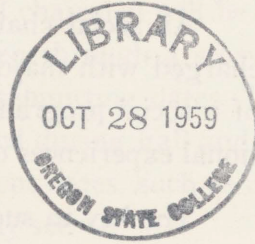
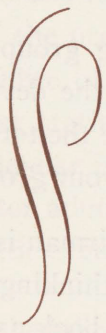


# Handbook for Social Chairmen



Office of the Dean of Women  
Office of the Dean of Men



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# Introduction

This pamphlet has been prepared to help make your social events a success. It has suggestions for planning group activities which will provide (1) enjoyment for members and their guests and (2) education and practice in correct social usage.

As social chairman of your living group you are charged with major responsibility for the development of a social program which will enhance the total educational experiences of every member of your group.

The key to success as a social chairman is PLANNING AHEAD. This means careful thinking through all phases of your program, using this book as a guide, and keeping in close contact with the Office of the Dean of Women. The assistance you will receive from that office and from the Office of the Dean of Men will save you a lot of time and embarrassment. The social success of your organization will be due primarily to your enthusiasm and interest as social chairman.

The effective social chairman will elicit the support and cooperation of all members of his group. Through cooperative effort, the morale of the group will be strengthened as well as opportunity provided for individual members to learn and use good social procedures.

*It is the hope of the College that groups will have social programs which will be a credit to their organizations, the College, and the community. The standards upheld by a group will have a lasting influence on the lives of the individual members.*

*The social chairman has the responsibility to interpret and fulfill the college regulations pertaining to social events. The sincerity, enthusiasm, and knowledge with which you as social chairman assume your responsibilities often determines to a large degree the success and reputation of your group.*

# Scheduling Social Functions

A yearly tentative social calendar is prepared the last part of May by the Scheduling Committee (a subcommittee of the Student Life Committee). Social functions for all organizations for Fall term are scheduled during the first two weeks of that term, and for Winter and Spring terms during the last two weeks of the preceding terms. Social chairmen will be notified by the Office of the Dean of Women through a story in the Barometer stating the deadline for submitting dates. The tentative calendar is revised and adjusted during Fall and Winter terms after administrative commitment dates, such as concerts and athletic events, have been officially set.

In scheduling social functions, a social chairman is:

1. *Personally* responsible for *registering* all social events of the organization. SEE PROCEDURE CHART. Once an organization schedules a function, the date of that function becomes a part of the official social calendar. Any change in original scheduling requires the approval of the Student Life Committee accompanied by a fine of \$2.50.

Any organization which fails to schedule a social function on the official social calendar within the stipulated scheduling period shall be fined \$10.

Organizations whose social functions must first be approved by the Student Life Committee will receive an additional fine of \$5 if such functions are not scheduled properly.

2. *Personally* responsible for notifying the Office of the Dean of Women of cancellation of an event not later than Tuesday noon preceding the scheduled date.
3. *Personally* responsible for filing with the Office of the Dean of Women properly signed chaperon cards.

Failure to file a chaperon card by Tuesday *noon* preceding the event will result in a fine of \$2.50.

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The fine must be paid by 5 p.m. of the following day (Wednesday). Failure to pay the fine and file the chaperon card at the time indicated may result in cancellation of the event.

If, at the last minute, chaperons cannot attend, the Social Chairman should obtain another qualified couple and report the change to the Office of the Dean of Women on the following Monday.

4. *Personally* responsible for filing with the Office of the Dean of Women financial reports for scheduled dances by the 10th of the month following the event.

# Planning Social Functions

1. The group officers, social chairman, and each member of the group are responsible for the conduct of all members and guests attending their functions. Faculty guests should not have to assume such responsibilities except in extreme emergencies.

2. Invitations to official and other guests should be extended three weeks before the date of the event, either in person or by telephone. These should be followed by handwritten invitations giving time, date, specific dress, and address. The type of event dictates the type of note.

3. Members of the sponsoring group should give real thought to the composition of their guest list for any function. Faculty friends, advisers, sponsors, town friends, donors, and interested alumni should be considered in extending invitations.

