

Ashdown Officer Handbook

Revised March 2016

235 Albany St., Cambridge,
MA 02139

 **ashdown**house

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1. Overview

Thank you for volunteering to be an officer at Ashdown House. You are now one of about 50 Ashdown residents who work together to improve the quality of life at our dorm. By doing things like coordinating social activities, bringing us brunches and coffee hours, improving dorm aesthetics with artwork and plant life, making Ashdown an environmentally-friendly and service-oriented community, and keeping residents informed about local events, you will help make Ashdown House a great place to live and one of the best graduate residences at MIT.

Keep in mind that AHEC values officers who are enthusiastic about contributing to our community and are creative in their ideas for projects and events. In addition to having skills and experience relevant to your position, we expect you to be self-motivated, organized, and committed to fulfilling your role as an officer while working both independently and in teams as needed. Finally, all Ashdown officers must conduct themselves with honesty, integrity, and respect.

Even though this is a volunteer position, being an officer is a not a trivial commitment and there are certain expectations which you should meet in order to earn the benefits of your coveted position. This document should help you learn about Ashdown's officer system as well as the benefits and requirements of being an officer. Several guidelines are provided to help you complete your tasks and make your tenure as an officer a fun and memorable experience. Please note that this is a "living document" so AHEC may update policies as needed and officers may suggest changes to how things are done.

2. What is AHEC?

The Ashdown House Executive Committee (AHEC) consists of five residents and is elected annually in the Spring. AHEC members are responsible for dealing with both internal and external dorm affairs. They work with Ashdown officers and residents, as well as with organizations within the MIT administration and other student groups. In essence, AHEC's goal is to maintain the standard of living and improve the sense of community within Ashdown.

AHEC meets every Thursday evening in the Crafts Lounge to discuss dorm-related issues. These meetings are open to the entire Ashdown community. All residents are encouraged to attend, whether they have something to contribute or simply want to listen. Residents are also free to bring up problems or concerns at AHEC meetings.

2.1 AHEC Positions

The five positions on AHEC are Chair, Vice-Chair, Treasurer, Secretary and Officer Coordinator. Although AHEC works collectively on numerous projects to improve life at Ashdown, each position entails some specific duties and responsibilities.

- **Chair:** The Chair presides over the weekly AHEC meetings and acts as the primary liaison to the MIT administration and other student groups.
- **Vice-Chair:** The Vice-Chair assists the Chair in their duties and is also responsible for running all in-house room lotteries.
- **Treasurer:** The Treasurer keeps track of the available funds during the budgeting periods, writes proposals for outside funding sources, and coordinates reimbursements for purchases made by Ashdown officers.
- **Secretary:** The Secretary is responsible for posting the official agenda and minutes of AHEC meetings, coordinating elections and other votes and keeps the committee records.
- **Officer Coordinator:** The officer coordinator maintains records of current Ashdown officers, verifies fulfillment of duties, and assigns seniority points accordingly.

In addition, AHEC plays an active role in communicating with organizations and student groups at MIT. One AHEC member must be selected by the committee each year to serve as the Graduate Student Council (GSC) representative for Ashdown. This person must attend GSC General Council Meetings (GCMs) and Housing and Community Affairs (HCA) meetings. AHEC must also make sure that Ashdown House has a presence in the GSC Activities Committee (AC) and other relevant GSC committees, subcommittees, and task forces. Anyone who attends GSC meetings on behalf of AHEC must report back to AHEC with updates.

2.2 Officers and AHEC

AHEC has divided Ashdown's officers and committees into four different Offices in order to facilitate communication between officers and AHEC. Please note which AHEC member will oversee your position and make sure to direct any questions, suggestions, or concerns regarding your officer duties accordingly. You may, of course, contact any AHEC member if desired.



3. It's Good to Be an Officer

This section describes the benefits of being an officer, as well as some of the rules regarding officer terms, continuing status, and seniority points.

3.1 Benefits

To reward your volunteer work as an officer, Ashdown offers the following benefits:

- **Networking Opportunities:** Being an officer gives residents more exposure and provides valuable networking opportunities with graduate students, faculty, administrative staff, and other organizations both within MIT and with other universities.
- **Bypass MIT Housing's Allocation:** Officers recruited or renewed in the spring are guaranteed housing at Ashdown House for the next academic year provided that they complete their duties as officers. They do not have to enter MIT Housing's Allocation and do not have to terminate their housing contracts in April.
- **Continuing Status:** Officers can gain continuing status at Ashdown House after 5 terms (approximately 2 years) of outstanding service. (See "Continuing Status" section for more details.)
- **Seniority Points:** Officers typically obtain 1-3 seniority points per term for their services to Ashdown. This provides a big advantage in the Ashdown Room Lotteries for residents who would like to switch rooms. (See "Seniority Points" section for more details.)
- **Officer Events:** Officers have a chance to participate in events that are exclusively for Ashdown officers. These may include dinners, outings, informal get-togethers, and other activities.

3.2 Basic Requirements

You have made it through the officer recruitment process and are ready to work within your community. Now, what does AHEC expect from you as an Ashdown officer?

First, all officers must complete the Ashdown House Officer Budget Proposal Form for each work period. Establishing projects, goals, and events that will be held over the given period helps keep officers on track and organized. Only one form is required per committee but everyone should contribute to the planning process. AHEC will provide feedback and support to keep officers motivated and promote a positive work environment. Once the goals for each work period have been established, AHEC expects officers to work towards completing the projects and organizing the events that were proposed.

Second, all officers must fulfill the requirements of their specific positions. These positions exist because they are essential in keeping the dorm running and improving the quality of life at Ashdown. AHEC therefore counts on you to live up to your commitment as an officer and complete your assigned tasks. Please see the "Officer Position Requirements" section for more details on your specific tasks and expectations.

Third, officers should attend the Fall, Spring, and Transition Dinners. The Fall and Spring Dinners are meant to bring all officers together in a social environment to help maintain momentum and high

spirits during each semester. Officers are also encouraged to give feedback or suggestions to AHEC and other officers. The Transition Dinner is aimed at welcoming new officers and giving old officers the chance to pass on their knowledge and experience to new officers. (See “Officer Calendar” section for approximate dinner dates.)

Finally, AHEC will ask officers to provide updates on their progress and feedback on events as needed. This helps us know what works and what doesn’t so that future officers can use that information to improve how tasks are accomplished and organize better events. AHEC may also ask for your opinion when writing proposals for funding from sources such as the Graduate Student Council (GSC), Large Event Fund (LEF), and Assisting Recurring Cultural and Diversity Events (ARCADE).

3.3 Duration of Officer Terms

Officers are typically recruited during the spring semester in late April. They are expected to start working with previous officers during the Transition Period which consists of the entire month of May. New officers then take over their positions on June 1 and work until May 31 of the following year.

To encourage the participation of new residents within the Ashdown community, a small number of officers are recruited early in the fall. These officers typically join large committees and learn about their positions as they go along. Fall recruits are expected to start working as soon as they are selected and should continue to fulfill their duties until May 31 of the following year.

Term Lengths

- Summer Half-Term: June 1st – September 30th
- Fall Term: October 1st – January 31st
- Spring Term: February 1st – May 31st

Note that summer is considered a half-term while fall and spring are considered full terms. The purpose of this distinction is to account for differences in work periods and facilitate compliance with the rules outlined in the “Continuing Status” section. Officers are expected to maintain the same level of performance throughout all work periods. Finally, Ashdown wishes to embrace the spirit of MIT’s Independent Activities Period (IAP) by encouraging residents, officers, and AHEC to organize special activities. Given that IAP is part of the Spring Term, officers are especially encouraged to work during this time to ensure a vibrant Ashdown community.

3.4 Continuing Status

MIT is usually able to offer housing to single, first-year graduate students. In order to continue living in MIT’s graduate residents, however, students must enter MIT Housing’s allocation again at the end of their first year. Students who are randomly selected through this process are awarded “continuing status” at a particular dorm and thus are allowed to live at that dorm for their remaining tenure as graduate students.

Ashdown officers selected in the spring can bypass this competitive process. They are guaranteed housing at Ashdown House in the coming year as long as they complete their duties as officers. However, being selected as an officer does not mean that you have continuing status as defined by MIT Housing.

Gaining Continuing Status

An officer can obtain continuing status at Ashdown House by providing outstanding service for 5 terms (approximately 2 years). This means that all officers must work for four semester terms and two summer half-terms to gain continuing status.

