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Social Activities

at

Colorado State College

Greeley, Colorado

1957

THE SOCIAL HANDBOOK

The Associated Students of Colorado State College and the Department of Student Personnel of the college have recently revised this handbook for the guidance of all students, especially the social chairmen and sponsors of campus organizations.

This booklet is given to you with the hope that it will facilitate the planning and preparation of social events both on and off the campus and enable you to understand and follow better the customs, traditions, and regulations of the campus.

I. Using The Student Union Building

The Union is provided and maintained to serve in the best possible way the maximum number of students at CSC. The following policies and instructions are set up to guide individuals and organizations to accomplish this objective.

The Union is open Monday through Thursday from 7:00 a.m. to 10:00 p.m., Friday and Saturday from 7:00 a.m. to 12:00 midnight and on Sunday from 2:00 p.m. to 9:00 p.m.

1. All organized use of the facilities in the Student Union must be scheduled with the Director of the Student Union at least forty-eight hours before the activity is to take place.
2. Furniture must not be moved from one location or room to another without specific approval of the Student Union Director.
3. Special arrangements of chairs, card tables, etc., can be requested through the Student Union Director. Job orders for the movement of pianos, the setting up of large numbers of chairs, or similar work must be filed with the Superintendent of Buildings and Grounds after being approved by the Student Union Director.
4. Plans for decorations in any part of the building must be approved by the Student Union Director.
5. Nails, tacks, or any type of adhesive tape must not be used on the walls or on any finished trim anywhere in the building.
6. Paint, water colors, chalk, or other substances must not be used in any

room of the Student Union other than the activities room east of the Panel Lounge. Decorations must be painted before they are brought into the Ballroom or lounges.

7. All decorations must be completely cleared away and rooms left in good order by 10:00 a.m. of the day following the event. Removal of decorations on Sundays should be arranged with the Student Union Director. The cloakroom should also be put in good order.
8. No refreshments may be **sold** in the Student Union nor any concessions set up for selling food, popcorn, etc., other than in Bru-Inn.
9. Food and drinks must not be taken from Bru-Inn into other parts of the Student Union Building without permission of the Student Union Director.
10. Smoking is permitted in all rooms of the Student Union with the exception of the Ballroom and the Balcony Lounge.
11. Refreshments may be served in the Ballroom or lounges in connection with a scheduled event with the approval of the Student Union Director. The Student Union kitchen may be used to prepare food, or arrangements may be made to have Bru-Inn serve refreshments.
12. Use of floodlights and decorational spotlights may be arranged with the Vice-President of the Associated Students. There is no charge for the use of these lights by a chartered organization if they are used in the Student Union Building. Organizations must notify the Vice-President two days in advance of the time the lights are to be used.

13. Microphones are available from the Vice-President of the Associated Students. There is no charge for the use of the equipment, but the organization using it is responsible for the immediate return of the equipment in proper condition. Arrangements for the use of equipment must be made at the Associated Students Office not later than two days preceding the event. A representative will be provided by the Student Activities Committee to set up equipment and operate the record player for Bear Slides when necessary.
14. Student organizations may use the kitchen in the Student Union Building to prepare meals or refreshments. A requisition for the use of the kitchen and its equipment must be secured from the Student Union Director and returned to him at least forty-eight hours before the kitchen is to be used. The organization using the kitchen must wash the dishes they have used and leave the kitchen clean and neat.

II. Using The Theatre

1. Application for the Use of the Theatre

Secure an "Application for Use of the Theatre" from the Office of Student Activities or the Office of the President. These forms should be filled out completely in triplicate and returned to the Office of Student Activities. They will then be sent to the Theatre Director, Secretary to the President, and the Superintendent of Buildings and Grounds for their signatures. The Office of Student Activities will then stamp the forms "cleared" and send a copy to each of the above officers for their files.

This procedure is to enable the personnel of the various offices who are most directly affected by the use of the theatre to become acquainted with the type and needs of the particular function before it is finally entered on the college calendar. In this way equipment and facilities can be arranged far enough in advance to avoid unnecessary confusion and delay.