Any sponsoring group can receive assistance from the Dean of Women's Office in regard to special guest lists or suggestions.

## On Social Invitations, Etc.

1. At the time of making invitations to faculty, inquire as to the need of babysitters and offer remuneration to cover expenses of babysitters.

2. Offer transportation to guests for the social event.

3. *Discuss the plans for the function with the guests.* This can be done when the chaperon card is signed. Make sure that chaperons understand the date, time, dress, place, transportation, and babysitter arrangements. Ascertain from the chaperons what type of entertainment they would enjoy for the evening: i.e., dancing, cards, etc.

4. If possible, invite guests to dinner prior to the social event. By enabling the members and the chaperons to become acquainted, the group is assured of a more successful event.

5. Give your group members some ideas about the chaperons: e.g., their departments, hobbies, travel, and family background. Tell the group the type of entertainment the guests would enjoy.

6. On the night of the event, arrangements should have been made for certain members to meet the guests at the door, to introduce them to members, other guests, and the hostess. Visit with your guests often to see that they are comfortable and that they have an opportunity to participate in the activities. THIS INCLUDES TRADING DANCES.

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Entertainment of guests should not be the responsibility of the living group hostess.

*The social chairman is responsible along with the officers of the organization to see that members are present at the announced time for the starting of the function.*

7. See that guests are served refreshments.

8. Within three days after the function a thank-you note, a box of candy, an invitation to dinner, or some other token would be a fitting "thank you." It is better to give whatever you might consider a token of appreciation personally. This also affords the opportunity to discuss the function.

9. It will be to your advantage in future planning to evaluate your event.

10. *The event must be held in accordance with all approved social rules and regulations.*

For all-school functions such as the Military Ball, Junior-Senior Prom, Mortar Board Ball, Sophomore Cotillion, it would be appropriate to expand the guest list to include all administrative officers. Such a list is available in the Office of the Dean of Men and the Dean of Women. All honored guests (including chaperons) should be listed on dance programs.

On social invitations always use Miss, Mr., or Mrs., rather than academic titles such as Dr. or Professor. Send invitations to Mr. and Mrs. when the man or woman is married.

On dance programs the following persons may be listed by title:

President and Mrs. A. L. Strand

Dean and Mrs. Milosh Popovich

Dean Helen S. Moor

Dean and Mrs. D. W. Poling

List all other guests on dance programs as Mr., Mrs., or Miss, except active military personnel who are listed by military rank (not abbreviated).

The chaperons are to receive invitations and their names should appear on the program as guests—not as "chaperons."

# General Information

## 1. Calling Hours for Men.

During the hours not regularly open to men callers, men may be present in a place designated by each living group council. Calling hours established for uniformity on campus follow:

Sunday	2:00 p.m. to closing time
Monday through Thursday	4:00 p.m. to dinner time
Friday and Saturday	2:00 p.m. to dinner time 6:30 p.m. to closing time

Thursdays of exchanges, men callers may be in the Lounge until 8:00 p.m. Sunday dinner guests may be in the Lounge after 12:30 p.m.

## 2. Closing Hours for Women.

Sunday through Thursday	10:30 p.m.
Friday and Saturday	1:00 a.m.

After midweek concerts, plays, and other college-sponsored events ending after 10:00 p.m.— $\frac{1}{2}$  hour after the event closes.

Senior women, last Spring term before their graduation—11:00 p.m.

## 3. Chaperons.

(a) The Oregon State College Standard follows the generally accepted social convention of disapproving the presence of women in unmarried men's living quarters and men in unmarried women's living quarters except when proper chaperons are present or when visiting relatives. This applies to individual living quarters as well as to organized living groups. Each individual shall be held responsible for observing this convention.

(b) The following people are considered to be proper chaperons:

1. Parents of students
2. Living group housemothers
3. Other person or persons cleared with the Offices of the Dean of Women or the Dean of Men.

