

## Greek Housing for Spring 2016

Please pass this along to all of your members or announce at a house meeting. If you require an electronic copy please contact Jessica Joanis and she will forward this to you electronically.

### *Timeline for how Housing will work for all Greek groups for the 2016 fall semester:*

**October 30-** Housing Plan Forms are due to the Residence Life Office, they will come from your RA sometime that week. These have a space for members (or non members) to indicate their desire to live in your housing block.

**November 11-** Housing goes out to Greek Presidents and/or Housing Officers

**November 20-** Housing due to Residence Life office by 5pm

### *HOUSING PLAN FORMS/HOUSING BLOCK MEMBERS*

Housing Plan Forms are distributed each semester, when we get back from Fall Break they will come out again. ALL of your members need to indicate that they want to live in your housing block on this form so that the Residence Life office can count them as part of the block.

If you have new members or independent students that you want to live with you in your housing block they need to list your organization on that Housing Plan form as well.

Once Residence Life gets all of those forms, Jessica Joanis will confirm the list with the President or Housing Officer of each group to be sure we caught everyone that wants to be part of your housing block. It is YOUR responsibility to make sure this list is accurate. Please communicate these things to your members or others you want to live in your housing block.

### *HOUSING PAPERWORK*

Each President/Housing Officer will get a paper copy of the actual floor charts in your building along with the number of double rooms, double single rooms, and single single rooms that you need to assign. Each group will physically assign each member to a room for the Spring. Housing that is not turned in by the November 20 deadline will be physically assigned by the Residence Life Office.