

OAK LANE COMMUNITY

An Information Packet on Special Purpose Housing
fraternity and sorority on-campus housing
at Virginia Tech



Student Programs
Division of Student Affairs

Last Edit: 10 September 2007

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Greeting and Summary from the Associate Vice President for Student Affairs

I am pleased to share a packet of information about our Special Purpose Housing – the on-campus Greek housing area at Virginia Tech.

In way of summary information, these Special Purpose houses are built as residence halls and the debt service for them is floated throughout our entire, 9,125-bed residence hall program just as is the debt service for any new residence hall. The houses are built, however, with the assumption that fraternities and sororities will live in them and they are designed accordingly with input from students and staff working with these groups.

The financial arrangement is such that an organization that occupies one of the houses pays an organization fee for lease of the grounds, maintenance, housekeeping, etc. for the academic year. This originally started out at \$10,000 for an academic year and is now up to \$11,000 with payments of \$5,500 per semester. Additionally, each student who lives in one of these houses has an individual room and board contract with our office, the same as does any student in any residence hall. The groups are obligated, by their lease, to fill all beds in the house. If they do not, the organization is charged the room fee and the base cost of the dining plan fee for any vacancies.

During the summer months the organization may chose to rent the house if they wish. However, this has seldom, if ever, been the case in our experience with this type of housing. The difference during the summer is that there is one fee for use of the house, based upon the number of residents living there. There are not individual room and board contracts for the summer.

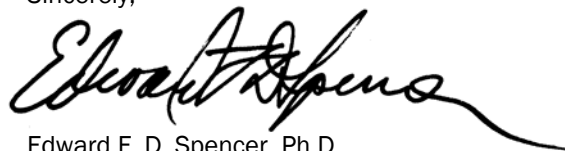
We opened Phase I (three houses of 36 beds each) in the Fall of 1983 and we opened Phase II (seven houses of 36 beds each) in the Fall of 1990. Most recently, Phase III opened during the Fall of 2001 with eight new houses with 32 beds in each. The Phase III houses are arranged as four buildings with two houses per building. This new design was decided after reviewing the cost increases from having to install elevators. Costs savings were also realized by providing a shared service area for both Greek organizations. Each building is shared by one fraternity and one sorority.

We anticipate that there will be a final phase, Phase IV, sometime in the next ten years that would add seven more houses to bring us up to a final total of 25 on-campus houses. Also envisioned in this Phase IV project is a commons/satellite student center/dining building to serve this area of campus.

The enclosures include a general history of the community development, statistical information and floor plans for our Phase I, II and III houses, a sample of an organizational contract for one of the houses, a 1983 resolution commending the University for creating the Special Purpose Housing project which hopefully will provide you some additional information, and finally a map detailing all our current houses and their arrangement in the Oak Lane area.

I hope this information is helpful to you. If I can be of further assistance or if you would like to visit campus and see the project sometime, please let me know.