2. Responsibility for the Theatre

The authority for the operation, maintenance of equipment, and program planning of the Theatre rests with the Director and Technical Director of the theatre, subject to the approval of the college administration. This authority specifically pertains to the use of costumes, costume rooms, dressing rooms, rehearsal areas, scene shops, the stage and its equipment, properties and property rooms, the light booth and contents, and the auditorium.

3. Scheduling of the Theatre

Scheduling of the Theatre for college-wide functions, public functions, and conferences is planned a year in advance. Applications for the use of the Theatre, including a complete rehearsal schedule, should be filed on or before October 1, for the ensuing year and on or before January 1, for the following summer sessions. Plays and operettas should reserve the entire Theatre for setting and rehearsal for a minimum of one week prior to the opening night of performance. All possible attempts are made to arrange the theatre calendar in such a way as to prevent overlapping of activities.

4. Technical Assistants

A responsible student or students, as the need may indicate, trained in the operation and maintenance of the stage and its equip-

ment will be assigned to assist with curtains, lights, microphones, stage mechanics and rigging when these facilities are needed to conduct the program. The student technical services will be charged to the organization requiring the service. The rate of remuneration will be consistent with the regular student hourly wage determined by the Controller of the college. The student will fill out the regular time slip, have it approved by the Technical Director of the Theatre, and turn it into the Department of Business and Finance. The organization requiring this service will be billed from the Business and Finance office on the first of the following month. Only those students assigned as technical assistants to groups outside of the theatre organization are eligible to receive remuneration. In no case may such services be offered on a voluntary basis.

The Technical Director of the Theatre will supervise and be responsible for the assignment of student assistants. The student technical assistant will be responsible for setting up, caring for, and putting away the equipment needed. He may not offer the use of any material or equipment other than that indicated on the "Application for the Use of the Theatre" without first consulting the Technical Director.

5. Responsibilities of the Group Using the Theatre

It will be the responsibility of the group using the Theatre to arrange the materials, equipment, and scenery which is not a part of theatre equipment. The delivery and return of such equipment should be pre-arranged so that it can be done promptly and without interference to other programs. Where building and painting of scenery and shifting of scenery is required for the production, the producing group must provide crew personnel who will meet at regularly

designated rehearsal hours to accomplish the work. In such cases technical assistants will be assigned to head each crew. Costs for expendable materials will be charged accordingly. The producing group will strike all scenery, and wash, repair, and store all equipment the last night of performance. It will be the responsibility of the producing group to maintain their established rehearsal schedule, meet promptly, and dismiss promptly.

III. Using Other Campus Buildings or Facilities

A representative of the organization desiring to use a building other than the Student Union or the Theatre in Frasier Hall must pick up a building requisition and an activity request from the Office of Student Activities. These forms must be completed and turned in to the President's Office at least forty-eight hours before the activity. These regulations also apply to college facilities other than buildings, such as Jackson Field, the tennis courts, Garden Theatre, etc.

Furniture or other institutional equipment must not be moved from any room or building to another without specific approval of the Superintendent of Buildings and Grounds.

IV. Using Equipment From The Instructional Materials Center

The Instructional Materials Center, located in Carter 205, has many services available for students, organizations, and other interested persons.

Catalogs of all the movies obtainable from this center are available to all stu-

dents upon graduation. Undergraduates can check out one of these catalogs for three days.

A student desiring to preview a film may do so on Saturday from 8:00 a.m. to 12:00 noon if an appointment has been made twenty-four hours in advance. If a student is unable to preview a film, teacher's guides are available for the movies.

Once a month there are preview showings held of high quality motion pictures open to all interested persons.

In order to obtain a film for a club meeting, a request must be placed three days in advance. An operator, projector, and screen will be furnished, if requested. A nominal service charge will be made.

Recording service is available for a nominal charge. Microphones and record players can also be obtained.

Graphic arts services are available to all clubs, organizations, and students. A form containing the important information to be put on the poster should be brought in three weeks in advance.

Laminating, the process of permanently preserving pictorial material, is available to students, organizations, clubs, and professors. A nominal charge is made.

Students interested in learning to operate all audio-visual equipment will be instructed free of charge if they wish to apply.

V. Social Organizations and Activities

1. Scheduling of Activities

Each spring quarter a meeting of the Calendar Committee is held to set the dates for the all-college activities during the next school year. All organizations which regularly sponsor such activities will be in-

vited to send in requests for dates and to send a representative to the calendar meeting where the tentative calendar will be discussed.