Officers who are recruited in the spring can fulfill this requirement by May 31 of their second year of work while officers who start in the fall can finish by Labor Day of their second year of work. This balances out the work periods between fall and spring recruits and ensures a fair process for gaining continuing status.

Continuing status is not awarded automatically upon the completion of 5 terms of service. Past evaluations of each officer's performance (see Section 3.5, Seniority Points) will be taken into consideration as evidence, and terms in which an officer has been awarded 3 seniority points for exceeding expectations will be highly regarded. If an officer is determined not to have provided outstanding service during their first 5 terms as an officer, they may be asked to serve additional terms until their cumulative service becomes outstanding.

By March 1st of every year, the AHEC Officer Coordinator will produce a list of officers past and present who will have served as officers a cumulative of five terms by May 31st of the same year. AHEC will then use the officer evaluation records kept by the AHEC Officer Coordinator in conjunction with the above to identify officers who, on the whole, have rendered outstanding service to Ashdown House. For each such officer, AHEC will compile a recommendation that will include a copy of all pertinent officer evaluations and a note from AHEC summarizing them and explaining why they are recommended for continuing status. By March 15th or by whichever date the Housemaster sets, AHEC will provide the Housemaster with their recommendations for Continuing Status. The Housemaster will then review the recommendation and pass along any cleared candidates to MIT Housing so that the cleared candidates may be offered a renewable lease. Special procedures may apply to officers who were recruited during a Fall Recruitment and who would be eligible for continuing status as of October 1st.

Ashdown Officers who apply for being granted *continuing status* and are not cleared by AHEC may request a meeting by March 20th to defend their eligibility in front of the Housemasters and AHEC. AHEC will list its reasons for not recommending the candidate for *continuing status* and the candidate will argue their case for obtaining *continuing-status*. The Housemasters will then decide on *continuing status* of the applicant by March 25th.

3.5 Officer Leave of Absence

AHEC is aware that many students at MIT like to enrich their graduate experiences by going away on internships or student exchange programs. Some departments actually require internships as

part of their graduate programs. AHEC supports these students and encourages them to become officers. However, they must comply with the rules outlined in this section to become eligible for obtaining continuing status.

Officers who plan to be away during a significant portion of a work period must still complete 5 full terms of work in order to become eligible for gaining continuing status at Ashdown House. These officers must also notify AHEC well in advance if they intend to miss a work period. AHEC must then ensure that the tasks these officers are in charge of are fulfilled in their absence.

The policy regarding an officer taking a leave of absence (for any reason, including internships, student exchange programs and vacations) is as follows:

1. Officer absence time is defined as any length of time during which their absence interferes with the exercise of their duties.
 - a. Officers belonging in committees have to clear their absence time with their respective committee chairs. Officers not belonging in committees have to clear their absence time with the AHEC member responsible for supervising them.
 - b. Officers wanting to take a leave of absence will have to give the committee chairman/AHEC supervisor at least one month's notice and the committee chairman/AHEC supervisor shall have to make a decision on whether or not to approve the officer's absence time within one week of receiving the notice.
2. If denied, the officer can appeal within two days to the AHEC member responsible for supervising their officer position. Said AHEC member will have to make a decision within two days.
3. If denied again, the officer can appeal to the entirety of AHEC. The issue will be discussed in the next AHEC meeting. AHEC's decision will be final and cannot be appealed.
4. If at any of the above stages officers fail to get a response within the above prescribed deadlines, their request for absence time shall be considered to have been approved.
5. Officers failing to obey this policy will be subject to penalties (e.g. lower evaluation scores). Repeated failure to obey this policy may result in dismissal.
6. Unauthorized absence will be excused if there is a proven case of emergency. Officers can appeal to have their leave of absence authorized retroactively, provided they appeal using the procedures outlined in articles 2-4 provided that they do so within a month of their unauthorized absence in question.

Officers who have provided excellent service to Ashdown typically gain continuing status after their second year of service. In previous years, officers who were absent for a semester were ineligible for continuing status after the two-year mark and were required to work for a third year in order to gain continuing status. From now on, officers who are absent for a semester will be eligible for continuing status when they hit the two-year mark provided that they make up the work period that they missed by working during a period of equal length. The following examples address some of the different situations that may arise:

- A spring recruit who misses a summer must work an extra summer after the end of his or her second year of service.
- A fall recruit who misses a summer must work during the first half of the fall semester following the end of his or her second year of service.

- A spring recruit who misses a semester must work an extra semester after the end of his or her second year of service. The make-up work period could be either (a) the summer and the first half of the fall semester or (b) the entire fall semester.
- A fall recruit who misses a semester must work an extra semester after the end of his or her second year of service. The make-up work period would then be the entire fall semester since fall recruits must work the summer after their second year of service anyway.

Ideally the officer position belonging to the officer completing a make-up period should be filled after this officer fulfills finishes his or her work. However, due to the nature of the specific officer position, AHEC may need to switch the officer to another position during the make-up period and/or recruit another officer to make sure that the position is filled throughout the entire year.

3.6 Seniority Points & Officer Evaluation

Seniority points serve as a measure of how long a person has lived at the dorm and how much he or she has contributed to the Ashdown community by serving as an officer. One seniority point is assigned to each Ashdown resident for each academic term that he or she lives in the dorm (one for fall, one for spring, and one for summer). In addition, officers typically obtain between one and three seniority points for each period of service to Ashdown. This provides a big advantage in the Ashdown Room Lotteries for residents who would like to switch rooms given that rooms are assigned to residents in order of seniority.

AHEC rewards each officer with seniority points at the end of each term or half-term. The number of points that an officer obtains depends upon the quality of his or her performance during that period. Officers will not be awarded seniority points if they are away for a work period (Officer Leave of Absence). The following performance scale is used to grant seniority points:

Seniority Points Scale

- 3: Exceeds Expectations
- 2: Meets Expectations
- 1: Needs Improvement (Minor Warning)
- 0: Failure to Meet Expectations (Dismissed from Officer Position)

Officer evaluations are strongly guided by the fulfillment of each officer's position requirements as described in the Ashdown Officer Handbook. Furthermore, they are also influenced by officer review meetings, officer efficiency, officer presence at mandatory officer events (such as the Officer Transition Dinners), initiative shown, and overall service to Ashdown House. Timesheets, task-specific checklists, and other ways of tracking productivity will be taken into account. In general, evaluations represent how AHEC feels each officer has used their position to build the Ashdown community. Thus, officers who make outstanding contributions, even if they do not strictly follow their position requirements, may still be awarded 3 seniority points. Conversely, officers who only do the bare minimum to meet their position requirements may still receive 1 seniority point. Keep in mind that AHEC strongly considers performance reviews and assigned seniority points when making decisions to recruit officers every year.

As of 2015, an essential part in how officer evaluations are conducted is the review meeting that will take place roughly within two weeks of the end of a service period. The review meeting will have the form of a one-on-one mini-interview of individual officers by their committee's AHEC supervisor, where the officers will be asked to describe their officer activities and performance during the term and give feedback to the AHEC member in charge of overseeing them. During the discussion, the officers will also be asked to give feedback on their superiors (e.g. their committee chair and supervising AHEC) or subordinates (e.g. committee members if an officer is a committee chair). Committee chairs will be asked to give recommendations for rating the performance of the officers in their committee.

At the end of every term, officer evaluations will be submitted by all AHEC members to the AHEC Officer Coordinator, who will assign Seniority Points and keep a record of all officer evaluations. Officers will be informed of their individual evaluations as soon as said evaluations are finalized. Evaluations will include their officer rating (seniority points) and the justification for it, based on their performance during the term."

3.7 Dismissal from Officer Position

As previously stated, officer positions exist because they are essential in keeping the dorm running and improving the quality of life at Ashdown. AHEC therefore counts on you to live up to your commitment as an officer and complete your assigned tasks. Officers who do not meet the expectations outlined by AHEC may lose their positions. If you are dismissed from your officer position, you will lose your housing at Ashdown at any time of year. Dismissed officers who had continuing status may continue to live in the dorm even as AHEC finds replacements for their officer positions.

In terms of seniority points, officers who receive one seniority point for a term or summer half-term are expected to improve their performance the following term or they may be dismissed. Officers who fail to meet expectations the following term will receive a 0 for that term or half-term and will be eligible for dismissal. AHEC will talk to these officers to make sure they understand the requirements of their positions and to find ways to help them meet expectations.