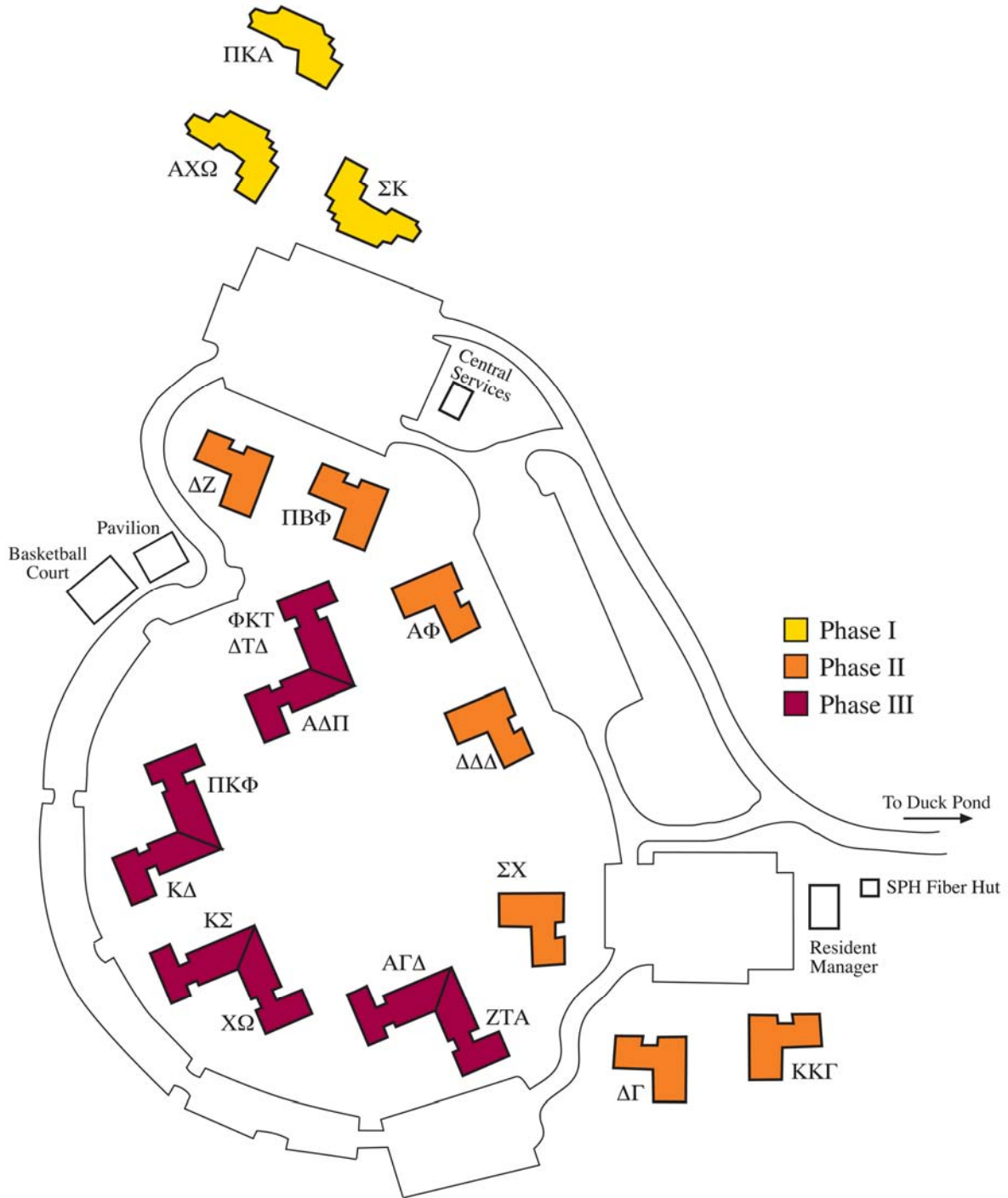
Sincerely,



Edward F. D. Spencer, Ph.D.
Associate Vice President for Student Affairs

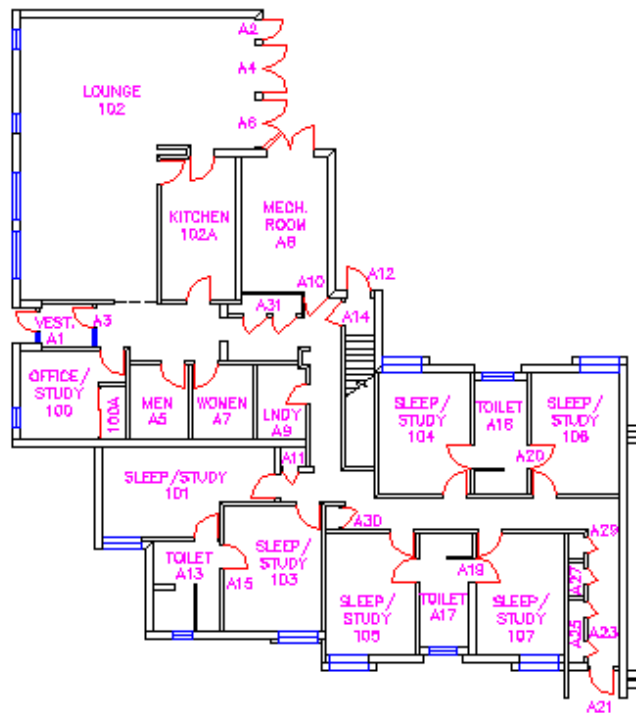
General Community Information

Current Houses and Map

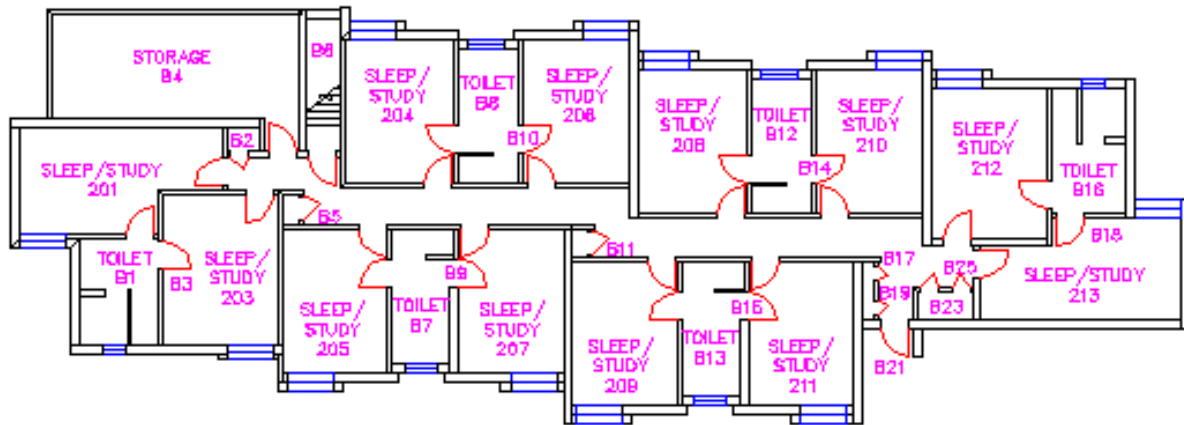


Floor Plans for Various Phases

Phase I, Special Purpose
Houses A, B, and C

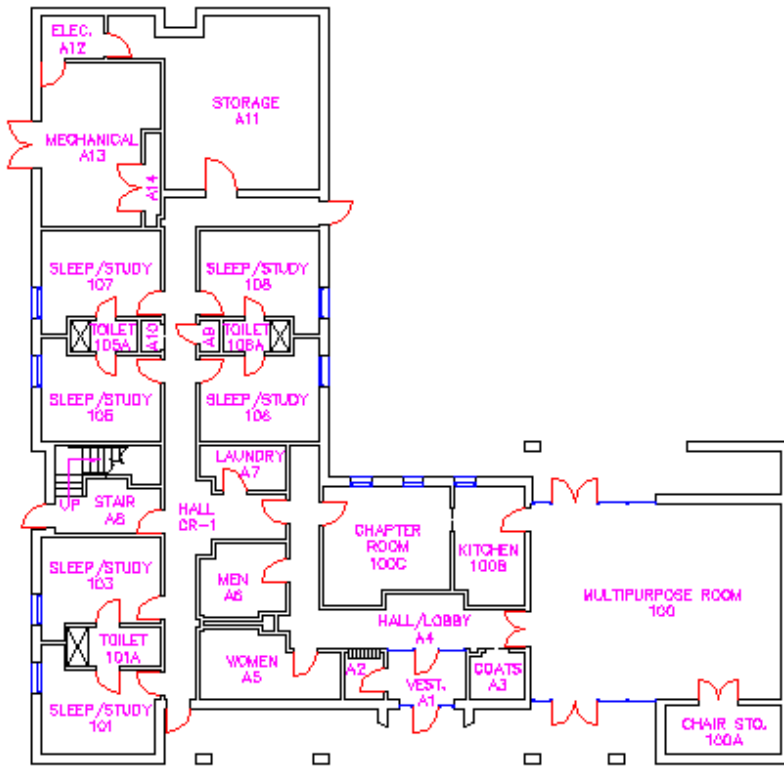


FIRST FLOOR

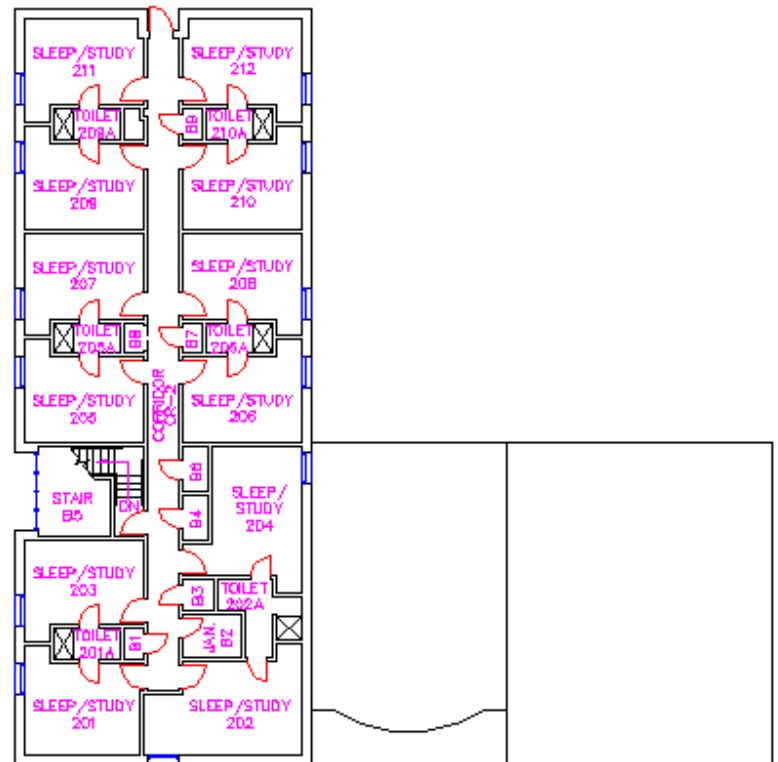


SECOND FLOOR

Phase II, Special Purpose Houses C, D, E, F, G, H, I, J

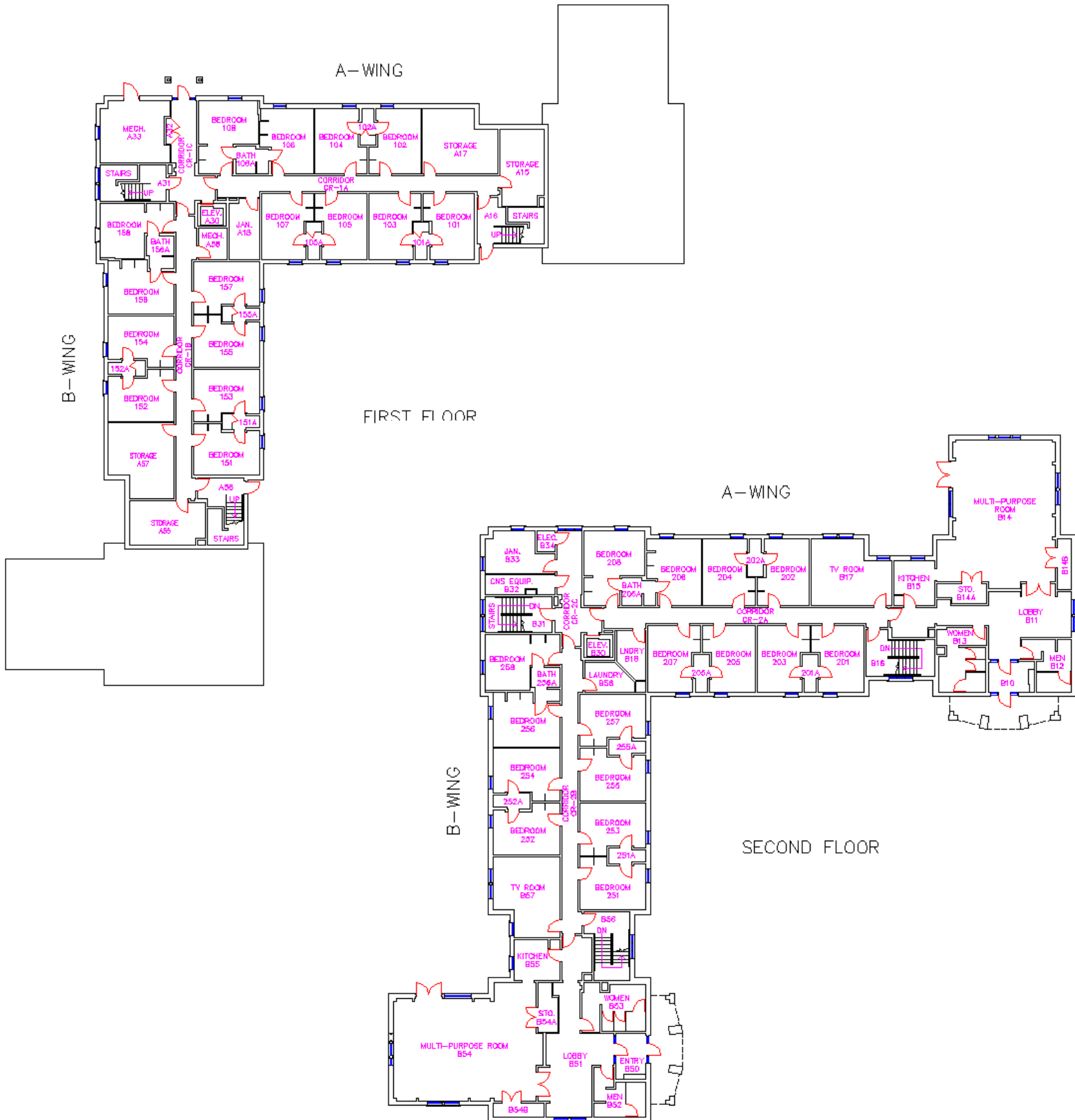


FIRST FLOOR



SECOND FLOOR

Phase III, Special Purpose Houses K, L, M, N, O, P, Q, R



Oak Lane History and Background

Why On-campus Greek Housing?

After the Virginia Tech Board of Visitors authorized recognition of social fraternities and sororities in 1972, the University administration worked diligently with students to expand the number of Greek organizations. Consequently, the University realized that these groups would need help with housing for several reasons: 1) the newness of the chapters and the fact that they had no older alumni who could assist with funding housing; 2) Blacksburg zoning laws which made it very difficult