All activities whether on or off campus **must** be scheduled with the Office of Student Activities as soon as the sponsoring organization decides upon the date of the activity. At this time an Activity Request and a Building Requisition must be picked up. These completed forms must be turned in forty-eight hours before the activity is scheduled to take place.

An activity may be publicized through the following media:

- a. The Mirror (See page 16 for information on Mirror placement and poster placement.)
- b. Posters.
- c. College Radio Programs.
- d. P. A. Systems (Garden Theatre and Associated Students Office)

2. Off-Campus Activities

Approval for all off-campus activities and the building accommodations necessary for them must be obtained from the Office of Student Activities. If an activity is to be held out of town, application for such approval must be made at least two weeks in advance. This applies to such activities as dinner dances, organizational picnics, parties, conferences, etc.

3. Major Dances

The band for a major college dance **must** consist of five or more musicians including the leader. There must be a central theme. This theme shall be carried out in decorations and in the program given during intermission.

The cloak room **must be operated** during all social dances in the Union. A maximum of ten cents may be charged for cloak room checking.

The generally approved price for large all-college dances is \$1.00 to \$2.00.

4. Bear Slides

A Bear Slide is a casual dance on a Friday or Saturday night at which the sponsoring organization **must** provide a band and carry out a theme. The maximum charge for this function shall be 35c for couples and 25c for stags.

5. Tickets and Tax Information

The Office of Student Activities has available at all times several different kinds of tickets. These tickets are issued to organizations who request them, and the cost is kept at a minimum. Organizations needing tickets of any kind should take advantage of this low cost use of roll, coupon, or flat tickets. The Activities Office will aid organizations in preparing dance bids when the event is one which calls for bids.

Certain types of campus activities are subject to Federal Admissions Tax. The Activities Office should be consulted by a member of an organization planning an event at which an admission charge will be made. This office has the information necessary to determine whether or not an event is taxable.

6. Monday Night Socials

Every other Monday night there will be a non-charge social. The music will be provided by records. On alternate Monday nights an organization may sponsor a social, abiding by the rules for a Bear Slide.

7. Times for Social Functions

All major social functions shall be limited to weekends or to nights preceding a school holiday.

All activities held on Friday and Saturday nights must close at twelve midnight with all women students in their places of residence at 1:00 a.m. The Homecoming Dance and the Junior Prom must close at 1:00 a.m. with all women students in their places of residence by 2:00 a.m. Meetings and social functions on other nights must close in time for the women students to be in their residences by 10:30 p.m.

The college maintains a policy of closed nights after 7:00 p.m. on Tuesdays and Thursdays. No organization or committee may meet on these nights with the exception of Student Council on Tuesdays and the honorary societies on Thursdays. By tradition, meetings are held by organizations on the following nights:

Sunday — Religious Fellowship Groups.

Monday — Fraternity and Sorority Meetings, and Associated Students Monday Night Social.

Tuesday — Closed night (Student Council Meeting only).

Wednesday — Divisional Clubs and Interest Groups.

Thursday — Closed night (Meetings of Honorary Organizations only).

Friday — Open Night (Any organization may meet).

Saturday — Open Night (Any organization may meet).

8. Hours for Women Students

The closing hours for women's residence halls, sorority houses, and off-campus houses are 9:30 p.m. for first quarter freshmen and

10:30 p.m. for upperclass women and for second and third quarter freshmen women having a grade average of 3.0 or better. These hours apply Monday through Thursday. Closing time on Friday and Saturday is 1:00 a.m. On Sunday it is 10:30 p.m. for all students.

9. Late Leaves for Women Students

If an organization requires late leave for women students for rehearsals or for other special reasons, each woman student **must** obtain from the Office of the Dean of Women a late leave permission slip signed by the Dean of Women. This slip must be presented to the Residence Hall Director or Householder before the student signs out for the occasion. During the spring quarter **only**, each woman student will be allowed two weekend late leaves until 2:00 a.m. to permit her to attend approved out-of-town activities of chartered campus organizations. Permission slips must be obtained from the Dean of Women.

