



Before you begin work on the Charter application process, it is imperative that you and the rest of your group members know and commit to following the Living & Learning Community (LLC) requirements. Please be sure to read the information below and contact the Coordinator of Living & Learning Communities with any questions you may have. In addition to the requirements below, each community must:

1. Have at least one member schedule a time to meet with the Coordinator of Civic Engagement to discuss their group's service project ideas prior to the Charter interview date
2. Have at least one member attend an Informational Session about LLCs

### Important Dates

- **Informational Sessions:** December 9<sup>th</sup> @ 4:00pm, December 21<sup>st</sup> @ 11:00am, and January 16<sup>th</sup> @ 4:00pm, all in Hedges
- **Charters Available Online:** December 19<sup>th</sup> @ 12:00pm (noon) (Monday of Block 4 Week 4)
- **Charter Review Opportunity:** January 20<sup>th</sup> @ 3:00-5:00pm and January 23<sup>rd</sup> @ 3:00-5:00pm @ Zamora's Market
- **Charters Due:** Email Charter to LLC Coordinator by Friday, January 27<sup>th</sup> by 4:00pm (End of Block 5 Week 2)
- **Charter Interviews:** January 30<sup>th</sup> @ 1:00-6:00pm @ Cole Library 326
- **Notification of Status Email:** February 1<sup>st</sup> by 5:00pm
- **Declaration of Acceptance Due:** Deliver printed copy to Residence Life Office by Friday, February 6<sup>th</sup> by 12:00pm (noon)
- **Housing & Expectation Meeting:** February 9<sup>th</sup> @ 4:00-5:00pm in Hedges (Beginning of Block Break 5)
- **Returning LLC Storage Request:** April 3<sup>rd</sup> via email to the Coordinator of LLCs.

### Eligibility

All members must meet these minimum requirements:

- Must have a minimum GPA of 2.0
- Be in good standing with the college including social, academic, and financial areas
- Must abide by all college policies outlined in the Compass and Residence Life policies
- Must not be off-campus for more than one full block during the academic year
- In addition, returning members must have been an active participant within the LLC the year prior

All members of the LLC program are expected to fulfill the following responsibilities:

- Participate in a Fall and Spring Kick-off event, and any other special programs organized by the Living and Learning Council
- Participate in all activities and satisfy all requirements stated in your community's Charter
- Meet with your entire community at least once per block to reflect, plan and address issues
- Meet with your community's faculty/staff advisor as an entire group at least once a semester
- Meet as a group and individually with the Coordinator of Living & Learning Communities once each semester
- Submission of a periodic reflection assignment outlining what the individual has learned during the blocks, how the group has utilized their advisor as part of their learning experience, and what plans are in place for the following block(s)
- Assist in the planning, development and presentation of content for Block 2 "LLC Expo"
- Participate in on-going service opportunities throughout the year that relate to your communities focus area
- Taking part in research initiatives to assess the program's effectiveness

### Available Spaces

Living & Learning Communities will be located in Smith Hall, with the potential for some groups to live in a college owned house or apartment. Because of this all applicants must meet the [eligibility requirements to live in the college's apartments, houses and suites](#). Smith Hall suites consist of eight bed spaces in double rooms, with the exception of the RA suite, which only houses six students in double rooms. A seventh member could be added to that community should they apply for and be hired as the Smith Hall RA position. The houses and apartments consist of either seven or eight bed spaces in mostly double rooms with a few single or triple rooms also available depending on the residential area. All housing options are co-ed by room, with those wishing to live together in a gender neutral space needing to submit the [Gender Neutral Housing Request Form](#) located on the Residence Life website with their Charter application.

### Conditions and Terms

When considering individuals to participate in your community, please keep in mind that groups must consist of a minimum four members. Should the number of communities applying exceed the number of residential spaces available, priority in the selection process will be given to those communities with enough potential members to fill all beds within their eventual housing assignment. Also, please be aware that while most of our facilities allow up to eight members, there are residences that would only

accommodate six or seven members. Because of this each group will potentially need to designate up to two alternate members who agree to remove themselves from the process should their community end up selecting into one of these housing assignments.

Please be aware that once an offer to participate in the Living & Learning Communities program has been accepted any changes to a community's Charter and membership must be approved by the Residence Life Office. Members not meeting the responsibilities of the Living & Learning Communities program, or their community's Charter, including those students who choose to be off-campus for more than one full block during the academic year, are at risk of being removed from their community and relocated to different housing assignment. The Residence Life Office also reserves the right to limit the number of members in a community and/or relocate communities in order to accommodate the college's housing needs. This includes, but is not limited to combining two communities into one shared residential area.

LLC buildings summer storage is extremely limited due to factors such as the clean schedule, camps, and conferences. Any LLC wishing to store LLC owned items over the summer must contact the Coordinator of LLCs and have each item approved. The storage location may or may not be within the actual LLC building, depending on availability. LLCs are responsible for physically moving items into and back out of storage. Storage exceptions are for LLC organizational items only, not personal use such as couches, heavy boxes, or electronics. Personal items not labeled as LLC items will be discarded. Approved storage items must be stored in salable weatherproof totes or containers (ie. not cardboard due to weathering conditions of some storage locations). The College assumes no responsibility for the condition of items left in storage and LLCs use storage at their own risk. As a guide, some items approved in the past were resource libraries, bee hives, and musical instruments. Kitchen items such as pots, plates, silverware, and other kitchen non-perishables can be stored in the kitchen cabinets. Any cabinets filled with these items will not be cleaned during the summer. All food items will be discarded.