for chapters to obtain and utilize property for Greek housing; 3) a desire to bring members and groups together in order to establish and nurture a Greek community; and 4) a realization that Greek housing builds stronger chapters, individual members, and loyal alums.

A Phased System of Construction

The University made a proposal to begin building on-campus Greek housing, in phases of “Special Purpose Housing” in an area of campus now known as the Oak Lane Community. The way the University made this possible was to build Greek housing as a part of the residence hall system. In that way, fraternity and sorority housing became affordable since the cost of adding new Greek houses is floated through the residence hall system just as is the case when any new residence hall is built. Our special purpose houses are officially residence halls and are thus financed by the sale of revenue bonds (as are all of our residence halls on campus). No state funding is involved in our program. To illustrate how valuable “the power of the residence hall system” is to Greek housing, an annual financial analysis has shown that the revenue from Oak Lane student room rentals and semesterly organizational fees runs about \$40,000 - \$50,000 less per house than do the annual expenses for operating each house (or about \$800,000 less than the annual costs of the Oak Lane area). This illustrates how student room fees from all residence hall students help to make more and new housing available for everyone. It also gives the organization a feel for how much more it would cost if they had to build and fund such houses off-campus.

Occupancy Requirements and Parlor Fee

Because all on-campus students, through their housing fees, help to make Oak Lane possible, an agreement was made with the Greek community when the Oak Lane project was conceived. The agreement stipulated that, in return for the University’s building the Special Purpose Housing/Oak Lane project, the groups living there would agree to maintain 100% occupancy of each house. By doing so, other on-campus students would not subsidize any vacancies in Oak Lane houses either in their housing fees or in their dining fees (all residence hall students are required to purchase a major meal plan—again because the large number of students in the residence hall system enables the University to minimize dining plan costs for everyone).

