



BEAVER SOCIAL CHAIRMAN

A Handbook to the
When, Where, Why, and How
of
Planning Campus Social Programs

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"BEAVER SOCIAL CHAIRMAN"

is one of a series of pamphlets
and instructional bulletins of the
Activity Center
Oregon State University

Other pamphlets in this series are:

"Beaver Presiding Officer"
(A Handbook of Parliamentary Procedure)

"Beaver Chairman"
(A Handbook for Chairmen of Student
Organizations and Committees)

"Beaver Faculty Adviser"
(A Handbook for Faculty Advisers to
Student Organizations)

"Beaver Chaperon"
(A Handbook for Chaperons of Student
Educational, Recreational, and Social Events)

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September, 1966
Oregon State University
Corvallis, Oregon

EMERGENCY INFORMATION

	<u>Campus</u>	<u>City</u>
<u>Student Health Service</u>		
Located on campus directly across from Weniger Hall (physics-chemistry bldg.). Personnel on duty at all times.	754-2721	
<u>Ambulance</u>		
Report exact location of point of pick-up and give brief description of the injury.	754-3333	753-4415
<u>Fire</u>		
Report exact location of fire and give brief description of type.	754-3333	753-6611
<u>Police</u>		
Report exact location and give brief description of problem.	754-1473	753-7345

FOREWORD

This booklet has been designed to assist the social chairman and the members of his group in planning a successful social program that is based on the needs and interests of the particular group. Imagination is requisite in planning a balanced - yet creative - social program. The group members and officers will want to contribute ideas and suggestions, and the social chairman should remember to consult with them.

The social chairman who is enthusiastic and interested will find it far easier to receive the cooperation of the group members in developing a well-planned social program. Through the use of initiative and imagination each group can have a stimulating and enjoyable year.

TABLE OF CONTENTS

PLANNING FOR THE YEAR'S SOCIAL EVENTS	1
GUIDELINES IN PLANNING SOCIAL EVENTS	2
CHAPERONS	4
RESPONSIBILITY OF STUDENT HOSTS	5
RESPONSIBILITY OF CHAPERONS	8
RESPONSIBILITY OF INDIVIDUALS	10
RESPONSIBILITY OF STUDENT ORGANIZATIONS	11
REGULATIONS FOR STUDENT FINANCES	20
WOMEN'S HOURS	23
TYPES OF SOCIAL EVENTS	24
TIPS FOR SOCIAL CHAIRMEN IN PLANNING SOCIAL EVENTS (Table Arrangement, Receiving Line, Introductions, Invitations and Acceptances)	29
DRESS SUGGESTIONS FOR STUDENT FUNCTIONS	34
ACTIVITY CENTER SERVICES AND FACILITIES	37
CITY AND STATE FIRE REGULATIONS PERTAINING TO STUDENT FUNCTIONS	40

PLANNING FOR THE YEAR'S SOCIAL EVENTS

Early planning cannot be overemphasized in planning a social program that is to be successful. Deciding what to have and when to have it at the first of each term will save everyone headaches--especially the social chairman. Dates for social functions are open at the first of the term. The master calendar in the Activity Center will prove helpful to the social chairman in choosing dates for his group's events.

The social adviser in the Activity Center will be happy to help the group in developing its social program and may have some ideas which will add variety and interest to the events. The head resident, hostess, or adviser enjoy working with the social chairman and other group members and are invaluable resource persons. The social chairman should remember to consult group officers and to obtain suggestions from the members of his group as to what they would like to have included in the program.

The checklist on the following pages will prove helpful in preliminary planning. The planning of the actual social event is the responsibility of the social chairman and his assistants. Responsibility may be delegated in implementing the plans for an event. However, the final responsibility for each social event rests with the social chairman and other executive officers of the group.

GUIDELINES IN PLANNING

<u>Items for Consideration</u>	<u>Open House Or Tea</u>	<u>Fireside</u>
Set date, time and location	1 month before event	1 month before event
Invitations	Printed or written send 2 weeks before event	Verbal extend 1 week before event
Refreshments	2 weeks before event	1 week before event
Equipment (PA, lighting, etc)	2 weeks before event for crys- tal, extra chairs, etc	Music, cards, etc 2 days before event
Decorations	1 week before event	
Chaperons	1 week before open house	1 week before event
Reservations confirmed		
Check on trans- portation	For special guests - 2 days before event	For special guests - 2 days before event
Contact band		
Resource infor- mation	See social adviser; see p. 27 for sug- gestions	See p. 25 for suggestions
Follow-up	Thank-you notes for those assisting	