(c) A list of official chaperons is maintained in the Office of the Dean of Women. This list includes every member of the faculty who has expressed a desire to attend college group functions. Courtesy should call for inviting as many of them as possible to your social functions. (See chart "Procedures Governing Social Events" for chaperon requirements.)

#### 4. Presence of Women in Men's Houses.

Announcements by women may be made in men's living groups *only if the hostess is present. She and the president are to be notified of the hour in advance.* The same policy governs announcement by men in women's living groups.

*When the hostess is present* women guests may be invited to men's houses :

Sunday	1:00 p.m. to 10:00 p.m.
Monday through Thursday	1:00 p.m. to 10:00 p.m.
Friday and Saturday	1:00 p.m. to 12:30 a.m.

Sunday breakfasts are permitted and must be scheduled in the Dean of Women's Office.

*Women guests shall be present only on the first floor and/or in the recreation room if such a facility is provided.*

#### 5. Responsibilities of Official Chaperons at Student Social Events.

Official chaperons are expected to be present throughout the entire event which they agree to attend so as to assist with any emergency which might arise. *The officers and members of the organization should be responsible for the general conduct of the group, including guests.* If it is believed that the function is not in good taste, the officers should be contacted to handle the situation. If this does not meet the problem at hand, appropriate action should be taken by the official chaperons and the Office of the Dean of Women and/or the Office of the Dean of Men should be notified of the situation.

If there are questions or clarifications as to responsibilities of official chaperons at a student social function, please contact the Office of the Dean of Women.



# Introductions

**Type often used in college groups:** The typical introduction, suitable any time, is the mere pronouncing of two names.

"Mrs. Older . . . Mrs. Norman."

**Formal, men and women:** The woman's name is mentioned first. This is the principle underlying all introductions between men and women, except the President of the College, a royal personage, or a church dignitary. Acceptable forms for formal introductions are:

"Mrs. Hostess, may I present Mr. Brown."

**Informal:** Acceptable forms for informal introductions are:

"Ann Doe . . . Tom Jones" (acceptable in college group).

"Mother, this is Tom Jones."

"Jane, do you know Tom Jones?"

Another conversational form of introduction uses the phrases . . .

"Do you know?" or "You know, don't you?" or "Have you met?"

"Mrs. Smith, do you know Mrs. Jones?"

"Mrs. Smith, you know Mrs. Jones, don't you?"

"Mrs. Jones, have you met Mrs. Smith?"

In introducing a gentleman to a lady you may ask Mr. Smith if he has met Mrs. Jones, but you must *not* ask Mrs. Jones if she has met Mr. Smith.

An introduction prefaced by the phrase "This is" when said with an enthusiastic inflection can express a warmth and charm that other introductions lack. College students often use this form when introducing college friends. Use first name for college groups and all informal occasions when everyone is the same age. Use "Miss" only on very formal occasions or in a business office.

**Members of same sex:** An older person's name is mentioned first in introductions between members of the same sex. Age, rank, and degree of distinction are the determining factors. Examples are:

"Mrs. Hostess, this is Ann Doe."

"Mr. Adviser, have you met Mr. Twenty?"

"Major Burton, may I present Lieutenant Smith?"

**A person to a group:** A person is introduced to a group in the order in which the members are sitting or standing. For the sake of brevity and simplicity, the name of the person being introduced is mentioned first. For example: "Mrs. Hostess, I should like to introduce Ann Doe, Jane Smith, and Barbara Cole."

If you are a member of a very large group, it is a courtesy to the person making introductions to assist him by mentioning your name as he comes to you. This often avoids embarrassment.

**Administrative and instructional titles:** Administrative officers or professors are introduced by title at all college events, but not at private social functions.

**Rising:** A man always rises for an introduction. A physical disability is his only excuse. A woman does not rise when introduced to a man. However, a woman may rise when introduced to a very distinguished man, for example, the President of the College or a church dignitary. A hostess always rises to shake hands with guests.

**Offering one's hand:** It is necessary to shake hands under the following conditions: 1) whenever anyone extends his hand to you; 2) when men are introduced to one another; and 3) when a host or hostess is greeting the guests, both men and women.