So to provide for all of this, houses are leased by organizations which agree, as part of the lease stipulations, to fill every bed (by providing signed housing contracts from members) or to be responsible for any missing housing fees and the base (non-food) cost of any missing dining plans.

The Greek community wanted to divide the costs of the public areas of each Oak Lane house among more than just house residents, so the organizational fee (currently \$5,500 per semester) was developed so that each chapter could recover this fee from all members or from certain members. Some people have dubbed this fee a “parlor fee” or a “Great Room fee,” thinking it represents simply the expense of the Great (Multipurpose) Room. That is not the case; the organization fee helps to cover the expenses for all public areas of each house, grounds maintenance, etc.

The leases for Oak Lane are issued for a three-year period and then renewed for another three years, etc. Some groups have wanted only a one-year lease and others have wanted much longer term leases. The three-year lease (which essentially renews for successive three-year periods if the organization so desires and is in good standing) was chosen as a compromise and as a reasonable length of time in case changes in the terms needed to be made.

The information above should, therefore, give one a good understanding of why and how Oak Lane was developed, why the houses are funded on a 100% occupancy formula, why Oak Lane residents are required to purchase a major dining plan, how the room and organizational fees differ, and why an organization is billed for the missing housing fee and the base cost of the missing dining plan for any vacancies.

Growth

For historical purposes, note that the three Phase I houses opened in the fall of 1983 with two fraternities (Pi Kappa Alpha and Phi Kappa Sigma) and one sorority (Zeta Tau Alpha) chosen for these first houses. The seven Phase II houses opened in the Fall of 1990 with one fraternity and six sororities and the eight Phase III houses opened in the Fall of 2001 with four fraternities and four sororities.

In the future we anticipate a Phase IV-A which would add to Oak Lane a facility that is a Commons Building envisioned to offer space for meetings, socials, fitness, dining, and offices. We also anticipate a Phase IV-B which would add around eight more houses to the community.

Pros and Cons

Clearly the Oak Lane houses have their pros and cons. On the pro side:

- 1) groups do not have the burden of ownership and have their house and all utilities, services, staffing, room furnishings, etc. provided for in a lease arrangement;
- 2) the houses are very economical (especially if they are fully occupied) compared to what it would cost to build and maintain such structures off-campus;
- 3) Oak Lane residents live in what is actually classified as a residence hall, but get to purchase a commuter parking permit, park right outside their house, and drive to other parts of the campus where they can also park whereas other residence hall students have to purchase a Resident permit, park in “The Cage,” and cannot drive and park in other parts of the campus during the day; and
- 4) the University provides these structures and gives 31 or 35 members of an organization the chance to live together in order to enhance the strength of the brotherhood/sisterhood; and

- 5) groups gain the convenience of living on campus in a physical environment that feels like it is off campus.

On the con side:

- 1) although living in an Oak Lane double is generally less expensive than living with a roommate off-campus, keeping an Oak Lane double as a single is more expensive than residing in a single room in most off-campus apartments;
- 2) some people do not like having to purchase a major dining plan;
- 3) because an Oak Lane house is a University residence hall and a building owned by the Commonwealth of Virginia, there are more restrictions and requirements than one typically finds off-campus; and
- 4) it can be challenging to fill an Oak Lane house if an organization's membership declines or if an organization does not have policies and procedures in place to ensure 100% occupancy.

Construction Phases and Costs

PHASE I: Three houses plus site development:

1986: Bond Package (net of other residence hall) \$2.9 million
(Secured by full faith and credit of the Commonwealth of Virginia)
Annual Debt Service cost: Approx: \$270,000

Residents: 3 buildings x 36 bedspaces = 108
Income at 1999-2000 rates: 108 x \$1,989 = \$214,812
Parlor Fee: 3 x \$11,000 = \$33,000

PHASE II: Seven houses plus site development:

1989: Bond Package \$7.0 million
(Secured by Virginia Tech)
Annual Debt Service cost in 1999-2000: \$583,000

Residents: 7 buildings x 36 bedspaces = 252
Income at 1999-2000 rates: 252 x \$1,989 = \$501,228
Parlor Fee: 7 x \$11,000 = \$77,000

PHASE III: Eight buildings plus site development

2000: Bond Package \$10.939 million
Annual Debt Service cost: est. \$1 million

Residents: 8 buildings x 32 bedspaces = 256
Potential Income at 1999-2000 rates: 256 x \$1,989 = \$509,184
Parlor Fee: 8 x \$11,000 = \$88,000

Town of Blacksburg Resolution 10-B-83

On the next page is the resolution from the Town of Blacksburg expressing support for the development of the special purpose housing units.