SOCIAL EVENTS

<u>Major Dance</u>	<u>Exchange</u>	<u>Picnic</u>
Beginning of term	1 month before event	2 weeks before event
Written send 2 weeks before event	Verbal extend 2 weeks before event	Verbal extend 1 week before event
2 weeks before event	1 week before event	1 week before event
Special program 2 weeks before event	1 week before event	1 week before event
Order 3 weeks before event		
At least 2 weeks before event	1 week before event	1 week before event
Out-of-town 4 weeks before event	Out-of-town 4 weeks before event	
Chaperons & special guests 2 days before event	Special guests 2 days before event	Special guests 2 days before event
Beginning of term		
See p. 26 for suggestions	See p. 24 for suggestions	See p. 28 for suggestions
Thank-you notes to chaperons		

CHAPERONS

- I. A chaperon is defined as a person who is a member of the faculty with the rank of instructor or above--generally a couple. Hostesses and head residents are also eligible. Student couples may be invited as guests.
- II. The Activity Center maintains a list of faculty members who have indicated their willingness to chaperon. The list has the names of prospective chaperons, their departments, their home and office phone numbers and addresses.
- III. The chaperon requirements for the various social functions are as follows: All social events require at least one chaperon couple or hostess. All dances require three chaperon couples, at least one of whom must be faculty. A hostess may serve in place of one (non-faculty) chaperon couple.

RESPONSIBILITY OF STUDENT HOSTS

- I. The social chairman or other representative of the group should call or see a faculty guest personally to extend an invitation to the event. It is especially courteous to send chaperons a written invitation after having asked them personally.
 - A. Invitations to faculty guests should be extended at least two weeks before the event.
 - B. The chaperon will be asked to sign a schedule card. At this time the student should discuss the function with the guest and indicate the theme and dress for the occasion.
 - C. It is particularly thoughtful for the group to offer to provide transportation and a babysitter, when needed, or to reimburse the chaperon if he prefers a particular babysitter.
 - D. When there is more than one chaperon couple, the social chairman should ask the first couple accepting if there might be another couple whom they would enjoy having present.
 - E. This is the ideal opportunity for the social chairman to learn something about the academic work and interests of the faculty guest or chaperon so that he may give the group members some background information before the event.
- II. The social chairman is responsible for checking with the chaperon again two or three days

prior to the event to make necessary final arrangements and to inform him of any changes in plans.

- III. It may be that the group will wish to invite the chaperons to dinner before a living group social event. This provides an opportunity for the members of the group and the faculty guests to become acquainted.
- IV. Chaperons or faculty guests can be a definite addition to any function. It should be remembered that they are interested in the students and the activities they have planned. It follows, that they should be treated courteously and considerately. They will always appreciate an informal atmosphere which makes them feel a part of the group.
 - A. The officers of the group should see that the event begins and ends on time. The function is considered officially over when the chaperon leaves. All other guests are then expected to leave.
 - B. All social events must end prior to OSU women's closing hours. This same policy applies to all out-of-town OSU student functions.
 - C. The president, social chairman, and other group officers should be at the door to greet guests as they arrive and to introduce them to the hostess, other chaperons, and officers.
 - D. Guests generally welcome a short tour of the residence. They may not have had an opportunity to see the living area.
 - E. Faculty members look forward to and enjoy meeting members of the group during the

function. The social chairman should encourage students to meet and converse with guests or chaperons.

F. It is not the hostess's responsibility to entertain the guests or chaperons. Although the guests will want to meet the hostess, they have come to the event primarily to be with students.

V. The group should always send the chaperons a short thank-you note after the function (within two or three days). Better yet--the social chairman may thank the chaperon in person and discuss the function with him. He may have some suggestions on how to improve it next time.

RESPONSIBILITY OF CHAPERONS
(statement from Beaver Chaperon)

I. Accepting the Invitation

- A. A prompt and definite response to an invitation is appreciated. If a chaperon finds that he cannot attend a function after accepting an invitation, he should notify the social chairman or president and the Student Activity Center immediately so that provisions can be made to secure other chaperons.
- B. A chaperon will be asked by the social chairman to sign a schedule card which will be returned to the Student Activity Center by the student.
- C. Students welcome faculty guests' participation in the activities they have planned. However, when faculty guests or chaperons plan to attend a dance and do not wish to participate they might indicate this to the students at the time the invitation is extended. If the guests wish, the students may then provide for them an alternate means of entertainment, i.e., bridge.

II. At the Event

- A. The chaperon should plan to arrive at and leave the function in accordance with the times specified on the invitation. When the chaperon leaves, the function is officially over.
- B. The chaperon is a guest and not a monitor.
- C. The group is responsible for the behavior of its members and guests. More specifically

incidences involving breaches of good taste and/or suggestions for improving the student function should be addressed to the president or another executive officer of the group. Students will generally take immediate steps to deal with problem situations that might arise.

