors (RBD). If you have any questions about the conference, feel free to email Sarah and Jessica at: [glacurh2008@yahoo.com](mailto:glacurh2008@yahoo.com).

Thank you for your hard work and preparations so far! I am sure that GLACURH 2008 will be a fun, energetic, productive learning experience for everyone. I can't wait to see you in Bloomington!!

MOWII Love,

Jess Knox  
GLACURH Director

## ***The Nature of GLACURH***

The GLACURH Conference is one of two times during the year that the member schools in GLACURH gets together to interact, exchange ideas, and learn from each other. Delegations will be excited and energetic. Be ready to cheer, scream, and be excited about all of the new opportunities coming your way!

### ***Information about the Conference***

You will find a lot of information regarding the conference here in this guide. However, you will also find a lot of useful information on the GLACURH website. For even more information about Programming, conference staff, etc. visit <http://glacurh2008.emeryjordan.com>

### ***Check In and Affiliation***

When you arrive at IU-Bloomington, you will need to check into the conference. Please have your entire delegation wait outside. Only the NCC, NRHH-CC, and Advisor should check in. This will help make check in run smoothly. If you know you have a debt to the conference or forms to sign, come prepared to do that. You will also need to check in with the NACURH Information Center (NIC) representative. This will ensure you are able to vote. If you need to affiliate, pay your dues, settle a debt, or submit copies of your NIC report or any NRHH affiliation materials, this is where you do that. NRHH-CCs will also need to check in with the NIC to ensure voting rights.

Check the NACURH website ([www.nacurh.org](http://www.nacurh.org)) for up to date affiliation information. If there is anything missing please bring it with you to the conference, or bring a copy as proof that it has been taken care of (ie, copy of the check, copy of the invoice, copies of the NIC report, etc.).

### ***Opening Ceremonies and Roll Call***

Opening Ceremonies is one of the most fun parts of the conference! Hundreds of people screaming, cheering, and excited for the weekend are all in one room ready to have the time of their lives at GLACURH 2008. During this time there will be many different people speaking, please remember to be respectful during their time.

### ***National Anthems***

As you are aware, GLACURH is an international region. This means we should all be prepared to show that we respect this internationalism. Both National Anthems will be played during Opening Ceremonies, so you and your delegates should be prepared. Check out the following websites to learn the national anthems:

Canadian National Anthem:

<http://www3.sympatico.ca/goweezer/canada/cananthem.htm>

United States National Anthem: <http://www.treefort.org/~rgrogan/web/usa1.htm>

Warm up your singing voices on the way to SVSU!

### ***Special Guests***

We will have several very special guests with us at GLACURH this year! One OCM representatives will be joining us (coming all the way from New Jersey). NACURH endorses several OCM programs: carpets, linens, final exam kits, and welcome kits. OCM is sponsoring the Distinguished Service Award, the NCC of the Year Award, and the Advisor Social.

On the National Level we will have a few representatives from the National Offices. We will have Brittany De Bella from the NACURH Information Center. We will also welcome Jeffrey Quirin from the NSRO (National Services and Recognition Office).

There will be a lot going on at the conference, but remember- part of the conference experience is meeting new people! Please take a few moments out of your days at the conference to meet and get to know our guests!

## ***Top 10 Programming***

There are tons of quality programs that are presented at a regional conference. This is one of the best tangible resources that your schools can retain from the conference. Each programming session is evaluated and the programs that get the top ratings go on to present that program again during the "Top 10 Programming Session". Make sure to tell your delegates that this is a chance for them to attend an additional program and encourage them to take advantage of this resource. Top 10 Programs will be posted around lunch time via the conference staff. "Top 10 Program" presenters are recognized at the closing banquet but make sure to recognize ALL program presenters from your school. Programs are what make conferences so successful!

## ***Banquet***

One of the greatest parts of a conference is to recognize and appreciate student leaders at the banquet.