TOWN OF
BLACKSBURG

300 South Main Street, Blacksburg, Virginia 24060

RESOLUTION # 10-B-83

RESOLUTION COMMENDING VIRGINIA TECH
FOR SPECIAL PURPOSE HOUSING

WHEREAS, fraternity and sorority housing has special locational and space needs which cannot be appropriately met in many of Blacksburg's residential neighborhoods; and,

WHEREAS, the 1978 Blacksburg Comprehensive Plan, in recognition of these special needs, recommended that Virginia Tech build an on-campus fraternity-sorority row to provide more appropriate locations for such housing; and,

WHEREAS, Virginia Tech completed, for the Fall, 1983 Quarter, three units of special purpose housing on-campus, attractively designed and suitably located for fraternity-sorority housing southeast of the interchange of the U.S. 460 By Pass and Price's Fork Road; and,

WHEREAS, the site provides room for a number of other units to be constructed in the future.

NOW, THEREFORE, BE IT RESOLVED that the Blacksburg Town Council commends the Virginia Tech Board of Visitors and Administration for completing this progressive project which will help to ease pressures on Blacksburg's residential neighborhoods; and,

BE IT FURTHER RESOLVED, that the Virginia Tech Board of Visitors and Administration is urged to work with other fraternities and sororities to build additional units on the above site.

Donald W. Boone
Clerk

Roger E. Hedgepeth
Mayor

Date of Passage: October 25, 1983

Chapter Application for Special Purpose Housing

INSTRUCTIONS: APPLICATION FOR SPECIAL PURPOSE HOUSE

As part of the selection process for Special Purpose Housing, the Selection Committee asks that your chapter provide all the information requested in the various parts of this packet. Responses must be typed.

Please submit eight bound copies of your application; label the outside with your organizational name and chapter designation. Your eight bound copies must be completed and submitted to Dr. Edward F. D. Spencer, **109 E. Eggleston Hall by 5:00 p.m. on Friday, January 19, 2001.** Please limit your response to the information requested. Additional information beyond that which is requested will **not** be considered. The quality and content of your written response will be considered equally with the oral presentations by your chapter, alumni, and national representatives.

PART I. FORMAL STATEMENT

Date _____

MEMORANDUM

TO: Dr. Edward F. D. Spencer, Chairperson
Special Purpose Housing Selection Committee

On behalf of the _____ chapter of _____,
we are pleased to submit this application for assignment to one of Virginia Tech's Special Purpose Houses. We understand the conditions under which such a lease would be offered and we are willing to accept these if offered such an assignment.

President of the Chapter

Chapter Advisor(s)

For the Alumni Association

For the House Corporation

For the National Fraternity/Sorority

Name, Office Held, Address, and Telephone # for each of the above signers:

_____ Chapter
_____ Fraternity/Sorority

PART II. MEMBERSHIP INFORMATION

Please provide below the numbers of initiated, active members during each of the academic semesters noted (see Greek Life Office for assistance).

	Fall	Spring
2004-2005	_____	N/A
2005-2006	_____	N/A
2006-2007	_____	N/A

Please provide below the numbers requested as of spring semester, 2007.

	# of initiated, active members
freshmen (less than 30 credit hours completed)	_____
sophomores (30-59 credit hours completed)	_____
juniors (60-89 credit hours completed)	_____
seniors (90 credit hours or more)	_____
Total initiated, active membership	_____
# of current pledges/associates	_____

_____ Chapter
_____ Fraternity/Sorority

PART III. ACADEMIC STANDING

For the past terms below, please report below your organization's semesterly GPA and rank among fraternities (see Fraternity and Sorority Life Office for assistance)

Semester	Semesterly GPA (Actives)	Rank (#1, #9, etc.)
Fall, 2004	_____	_____
Spring 2005	_____	_____
Fall, 2005	_____	_____
Spring, 2006	_____	_____
Fall, 2006	_____	_____
Spring, 2007	_____	_____

_____ Chapter
_____ Fraternity/Sorority

PART IV. FINANCIAL INFORMATION*

Please attach as part IV (start each item at the top of a new page):

- 1) Attach financial reports (itemized income vs. expenses) for the past three fiscal years.
- 2) A listing of current assets and liabilities of the organization. Include fair market value of each item and include such things as accounts receivable, short- and long-term investments, land, buildings, mortgages, loans, sinking funds, building funds, etc.
- 3) A synopsis of specifically how your organization would pay the organizational fee (currently \$11,000 per academic year) for a Special Purpose House.
- 4) A description of your organization's collection policy concerning accounts receivable.
- 5) A statement outlining any land or buildings which you currently own or rent/lease and what you would intend to do with this property should you be assigned a Special Purpose House.

*If your group has a separate house/alumni corporation, please submit this same information for that organization as well.

_____ Chapter
_____ Fraternity/Sorority

PART V. SUPPORTING INFORMATION

Please respond to each of the following statements in 500 words or less. Your responses should be typed and double-spaced. As a heading to your response, please re-type the question to which you are responding and begin your response underneath. Start each question at the top of a new page.