- D. Faculty members are often invited to dinner by various living groups. Dinner programs usually terminate by 7:15 pm or 7:30 pm unless otherwise specified.

III. Chaperon Letters

Comments by chaperons and faculty guests regarding a particular event and suggestions for the improvement of student social functions will assist living groups and other student organizations in improving their social programs. The Student Activities Committee is most appreciative of these suggestions. Comments should be addressed to the Social Adviser and Program Consultant, Student Activity Center, 754-2101. The chaperon may also wish to write or call the officers of the living group sponsoring the program.

RESPONSIBILITY OF INDIVIDUALS

- I. Laws, regulations, and rules represent man's best efforts to create a livable society and to induce socially acceptable behavior. Students at Oregon State University are expected to be mature, law-abiding and responsible in their general behavior. Accordingly, they are expected to: obey national, state and local laws; respect the rights and privileges of others; be forthright and honest in all their social and academic conduct; and in general conduct themselves in a manner which brings credit to themselves and to the University.
- II. In addition to national, state and local laws, students are expected to obey University regulations. These regulations state clearly some things which students must do and some specific things which they must not do if they wish to remain associated with the institution. The University, however, does not attempt to define by formal rules every action that is forbidden. In situations not covered by specific regulations a student should use common sense and be sure that his conduct is at all times consistent with that expected of a mature, responsible individual possessed of high ethical standards.
- III. When a student's conduct is considered to be at variance with the University ideals, the office of the Dean of Students or other qualified administrative authority having jurisdiction will review the facts and take appropriate action. In this connection it is important to point out that violations of national, state or local laws make a student liable not only to prosecution and punishment by civil courts but also to disciplinary action by the University.

RESPONSIBILITY OF STUDENT ORGANIZATIONS

Student Activities Committee policies relating to student organizations are administered through the Activity Center in the Memorial Union. The Student Activity Center staff is available for consultation and advice on policies, procedures and expenditures for activities of any student organization or individual as well as assistance in the planning, scheduling, and implementing of programs, activities, and social events.

I. Organizations Defined

- A. An organization is defined as any group of students living or acting together, electing officers, and/or assessing dues or fees for their mutual benefit.
- B. All voting members and officers of organizations must be full-time students at Oregon State University.
- C. All groups of students, living groups and otherwise that fit the definition of an organization as defined here must be recognized officially by Oregon State University through the Student Activities Committee.

II. Requirements for Eligibility

- A. Certification of eligibility must be obtained before a student can qualify for any elective or appointive office. Eligibility cards are available at the Activity Center.

B. To be eligible to hold office in any organization or activity supervised by OSU a student must:

1. Have earned at least 12 hours of credit in his most recently completed term.
2. Be registered for at least 12 hours currently.
3. Not be on conduct probation.

C. A grade point less than 2.00 automatically removes a student from any such office for the remainder of his term of office.

D. Any student shall be disqualified to continue in office in any term in which he drops below a 12-hour term load.

III. Procedure for Obtaining Recognition

A. Any honorary, social organization, club, living organization, political party or association must comply with the following stipulations and appear (if requested) before the Organizations Review Subcommittee of the Student Activities Committee for recognition.

1. Submit to the Activity Center three copies of an acceptable constitution and/or bylaws conforming to the standards set by Roberts Rules of Order Revised.
2. Have a faculty adviser. A list of advisers is available in the Activity Center. Living organizations must

have faculty and/or alumni advisers approved by the Dean of Men or Dean of Women.

3. Officers must meet the minimum GPA requirements for holding office.
4. Submit a petition containing signatures of students interested in founding the organization to show that there is interest in the organization.
5. Be able to show evidence of financial stability.
6. Be able to show it does not duplicate existing organizations or does not conflict with local, state or federal statutes.
7. Not deny consideration in membership to any student because of his race, religion, or his ethnic origin.
8. Must submit an annual report to the Activity Center each spring by June 1.

B. Any organization not complying with the procedures for obtaining and maintaining recognition will be assumed to be defunct and recognition by the University will be withdrawn.

IV. Tentative Approval to Operate

A. The Organizations Review Subcommittee hears petitioning groups and makes recommendations concerning recognition to the Student Activities Committee.

B. Recognition by the Student Activities Committee shall be for one calendar year on a temporary status. At the end of the first year's temporary status, the Organizations Review Subcommittee shall review the organization's program. If the program warrants recognition on a permanent basis, such recognition shall be given. If, at the end of the year, there is any doubt as to whether or not recognition is warranted, the temporary period may be extended or recognition withdrawn.