**Mispronunciation of names:** If the introduction is a casual one, it is not necessary to call attention to an error. However, the correct pronunciation of a person's name is important, and it is proper to say, "I'm sorry, but I think you misunderstood my name. It is Doe, not Foe."

**At social affairs:** At exchange dinners, teas, dances, and the other such affairs when one group of students entertains another, the initiative in introductions should be taken by the hosts or hostesses.

**Conversational leads:** A few words of explanation as to special interest or hobby of one or both people being introduced offer a conversational lead which is deeply appreciated by most people.

**On the street:** Usually it is not necessary to make introductions on the street. However, if invited to join the group, introductions are necessary.

**Meeting a guest of honor:** It is important to meet the guest of honor. You may introduce yourself but it is less awkward to be introduced by another person. It is perfectly acceptable to ask someone whom you know to introduce you.

**Forms of acknowledgment:** All introductions should be acknowledged. The most acceptable is, "How do you do?" "Hello" is an acceptable form on a college campus among students. It is always courteous to repeat the name. A spontaneous "It's so nice to meet you" or "I am so glad you came" or "I have heard so much about you" is correct if said sincerely. Introductions may be acknowledged with a pleasant glance or a slight bow except between men, where a handshake usually is expected.

# Invitations to College Events

**Types of invitations:** Invitations are of two general types, the formal and the informal. They may be handwritten, printed, or verbal.

**Form of invitation:** The type of event determines the form of invitation. Invitations to formal dances, receptions, teas, and guest dinners differ in form, wording, spacing, size and kind of paper, and method of issuing. Study the type of event before deciding on the form of invitation. Consult standard books of etiquette for help in selecting the form and method of issuing the invitation. Examples given in these books are socially correct; however, it is necessary to study and adapt the forms in order to fit the nature of the event.

**Formal invitations:** Used for: weddings and wedding receptions, official luncheons, formal or official dinners, formal or official receptions, and dances. Printed invitations should always be sent for large or official entertainments.

Formal invitations are written in the third person. Words must be placed in specified lines, for example:

(Formal dance)

JARVIS CLUB  
OF  
OREGON STATE COLLEGE  
REQUESTS THE HONOR OF YOUR PRESENCE  
AT THE  
SWEETHEART BALL  
SATURDAY THE TWENTY-SECOND OF NOVEMBER  
NINETEEN HUNDRED AND FIFTY-EIGHT  
FROM NINE UNTIL TWELVE O'CLOCK  
JARVIS CLUB LOUNGE  
6800 VAN BUREN

R.S.V.P.  
JANE JONES  
7400 MONROE

(Open house, reception, or tea)

THE GEORGIA CLUB  
OF  
SMITH HALL  
REQUESTS THE PLEASURE OF YOUR COMPANY  
AT TEA  
IN HONOR OF  
MRS. JOHN WILLIAMS  
HOSTESS  
SUNDAY THE TWENTY-SIXTH OF OCTOBER  
NINETEEN HUNDRED AND FIFTY-EIGHT  
FROM THREE UNTIL FIVE O'CLOCK  
MEMORIAL UNION TEAROOM

The preferred size for an invitation is about 4 by 5½ inches. It is slipped sideways into the envelope without folding.

**Informal invitations:** Used for: Informal dinners, luncheons, teas, buffet suppers, informal dances, coffee hours, firesides, guest dinners, and desserts, picnics, and other types of events that are informal in nature. Two accepted methods:

- 1) Written informal invitations use the second person and do not follow the prescribed pattern of formal invitations, but usually are written in two paragraphs. Folding cards bearing living group crest or plain white cards are correct.
- 2) Verbal (either face to face or telephone). Be sure guests have clear understanding of time, date, place, degree of informality (i.e. costume dance). Follow verbal invitations to chaperons or faculty guests with a handwritten note.