1. Describe the growth and development of your chapter since its founding at Virginia Tech. Your response should include the date of colonization, the date of installation, and a description of the chapter as personified by its members both in the past and in 2007-2008.
2. Describe the major programs, activities, and service projects of your chapter. Include in your description the contributions which these make to the University and to the community.
3. Describe the nature of your alumni and house corporations (if applicable). Include an analysis depicting their financial support and time commitment to the chapter.
4. Discuss the relationship your chapter has established with the University and the Town of Blacksburg (or other municipality) since August, 1997. Include the following information, listing any violation separately:
 - a. Identify and explain all violations of town, county, and state statutes to include:
 1. Date of violation.
 2. Statement/nature of violation.
 3. Agency (e.g., ABC) involved.
 4. Disposition of violation (hearing, appeal, etc.).
(Attach an additional sheet for each violation).
 5. Follow-up action initiated by your organization.
 - b. Identify and explain all group rule violations (UPSL, IFC) heard by IFC/Panhellenic or the University Judicial System to include:
 1. Date of violation.
 2. Statement/nature of violation.
 3. Action taken or disposition of violation (fine, suspension, probation, etc.)
(Attach an additional sheet for each violation)
 4. Follow-up action initiated by your organization.
 - c. Describe any chapter programs which have promoted a positive relationship with the University and the Town of Blacksburg (or other municipality).
5. List by year (starting with 1997-98) any national, regional, or local awards, recognition, or nominations for any award which your chapter has received. Describe briefly.

6. Describe your chapter's perception of the responsibilities that will face a group selected to move on-campus and the relationship your organization hopes to build with the University as a result of moving on-campus.

_____ Chapter
_____ Fraternity/Sorority

PART VI. INDIVIDUAL MEMBER RECOGNITION

Please list (by member's name and date) **significant** academic and leadership awards and positions held by members of your organization beginning with the fall of 1997 and continuing through the present. It is not necessary to list every member of the organization; list only those with **significant** awards and **leadership/officer** positions. Do **not** include Dean's List and individuals' memberships; **do** include such things as: "Truman Scholarship Finalist," "President, Student Alumni Associates," "Vice President, Student Government Association," etc.

_____ Chapter
_____ Fraternity/Sorority

PART VII. SUPPORTING LETTERS

Please attach one letter from each of the following applicable individuals/organizations (maximum total of 5 letters) in which they attest to their support of your application. Letters must be limited to one page.

- a. national headquarters
- b. local house corporation
- c. alumni chapter
- d. chapter advisor
- e. faculty advisor

_____Chapter
_____Fraternity/Sorority

Sample Oak Lane Organizational Contract

Below is a sample of the 2005-2008 organizational contract for each Oak Lane house.

VIRGINIA TECH

SPECIAL PURPOSE HOUSING CONTRACT

Virginia Polytechnic Institute and State University desires to provide a contract for Special Purpose Housing on the Virginia Tech campus. The Special Purpose Housing will be made available (rented) to groups on a contract basis for the full academic year and all other contracted periods of occupancy. In order to provide an appropriate living environment for all members of the groups selected to live in Special Purpose Housing, the following terms and conditions will prevail. When this agreement is signed and returned to Virginia Tech, it becomes a binding agreement between the group and the University, and will be in force for the full period of the contract. The representatives of the group who sign this contract, and general membership, therefore, are urged to read carefully this Special Purpose Housing Contract.

TERMS AND CONDITIONS

I. Period of Contract: This contract shall be in force for each of three academic years, 2005 – 2008, with occupancy commencing one week prior to the start of classes each fall, and ending on the day after spring commencement. The facility will be open for use by members of the contracted group throughout this time period, inclusive of official breaks and holiday periods. Opening during these official breaks and holiday periods may be requested and scheduled through the Office of Student Programs. Access may be affected by maintenance, housekeeping, and renovation activities.

Summer occupancy may be separately negotiated under the following conditions:

1. The Office of Student Programs will specify, by December 15 of the previous calendar year, the fee for the organizational area rate to be charged for the summer term, and the expected occupancy rate.
2. The group must request a Special Purpose Summer Housing Agreement for the summer term by February 1 of the same calendar year. This agreement must be signed and returned to the Office of Student Programs by February 15.
3. Only members in good standing of the group may occupy the facility during the summer lease period. No subleasing to non-members is permitted. If the organization fails to maintain the occupancy at the expected rate, the University has the right to fill the vacancies with other Virginia Tech summer students.

4. By April 15 of the same calendar year, the selection of one or more House Supervisor(s) for the summer must be made by the Office of Residence Life and the Office of Fraternity and Sorority Life.

II. Occupancy: Each organization will endeavor to maintain 100% occupancy during the academic year. All persons living in the facility will be full-time Virginia Tech students, who preferably are members in good standing of the contracting organization, and in good standing with the University. If attrition occurs, replacement within the facility will normally come from the organizational membership living off campus. On-campus members may fill vacancies through room change procedures determined by the Office of Student Programs.

The organization will not sublet the facility or any room in the facility to another group. Individuals assigned to the facility normally should be members in good standing of the organization, but other full-time students may be considered and approved by the Office of Student Programs.

An organization that loses the right to occupancy will remain responsible for payments under the lease for the remainder of the current academic year. The house or alumni corporation will be responsible for payment under the lease for the remainder of the academic year, if the organization is disbanded. The Office of Student Programs, at its sole discretion, will determine house or alumni corporation payment responsibility, if the lease extends beyond the current academic year.