C. Organizations receiving recognition from the Student Activities Committee are urged to make use of the many services available in the Activity Center.

V. Responsibility

A. All organizations, including living groups, will be held accountable to the Student Conduct Committee for the observance of federal, state, and local laws in addition to University rules and regulations. The Student Conduct Committee may delegate authority for disciplinary action to student judicial groups established to adjudicate policy violations by organizations.

B. Officers of organizations are responsible to the University for all social events sponsored by their organizations.

1. Events must be properly registered in the Activity Center.

2. The social behavior of members at the event must be in good taste.

3. Executive officers must be present during the entire period that the event is in progress.

VI. Social or Educational Events

- A. An event is considered a social event when University men and/or women are together for the purpose of social or educational activities planned by organized University groups or their representatives.
- B. All organizations holding such events must schedule them through the Activity Center.

VII. Non-University Speakers

Recognized student organizations may invite speakers to the campus to address their own members and other interested students and staff with the provision that suitable space is available and that such appearances do not conflict with the regularly scheduled program of the University. Such programs must be scheduled in accordance with the established provisions for scheduling social or educational events.

VIII. Scheduling Social or Educational Events

- A. Social chairmen or persons representing a recognized group shall contact the Activity Center for instruction and assistance in scheduling events for their organizations.
- B. Events needing chaperons must be scheduled at least two weeks in advance, and schedule cards must be filed in the Activity Center a minimum of two weeks before the event. These events include all dances with live music or records and decorations. (Informal dances with no decorations, for members of the particular group and their dates only,

and with no live music, need only one chaperon.)

C. Firesides and exchanges must be scheduled in the above manner at least one week in advance with advance notice to the hostess. These are defined as any approved entertainment within the living group, for its members and their dates, where dancing is not the primary entertainment and for which only one chaperon is required.

D. Requirements for those campus events that need to be chaperoned and the qualifications necessary for chaperons are available in the Activity Center. (See Activity Guideposts - "Beaver Social Chairman.")

E. A tentative campus activity calendar for events open to the student body is prepared by the Student Activity Center during spring term. Dates open for living group dances and teas will be recommended. Organizations are requested to submit dates for the next school year's major events during the first six weeks of spring term. The calendar of events for the term is published for distribution at each registration.

IX. Off-Campus Events and Trips

A. Regulations for events and trips that are held off-campus and outside Corvallis may be obtained in the Activity Center. Permission to hold such events must be secured from the Student Activities Committee through the Activity Center at least four weeks prior to the event. Social chairmen must schedule the event as noted in VIII.

- B. The Student Activities Committee shall determine requirements for social events and chaperons. Situations not covered in sections G and J shall be referred to the Student Activities Committee.

X. Alcoholic Beverages

- A. The possession and/or serving of alcoholic beverages in any recognized student living unit is prohibited by the University.
- B. The possession and/or use of alcoholic beverages (including wine and beer) is prohibited by the University at all functions of student organizations when minors are in attendance.
- C. The officers of the organization are accountable to the University for the enforcement of this policy.

XI. Chaperons

- A. The following are University approved chaperons. A listing with names and addresses is available in the Activity Center.
 - 1. The hostess or head resident of the living group.
 - 2. The approved faculty advisers of the organization.
 - 3. Other persons designated by the office of the Dean of Students.

XII. Hostesses

- A. Each women's living group shall have its hostess or head resident who shall have been approved by the Dean of Women and who shall

act under her direction. It shall be the duty of the hostess or head resident, with the cooperation of the officers of the organization, to enforce the established rules and regulations.

- B. Each men's living group shall have its hostess or head resident who shall have been approved by the Dean of Men.

XIII. Penalties

- A. Failure of organizations to comply with regulations may result in:

1. Cancellation of the event.
2. Social probation for the group.
3. Other penalties to be determined by the Student Activities Committee.

- B. Any student organization will be granted a hearing before the Student Activities Committee upon request.

XIV. Time of Social Events

- A. Social events shall be held only on those dates scheduled on the master calendar in the Activity Center and only during the following times:

1. Friday or Saturday evenings or evenings preceding holidays.
2. Monday through Thursday from 4:00 pm to 8:00 pm.
3. All day Saturday.
4. Sunday until 8:00 pm.

- B. Serenades may be held on any night up to one-half hour after women's closing hours. All serenades must be scheduled in the Activity Center at least two days prior to the time of the serenade.
- C. Closing times for social events must precede OSU women's closing hours.

XV. Living Group Visiting Hours

University approved visiting hours in living group visiting areas from 10:00 a.m. to women's closing hours, provided that the hostess or head resident or someone officially designated by the office of the Dean of Students is present.