There are some amazing individuals and groups within our region and it is important to acknowledge our realization and admiration. The banquet is our chance to do just that. I realize that the banquet has the potential of being long, but with your cooperation we can make it run smoothly and efficiently. All of the small side chatter needs to be kept to a minimum so that we can quickly move from one award to another. Second, the "conference clap" is going to be crucial. We do not want to deny anyone their justified length of applause, but when lists are read, the "conference clap" will be implemented. Finally, in order to efficiently move from one award to the next we ask that those receiving awards move quickly to the stage to receive their award! We can make this work and get on to the dance!

## ***Bringing it Home***

Part of your job as CCs is to make sure that your delegates bring back to your host institutions the lessons, programs, spirit, and pride that was fostered at this conference. There are many different ways in which you can ensure that this happens. I would recommend you have your delegates bring something home in the form of an oral or written report that can be used by other individuals at your institution. There are many ways in which delegates can be held accountable for the information they receive at conference; this was just one idea. Talk to a "seasoned" NCC, your RCC, and/or your board buddy for further ideas!

## ***Socials***

There are a number of socials held throughout the conference for specific groups including NCC, NRHH, Diversity and Advisor socials. These socials are a chance for you to meet other people in the same or similar positions as you. They are a really great way to get to know other people and show support. I encourage you to show up at a few of them!

## ***Travel and Alcohol***

We shouldn't have to remind you of this, but this conference is completely alcohol and drug free. That means while you are traveling to and from the conferences and while you're at the conference, no matter your age, you are to neither consume alcohol nor other drugs nor can you be in an establishment that serves alcohol or other drugs. Please keep this in mind because serious ramifications can arise if you do not abide by this policy. You could be sent home at your own expense. Please do not disrespect this policy or your host institution. This is a national and regional policy and is not debatable. Please travel safe and enjoy your time free of alcohol and other drugs.

## **Business Meetings**

### ***Roll Call***

Each time business convenes the RBD will take what is called Roll Call. The RBD will come up with various ways to show that you're present and give you each an opportunity to show your school spirit. Be prepared for ANYTHING!!! This is one of the fun parts of the meetings.

### ***Tentative Agenda***

This agenda is ***tentative***. Please come to the business meetings with an open mind. Flexibility is good. You'll notice that the schedule is a little different than in past years and this is to try and allow the RBD to have training and informational sessions on Friday night for the NCC's and NRHH-CCs!!! We have put the schedule in blocks without timing as the schedule is likely to change between now and then. You'll be provided with a schedule once you arrive.

#### **Friday**

9:00pm – 11:00 PM

GLACURH U

Boardroom expectations

#### **Saturday**

8:00 AM-9:00 AM

· POY Presentations

9:40-12:00

Advisor OTY

SOY/NRHH boardroom

12:00-Lunch

12:50-6:00

StOY/NRHH boardroom

NIC/NSRO/NRHM Presentations

SALT

Philanthropy Discussion

OCM Report

National report

Legislation

6:00-Adjourn

### ***NRHH Meetings***

NRHH CCs will be splitting their time between the large GLACURH boardroom and the separate NRHH boardroom. The schedule you receive at check in will show the splits. In NRHH business, the NRHH specific awards will be selected, and time will be spent on chapter development if time permits. Though NRHH CCs do not have the vote for their school in the GLACURH boardroom, they do have full speaking rights and the chance to confer with their NCCs before votes are cast. Make sure you come prepared having read the bids/legislation and ready to discuss!

### ***MOWII***

MOWII is our regional mascot. MOWII is a polar bear and will be proudly displayed on the front table. MOWII got his name because he represents Michigan, Ontario, Wisconsin, Indiana and Illinois, the areas that the Great Lakes encompasses.

## ***Boardroom Theft***

Although it has become a tradition of sorts in GLACURH for NCCs and NRHH CCs to steal items in the boardroom (especially mascots, the Director's gavel, toys, etc), this is in fact extremely rude. We are coming together to conduct business, and while fun is always in order, it isn't fun for the person you've stolen from. Let's not be the region known for kleptomania – let's be the region known for its dedication to respect and conviviality.

## ***Electronics Policy***

The use of a laptop computer is allowed for the purpose of taking notes or reading bids. Internet will not be allowed, except for select RBD member laptops. If you choose to use a laptop, please keep its use limited to business. Please do not play games during business. All laptops are to be kept closed during all presentations. Should anyone act in a disrespectful way through inappropriate use of a laptop, all CCs and advisors will lose laptop privileges.