If the organization fails to maintain occupancy at 100%, the University, in its sole discretion, may do either of the following:

1. Bill the organization for the full housing fee and the base cost of the dining fee for each vacancy. The organization agrees to pay for these charges within 30 days of receipt of the University invoice.
2. Fill the vacancies with other full-time Virginia Tech students who are in good standing with the University.

III. Rental Payments: The organization will be charged an academic year fee of \$11,000 for use of the common area in each facility. The fee will be payable in two equal installments of \$5,500 each, due 30 days after the start of classes for each semester. A \$50.00 late fee will be assessed if payment is not received by this deadline. Finance charges will accrue, beginning 60 days after the start of classes for each semester.

By December 1, the University will notify the organization of any increase in this fee for the subsequent academic year.

IV. Assignments: The Office of Student Programs will separately contract for bed space and food services with the individual members of the group living in the facility. The organization will be responsible for providing accurate room rosters to the Office of Student Programs along with prompt notice of any changes.

The Housing/Dining Contracts to be signed by the individual group members will be issued by the Office of Student Programs to the House Supervisor. The House Supervisor will be responsible for assuring that these contracts are signed by the individual members. The House Supervisor also will be responsible for returning all contracts from the individual members to the Office Student Programs by the established deadline. Students will make housing and dining payments directly to the Virginia Tech Treasurer's Office as part of their student fees.

V. House Supervisor: The Office of Residence Life and the Office of Fraternity and Sorority Life will appoint a House Supervisor from among the residents of each house. The individual will assume responsibility for managing the facility, maintaining accurate rosters, and serving as a liaison with the Office of Student Programs and the Office of Fraternity and Sorority Life. Complete information on the selection process and the job description for House Supervisor can be found in the *Fraternity and Sorority Life Manual*.

VI. Termination of Assignment: Individual Housing/Dining Contracts are in force for the entire academic year. If a student member loses his/her "good standing" with the organization, however, his/her assignment to Special Purpose Housing may be terminated by the organization. The Office of Student Programs must approve continued Special Purpose Housing residency for ex-members who will remain in the house. If ex-members will not remain in the house, they will be reassigned to traditional on-campus housing, if space is available.

If the student member has not taken occupancy, the organization, at its discretion, may release him/her from the obligation to live in the house, and the individual Housing/Dining Contract will be terminated. After the student member takes occupancy, the organization may, at its discretion, release him/her from the obligation to live in the house, but the Housing/Dining Contract is not terminated, and the student member will be reassigned to traditional on-campus housing, if space is available.

If the organization disbands, former members will be held to their individual Housing/Dining Contracts and reassigned to traditional on-campus housing, if space is available.

VII. Contract Termination: The University reserves the right to terminate the organizational contract with one month advance notice. The continuance of the contract during the contract year is contingent upon compliance with *University Policies for Student Life, Room and Board...And So Much More*, and/or the *Fraternity and Sorority Life Manual*.

Repeated and/or serious violations of University regulations, local, state, or federal law, or the stipulations of this organizational contract, may constitute grounds for termination. If a fraternity or sorority is charged with a violation, the University will inform the advisor, the house or alumni corporation, and the group's national office. The same general standards for a hearing will be applied as those used for individual disciplinary action under *University Policies for Student Life*. Depending on the facts presented, the University may issue warnings, place a group on probation with continued residence, or terminate the contract.

VIII. University Liability: The University assumes no responsibility for injury to persons or loss of or damage to items of personal property that occur in its buildings, on its grounds, prior to, during, or subsequent to the term of this contract. The organization and its members must purchase and maintain general liability insurance in a minimum amount of \$1,000,000 per occurrence, combined single limit for property damage and bodily injury. Virginia Polytechnic Institute and State University must be named as additional insured under this general liability policy. A certificate of insurance must be submitted to the Office Student Programs to verify insurance coverage.

IX. Entry to the Facility: The University reserves the right to enter the facility for the purpose of inspection, improvement, repair, maintenance, or control in the event of an epidemic or emergency, or for any other purpose in accordance with the *University Policies for Student Life, Room and Board...And So Much More*, or the *Fraternity and Sorority Life Manual*.

X. Maintenance Responsibility: The Office of Student Programs will be responsible for regular cleaning of hallways and common areas, as well as maintenance of the facilities. Damages to living areas are the responsibility of each individual resident. Damages beyond reasonable wear and tear to common areas are the financial responsibility of the organization, and charges will be assessed accordingly. Any damages unattributable to a specific individual will be the financial responsibility of the organization. Periodic inspections of the facility will be scheduled with the House Supervisor at a mutually agreeable time. The organization shall not make any alterations to the facility (to include furnishings) or grounds without the prior written consent of the Office of Student Programs.

XI. Utilities: All standard utilities (heat, electricity, water, student telecommunications services, and sewer) will be provided by the University and covered by the basic room fee and/or Common Area fee.

The undersigned agree to the terms and conditions of this contract this _____ day of _____, 20____.

ORGANIZATION:

ASSIGNED

HOUSE:

FOR THE ORGANIZATION:

FOR THE UNIVERSITY:

President

Contract Review Officer

House Corporation Officer

Associate Vice President for Student Affairs

Advisor