10. Callers

Callers may be received in the reception rooms and recreation rooms of **all** residences on Monday through Friday from 4:00 p.m. to 6:00 p.m. and 7:00 p.m. to 10:30 p.m. and on Saturdays from 1:00 p.m. to 1:00 a.m., and on Sunday from 10:30 a.m. to 10:30 p.m. at which hours chaperons are present. This applies to men's as well as women's residences.

11. Conduct at School Functions

Colorado State College expects all students to conduct themselves under all circumstances in a responsible manner and in accordance with good taste. Students are expected to observe the regulations of the college and the laws of the city, state,

and national government which apply to matters of conduct. This implies thoughtful consideration of the welfare and reputation of the college and of all citizens of the college community. Because harmonious relationships can be maintained only if the rights and obligations of all its members are recognized and protected, the following policies will guide individuals and groups in the performance of acceptable conduct:

At Games: Enthusiasm, spirit, and cheers are needed at the games. Disorderly conduct must be avoided. Spectators and players should observe rules of good sportsmanship. All visiting teams should be treated as guests of the campus.

At Concerts: Students should arrive in good time. Latecomers are not admitted until the end of the first number. Attention shows appreciation.

At Dances: Observance of common rules of good taste and conduct by all students and their guests ensures that all present may have a good time.

Drinking: The use or possession of alcoholic beverages is not permitted on the campus, in college buildings, in any house approved by the college for students residence, at any function of any college group, or on any college sponsored trip. Conduct unbecoming to a student of this college connected with the use of alcoholic beverages anywhere may result in disciplinary action by the College.

12. Guests

It is the custom of the students to invite faculty and staff members as guests to their dances, parties, and social meetings. They should be made welcome and

accorded the same courtesies as those shown the chaperons. They should be invited to the social affair at least **two** weeks or more prior to the date of the activity. It is courteous to send **formal** invitations to the home addresses of the guests. (See page 18 for the form of formal invitations.)

13. Sponsors

Each college organization must have a sponsor. This sponsor should be a member of the faculty or staff, or wife of such a member. Organizations may ask faculty couples to be joint sponsors. If the organizations wish to have someone other than a faculty member, this selection must be approved by the Dean of Women or the Dean of Men.

The sponsor is expected to attend all meetings of the organization and must be notified of all meetings. He should attend all social functions that are held by the organization. In the social program of the group, sponsors should be accorded the same courtesies granted other guests.

The sponsor is an integral part of the group. He should neither dominate the group nor be one who "sits on the sidelines." He may help students develop a sense of responsibility for duties undertaken, help them develop social standards, and help the organization develop the potentialities of all its members. The sponsors and the students should do everything possible to make the relationship one of mutual helpfulness.

Sponsors and officers of organizations should have conferences to plan and evaluate programs and to consider problems which the group may have. Since both faculty members and students are busy, appointments for such conferences should be made in advance.

Organizations and sponsors should have definite understanding regarding the period

of time which the sponsor shall serve. In general it should be assumed that if a group wishes to continue the relationship beyond the time agreed upon, it will invite the sponsor to serve again. Frankness and a respect for each other's wishes form a sound basis for the consideration of the election or retention of sponsors or the acceptance of such invitations.

14. Chaperons

All social functions sponsored by students of the college at which both men and women are present must be chaperoned by two faculty or staff members. Larger social functions must have at least three faculty couples as chaperons. Notice of acceptance by the chaperons must be filed in the Office of Student Activities before the activity can be approved.

Chaperons are to help students maintain the high standards of good taste and conduct for which the college stands. They will be present when the activity starts and remain until it is over. A report of the activity, which they will make, will be returned to the Office of Student Activities.

It must be remembered that chaperons are invited to participate, and the sponsoring organization has an obligation to make them feel welcome. They should be invited to the social affair at least two weeks in advance. (See page 18 for a suggested form of invitation.) Social custom dictates that a written invitation be sent requesting their presence as chaperons followed by a note of appreciation afterward. (See page 20 for a suggested form for a note of appreciation.) If an organization is asking a faculty couple to be chaperons or guests, the invitation must be addressed to both husband and wife and sent to their home address, not to the college office.

Some of the members of a group should be designated to act as hosts or hos-

tesses. They will meet the chaperons at the door, take care of their wraps, introduce them to members of the group, and escort them to chairs. During the evening members of the organization should talk with the chaperons, make a special effort to thank them, be sure they have transportation home, and in every way make them feel they have been welcome guests. Everything possible should be done to make the occasion a pleasant one for them.