4. Officer Calendar

(All dates are subject to change)

Date	Financial	Elections/Recruitment	Other
May 1 (Fri)		New AHEC Inaugurated	
May 11 (Mon)	Request Summer Budget Proposals		
May 22 (Fri)	Summer Budget Proposals Close		
May 23-24 (Sat/Sun)	Summer Budget Allocation		
June 1 (Mon)	Summer Term Budget Begins	New Officers Inaugurated	
Aug 31 - Sept 16			Orientation
Sept 1 (Tues)			
Sept 7 (Mon)		Fall Officer Applications Open	
Sept 14 (Mon)		Fall Officer Applications Close	
Sept 18 (Fri)	Request Fall Budget Proposals		
Sept 18-20 (Fri-Sun)		Fall Officer Interviews & Selection	
Sept 25 (Fri)	Fall Budget Proposals Close		
Sept 26-27 (Sat/Sun)	Fall Budget Allocation		
Oct 1 (Thurs)	Fall Budget Term Begins	Fall Officer Dinner	
Jan 1 (Fri)			
Jan 17 (Sun)		Announce AHEC Elections	
Jan 15 (Fri)	Request Spring Term Budget Proposals		
Jan 22 (Fri)	Spring Term Budget Proposals Close		
Jan 23 -24 (Sat/Sun)	Spring Term Budget Allocation		
Feb 1 (Mon)	Spring Budget Term Begins		
Feb 4 (Thurs)		AHEC Nomination Dinner	
Feb 11 (Thurs)		AHEC Speech Night	
Feb 17 (Wed)		AHEC Elections	
Feb 18 - April 30		AHEC Transition Period	
Feb 29 (Mon)		Spring Officer Applications Open	
Mar 7 (Mon)		Spring Officer Applications Close	
Mar 11-13 (Fri-Sun)		Spring Officer Interviews & Selection	
Apr 1 (Fri)		Notify Housing of New Officers	
Apr 1 - May 31		Officer Transition Period	
Apr 14 (Thurs)		Spring Officer Transition Dinner	

5. Officer Position Descriptions

The following is a description of Ashdown Officer positions for 2015-2016. Note that while the overall responsibilities of each officer position are set (barring those officer positions labeled as “Experimental”), specific details within positions may change to reflect changes in Ashdown and extenuating circumstances.

5.1 Brunch Committee

The **Brunch Committee** consists of the group of Ashdown officers who are responsible for organizing and running the monthly MIT Graduate Community-wide Ashdown Brunches on select Sunday mornings in the Hulsizer Room throughout the year. Each Committee member is expected to be present and help out during each monthly Brunch by helping with preparation, serving and post-Brunch cleaning of tables and serving utensils. In addition, the **Brunch Committee** is encouraged to organize at least one Special Brunch per semester. Special Brunches can have different themes and the Brunch Committee should organize these brunches in conjunction with the **Arts Officer** and **Events Committee**, as well as outside MIT Campus cultural associations.

General responsibilities and duties:

- Before Brunch Sundays, each member will be assigned one task by the *Brunch Committee Chairperson(s)*. These tasks can include shopping, food pick-up, contacting the **Publicity Subcommittee** to distribute advertisements, surveys and statistics, apron washing, etc;
- on Brunch Sundays, each member is expected to arrive by 8:00 AM and remain until 2:30 PM, during which they are expected to work. Any necessary changes in time scheduling should be reported to the *Brunch Committee Chairperson(s)* prior to the event (e.g, special cooking classes, less preparation time needed, etc.);
- miscellaneous tasks include: thinking about menu design, serving/queueing design, layout design for the Hulsizer Room during Brunch, improvement of the volunteer experience, etc...

Special positions with the **Brunch Committee** will consist of the following:

- *Brunch Committee Chairperson(s)*: Appointed by AHEC, this individual(s) shall perform the following responsibilities:
 - o oversee all activities of committee members;
 - o delegate responsibilities and schedule committee members;
 - o serve as the main interface with AHEC;
 - o shall assist AHEC during recruitment periods by helping interview relevant applicants for **Brunch Committee**;
 - o make sure post-event reports and RFPs are submitted on time in the case of special joint-events;
 - o handle budget proposals for the **Brunch Committee**;
 - o shall assist AHEC in evaluating the performance of committee members through recommendations and event logs/reports;
 - o make sure all requests for additional utensils, platters, etc..., are submitted to the **Inventory Subcommittee**.

5.2 Coffee Hour Committee

The **Coffee Hour Committee** consists of the group of Ashdown officers who are responsible for organizing and running the weekly Coffee Hour every Thursday at 9 PM in the Hulsizer Room. On occasion, the **Coffee Hour Committee** may be called upon to help organize special Coffee Hours in conjunction with the Residential Scholar Coordinator, the **Arts Officer**, other Ashdown Officers, and MIT Campus cultural organizations. In addition, each Committee member (excluding the *Coffee Hour Shopper*) is expected to serve during at least 12 Coffee Hours each Spring/Fall term and at least 6 Coffee Hours each Summer term; the *Coffee Hour Shopper* is expected to help out during one special Coffee Hour per Spring/Fall term.

General responsibilities and duties include:

- helping out with event preparation at 8:00 PM every Thursday (e.g., cutting fruit, setting up food, moving/cleaning tables);
- plating and serving food and drinks from 9:00 PM - 10:00 PM;
- post-Coffee Hour cleanup including wiping down tables

Special positions with the **Coffee Hour Committee** will consist of the following:

- *Coffee Hour Committee Chairperson(s)*: Appointed by AHEC, this individual(s) shall perform the following responsibilities:
 - o oversee all activities of committee members;
 - o delegate responsibilities and schedule committee members;
 - o serve as the main interface with AHEC;
 - o shall assist AHEC during recruitment periods by helping interview relevant applicants for **Coffee Hour Committee**;
 - o make sure post-event reports and RFPs are submitted on time in the case of special joint-events;
 - o handle budget proposals for the **Coffee Hour Committee**;
 - o shall assist AHEC in evaluating the performance of committee members through recommendations and event logs/reports;
 - o make sure all requests for additional utensils, platters, etc..., are submitted to the **Inventory Subcommittee**.
- *Coffee Hour Shopper*: Appointed by AHEC in conjunction with the recommendation of the *Coffee Hour Chairperson(s)*, this individual shall serve as the primary shopper for supplies, food and drinks for Coffee Hour every week. If during a particular week this individual is unable to perform their duties, then they must make arrangements via a proxy and are responsible for making sure their alternative arrangements are carried out.

5.3 Events Committee

The **Events Committee** consists of the group of Ashdown officers who primarily plan and run minor/major Ashdown-wide and MIT Graduate Community-wide events that are held at Ashdown. They are responsible for Orientation activities (through the *Orientation Coordinator(s)*), general social events, large non arts-related outings, culturally-themed events, musical events and certain signature Ashdown traditions that are open to the entire MIT Graduate Community in conjunction with the **Operations Committee**. The **Events Committee** is expected to put on at least 6 Ashdown events per Spring/Fall term, at least 4 Ashdown events and 2 MIT Graduate Community-wide events per Summer term. At least half of the events put on by the **Events**

Committee should be culturally-themed. The **Events Committee** will be responsible for organizing Orientation for the dorm in conjunction with the **Communities Committee**.

General responsibilities and duties include:

- Designing and planning events;
- Notifying the **Publicity Subcommittee** so that events are sufficiently advertised (ideally 2 weeks before);
- Being present for setup, duration and clean-up of at least 3 Ashdown events per term, including at least 1 major MIT Graduate Community-wide event per term.

Signature Ashdown traditions that are highly encouraged to be put on by the **Events Committee** include:

- *4th of July BBQ*: An MIT Graduate Community-wide event held on July 4th every year in Ashdown's Courtyard; consists of BBQ, desserts and cultural presentations;
- *Pi Day Celebration & Recitation Contest*: An MIT-Graduate Community-wide event held on March 14 in which a variety of pies are served and a prize- contest is held to recite the most digits of Pi;
- *Fall Orientation Dance Party*: An MIT-Graduate Community-wide event held in late August/early September for incoming and returning graduate students in conjunction with the *Orientation Coordinator(s)*;
- *Super Bowl Party*: An MIT-Graduate Community-wide event held in early February in which the Hulsizer Room is open to view the NFL's Super Bowl and food provided; should consist of an Introduction to American Football presentation in conjunction with the **Housemasters**;
- *Resident Art Gallery*: An Ashdown-wide event in which a variety of paintings, photographs and artwork from Ashdown residents are put on display at an exhibition in the Hulsizer Room. This event is typically held during IAP and is run in conjunction with the **Arts Officer**.
- Gatherings to view sporting events (e.g Superbowl, World Cup, Olympics) in person and collaborating with the **Coffee Hour Committee** when appropriate on major sports viewing events
- Events involving an aspect of community service. The recommended frequency of such events is one per academic year.