Example of informal invitation: (To be handwritten)

*Dear Mr. and Mrs. Johnson:*

*The men of Alpha Beta Gamma would like to have you as their guests at dinner on Thursday evening, December eleventh, at six o'clock, at the Chapter House, 7485 Campus Way.*

*We hope it will be possible for you to join us.*

*Sincerely yours,*

*James Roberts, Secretary*

*November 26*

*Telephone PL 9-6540*

# Teas and Receptions

A reception and a tea are similar in form and in purpose, but a reception is more formal. Teas often are given for distinguished visitors, faculty, rushees, other social groups, or in honor of new hostesses.

## Procedure

1. **Invitations to teas:** Handwritten or printed invitations should be sent from 10 to 14 days before the date of the event. (See example above).
2. **Who pours at teas:** Special friends of the group should be asked to pour. The usual length of time for one individual to pour is 30 minutes.
3. **The tea table:** Care should be taken not to overload the table; refreshments should be kept simple. Tea and coffee, or iced fruit punch in warm weather, sandwiches, small cakes, mints, and nuts are standard refreshments. It is not necessary to serve all these at one tea.
4. **Dress for teas:** Afternoon dresses are always in good taste at teas, both for the hostess group and for the guests. Strapless dresses are never worn in the afternoon. Women guests always wear afternoon dresses or suits, hats, and gloves, and usually carry handbags. Men wear business suits.
5. **Final check before tea:**
  - a. *Cloakroom.* Before the guests arrive, a final check should be made to see that the guest room or cloakroom is in order, with a place to put wraps; that a mirror, full length if possible, is close at hand; and that soap and guest towels are in the guest bathroom.
  - b. *Dining Room.* Before the guests arrive, a final check should be made to see that the refreshment table is in order, and that replacements and details of serving are understood by the serving and kitchen assistants.
6. **Reception of guests:** Often the success of the event depends on the preplanning that is done. Make sure everyone knows his responsibilities. Strive for an easy, unhurried atmosphere. Assign each person a definite station and ask him to remain there until replaced. *Careful plans for receiving guests should be made by the social chairman:*
  - a. Several people should be in the living room ready to receive guests at least 30 minutes before the time stated in the invitation. Attention to this important item may prevent embarrassing moments both for the receiving group and for the guest whose watch is fast. All others who will be on duty should be ready at least 10 minutes early.
    - b. A student who knows many of the guests should be detailed to open the door and greet them.
    - c. Several members of the group should be in the hall to show guests to the coatroom or to take their coats.
7. **Receiving line:** The receiving line enables guests to meet easily the officers of the group, the guest of honor, and the hostess.
  - a. The receiving line should be limited, if possible, to four. The order in line is usually the president of the group, the housemother, the guest of honor, and the group adviser.
  - b. The guest should give his name to the person standing near the head of the line. It is his function to introduce the guest to the first person in the line. Guests should shake hands with each member of the receiving line.
  - c. When a couple passes through the receiving line, the woman should go first.
  - d. It is the responsibility of each person in the line to repeat clearly the name of the guest to the next person in line. If a guest's name is mispronounced, he is at perfect liberty to correct the error.
  - e. Guests are met at the end of the receiving line, introduced to other guests, and directed to the dining room. The host or hostess stationed in the dining room should see that each guest is introduced and included in a conversational group.
  - f. Introductions in a receiving line follow the same order used in any other situation. The woman's name is mentioned first. (Exception: a man of eminence; i.e. President of the College.)
8. **Plan of serving at a tea:** It is the usual procedure for guests to serve themselves at the table, although in college groups it is acceptable for the guests to be seated and the dining room hosts or hostesses to pass the food. Any food which will be touched, such as cakes and sandwiches, should be passed. The host or hostess should tell the guest the plan for serving when he enters the dining room.
9. **Goodbys:** The student host or hostess should see that the guest receives his wraps and that he is escorted to the door. If guests are still arriving, it is not necessary for the guest to say goodbye to the person at the head of the receiving line.