REGULATIONS FOR STUDENT FINANCES

The Student Activities Committee is responsible for checking budgets to assure that realistic and feasible financial arrangements are made for organization activities as indicated below.

The Student Activities Committee administers the numbers and kinds of money-raising projects and activities engaged in on the campus by student organizations.

I. Budget and Expense Report

A. Budget and expense report forms can be obtained in the Student Activity Center in the Memorial Union. Two copies of the budget report are required: one for the organization and one for the permanent files of the Student Activity Center.

B. The following must file a Budget and Expense Report:

1. Student Organizations

The report must be filed for any out-of-town event which requires chaperons and which involves expenditures of money for rentals, meals, lodging, bands, transportation, entertainment, etc.

2. Class Organizations

The report must be filed for any class-sponsored activities.

3. Student-sponsored
"All Campus" Activities

The report must be filed for any activity which is available to the entire student body such as the Sophomore Cotillion, Junior-Senior Prom, and other dances, speakers, entertainers, etc.

4. Money-raising Projects

- C. For events requiring the Budget and Expense Report, the completed forms should accompany the request for approval, both of which must be submitted to the Student Activity Center in the Memorial Union no later than four weeks before the date of the event.

II. Money-raising Projects

- A. Permission for conducting money-raising projects must be secured from the Student Activities Committee. Requests should be submitted to the Manager of Student Activities.
- B. A project must satisfy the following criteria:
1. It must be sponsored by a recognized student organization.
 2. Derived income must be deposited with organizational funds for use in furthering the program of the organization.
 3. It must render a service or provide a product.

4. It must not compete with projects of other organizations.
5. An individual, or individuals, may not participate for private financial gain.
6. The project chairman must file a Budget and Expense Report with the Activity Center.

C. Solicitation

1. All solicitation of students for funds for whatever purpose is prohibited unless authorized by the Board of Higher Education or the Executive Committee of the Board. (Administrative Code)
2. The Board of Higher Education has authorized one drive each year upon the recommendation of the President of the University. The ASOSU Senate recommends to the President the nature of the drive to be conducted, and the agency, or agencies to be included.
3. There may be no door-to-door solicitation in the Residence Halls, Cooperatives, or any other University-owned buildings for any purpose.

WOMEN'S HOURS

I. Opening Hours

- A. Sunday through Saturday for all women -
6:00 a.m.
- B. Easter Sunday for sunrise services -
5:30 a.m.

II. Closing Hours

- A. Monday through Thursday - 11:15 p.m.
- B. Friday and Saturday - 1:00 a.m.
- C. Sunday - 12:00 midnight
- D. Rush Week
 - 1. Returning students - 1:00 a.m.
 - 2. All rushees - announced at time of arrival
- E. New Student Week (all students) - announced in New Student Week Program

- III. Groups or classes representing the University requiring later or earlier hours should request permission of the Dean of Women.

(See Beaver Code for further information.)

TYPES OF SOCIAL EVENTS

The key to any successful social activity is planning ahead. At the beginning of the school year the social chairman should discuss various types of social events with his living group, choose those events he wishes to include, and then set tentative dates for them. This enables the group to have a variety of social activities scheduled throughout the school year. Some of the following ideas might be included in a year's program:

I. Exchanges

The purpose of this type of informal event is to enable members of various living groups to become acquainted. Exchanges need not be date events. An exchange can be planned between living groups for a certain number of couples or it can be invitational drop-in affairs after a campus event. In either case, imagination and creativity will contribute to the success of the event. Following is a list of various types of events that have been held on campus:

A. After-Dinner Dance Exchange

B. Dinner Exchange

One living group may invite another living group to dinner. Sometimes half the members of one living group will go to another living group for dinner and vice versa.

C. Football or Basketball Exchange

The members of two living groups may wish to attend a game together and follow with refreshments at one of the living groups.

D. Do-It-Yourself Dinner

Two groups may wish to make pizza, spaghetti, etc. at one of the two living groups.

E. Hootenanny

A living group may wish to invite the members of another living group over for a short hootenanny, followed by refreshments.

F. Work Party

This type of event provides an excellent opportunity for members of two or more groups to become acquainted and to also accomplish some work such as washing windows and cleaning yards.

G. Skating Exchange

H. Taffy Pull

A taffy pull is often successful during the winter months.

I. Breakfast Exchange

A living group may wish to invite another group to breakfast on a Saturday morning.

II. Firesides

A fireside is one of the most popular types of social events. It is held in the living group on Friday or Saturday night. A fireside is an informal get-together at the living group for members only and their dates with no band

or decorations. A variety of refreshments or just coffee may be served. Special guests may be invited. Cards, dancing, and games may serve as entertainment. Because of its informal nature the fireside is versatile in regard to activity and dress.