Special positions within the **Events Committee** will consist of the following:

- *Events Committee Chairperson(s)*: Appointed by AHEC, this (these) individual(s) shall perform the following responsibilities:
 - o oversee all activities of committee members;
 - o delegate responsibilities to committee members; this includes making sure that all Committee members have a variety of responsibilities and all get the chance to be the primary designer on at least one event per term;
 - o serve as the main interface with AHEC;
 - o shall assist AHEC during recruitment periods by helping interview relevant applicants for **Events Committee**;
 - o hold monthly event planning meetings for the **Events Committee**;
 - o make sure post-event reports and RFPs are submitted on time;
 - o handle budget proposals for **Events Committee**;
 - o make sure applications for outside funding for major events are submitted on-time;

- o shall assist AHEC in evaluating the performance of committee members through recommendations and event logs/reports.
- *Orientation Coordinator(s)*: Appointed by AHEC in conjunction with the recommendation of the *Events Chairperson*, this individual(s) shall plan, direct and carry out Ashdown House Orientation related activities during the Fall Orientation and Spring Re-Orientation periods. They serve in this capacity during the late Spring, Summer, early Fall and IAP periods; during other periods they serve as regular Committee members and are assigned regular responsibilities. They are responsible for:
 - o planning and executing at least 3 events during the Fall Orientation Period;
 - o planning and executing at least 2 events during the Spring Orientation Period;
 - o compiling the “Welcome Brochure” and “Ashdown Event Calendar” in conjunction with the **Communications Officers**, AHEC and Housemasters;
 - o attend all Spring GSC Funding Board and GSC Orientation Committee planning meetings for Graduate Orientation;
 - o apply for GSC Funding Board/ARCADE/LEF grants for showcase Ashdown events (e.g., Dance Party, Cultural Dessert Night).
- *Volunteer Coordinator*: Special officer responsible for organizing Ashdown residents and mobilizing them to assist with Ashdown events of all sizes. Officers from other committees are encouraged to contact the **Volunteer Coordinator** with details about upcoming events that require volunteers, upon which the **Volunteer Coordinator** should attempt to procure the necessary number of volunteers. General responsibilities and duties include:
 - o Creating sign-up forms for events with time slots and descriptions of duties
 - o Receive communications from other officers about their volunteer needs and process them in a timely manner
 - o Emailing the volunteers@ashdown mailing list to notify them of upcoming events that require volunteers, and encourage them to sign up for a slot.
 - o Creating an incentive structure to encourage residents to volunteer
 - o Collaborate with the Orientation Coordinator to procure volunteers at all Ashdown events during orientation
 - o Identifying volunteers who like certain types of events and targeting volunteer advertising appropriately
 - o Organizing volunteer appreciation events to help build a community of volunteering at Ashdown

5.4 Operations Committee

The **Operations Committee** consists of the group of Ashdown officers who are responsible for the general smooth day-to-day running of Ashdown and supporting the other committees in achieving their duties.

5.4.1 House Operations Officer/Operations Chair

The House Operations Officer is responsible for managing the body of Ashdown Officers that ensure all Ashdown facilities are clean and in working order (i.e. Operations Committee). They will be the main contact for AHEC for the Operations Committee and will make sure the officers within the committee are performing their tasks. They are allowed to change position descriptions within the committee as needed, subject to AHEC approval. In addition, the House Operations Officer is expected to address environmental concerns within Ashdown.

Specifically, the House Operations Officer is responsible for:

- Ensuring that individual responsibilities within the subcommittees are defined and communicated to AHEC and that committee tasks are completed in a timely manner
- Directing Ashdown officers from other committees to the appropriate people and resources within the **Operations Committee** as needed
- Ensuring that **Publicity Subcommittee** works with the **Events Committee** and **Communities Committee** to support all events within Ashdown
- Ensuring the **Photographer** is present at major Ashdown events, and finding a replacement if needed
- Making sure that standard recycling, compostables, and waste receptacles are in place in Ashdown common spaces
- Educating the Ashdown Community in proper recycling habits and energy conscious actions (e.g., hosting a “Recycling & Energy Saving 101” workshop for new residents, communicating recycling options for plastic bags and electronics)
- Serving as the Ashdown representative in campus-wide and community environmental initiatives (e.g., GSC Sustainability Task Force, Dorm Electricity Competition, MIT Trash)
- Working with the body of Ashdown Officers to make sure all activities, especially large-scale events, are run in an environmentally-friendly manner. For example, this officer would make sure that all proper waste receptacles are present and clearly labeled

5.4.2 Inventory Subcommittee

The **Inventory Subcommittee** is responsible for maintaining the inventory of and tracking the status of resident facilities within Ashdown House in the Ashdown Courtyards, the Ashdown Front Desk/Mail Room, the Ashdown Lobby, the Ashdown Laundry Room, the Ashdown Kitchen, and the AHEC Storage Closet.

General responsibilities and duties include:

- **AHEC Storage Closet:**
 - maintaining a list of items present in the AHEC Storage Closet and making sure this list is disseminated through AHEC to the body of Ashdown Officers;
 - cleaning and organizing the AHEC Storage Closet at least once per term with the aid of AHEC
- **Bike Room:**
 - maintaining the bike room and reporting any issues to AHEC;
 - running the annual “Bike Room Cleanout” by tagging bikes, informing residents to remove tags and then getting rid of the unclaimed bikes;
- **Checkout-able Items (Ashdown Front Desk) and mail room:**
 - maintaining an inventory of supplies and reporting damaged items;
 - replacing damaged items in a timely manner;
 - purchasing new movies, board games, video games, tools, household appliances (e.g., vacuum cleaners) and other items as requested by AHEC on at least a monthly basis;
 - Working with the building manager to organize the mail room inventory
- **Common space maintenance (Ashdown common space):**
 - Further responsibilities include maintaining the Ashdown common space (Hulsizer Room, Crafts Lounge, Fabyan Room, floor common rooms, Quiet Study/Computer Room, TV Room), and informing AHEC and the building manager if repairs are needed.
- **Grills (Ashdown Courtyards):**
 - overseeing the checkout of Ashdown’s grills and making sure that they are in good working order;
 - cleaning the grills monthly during the Spring, Summer and Fall months;

- keeping track of the supplies residents check out for use on the grills (in conjunction with the *Grilling Community* and the **Communities Chair/Communities Chair and Safety Officer**);
- Gym (Ashdown Common areas):
 - ensuring all athletics equipment in the Ashdown gym facilities is in working order, and replacing equipment as needed. Such equipment includes the ones in the exercise room and weight room;
 - keeping the Ashdown gym facilities stocked with sanitizing sprays and paper towels;
 - buying new equipment, improving the Ashdown gym facilities and recommending capital purchases to AHEC for the Will Fund;
 - maintaining Ashdown's volleyball net and setting it up prior to suitable Ashdown events (e.g., Summer Brunches, BBQs, Beach Outings, etc...)
- Furniture (Ashdown Courtyards):
 - making sure that the volleyball net is up during the Summer months, stored during the Winter and Late Fall months and is also put away safely during storms (in conjunction with the **Athletics and Outings Officers**);
 - making sure that hammocks and picnic table umbrellas are up during the Summer months, stored during the Winter and late Fall months and is also put away safely during storms (in conjunction with the **Athletics and Outings Officers**);
 - Making sure that outdoor furniture is maintained and properly arranged;
- Laundry Room (Ashdown Common Areas):
 - notifying AHEC of potential issues with regards to the Laundry Room (e.g., reporting machines) via bi-monthly inspections;
 - enforcing codes of conduct regarding writing on washers, removing laundry promptly, etc...;
- Plants (Ashdown Common Areas):
 - purchasing and taking care of house-owned plants in Ashdown's common areas (fertilize, re-pot, watering, etc...)
- Vacuum Maintenance:
 - Maintaining the community-use vacuums, conducting biweekly inspections and replacing missing/broken parts as necessary
- Garden Upkeep:
 - Solicit applications for spots during the two planting periods (early Spring, mid Summer), assign plots, organize Garden cleanup in the Fall.
- Kitchen Upkeep:
 - Ensuring that the hulsizer kitchen is cleaned after each use, and informing AHEC and the appropriate committee if this is not the case.
 - Serving as the liaison between various Committees and Officers that use the Kitchen to make sure that all facilities are well maintained, clean and in working order after major events. Communication with the Thirsty Ear Pub is required in order to know how best to use the common resources;
 - carry out a Kitchen inspection after major events (e.g., Brunches, special Coffee Hours, House Dinners, etc...) and reporting any failure to adhere to rules to AHEC;
 - purchasing cookware and other kitchen items (e.g., bowls, trays, serving utensils, food warmers, Brunch equipment) in conjunction with suggestions from the **Events Committee, Brunch Committee and Coffee Hour Committee**.
 - making sure that anything wrong with the Kitchen gets fixed and replacing any damaged items in a timely manner. Actions taken in this regard should be reported to AHEC.
 - coming up with new ways of the making the Kitchen run more smoothly,

efficiently, economically and in an environmentally friendly manner.