# Approved Locations for Social Events

## In Corvallis Outside of Living Groups

### On Campus

Social Rooms in College Buildings	Capacity	Additional Information
<b>MEMORIAL UNION</b>		
Ballroom	500 couples	Arrangements must be made with MU manager in West Bay. Cost of Ballroom is \$50. Cost of Spanish Ballroom and other rooms for use of private organizations is \$5.
Spanish Ballroom	50 couples	
Other rooms	Up to 30 couples	
<b>Dining Service</b>		
Banquet in Ballroom	Up to 500 people	Reservations must be made with MU manager and manager of MU dining service.
Tearoom	200	Reserve with MU dining service manager only.
<b>COLISEUM</b>		
No social functions here from Thanksgiving through winter term except by special permission	Unlimited	Arrangements must be made with (Milosh Popovich) dean of administration, Commerce 101, and with Student Life Committee.
<b>WOMEN'S BUILDING</b>	Up to 60 people	Three connecting social rooms. \$1 for use of kitchenette.

### Off Campus

<b>BENTON HOTEL</b>	Up to 125 couples	Dancing only in Ballroom. Cost, \$35. For dining and dancing see manager.
<b>HOSTETTER DANCE STUDIO</b> 129 South Second St.	75-100 couples	Ballroom only. Cost, \$10; with kitchen facilities, \$15. Public address system, \$2.50, PL 3-7628.
<b>OREGON NATIONAL GUARD ARMORY</b>		
Entire Armory Day Room (tiled floor)	Up to 200 couples 15-20 couples	Contact Commodore Hennes, College Ext. 541. Kitchen included. Cost \$35, plus \$10 for janitor. Cost \$25, plus \$5 for janitor.
<b>WAGNER'S GARDEN ROOM</b>	Up to 85 couples	Dancing only, \$40. Dining and dancing, \$20 plus dinners. Dessert and dancing, \$35 plus dessert. Without dancing, no charge for room.
<b>WOMAN'S CLUB (CORVALLIS)</b> 117 North 7th St.	100 couples	Dancing only upstairs, \$25. Additional charge for other rooms. Contact Mrs. Gertrude Baldwin, PL 3-3247.

Note: Rates subject to change without notice.

Any locations not mentioned above must first be approved by the Student Life Committee.

# Thank-You Notes

**Expression of appreciation:** A thank-you note should be sent within one week after a particular courtesy has been shown your group. For example, thanks should be extended to chaperons, speakers, and others who have shared their time and talent; to living groups in appreciation of serenades; to alumni and others who present gifts to your living group. The president, social chairman, or secretary may express the thanks of the entire group.

**Printed thank-you card:** Printed thank-you cards should be avoided. Use of such cards is never a flattering way to send thanks in return for a present or a kindness. Send handwritten notes always.

**Date of note:** In any letter which is not a business letter, the date often is written on the left-hand margin of the last page, a little below the signature. In a very formal or very short letter, only the day is written.

**Kind of paper:** Use plain white note-size paper. Fraternity-crested note paper is acceptable. Do not use note paper with fancy flowers, borders, or color trim.

**Handwritten notes:** All thank-you notes must be handwritten. Use blue or black ink only.

**Reminders:** Try to avoid "I" as an opening word, using some form of "you" if possible. Keep sentences

short. Use proper punctuation. Always use a four-cent stamp and seal the back flap. The address on the envelope is correctly written with each line indented slightly and with no punctuation at the ends of the lines.

**Sample thank-you note:** An example of a thank-you note handwritten to a faculty member who spoke before a group:

*Dear (or more formally, My dear) Mr. Jones:*

*Your interesting talk on China was enjoyed by all of the members of Gamma Pi Alpha. It was a pleasure to have you as our dinner guest last Thursday.*

*We look forward to having you with us again.*

*Sincerely, (or Sincerely yours,)*

*Jane Doe, Social Chairman*

*Gamma Pi Alpha*

*Wednesday.*

# Helpful Books

\* Associated Women Students, Inter-Hall Council, and Women's Recreation Association. *Coed Code—1959 Handbook for Women*. Corvallis, Oregon, Oregon State College, 1958. 60 pp.