III. Dinners

A. Date Dinner

Members of a living group may wish to invite guests to dinner.

B. Guest Dinner

A group may wish to have a dress dinner and invite a speaker, chaperons, international students, advisers, or alumni as special guests.

C. Progressive Dinner

Three or more groups may go from living group to living group, eating one course at each residence.

D. Faculty Dinner

Three or four faculty members may be invited for dinner.

IV. Dances

A. Formal Dance

A formal dance requires considerable planning. (See Guidelines in Planning Social Events.) A living group often sponsors a formal dance as its major social event of the year.

- B. Costume Dance
- C. Informal Dance
- D. Dinner Dance

A dinner dance may be formal or semi-formal.

V. Afternoon Affairs

- A. Open House

A living group may wish to sponsor an open house for special occasions such as Homecoming, Mother's Weekend, and Dad's Weekend. Conducted tours of the residence should be provided to enable parents and friends to see the living area. A reception and refreshments are often included in order to make it possible to introduce friends and living group officers to visitors.

- B. Tea

A tea may be formal or informal, depending upon the occasion. It provides an opportunity for guests to meet the hostess or head resident, living group officers and other members. Members of the living group act as hosts or hostesses and participate in planning the event. A tea is oftentimes held in honor of the hostess or head resident of the group.

- C. Coffee Hour

A coffee hour is an informal event generally held in the evening at the

living group. It often follows a concert, game, or other campus event.

VI. Other Events

- A. Picnic
- B. Hayride
- C. Beach trip
- D. Ski Trip

TIPS FOR SOCIAL CHAIRMEN
IN PLANNING SOCIAL EVENTS

I. Table Arrangement

The host, guest of honor, and/or the head resident or hostess lead the way into the dining room. The guest of honor is seated to the right of the host. If there are women guests present they may be seated as soon as the host of the head table begins seating his guest. (For further details consult an etiquette book.)

The head of the table is served first, then, in order, those to the right of the head of the table. Ladies are not served first in this case.

II. Receiving Line

A. Order of Line

Head of living group (president), hostess or head resident, guest of honor, alum, and so on in order of importance of office in your group. There is no definite number of persons in a receiving line. However, the receiving line is most attractive when the number of persons receiving is held to a minimum.

B. Head of Line

It is best to have a person who is not expected to know the name of every guest stand at the head of the line. The duty of this person is to ask the name of each guest as he approaches the receiving line and to introduce him to the host or guest of honor next in line.

C. Location

The most attractive background should be utilized and the line arranged so that the guests approach it from the left of those receiving. Right hands can then be extended and grasped more easily and naturally.

III. Introductions

A. Group Introductions

1. When a newcomer is being introduced to a large group of men and women, the names of the members should be mentioned in the order in which they are sitting or standing. This will eliminate confusion.
2. A member of a group need not wait for a newcomer to be introduced but may take the initiative and introduce himself. This succeeds in eliminating the period of silence which often follows after a stranger walks into a room.

B. Personal Introductions

1. When introducing a man and woman to each other, the woman's name should always be mentioned before the man's name. "Mrs. Hostess, may I introduce Joe College."
2. An older person's name is always stated before a younger person's name. "Professor Bright, may I introduce Mary Coed and Joe College."

3. Men always rise for introductions, women rise only when introduced to older women or distinguished people, and to greet guests in their own home.
4. When introducing parents to college friends a student should always mention his parents' names first.
"Mother and Dad, this is Mary Coed and Joe College."

C. At the Dinner Table

1. The guest's name should be mentioned first in making introductions. Then the names of the persons at the table should be stated in the order in which they are seated.
2. A man always rises when introduced. If this is impossible he may say, "Please excuse me for not standing." Women need only acknowledge an introduction.

IV. Invitations and Acceptances

**Sigma Tau
of
Kappa Delta**
requests the pleasure of your company
at a tea in honour of
**Mrs. Perry W. Lawrence, housemother
and
Mrs. Robert E. Neilson**
Kappa North Province Alumnae President
on Sunday afternoon, the nineteenth of April
from three until five o'clock
1703 Ruby Street

Invitations and acceptances are always printed or written in black ink. They are acceptable for teas, dinners, receptions, formal and semi-formal dances, and dinner-dances.

**The men
of
Stimson Hall
request the pleasure of your company at
The Annual Spring Dinner Dance
on Saturday, the sixteenth of May
at six-thirty o'clock
Stimson Hall
r. s. v. p. Semi-formal**

If an answer to an invitation is desired, an R.S.V.P. should be placed on the invitation. Courtesy requires that an R.S.V.P. be answered. The name, address, and/or phone number of the person to whom the R.S.V.P. is to be made may be included on the invitation directly beneath the R.S.V.P.