- Ensure that all floor kitchens are stocked with cleaning supplies, and inform AHEC if the kitchens are found in a bad state of upkeep.

5.4.3 Technology Subcommittee

The **Technology Subcommittee** is the group of Ashdown officers responsible for maintaining the House computing facilities, the Ashdown server, the Ashdown website and Ashdown AV systems. They are expected to also contribute to software projects as designated by AHEC, specifically through the *Webmaster* position.

General responsibilities and duties include:

- maintaining and improving the Ashdown website (see *Webmaster*);
- managing content on the hallway monitors and making sure that all are operating correctly; if they are not, then Committee members are expected to address this issue;
- adding to the front desk and AHEC software capabilities (e.g., creation of an officer database);
- maintaining the AV and entertainment systems throughout the building and providing instructions for their use. This includes but is not limited to equipment in the Hulsizer Room, TV Room, Fabyan Room, floor common lounges and other common spaces;
- working with AHEC to make improvements to House technology systems as needed.

Special positions within the **Technology Subcommittee** will consist of the following:

- *Webmaster*: This individual will be expected to manage the Ashdown website, which may include redesign and editing as requested by AHEC. In addition, this individual will be expected to complete monthly “software projects” as designated by AHEC which should not entail more than 10 hours of software development work per month.

5.4.4 Publicity Subcommittee

The **Publicity Subcommittee** is responsible for collecting information about events, notices and opportunities at Ashdown House, MIT and off-campus events and publicizing them to the Ashdown Community. This Committee is also responsible for publicizing Ashdown House itself via social media, most specifically via the Ashdown House Facebook Page. The **Publicity Subcommittee** is also expected to adhere to the guidelines found at: <http://ashdown.mit.edu/officers-publicity.php>. In addition, all Committee members are expected to have some familiarity with a layout design software (e.g., Adobe Illustrator, Adobe Photoshop, Corel Draw, etc...). Previous graphic design and organizational experience will be useful.

General responsibilities and duties include:

- creating/designing/printing posters for Ashdown events and putting them up around campus (in the case of MIT Graduate Community-wide events);
- collaborating with the **Events Committee** and other Ashdown Officer groups to organize publicity campaigns for large events, possibly including the entire MIT Campus;
- posting events on public calendars (e.g., Ashdown Google Calendar, MIT Events Calendar, GSC Anno);
- aiding in the creation of the “Ashdown Orientation Calendar” in conjunction with the **Events Committee’s Orientation Coordinator(s)**, AHEC and the Housemasters;
- updating the display posters for “Ashdown Officers”, “Ashdown Staff & AHEC Members” and “Ashdown Housemasters” in conjunction with the **Photographer**. This should be updated following every Spring Recruitment period.

Special positions within the **Publicity Subcommittee** will consist of the following:

- *Social Media & Online Publicity Coordinator*: This individual is responsible for maintaining the online public Google Calendar of Ashdown events, providing content to and maintaining the “MIT Ashdown House” Facebook page in conjunction with the **Photographer**, publicizing Ashdown events and requested outside Ashdown events via online announcement to the ashdown-talk [at] mit.edu and/or ashdown [at] mit.edu mailing lists. When not serving in this capacity, this Committee member is expected to aid in putting up posters around Ashdown and other Committee duties as needed.

5.4.5 Communications Officers

The **Communications Officers** are responsible recording and disseminating information in Ashdown. At least one of the officers is responsible for being present at every AHEC meeting and taking detailed notes (verbatim if possible) of the meeting, which are then collated by the **AHEC Secretary** into official meeting minutes and posted on the Ashdown website. The **Communications Officers** are also responsible for compiling the IAP/Summer Alumni Newsletters with content provided by AHEC, Housemasters, residents and alumni (via the ashdown- alum@mit.edu mailing list), and aiding the **Events Committee’s Orientation Coordinator(s)** with compiling the “Welcome Brochure” for new residents during August. This position is experimental and may be subject to change. Changes will be made in consultation with the **Communications Officers**

General responsibilities and duties include:

- at least one of the officers should be present at each AHEC meeting, taking detailed notes and then providing them to the **AHEC Secretary** for comparing with minutes.
- Assist the **AHEC Secretary** with recording and organizing AHEC decisions and other committee records on the website;
- disseminating information to residents on AHEC’s actions and decisions;
- maintaining the content of the Ashdown wiki page and ensure that it contains all government information;
- posting the newsletter on the Ashdown website, informing the residents through the **Publicity Subcommittee** and encouraging resident participation in the newsletter by soliciting submissions;
- contacting individuals to write articles and contribute content;
- writing a “Letter from the editors” for each edition of the newsletter with Ashdown’s take on current MIT affairs;
- arranging to have a number of printed copies of the newsletter;
- working in conjunction with fellow Ashdown officers (e.g., **Publicity Subcommittee, Photographer, Floor Officers**) to obtain information on events and provide support during publicity campaigns.

5.4.6 Photographer

The **Photographer** is responsible for documenting life at Ashdown House via taking photographs at Ashdown events and around Ashdown as well as documenting the dormitory’s history. It is highly encouraged that this officer has an interest and experience in photography, though the ownership of a professional-quality camera is not required.

General responsibilities and duties include:

- taking photographs at major events and posting them on the website;
- working with the **Communications Officers** to supply photographs from events;

- providing content to and uploading event photographs to the Ashdown Facebook “MIT Ashdown House” page in conjunction with the **Publicity Subcommittee’s** Social Media & Online Publicity Coordinator.
- updating the display posters for “Ashdown Officers”, “Ashdown Staff & AHEC Members” and “Ashdown Housemasters” in conjunction with the **Publicity Subcommittee**. This should be updated following every Spring Recruitment period;
- aiding the **Arts Officer** whenever events are planned that involve photography as an art form, or when the Ashdown Community is prompted to donate photographs to hang on Ashdown’s walls;
- update and maintain the Ashdown Officer name tags during recruitment transition period in conjunction with the **AHEC Officer Coordinator**.
- Provide assistance for events that have a photographic component in conjunction with the **Events Committee** (i.e man photobooth during dance party)

5.5 Communities Committee

The communities committee is responsible for improving the Ashdown community by creating a culture for small gatherings. This committee will have a chair that makes sure all the small events within the dorm are held. The communities Committee will work closely with the Events Committee during Orientation to provide assistance. All positions in the committee are subject to change at any time.

5.5.1 Communities Chair

The **Communities Chair** is responsible for managing the body of Ashdown Officers who affect residential life at Ashdown (i.e. Communities Committee). The chair will be the main point contact for AHEC for all positions within the communities committee and will make sure the officers within the committee are performing their tasks. They are allowed to change position descriptions within the committee as needed, subject to AHEC approval.

The position of the Communities Chair may also be combined with that of the Wellness and Safety Officer to create the position of **Communities Chair and Safety Officer** will also oversee all safety needs within the dorm.

The **Communities Chair** duties include General responsibilities:

- Ensuring that individual responsibilities within the subcommittees are defined and communicated to AHEC and that committee tasks are completed in a timely manner
- providing for the capability of Ashdown residents to form their own Communities and receive financial support from Ashdown House through a discretionary budget;
- encouraging Ashdown resident participation in on-going Communities via special Coffee Hours help during the early Fall, early IAP and early Summer periods;
- using the **Publicity Subcommittee** to disseminate information about Communities events to the Ashdown Community;
- coordinating the resident floor sign-up procedure amongst the **Floor Officers** for special Ashdown Community Dinners such as the Thanksgiving Dinner and Alumni Concert Dinner;
- interfacing with the Residential Scholar Coordinator regarding events at Ashdown and working with this Coordinator in helping publicize and be creative with opportunities for Ashdown resident/residential scholar interaction;
- making sure that new nametags for new and returning residents are designed, printed and put up in conjunction with the **Inventory Subcommittee** and **Floor**

Officers

5.5.2 Wellness and Safety Officer

The Wellness & Safety Officer is responsible for connecting the Ashdown Community to MIT programs and services that enhance student wellbeing and safety.