**Cell phones are to be kept OFF at all times when the boardroom is in session.** Off should not be confused with vibrate or silence – neither of which are acceptable. You can't answer your phone during business anyway, so there's no reason for it to be on.

Text messaging is absolutely prohibited during business.

MP3 players, CD players, and radios are prohibited in the boardroom. If there is music that you'd like to hear during breaks, send it to your RCC, who will arrange to have it incorporated into business.

Failure to abide by these rules may lead to you being asked to leave the business meeting. Please remember to be respectful – this is business, after all.

## ***Board Buddies***

Want a buddy to get ya through the hours of meetings? At the beginning of business Friday night, anyone interested in signing up for a board buddy can. Board buddies are people you can send notes to, send fun toys, secret letters, etc. It's a mystery! Don't tell the person who you are. At the end of business on Saturday, we'll reveal who had who as a buddy. It's fun! It goes all day long! NRHH CCs and NCCs will be included in the same Board Buddies exchange.

## ***Health and Wellness***

We realize that a weekend spent at a conference is not the most optimal time to get a sufficient amount of rest, but it is important that you do get some. Sleep is vital to your productivity and sanity. It is also important that you eat. Time flies at conferences but do not let time fly past breakfast, lunch, or dinner. Please take care of yourself! NACURH has taken a vested interest in Risk Management practices over the recent years. You'll notice that the conference schedule only has activities till 12:00a.m., this is to ensure that you get enough sleep to be healthy and well and able to participate in the follow day's activities.

## ***Legislation***

Because there will be no positional bids at GLACURH 2008, we will be doing legislation. All pieces are posted on the regional website.

## ***Bid Criteria Sheets***

Instead of printing millions of pages of bids, just print of a bid critique sheet for each bid and fill it out as you go along. These sheets will be available on the GLACURH website with other conference resources. You'll find room for pro/con info, questions you have, thoughts on the bids, and a checklist of what to look for.

We hope that they'll work great for you!

## **Bids**

Please realize the amount of time that individuals and schools have put into these bids. They deserve your respect! Please be careful to ensure that your questions are truly meant to gather information, and not to attack presenters. We will call you out of order if you ask a question out of apparent malice. Think about how you'd like to be treated, and then treat our presenters the same way. The bid selection is different for various bids. The different processes are outlined here:

**\*The process for each bid will be reviewed before the start of business. You may also consult the governing documents for more information on each bid\***

### ***Parli Pro***

Our business meetings are run with parliamentary procedure in mind. We realize that each and every one of your schools runs meetings and interpret Robert's Rules differently. However, it is important for you to realize that David and Jess have the final say in what happens and how. We do NOT claim to be experts on parli pro but we do know how it works. We were elected to run the meetings as efficiently and effectively as possible. Ultimately we just want to make sure the meeting runs smoothly, business is covered, and all voices can be heard. It is up to YOU to have a voice. Please speak in the meeting! That is your job. If at any point in time you have questions about the procedure, just ask. We do not want you to get lost in the process. We want you to understand and be heard.

## ***Bringing it home***

Since you are the elected voice from your institution, it would probably be a good idea to report back to your RHA about what happened in our business meetings. This may require you to take additional notes or pay extra special attention.

### **Your Role!**

#### ***Spirit***

Just in case you forgot, we wanted to remind you that GLACURH is the best region around! Have a fabulous time at the conference! Share the GLACURH Luv with all member schools. It's good to hang out with old friends, but take the time to meet someone new! Show everyone how wonderful you are. Show off your spirit for your school, region, and others! GLACURH Luv! Regional Unity will again be promoted throughout the conference. Please realize that while many schools are also affiliated with state organizations, not all are. Additionally, GLACURH is not affiliated with the state organizations. Therefore, please remember that this is a regional conference and work with your delegates to promote regional unity, especially in cheering.