\*,\*\* Fenwick, Millicent. *Vogue's Book of Etiquette*. New York, Simon and Schuster, 1948. 658 pp.

† Birmingham, Frederick A. *Esquire Book: Fashion Guide for All Occasions*. New York, Harper, 1957. 204 pp.

\* Oregon State College. *Student Regulations*. Corvallis, Oregon, Oregon State College, 1959. 14 pp.

\* Pierson, Irene. *Campus Cues*. Danville, Illinois, the Interstate Printers and Publishers, 1948. 140 pp.

\*,\*\* Post, Emily. *Etiquette*. New York, Funk and Wagnalls Company, 1956. 671 pp.

\*,\*\* Stephenson, Margaret and Millet, Ruth. *As Others Like You*. Bloomington, Illinois, McKnight and McKnight Publishing Company, 1957. 82 pp.

\* Stratton, Dorothy C. and Schleman, Helen B. *Your Best Foot Forward*. New York, McGraw Hill Book Company, Inc., 1955. 244 pp.

\*\* Vanderbilt, Amy. *Complete Book of Etiquette*. Garden City, New York, Country Life Press, 1956. 700 pp.

\* Available for use in Dean of Women's Office.

\*\* Available for checking out from Oregon State College Library.

† Available for use in Reference Room, Oregon State College Library.

# Procedures Governing Social Events

EVENT AND DEFINITION	PROCEDURES					APPROVED TIMES	APPROVED LOCATIONS
	A	B	C	D	E		
<b>BREAKFAST</b> <b>Date</b> —A formal or informal breakfast held by a group .....	2	NN	H	No		Sun., 9-11 a.m.	Living quarters
<b>COFFEE HOUR</b> —An informal gathering; usually with refreshments served .....	2	NN	H	No		One hour between 8 and 10 p.m. Thurs.	Living quarters
<b>DANCE</b> —A gathering for social dancing; usually date; may be formal, informal, or costume. If costume, mode of dress should be stated on chaperon card. <b>On Campus</b> .....	1	CC	F-2 H	Yes		8-11, 8:30-11:30 or 9-12 p.m. Fri., Sat., or evening before a holiday	Living quarters, Memorial Union, Coliseum, and Women's Building
<b>Off Campus</b> ..... (in Corvallis)	1	CC	F-2 H	Yes		8-11, 8:30-11:30 or 9-12 p.m. Fri., Sat., or evening before a holiday	Benton Hotel, Wagner's Garden Room, Woman's Club, ONG Armory, Hostetter Dance studio
<b>Off Campus</b> ..... (out of Corvallis)	1	CC	SL	Yes		8-11, 8:30-11:30 or 9-12 p.m. Fri., Sat., or evening before a holiday	Must be cleared through Student Life Committee
<b>DINNER</b> <b>Date</b> —A formal or informal dinner held by a group for its dates .....	3	NN	F-1 or H	No		Limited to 2 hrs., Thurs., Fri., Sat., or Sun.	Living quarters (Others cleared through Student Life Committee)
<b>Guest</b> —A formal or informal dinner held by a group for its faculty guests .....						Left to the discretion of the group	Living quarters
<b>EXCHANGE</b> —A program of entertainment is part of the affair. <b>Dessert</b> —An exchange between two living groups for dessert ..... <b>Dinner</b> —An exchange between two living groups for dinner .....	2	CC	F-1 or H	No		Limited to 2 hrs. on Thurs. before 8 p.m.	Living quarters
<b>FIRESIDE</b> —An informal get-together sponsored by a living group. Usually date and held at sponsoring group's living quarters. Dancing, games, and refreshments usually a part of evening's program .....	1	NN	H	No		8-12 p.m. Fri., or Sat., or evening preceding holiday	Living quarters