General duties and responsibilities include:

- arranging at least 1 presentation each semester on a topic relating to student wellness and/or safety (e.g., CPR classes, fire prevention presentations, stress reduction programs, healthy relationships seminars, MIT Campus Police talks on safety and security, healthy eating, and fitness programs);
- serving as the head VPR (Violence Prevention and Response) Peer Counselor in Ashdown House, as well as setting up training for all **Floor Officers** ;
- becoming a part of the Medlinks program (<http://web.mit.edu/medlinks/www/>);
- addressing security and safety needs at Ashdown House while working with the proper authorities;
- serving as a liaison between Ashdown House and various organizations (e.g., MIT Medical, MIT Facilities, and MIT Housing) regarding programs/activities on wellness and safety;

This position may be merged with that of the Communities Chair at AHEC's discretion to create the position of **Communities Chair and Safety Officer**.

5.5.3 Floor Officers

The **Floor Officers** serve as resident assistants on all 5 floors of Ashdown House. They are responsible for encouraging interaction among residents through small in-dorm events and overseeing the floor common areas. The **Floor Officers** each are expected to organize one floor event every two weeks each Spring/Fall term and at least 2 floor events per Summer terms. Events should primarily be study breaks that are located within the Ashdown building (i.e give out ice cream, hold a small scale fun event, mini coffee hour). Floor officers can organize a maximum of one outing event per semester.

General responsibilities and duties include:

- emailing announcements to appropriate floor mailing lists and putting up posters to publicize floor events in conjunction with the **Publicity Subcommittee**;
- setting up and managing the floor sign-up lists for Housemaster floor dinners, special dinners like the Thanksgiving Dinner and Alumni Dinner, and other large Ashdown events;
- serving as VPR (Violence Prevention and Response) Peer Counselors, which requires training through MIT Medical organized by the **Wellness and Safety Officer/Communities Chair and Safety Officer**. They should also be readily available to floor residents who are seeking help;
- inspecting the floor common areas (e.g., common kitchens, common lounges, whiteboards, bulletin boards) and reporting any problems to AHEC. They should also work in conjunction with the **Communities Chair/Communities Chair and Safety Officer** so that floor residents use the common areas in an environmentally friendly manner (e.g., turning off lights in common areas).
- Making sure markers are available for use on whiteboards in lounge rooms and hallways.
- The first floor officer is responsible for opening the Hulsizer Room for general resident use on at least 5 occasions per month per Spring/Fall term (at least 2 occasions per month per Summer/IAP term)
- Put up updated name tags on individual apartments during the orientation week

5.5.4 Cherry Pie Society Officer

The **Cherry Pie Society Officer** is responsible for running and coordinating Ashdown's intellectual discussion group, the Cherry Pie Society (CPS).

General responsibilities and duties include:

- hosting at least 2 CPS meetings every month during the Fall/Spring terms. The frequency of CPS meetings during the Summer/IAP terms may be relaxed to at least one per month;
- prepare and provide light refreshments at all CPS meetings (e.g., cherry pie, other desserts, coffee/tea); certain meetings may provide dinner, budget permitting;
- advertise at least 2 CPS meetings every month to the entire Ashdown Community;
- personally host (i.e., present the topic) at least one regular discussion each term;
- hold at least 2 special CPS meetings during the Fall/Spring terms. Special CPS meetings may include inviting notable MIT faculty to attend discussions and coordinating with the Housemasters to host CPS dinner meetings at the Housemasters' apartments;
- ensure continued development of the CPS and growing the group within Ashdown;
- maintaining the cherry-pie-members mailing-list and keeping a list of regular attendees. In addition, records should be kept as to which topics were presented at which meeting throughout the term.

5.5.5 Arts Officer

The **Arts Officer** is responsible for encouraging participation in the arts at Ashdown House. They are expected to maintain a collection of artwork around Ashdown (both inside the House and in the courtyards) as well as provide arts-related opportunities for Ashdown residents.

General responsibilities and duties include:

- Circulating existing pieces within Ashdown's collection of artwork as well as soliciting paintings and other artwork from Ashdown residents to be placed around the House;
- Purchasing/commissioning artwork for display at Ashdown House and possibly liaising with the MIT List Visual Arts Center to lease artwork for display at Ashdown;
- Informing residents of arts exhibits and opportunities at MIT and also the greater Cambridge/Boston area; this position is expected to utilize **Publicity Subcommittee** in this aspect;
- Organizing at least 2 partially-subsidized trips per Fall/Spring term (1 partially-subsidized trip per Summer term) to attend theatrical performances, operas, orchestral performances, museums and art galleries. For example, this officer can organize a trip to see the Nutcracker performance by the Boston Ballet in late Fall;
- Organize arts-related speakers and other arts-related activities at Ashdown House;
- Planning the annual Spring Ashdown Alumni Concert in conjunction with the **Events Committee**;
- maintaining the Ingram music room, including posting notifications about quiet hour rules and making sure to perform at least weekly inspections and small clean-up if necessary.

5.5.6 Athletics and Outings Officer

The athletics and outings officer is responsible for organizing intramural sport teams, athletic events as well as external events for Ashdown.

General responsibilities and duties include:

- Coordinating Ashdown intramural sports teams and informal pickup games within the House

- Organizing at least one (partially subsidized) athletics-related events per Spring/Fall term and one per Summer term (e.g., foosball and pool tournaments, volleyball games, snowball fights, skating outings) that are open to all Ashdown residents
- Organize events that occur outside the walls of Ashdown (e.g., a “hot-pot” dinner in Boston’s Chinatown). The officer should aim to organize at least 2 non-athletics events per Spring/Fall terms (at least one event per IAP/Summer terms) which are open to all Ashdown residents
- Work with the **Events Committee** for large outings and partner with the **Publicity Subcommittee** as appropriate

5.5.7 Ashdown Lecture Series Coordinator

The **Ashdown Lecture Series Coordinator** is responsible for conducting TED-like talks with informal discussions following the talk throughout the year. The talks must be organized at least thrice per each semester and once per summer term. This is an experimental position, meaning that the responsibilities of this officer can be shifted to other roles and/or altered at **AHEC’s** discretion.

General responsibilities and duties include:

- Organize one talk event per month per semester and one for the summer term
- The talk can be a TED-style presentation open to a large audience followed by a smaller informal discussion
- Speakers can be from any genre: MIT affiliates, alumni, local businessmen, leading intellectuals, etc.
- Themes of the talk can be broad: major research breakthroughs, start-up ideas, industrial revolutions, policy decisions, etc.
- Themes of the talk should show some diversity at least: example, not all 3 talks in a semester can be on start-up ideas
- The larger audience can be provided with snacks while dinner should be provided for the informal discussion group
- This position is floated on an experimental basis, and based on the success of the events conducted the responsibilities can be changed
- The officer is also expected to help the **Events Committee** during the Orientation weekend in Fall.

6. Planning Events

As part of your duties as an officer, you may need to plan events for other Ashdown residents or the MIT community at large. This section includes a few guidelines for planning both small and large events.

6.1 Small Events

Small events are generally targeted at Ashdown residents and attendance is usually around 15 to 30 people. Examples of small events include movie outings, ice cream socials, dinner outings, study breaks, board game nights, pizza parties, card game tournaments, karaoke nights, scavenger hunts, hiking trips, video game nights, volunteer and community service events, museum tours, city tours, trivia nights, among others.

The following guidelines should be helpful when planning small events. Not all suggestions may apply to a particular event and, of course, additional efforts may help make the event more successful.

Small Event Guidelines

- Decide on the idea, venue, date, and scope of the event. (Make sure to consult with AHEC when scheduling)
- Determine the event budget by working with AHEC
- Publicize the event
 - Create a signup sheet for residents to register for the event (<http://signup.mit.edu/index.php>)
 - Send emails and/or put up posters to reach the targeted participants well ahead of time
 - Provide instructions for event participants as needed (e.g., meeting time and location, payment instructions, bringing their own plates and utensils)
 - Send reminder emails as the date and time of the event approaches
 - Remember to acknowledge funding sources

Note: See “Publicity Guidelines” section for more details on publicity options

- Prepare for the event
 - Make reservations at the event location
 - Purchase any items needed to carry out the event (See the “Reimbursement” section for details)
 - Set up the event venue and verify if any tasks need to be completed
 - Ask for volunteers to help out if needed

Note: Be environmentally conscious with what you buy and plan on encouraging proper waste management (i.e., trash, recycling, composting) through written and verbal communication during the event.