The College provides custodial services for the public areas of Smith including hallways, lounges, and kitchens on a daily basis Monday through Friday. Limited weekend services are also provided. Areas within sleeping rooms and suites are considered private and are the responsibility of the resident(s) to clean. All residents of a floor/house/hall are billed for damages or extra cleaning. Please review Residence Life policies. In College owned houses and apartments, common areas such as kitchens, lounges, stairwells and bathrooms, are cleaned during winter break. All other spaces in houses are the responsibility of the occupants. Over the summer, a more extensive cleaning will take place in all areas of the houses and apartments. Any items left in these areas at the beginning of the summer will be discarded.

All LLC members are expected to adhere to all college policies. Any LLC harboring concerns about a member committing violations has the recourse to report this behavior to Residence Life for assistance, including the potential removal of a member from the LLC. If an LLC loses a member at any point after submitting their official roster, regardless of circumstance, the group will be granted the privilege to first fill the space with a member they select within a two week grace period after the vacancy occurs. After the 2 week grace period the vacant space can be assigned at the discretion of Residence Life if the student is eligible per the College residency requirement and Residence Life policies. While Residence Life reserves the right to assign a student to a vacant LLC space without prior notification, attempts to contact group members in advance will be made whenever possible. When discussing vacant LLC spaces with interested students Residence Life will generally communicate the commitment of each LLC. Furthermore, when possible Residence Life will encourage prospective students to inquire directly with the LLC they are interested in in advance of a room in order to encourage a positive fit. Residence Life will also encourage prospective students to participate in the LLC's selection process, but cannot guarantee enforcement of the LLC selection process if the two week grace period has ended.

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# PART ONE: GROUP INFORMATION

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Application Academic Year: \_\_\_\_\_

Community Name: \_\_\_\_\_

Chair Person Name: \_\_\_\_\_

Campus Mail Box: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Advisor Name: \_\_\_\_\_

Department or Office: \_\_\_\_\_

Campus Mail Box: \_\_\_\_\_ Office Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Abstract (75 words or less describing the societal issue that is your focus and what your group hopes to accomplish):

**Community Members:** Chair: This individual is responsible for the internal maintenance of the LLC within its house or apartment. They submit all Charter-related materials and other program information. They work closely with their RA or Apartment House Manger and Coordinator of LLCs to meet the needs of their members such as building or house maintenance issues, roommate conflicts, questions about the program, etc. They work with their faculty/staff advisor to complete their Charter goals. They may submit budget requests or coordinate fundraising efforts. The Chair may delegate tasks to other members as the LLC sees appropriate.

Rep: This individual is responsible for the external coordination between the LLC and outside entities such as the LLC Council, other Cornell departments, and student organizations. The Rep will commit to the LLC Council meetings occurring at least once a Block.

Member: A general member helps the Chair and Rep as needed. Additional positions can be defined within the LLC such as Treasurer, Public Relations, Programmer, etc. The Residence Life Office only formally requires a defined Chair and Rep.

Alternate: Individual members who agree to remove themselves from the process should their community end up selecting into one of the housing assignments that only fit 6 residents.

1. (Chair) \_\_\_\_\_ 5. \_\_\_\_\_

2. (Rep) \_\_\_\_\_ 6. \_\_\_\_\_

3. \_\_\_\_\_ 7.(Alt) \_\_\_\_\_

4. \_\_\_\_\_ 8.(Alt) \_\_\_\_\_

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## PART TWO: COMMUNITY LOGISTICS

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The committee will be looking and giving preference to groups that are able to exemplify the following criteria:

- A focus on learning about and addressing a societal issue
- Learning goals for the members of the community
- Action plan for how the learned information is going to be shared with the campus community
- Detailed information on the intended on-going service opportunities
- Detailed and thorough answers in the Charter Interview

Please provide an explanation of the group's plans related to the following items in a typed, double-spaced format. Address each point in its own section

### 1. Exploration

Explain the purpose of the Living & Learning Community. Be sure to include a description of what issue will be explored, a clearly defined set of learning goals for the members of the community, and a brief commentary of what community members hope to gain from the experience.

### 2. Action

List and describe in detail (i.e., block by block) any activities the community will facilitate or participate in throughout the year. Also include a description as well as the contact information of the agency the community will volunteer with, what the need of the agency is, how the agency connects with the community's learning goals, and what will community members do as volunteers.

### 3. Reflection

What ways will the community encourage members to reflect on their living and learning experience? Specifically, how will your community know people are learning from participation? How will you measure success?

### 4. Education

In addition to the required "LLC Expo", how do you intend to educate the campus community about your issue or topic, the work you are doing with your agency, and encourage others outside of your community to become involved?