Invitations are sent to honored guests, hostesses and head residents, presidents and social chairmen, in addition to your guest list.

Geraldine Moore
accepts with pleasure
(regrets she is unable to accept)
the kind invitation
of

Stimson Hall
to attend its

Annual Spring Dinner Dance
on Saturday the sixteenth of May
at six-thirty o'clock
Stimson Hall

DRESS SUGGESTIONS FOR STUDENT FUNCTIONS

Women*

<u>Dress</u>	<u>Clothing Included</u>	<u>Events Where Worn</u>
Formal	Formal gown Floor length dress Heels, gloves Evening bag Dressy or formal coat	Formal dance
Dressy (Semiformal)	Dressy crepe, cotton After five or cocktail Gloves, heels Dressy coat	Semiformal dance
Church	Dressy suit or dress Gloves, heels Dressy coat Hat is optional	Church Plays Concerts Lectures Banquets Receptions Teas
Dressy Campus	Sporty suit Wool dress Heels or stacked heels Gloves optional	Athletic events away from home Week night lectures
Campus	Skirt and sweater Jumper Dress Flats, tennis shoes Sporty coat Raincoat and umbrella	Classes Shows Convocations Home athletic events Informal dances Exchanges Firesides

* As revised by 1966 AWS Educational and Cultural Committee

<u>Dress</u>	<u>Clothing Included</u>	<u>Events Where Worn</u>
Casual	Bermuda short out- fit Long pants outfit Sweaters Tennis shoes, sandals Flats, boots Sporty coat	Picnic Informal exchange Within living group
Grubby	Cut-off jeans Sweatshirts, jerseys T-shirts, tennis shoes	Within living group Work parties

Additional Suggestions:

1. Long pants and bermuda shorts are improper on campus. This includes such places as the Library, Commons, and Bookstore.
2. Cut-off jeans are worn only within the living group.
3. The dress for a show in Corvallis is "campus" not "dressy campus" or "church."
4. Semiformals are rarely worn. Usually for a semiformal function, a dressy dress is worn such as a dressy crepe or a brocade. (See section under "dressy.")
5. When representing Oregon State University on another campus, a coed should wear "dressy campus" or "church." This includes athletic events at other school as well as Portland football and basketball games.

Men

<u>Dress</u>	<u>Event</u>
Slacks, sportshirt, sweater	Class
School clothes	Athletic events
Suit, tie, sportcoat, slacks	Concerts and plays
Suit	Teas and receptions
Suit, tie	Informal (dressy)
Dark suit, tie, white shirt	Semiformal
Dinner jacket, dark suit, white shirt, tie	Formal

ACTIVITY CENTER SERVICES AND FACILITIES

The Activity Center, located in the Memorial Union, is designed to serve the students and to coordinate organized campus activities in cooperation with all recognized student organizations. Staff members are ready to assist groups in the development, presentation, and evaluation of programs.

The following facilities and services are available for use by all recognized student groups.

I. Information

- A. Master calendar (calendar of major campus events).
- B. Daily schedule of events.
- C. Various University brochures.
- D. Entertainment file (a listing of student entertainers).
- E. Faculty chaperon file (a listing of University faculty who have expressed interest in chaperoning student events).
- F. Student organizations file (a listing of current officers, advisers, and constitutions).
- G. Dance bands file.
- H. Ride file (a driver-rider information exchange service).

- I. Activity report file (reports compiled by special events committees).
- J. Foreign travel information.
- II. Office Equipment and Physical Facilities
 - A. Typewriters, punches, staplers, and paper cutters.
 - B. Mail boxes.
 - C. Filing space.
 - D. Work room.
 - E. Desk space.
- III. Publicity
 - A. Mimeograph and ditto service.
 - B. Poster service.
 - C. Living group mail boxes.
- IV. Publications
 - A. Beaver Code (handbook of information for students about the University).
 - B. Beaver Presiding Officer (handbook of parliamentary procedure).
 - C. Beaver Chairman (an orientation and techniques booklet for chairmen of student organizations and committees).
 - D. Beaver Social Chairman (an orientation and procedures booklet for living group and organization social chairmen).

E. Beaver Chaperon (handbook of information for chaperons of student educational, recreational, and social events).

F. OSU campus calendar.

V. Staff Advising

Assistance is available upon request in the areas of leadership, programming, publicity, and scheduling.