- Host the event
 - Greet event participants and provide instructions as needed
 - Note attendance and get a feel for the success of the event

- Assign a committee member who will be in charge of completing the Ashdown House Event Report
- Have fun with your fellow students!
- Get reimbursed and report feedback to AHEC by filling out the appropriate forms

6.2 Large Events

Large events can be targeted at Ashdown residents or the MIT community at large. Attendance can range from 50 to 500 people, depending on the nature of the event. Large events take a lot of work so please make sure to prepare for them well ahead of time and get help as needed from participating student organizations, other officers, volunteer residents, or friends. Examples of large events include dance parties, barbeques, cultural dinners, brunches, coffee hours, dessert nights, student concerts, comedy or talent shows, alumni dinners, events with guest speakers, field trips, among others.

The following guidelines should be helpful when planning large events. Not all suggestions may apply to a particular event and, of course, additional efforts may help make the event more successful.

Large Event Guidelines

- Decide on the idea, venue, date, and scope of the event (Make sure to consult with AHEC when scheduling)
- Determine the event budget by working with AHEC
*This might entail contributing to proposals asking for funding or working with an established budget
- Register the event (for events where attendance will exceed 100 people)
- Add the event to the MIT Events Calendar (<http://events.mit.edu/>)
- Complete the “MIT EVENT REGISTRATION FORM” well ahead of time
 - Pick up the hard copy form at the Student Activities Office (SAO) in the student center (W20-549)
 - Follow the instructions on the form. These will probably require collecting signatures from:
 - Ashdown House Manager – Denise Lanfranchi (dlan@mit.edu) or other
 - Student Activities Office – Jason McKnight (jrmac@mit.edu) or other
 - MIT Campus Police – Consult with an officer at the Campus Police office on Vassar Street (W89)
 - Obtain City of Cambridge licenses if needed (Note that the Ashdown has a liquor license for the Thirsty Ear Pub and the Hulsizer Room only)
- Publicize the event
 - Work with Ashdown’s Publicity Committee and/or other student organizations to determine the scope of the publicity effort and establish a plan well ahead of time (public posting should start about two weeks prior to the event)
 - Design and put up posters to reach the targeted participants (Note that MIT bulletin boards are cleared a couple of times a week so multiple rounds of posting may be needed.)

- Send publicity emails to Ashdown residents (ashdown@mit.edu)
- Contact officers at other dorms so they can help reach more students (grad-dorm-officers@mit.edu)
- Create a signup sheet for residents to register for the event (<http://signup.mit.edu/index.php>)
- Provide instructions for event participants as needed (e.g., meeting time and location, payment instructions, bringing their own plates and utensils)
- Send reminder emails as the date and time of the event approaches
- Remember to acknowledge funding sources

Note: See “Publicity Guidelines” section for more details on publicity options

- Prepare for the event
 - Make reservations at the event location
 - For the Hulsizer Room, contact the Ashdown House Manager – Denise Lanfranchi (dlan@mit.edu)
 - If necessary, ask in advance for the Ashdown staff to clear tables and chairs (e.g., for parties)
 - Hire entertainment for the event (e.g., DJ, live music, performers)
 - Contact the Thirsty Ear Pub if alcohol will be served at the event – Mike Grenier (mgrenier@mit.edu)
 - Arrange and confirm security detail (i.e., MIT Police). This must be completed at least one week in advance and should ensure a secure event perimeter.
 - Purchase any items needed to carry out the event (See the “Reimbursement” section for details)
 - Food and drinks, as well as disposable plates, cups, and utensils
 - Decorations and party favors
 - Determine tasks that must be completed during event setup, hosting, and cleanup
 - Checking identifications and providing wristbands for alcohol drinkers
 - Posting signs to facilitate event logistics (e.g., bathroom and bar locations)
 - Coordinate volunteers to help out if needed (at least one week in advance)

Note: Be environmentally conscious with what you buy and plan on encouraging proper waste management (i.e., trash, recycling, composting) through written and verbal communication during the event.

- Host the event
 - Provide instruction to all external event contributors (e.g., entertainment, bartenders, MIT Police)
 - Complete your assigned tasks during the event and help out your fellow officers or volunteers if possible
 - Note attendance and get a feel for the success of the event
 - Offer to bring a plate of food to the front desk worker during your event
 - Assign a committee member who will be in charge of completing the Ashdown House Event Report
 - Have fun with your fellow students!
- Clear the event area and clean up as needed
- Thank all officers and residents who volunteered for the event
- Get reimbursed and report feedback to AHEC by filling out the appropriate forms

6.3 Publicity Guidelines

This section details some of the options available when publicizing events within Ashdown and the entire MIT campus. In general, the following basic event information should be established when initiating a publicity campaign: event name, date, location, expected attendance, funding sources, and scope of publicity (e.g., Ashdown, Graduate Dorms, MIT Campus). It is also helpful to write down a brief statement or blurb that describes the event to the target audience or participants. Some or all of this information may be needed when working with some of the publicity organizations around campus.

Two valuable resources are the Ashdown Publicity Committee and the MIT Copy Technology Centers. They can be called upon to help design and distribute advertisements through print and electronic media.

Ashdown Publicity Committee

When working with the Publicity Committee, make sure to contact them well ahead of time (at least two weeks before the date of the actual event) to ensure a well-coordinated publicity campaign. Efforts may include flyers, large posters, promotional booths, mailing lists, calendar postings, and electronic media displays (e.g., Ashdown TV, Infinite Display, LSC Previews). Please follow the guidelines and fill out the publicity request form found in the website <http://ashdown.mit.edu/officers-publicity.php>.

Also, you are encouraged to enter your event in the official Ashdown Events google calendar, using the following form:

https://docs.google.com/forms/d/1X10XSZv3NWF8yau01y02msD_RS-AmhuuiAGaowEPwc/viewform

The Ashdown Events google calendar itself can be found using this link:

https://www.google.com/calendar/embed?src=ashdownevents%40gmail.com&ctz=America/New_York

MIT Copy Technology Centers

Better known as CopyTech, MIT's Copy Technology Centers are full service print/copy centers conveniently and strategically located around campus. Information on their services, locations, hours, and pricing can be found at <http://web.mit.edu/ctc/www/>.

7. Reimbursements

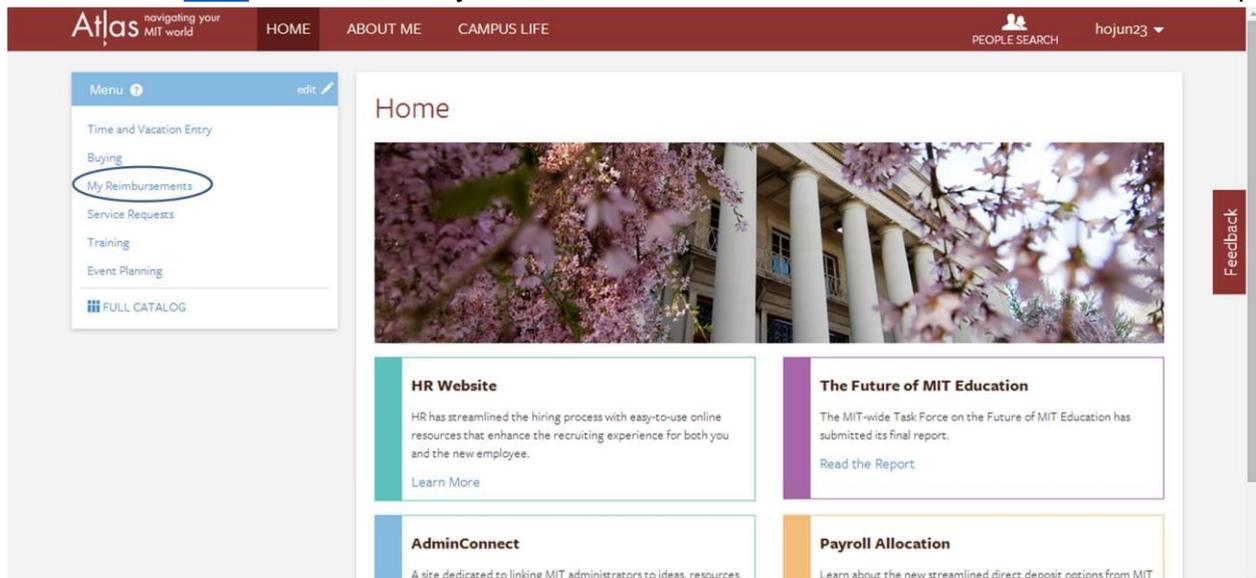
As part of your responsibilities as an Ashdown officer, you may occasionally be called upon to make purchases for Ashdown House or Ashdown events, such as food, equipment, supplies, etc. Please follow the guidelines below to make sure you are properly (and promptly) reimbursed for your expenses. If you have any questions, please e-mail the AHEC treasurer at ahec-treasurer@mit.edu.