### 5. Community

What are the community's expectations for members? Be specific in explaining meeting expectations, participation requirements for the group's activities, and how you will handle conflict within the group. Please include the list of community standards for your community covering such issues as quiet hours, guests, cleaning schedules, etc. List all additional roles besides Chair and Rep if your community is designating them. What is your community's 2 week grace period process for selecting a new member if you have a mid-year vacancy? Finally, include what steps the group will take to address members who are not meeting the expectations and requirements of the community.

### 6. Budget

Communities may likely need some form of funding in order to carry out their learning objects and goals. Groups are not allowed to charge fees or dues to members. Also, 100% of all proceeds from any fundraising opportunities are required to be donated or used for LLC specific purposes. Please consider what funds will be necessary to support the goals and activities of your Living & Learning Community. How do you intend to generate this funding? Please provide a detailed budget of projected expenditures and potential sources of income in a spreadsheet format. Also, limited funds are available for Living & Learning Community programming. Access to these funds must be applied for and approved through the Coordinator of Living & Learning Communities during the academic year.

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## PART THREE: ADVISOR

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Community Name: \_\_\_\_\_

The faculty or staff advisor with each Living & Learning Community must play a key role in providing community members with on-going support in structuring the learning experience and reflecting on their experiences. Advisors should meet with the community members as an entire group at least once a semester; however, more frequent interactions are encouraged. Advisors are also welcome to attend any related programming activities hosted by the individual communities or the Living & Learning Communities Council. The advisor will receive the community's Block Reflection assignments every 2 blocks and reach out to students as needed.

Each community's faculty or staff advisor is asked to write a letter of support and return it to the group's chair along with a signed copy of this document to be included in the Charter application prior to the Charter deadline. In the letter of support we ask that advisors also specify how they will help the community to:

- develop and refine learning goals
- guide contextual learning opportunities
- support service-learning activities
- engage members in reflection
- encourage the Community to educate the campus on their topic
- assess the outcomes of the Community

### Advisor Commitment Statement

I have met with the \_\_\_\_\_ Living & Learning Community, reviewed their Charter proposal, and agree to provide on-going guidance, challenge, and support to the community members as a faculty or staff advisor for the assigned academic year.

Application Academic Year: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title & Department: \_\_\_\_\_

E-mail: \_\_\_\_\_

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## PART FOUR: INDIVIDUAL MEMBER COMMITMENT STATEMENT

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Member Name: \_\_\_\_\_

Campus Mail Box: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Community Name: \_\_\_\_\_

Each Living & Learning Community participant must complete the individual member commitment statement and a letter of intent explaining why they are interested in being involved with the proposed program. The letter of intent addresses:

- What you hope to gain and how you plan to accomplish that by participating in the community. If you have prior experience with a community, please comment on what you learned during the previous year and what will be new for you in the coming year.
- What skills and talents will you bring to support the success of the community? Will you take on any leadership role, and if so, what?
- A list of curricular and co-curricular commitments for the year, and how you will manage those commitments with your participation in your Living & Learning Community.

The letter of intent should be typed, double-spaced with standard margins, 12 point font, and be no longer than one page in length. Provide a copy of your letter with this completed page to your chair by the Charter application deadline.

### Commitment Statement by Individual Community Member

I commit myself to adhering to the \_\_\_\_\_ Living & Learning Community Charter proposal for the assigned academic year. I understand that this participation includes, but is not limited to, implementing the community's action plan, assisting with the documenting of activities and accomplishments, participating in leadership development activities and program evaluations, attending applicable meetings, engaging in meaningful on-going service opportunities and presenting the work of the community to the campus. I also commit to adhering to all policies and procedures set forth by my group and the Living & Learning Community program. **If I fail to meet these expectations, I understand that I may be removed from this community and re-assigned to a different housing assignment that is available on-campus.**

By signing this document I acknowledge that I am aware of and understand the additional individual opportunities and responsibilities, including cleaning and conflict resolution, which come with living in a house, apartment and/or suite. Also, I authorize the Dean of Students Office to share my conduct history at Cornell College with the Residence Life professional staff in order to ensure my eligibility to live within the college's houses, apartments and/or suites.

Application Academic Year: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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## **PART FIVE: CHARTER PRESENTATION AND INTERVIEW**

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All community members are REQUIRED to attend and participate in the Charter interview process, unless they are away from campus for the block. Charter interview dates are available on our website [crnl.co/res-life-llc](http://crnl.co/res-life-llc). After submitting your Charter application to the Residence Life Office, your group will be expected to sign-up for a 20 minute time slot. Please prepare a maximum 10 minute presentation covering each section of your Charter and how it is going to be implemented. Each member should also have a significant speaking roll at some point during the presentation. Technology for the presentation may or may not be available in the room so please keep that in mind. Check the current deadlines and locations on our website to see the room we will use to scout its capabilities.

Following the presentation each group is then required to participate in an approximate 10 minute Charter interview. The members of the selection committee will ask questions to each group, and any follow-up questions needed based on each group's presentation. The committee will also provide final feedback and thoughts about the group's Charter and whether any changes are necessary.