VI. Miscellaneous Facilities and Services

A. Ballot boxes.

B. Beavers (from 1908 to present).

C. Sign-up lists and application forms for activities.

D. Student identification cards.

E. Ticket sales for groups requesting the service.

F. Class cards.

CITY AND STATE FIRE REGULATIONS
PERTAINING TO STUDENT FUNCTIONS

I. Places of Assembly

Place of assembly shall mean a room or space used for assembly or educational occupancy for 100 or more occupants or which has a floor area of 1,500 square feet or more used for such purposes. Such room or space shall include any similarly occupied connecting room or space in the same story, or in a story or stories above or below, where entrance is common to the rooms or spaces.

II. Exits

- A. Obstruction to means of exit: No person shall at any time place an encumbrance of any kind before or upon any fire escape, balcony, or ladder intended as a means of escape from fire.
- B. No person shall place, store or keep, or permit to be placed, stored or kept on or under or at the bottom of any exit stairway, inside or outside, exit hallway, elevator or other means of egress, any materials the presence or the burning of which would obstruct or render hazardous, egress of persons from the building.
- C. During the period of occupancy, no exit door shall be locked, bolted, or otherwise fastened or obstructed by any means, so that the door cannot be opened from the inside by the use of ordinary door latch or door knob or by pressure on the door or on a panic release device.

- D. Marking of exit ways: In rooms accommodating more than 100 persons, required exit doorways other than those normally used for entrance, shall be plainly marked by approved exit signs which are sufficiently illuminated when the floor area is occupied to be readily distinguished.
- E. Where the exit doorways are not visible from all locations in public corridors, directional signs, as required by the Bureau of Fire Prevention, shall be placed on walls or otherwise displayed in conspicuous locations to direct occupants to exit doorways.

III. Lighting of Exit Ways

Required stairways, hallways and other means of egress, including exterior open spaces to or through which exit ways lead, shall be kept adequately lighted at all times that the building is thereby occupied.

IV. Use of Exit Ways

- A. No part of a stairway (whether interior or exterior) not of a hallway, corridor, vestibule, balcony or bridge leading to a stairway or exit of any kind shall be used in any way that will obstruct its use as an exit or that will present a hazardous condition.
- B. In each room where chairs or tables and chairs are used, the arrangement shall be such as will provide for ready access by aisles to each exit doorway. Aisles leading directly to exit doorways shall have not less than 36 inches clear width which shall not be obstructed by chairs, tables, or other objects.

V. Stairway Doors To Be Kept Closed

It shall be unlawful to block any stairway enclosure door which leads to or from a floor of the building, and which by law is required to be self-closing.

VI. Decorative Materials

A. Decorative material shall include all such materials as curtains; draperies; streamers; surface coverings applied over the building interior finish for decorative, acoustical or other effect; cloth; cotton batting; straw; vines; leaves; trees; and moss used for decorative effect, but it shall not include floor coverings, ordinary window shades, materials one-fortieth* of an inch or less in thickness applied directly to and adhering tightly to a non-combustible base.

B. No decorative material shall be used which as applied will ignite and allow flame to spread over the surface when exposed to a match flame test applied to a piece removed from the material and tested in a safe place. The piece shall be held in a vertical position and the bottom edge exposed to a flame from a common match held in a horizontal position, one-half inch underneath the piece, and at a constant location for a minimum of 15 seconds.

C. Treatments used to accomplish this flameproofing shall be renewed as often as may be necessary to maintain a flameproof effect.

* May be measured by folding a piece to 5 thicknesses and measuring to see if the thickness of 5 layers exceeds 1/8 inch.

VII. Smoking

Where smoking is permitted, there shall be provided on each table and at other convenient places suitable non-combustible ash trays or match receivers.

VIII. Fire Extinguishers

Suitable fire extinguishers shall be visible and convenient at all times.

For further information regarding city and state fire regulations the Corvallis Fire Department should be contacted.

FOR YOUR REFERENCE

Fenwick, Millicent. Vogue's Book of Etiquette.
New York: Simon and Schuster, 1948.

Hadida, Sophie. Manners for Millions. New York:
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The Interstate Printers and Publishers, Inc.,
1962.

Post, Emily. Etiquette: The Blue Book of Social
Usage. By Elizabeth L. Post. New York:
Funk and Wagnalls Company, Inc., 11th Revised
Edition, 1956.

Roosevelt, Eleanor. Book of Common Sense Etiquette.
New York: The MacMillan Company, 1962.

Stratton, Dorothy C. and Schleman, Helen B. Your
Best Foot Forward. Ed. Revised. New York:
McGraw-Hill Book Company, Inc., 1955.

Vanderbilt, Amy. New Complete Book of Etiquette:
The Guide to Gracious Living. Ed. Revised.
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Inc., 1963.

Note: These books and others are available in the
Activity Center.

Grateful acknowledgment is given Washington State University for granting permission to reprint certain sections of this pamphlet.