7.1. Making Purchases

- Make sure to use the tax-exempt forms (both [ST-2](#) AND [ST-5*](#)) to avoid paying sales tax: As an MIT student group, Ashdown House does not have to pay sales tax. Always take both tax-exempt forms with you when you go shopping for Ashdown, as you will not be reimbursed for any sales tax inadvertently paid. If making purchases online, you may be able to receive the tax exemption by calling the company directly. If you purchase from Amazon, please follow the directions given on the [Sourcing & Procurement website](#).
- Always get an itemized receipt: If you shop at a store/restaurant that does not print out receipts, please ask for a handwritten itemized list of your purchases and their costs, which is then signed by the seller. A credit card slip or a receipt stating only the total cost is NOT sufficient to receive reimbursement. In most cases, it is possible to request an itemized receipt at the time of purchase.
- If you pay a tip: Please indicate that you paid a tip, as well as the amount, on your receipt.
- If you buy your personal goods along with the Ashdown-related items: Clearly indicate and cross out any personal expenses, as they will not be reimbursed.

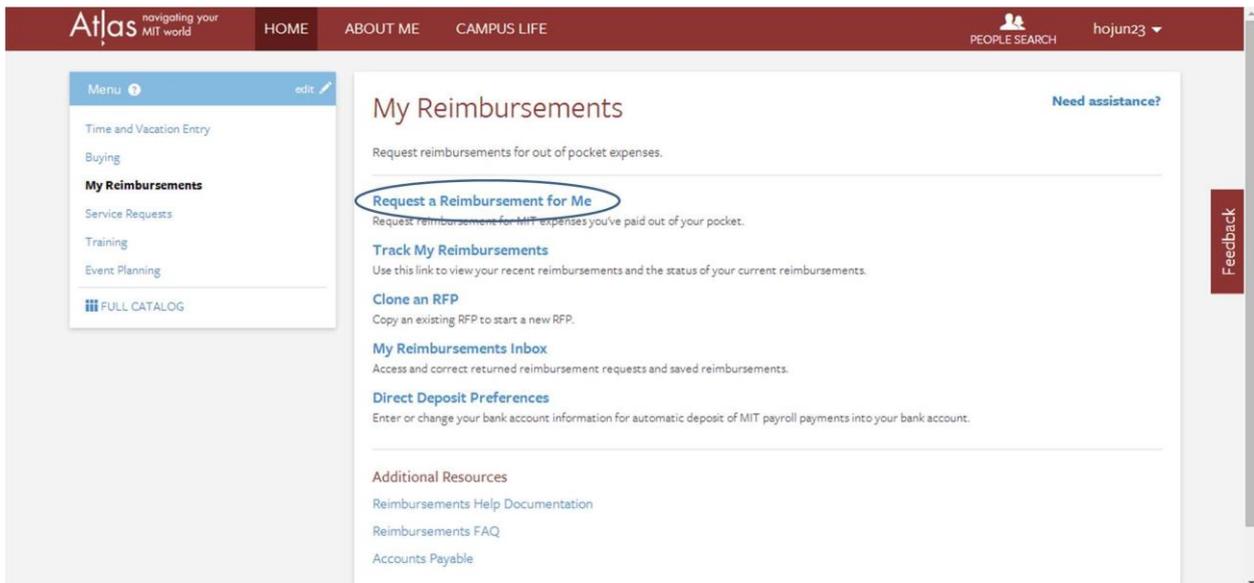
7.2. Receiving reimbursement

- Go to [Atlas](#) and click on “My Reimbursements” under the Menu Panel on the left of the page.



The screenshot shows the Atlas website interface. At the top, there is a navigation bar with the 'Atlas' logo and the tagline 'navigating your MIT world'. The main navigation menu includes 'HOME', 'ABOUT ME', and 'CAMPUS LIFE'. On the right side of the navigation bar, there is a 'PEOPLE SEARCH' button and a user profile indicator for 'hojun23'. Below the navigation bar, there is a 'Menu' panel on the left with a list of items: 'Time and Vacation Entry', 'Buying', 'My Reimbursements' (circled in red), 'Service Requests', 'Training', and 'Event Planning'. Below the menu panel, there is a 'FULL CATALOG' button. The main content area features a large banner image of a building with cherry blossoms. Below the banner, there are four featured content boxes: 'HR Website', 'The Future of MIT Education', 'AdminConnect', and 'Payroll Allocation'. A 'Feedback' button is visible on the right side of the page.

- Go to “Request a Reimbursement for Me”



- Fill in the following information:
 - Name this RFP: “Ashdown House”
 - Date of Service: Date of the event you made a purchase for OR date of purchase if the purchase was not for an event
 - G/L Account
 - Food (ordered in or cooked in the house) → 421000
 - Food eaten outside (Restaurants, Ice-cream socials) → 420344
 - Materials and Services → 420226
 - IF NOT SURE, LEAVE EMPTY
 - Cost Object
 - Events and Purchases for Ashdown ONLY → 2720319
 - Events and Purchases for all MIT → LEAVE EMPTY
 - IF NOT SURE, LEAVE EMPTY
 - Amount: Enter the amount of money you paid
 - Explanation: Include name of your committee, name of a sub-category (ex. event name), number of attendees (if applicable) and any additional information
 - Example #1: Committee: Floor 5; Sub-category: August floor event; Number of attendees: 20; Details: Movie outing to view Teenage Mutant Ninja Turtles
 - Example #2: Committee: Tech; Sub-category: Server Purchase; Details: Servers for setting up Minecraft

- Click on “Save & Continue”

- Upload your receipt and proof of payment. You can either scan or take a photo of them.
 - Receipt must be an itemized receipt as described in “7.1. Making Purchases” section
 - Proof of Payment
 - Itemized receipt can be used as the proof of payment if it says “paid with card *****nnnn”, where nnnn are the last four digits of your credit/debit card number
 - Itemized receipt can be used as the proof of payment if it says “paid in cash”

- If your receipt does NOT show either of the messages above or if you use other modes of payment (ex. check), take a picture of your bank statement or a screenshot of your online banking that shows the amount cleared from your personal account
- Click on “send to” and send the RFP to the Ashdown House Executive Committee (AHEC) Treasurer (ahec-treasurer@mit.edu). See the [Ashdown House Government](#) page for additional contact information.

The Ashdown treasurer will see your RFP and sign it for you online. However, it is your responsibility to turn in the original receipts, proofs of payments, and a printout of the screenshot of the completed RFP to the SAO. Once you turn in the required documents, your RFP will be approved.

Couple reminders:

- The faster you submit your documents to the SAO, the faster you will get reimbursed.
- When requesting reimbursements for events funded by outside funding sources (ex. LEF/ARCADE, GSC Funding Board, GSC Orientation Committee), make sure to attach appropriate event listing, advertisement, and/or poster to the RFP.
- Do not open your RFP to inspect it once you send it to the treasurer. A "letter" icon next to your RFP means it has been sent to the treasurer and/or the SAO for further processing, and re-opening this RFP will result in the RFP being returned to your inbox. To check the progress of your RFP, please refer to “How to trace the status of my reimbursement” in the FAQ section.

7.3. FAQ

- Can I use the inter-departmental mail to deliver my receipts and RFP page printouts to the SAO?
→ Yes, you can put your receipts and RFP page printouts in the inter-departmental envelope and address it to "SAO desk workers" and "W20-549".
- How do I track the status of my RFP?
→ Go to “Track My Reimbursements” under Menu/My Reimbursements, and select RFPs to display by selecting the appropriate range of days you want to track.

8. Credits

The Ashdown House Officer Handbook was created by AHEC in 2010 as a guide to our officer system. This document included the benefits and requirements of being an officer with the goal helping officers complete their duties and facilitating interactions between AHEC and officers. As previously mentioned, the Ashdown House Officer Handbook is a “living document” so AHEC may update policies as needed and officers may suggest changes to how things are done.

First Edition: July 2010

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Second Edition: May 2011

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Fourth Edition: September 2014

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