**Theme House proposal requirements**

If you would like to propose a theme house for the '03-'04 academic year you must submit a proposal in writing including the cover letter to the Housing Office by February 14, 2003. You will need an application cover letter to be picked up in Housing and filled out by the students proposing the theme.

The written proposal should include:

1. Your proposed theme
2. The reason you are creating or renewing a theme house
3. How will your theme contribute to the Bates community? The goals and expectations should be written clearly and perhaps even signed to. These goals should be discussed and decided on by those wanting to live in the house. It is our hope that there is a cross section of all classes in your house.
4. The name of the Residential Fellow for the house. This person can be a faculty member, staff member, or administrator on campus who will agree to be your advisor. The residential fellow will need to meet with all students approved to be in the house before submitting their names to me. The Residential Fellow will need to confirm the serious intent of each student to live according to the theme. In addition the fellow is responsible to hold monthly meetings with the house.
5. Ideas of potential programs relating to the theme. There must be at least one program a month. After the program the contact person for the house will need to submit an evaluation sheet to the housing office.
6. You must submit two names of people who will act as the contacts for the house. The Housing Office will contact them with any questions.

You will need to provide a list of potential students for the house. You may use the announce system to send out information on the proposed house. You should be trying to recruit students from all class years. Everyone who shows an interest in your theme should have an opportunity to ask questions about your proposed theme house. You may want to consider having applications, an interview process, and an open meeting to generate interest. This does not guarantee that if you are approved the house you are assigned will have the exact same number of spaces as your potential student list. You will be notified of the status of your proposal by February 28, 2003. If your theme house is approved you will be given a house and floor plan. You must submit all names of residents who will be living in the house along with the specific rooms they will occupy. Your group must fill every space in the house. If you are unable to find enough people to live in the house at any time after approval then your theme may be revoked. After the final list of residents for your theme house is submitted any student listed, as a member of that house will automatically be removed from all lottery processes. In addition, the Dean of Students reserves the right to revoke your theme house upon consultation with the Residential fellow for any appropriate reason. These reasons include but are not limited to a lack of interest in the theme, violations of the code of student conduct, and not fulfilling all meeting/programming requirements. Please stop by the Housing Office if you have any questions.