### ***Role of Conference Staff***

The conference staff is the most amazing group of people. They have collectively pulled together an amazing conference and overcome many obstacles. They agreed to give their time and energy to our organization. We should be so very appreciative of their hard work and dedication. Please take a moment to THANK and recognize them. The conference staff is there to answer your questions. But be aware that their ultimate goal is to execute the conference that they have been planning for so long. Please know that sometimes other things come BEFORE your request. When you are asking something of the conference staff, be patient, grateful, and polite. There are over 580 people at the conference that need to be tended to and the conference staff will be busy. Understand that!

### ***Role of the RBD***

Again, this is an amazing group of individuals that have worked so very hard for this organization. Each and every member of the regional board deserves your respect and cooperation. You should be familiar with the GLACURH Regional Board of Directors (RBD) for we have been the ones, along with the conference staff, helping you prepare for this conference. Please take a moment to introduce yourself to members of the RBD. We like to get to know faces along with names. We will be busy during this conference but not too busy to meet you! We appreciate and value the individuals in this organization and want to know YOU. The RBD is just another group of student leaders. We are human beings and quite friendly! We do NOT bite! Again, the RBD is there to answer your questions. In no way do we claim to know everything about this conference, but we will assist as much as we can. Please ask us if you have questions before, during and after the conference. We want this conference to be just as successful as you do!! Please be patient, grateful, and polite to the RBD also.

### ***Role of NCCs and NRHH CCs within Meetings***

As a NCC, you were elected to represent your host institution. As an NRHH CC, you are representing your chapter. That means you should gain as much knowledge as possible, ask questions, actively participate, and voice your opinions and thoughts. The meeting environment may seem a bit overwhelming but we can guarantee that Jess, Joe, and Paige are more than willing to answer your questions at any point in time.

Please do not silence your school voice by not asking a question.

No question is a dumb question! It is also important that you vote on the part of your constituents, the residents at your host school or the members of your chapter. Just keep in mind who you are there to represent and keep them in mind while you are representing them.

The role you serve in the meetings is far greater and deeper than can be written on paper. The power of one person has been proven many times within our organization.

You can make a difference!

If you are unclear of your specific duties as NCC or NRHH CC, please refer to the GLACURH Constitution. We would also suggest talking to returning CCs to gain a perspective on how to effectively represent your school. Finally, we would remind you that you are responsible for reporting back to your host school's RHA and/or NRHH chapter. Make sure you know what to tell them!!

### ***Role of CCs with Delegates***

Bringing and building a delegation is one of the most exciting parts of the NCC position. Here are some things you should do to help your delegates be prepared:

- Share important information from this packet
- Share information about Saginaw Valley State University and conference policies
- Teach them regional and school cheers
- Implement a plan for "bringing it home"
- Encourage networking and making friends from across the region
- Educate them on the occurrences and nature of a GLACURH conference
- NRHH CCs: bring your chapter members to the NRHH social!
- Etc.

# Miscellaneous

## ***What to Pack:***

Delegates, NCC's, NRHH CCs, Advisors:

1. An open mind!
2. Toiletries
3. Theme apparel, if your school is doing that
4. Banquet clothes
5. Warm jacket
6. Banner & display
7. Camera
8. Tradable items--you know, those clothespins, dog bones, warm fuzzy things y'all have been creating
9. Backpack to carry tradable items, binder, stuff, from place to place
10. Swap shop stuff
11. Clothes for dance
12. Extension cords for laptops or displays
13. Program Supplies – (handouts, PowerPoint presentations, electronic copy of presentation for conference CD)
14. Alarm clock and/or watch

## **15. CC's:**

- **Bring your bids that you can find online so you can be efficient in the meetings. (Download the bids if you are bringing a laptop – you will not have internet during business)**
- **Governing Documents**
- **GLACURH Regional Philanthropy Donations**
- **Board Buddy items**

## ***Contact Information:***

If you need anything pertaining to the conference please contact any RBD member or the conference staff at [glacurh2008@yahoo.com](mailto:glacurh2008@yahoo.com). The RBD will be arriving for the conference on Thursday Night and will be in meetings Thursday and Friday. Internet access may be available for us right up to the start of the conference should you need to reach any RBD member.

## Travel safe!