<p><b>LISTENING PARTY</b>—A get-together of either two living groups or a date affair for purpose of listening to records, a game, or watching television .....</p>	<p><b>OPEN HOUSE</b>—House or living quarters or other structure open to the public in honor of a special guest or event, such as the display of a new house, dedication, etc.....</p>	<p><b>PICNIC</b>—An outdoor gathering during the meal hour. Usually held during spring term Off Campus ..... (in Corvallis)</p> <p>Off Campus ..... (out of Corvallis)</p>	<p><b>RECEPTION</b>—A formal social entertainment, usually honoring a special guest .....</p>	<p><b>SERENADE—Evening singing</b>—Usually by men's living group as a tribute to a women's living group</p> <p><b>Caroling</b>—(Women)—Singing Christmas carols as a serenade at the Christmas season. Women are not to enter men's houses. No refreshments. ....</p> <p><b>Pinning or Engagement</b>—(Men)—After a girl has been pinned or has become engaged, the man's living group usually honors the girl and her living group with a serenade .....</p>	<p><b>TEA</b>—An afternoon social gathering usually honoring a special guest. ....</p>	2	NN	H	No	Fri. or Sat., or evening preceding a holiday	Living quarters
2	NN	H	No	2 hrs. Fri. evening, Sat. afternoon or evening, or Sun. afternoon	Living quarters						
2	CC	C-3	No	Limited to 2 hrs. on Thurs. evening; Sat. or Sun.	Avery Park, Chintimini Park, City Park. (Others subject to approval of Student Life Committee)						
2	CC	C-2	No	Limited to 2 hrs. on Thurs. evening; Sat. or Sun.	Subject to approval of Student Life Committee						
2	NN	H	No	2 hrs. in length, Fri. evening; Sat. afternoon or evening; or Sun. afternoon	Living quarters, Memorial Union						
4	NN	H	No	Fri. or Sat. 1-3 a.m.							
2	NN	NN	No	Fall term, one week before closed weekend, 6:30-10:30 p.m.							
4	NN	NN	No	Any evening from 10:30 to 11:30 p.m.; Fri. or Sat. 1-2 a.m.							
2	NN	H	No	Any day between 3 and 5 p.m.	Living quarters, Memorial Union						

**KEY TO CODE SYSTEM:**

<b>A</b> Scheduling Procedure	<b>B</b> Chaperon Card Procedure	<b>C</b> Chaperons Needed	<b>D</b> Financial Report
1 Schedule in Dean of Women's office at time all dances are scheduled for term	CC Properly signed chaperon card filed in Dean of Women's office by Tues. NOON preceding event	H Hostess F-1 One faculty couple F-2 Two faculty couples NN None needed C-2 Two chaperons C-3 Three chaperons	Yes—File in Dean of Women's office No
2 Schedule in Dean of Women's office by Tuesday NOON preceding event	NN None needed	SL Number determined by Student Life Com.	
3 Not necessary to schedule			
4 Schedule in Dean of Men's office			

# Dress for Student Social Functions

The Chart below shows what well-dressed Beavers wear. Remember, women students do not wear slacks, pedal pushers, or shorts, and men don't wear gym shorts and thongs around the campus. For certain classes women students may wear slacks and pedal pushers for classes only, but not for around-campus wear.

EVENT	DRESS	HAT	SHOES	PURSE AND GLOVES	COAT	MEN
Classes	Sweater Skirt Cotton dress	No! Scarf—OK	Flats Saddles Bucks	Purse	Raincoat Sportscoat Jacket	Slacks Cords Tans Sportshirt
Athletic Events	School clothes or sporty dress-up	Scarf	Saddles Bucks	Yes	Weather dictates	School clothes
Concerts and Plays	School clothes Suit Tailored wool, etc.	No!	Flats or heels	Yes	If needed	Suit Tie
Teas and Receptions	Suit Dressy date dress	Yes, your best	Heels	By all means	If needed	Suit Tie
Informal (dressy)	Dressy date dress Suit	Before five, Yes Dance, No	Heels	Yes	Your best	Suit Tie
Semi-Formal	Short formal or cocktail dress	No	Dressy flats or heels	Yes! Don't load his pockets	Dressy	Dark suit Tie White shirt
Formal	Formal, long or short	No	Dressy flats or heels	Yes	Dressy	Tux or Dinner jacket