VI. Information Regarding Dress

1. Definition or Terminology

The following terms regarding dress are defined according to their common use on the Colorado State College campus:

Casual: Casual refers to sportswear, e.g. sweaters and skirts for women and slacks and sport shirts or sweaters for men.

Informal: On the CSC campus, this means party dresses for women and sport suits with tie for men.

Semiformal: Semiformal dress requires long or short formals for women and suits for men.

Formal: This refers to white dinner jackets or tuxedos for men and long or short formals for women.

2. Corsages

Corsages are not required for any of the dances on campus, although it is traditional to wear corsages at the Blue Key Sweetheart Ball and the Homecoming Dance.

3. What to Wear at Different Events

Games: All games except the Homecoming Football game are casual. At the Homecoming game it is traditional that women wear hose and heels and men wear sport suits.

Bear Slides: Casual dress is customary.

Teas: Women wear hose, heels, hat, and gloves. For men suits are preferred although sport suits with ties are permissible.

Concerts: Casual dress with hose and heels are worn by women. Sport suits with ties are preferred for men.

I. K. Carnival: Jeans and slacks, or casual dress are desirable.

Lei Dance: The women wear colored cotton dresses and the men wear sport or Hawaiian shirts and slacks.

Homecoming: Informal dress is the order of the day.

Class Dances except Junior Prom: Informal dress is worn.

Christmas Ball, Snyder Snowball, Military Ball: (Men in the R.O.T.C. program **must wear** uniforms with white shirts and black bow ties.) Blue Key Sweet-heart Ball and Junior Prom: Semiformal dress is traditional.

Greek Dinner Dances: Usually formal dress is required.

VII. Publicity

1. Mirror

All notices and articles to be placed in the Mirror must be turned in no later than 4:00 p.m. the Tuesday preceding the

Friday that the paper is to come out. All articles must be typed and double spaced.

2. Posters

Posters to be placed in the Student Union, with the exception of Bru-Inn, must be approved by the Associated Students Office. Posters to be placed in Bru-Inn must be approved by the Bru-Inn manager. Posters can be placed only on the glass.

Posters to be placed in Cranford must be approved by the Secretarial Office, Cranford 111.

Posters to be placed in Carter must be approved by one of the librarians.

Posters to be placed in the main corridor of Frasier must be approved by the Office of Student Activities, Frasier 115.

No posters may be placed with tape, nails, or tacks on any of the buildings, trees, or on the water fountain.

VIII. Invitations

Written invitations should be sent to all sponsors, special guests, and chaperons as well as guests invited to formal, informal, and semiformal dances, teas, and open houses. Invitations may be printed or written by hand, never typewritten. Envelopes should be addressed to both husband and wife and be sent to their home address, not their office, at least two weeks before the event.

Be sure to include all the necessary information such as time, date, and place.

1. Formal Invitations

ACCEPTANCE AND REGRETS

Formal invitations are written in the third person, referring to the person addressed by his name rather than the pronoun, you. This is an example:

FORMAL INVITATION

The Junior Class
requests the pleasure of
Mr. and Mrs. Bob White's
company at the Junior Prom
Saturday, the twenty seventh of April
at nine o'clock
in the Student Union Ballroom

R.S.V.P.
Joe Smith
Hays Hall

FORMAL INVITATION TO CHAPERON

The Sophomore Class
requests the pleasure of
Mr. and Mrs. John Blows
company as chaperons at the Sophomore Ball
Saturday, the tenth of October
at nine o'clock
Student Union Ballroom

R.S.V.P.
Alan Smith
Hays Hall

FORMAL ACCEPTANCE

Miss Sue Storm
accepts with pleasure
the kind invitation of the Junior Class
to attend the Junior Prom
on Saturday, April twenty-seven
at nine o'clock

16 Bent Road
March twenty-fifth

FORMAL REGRET

Mr. and Mrs. John Doe
regret that owing to a previous engagement
they are unable to accept
Mr. and Mrs. John Brown's
kind invitation for dinner
on Wednesday, April seventh

16 Bent Road
March twenty-fifth

2. Informal Invitations

Informal invitations should be sent to small teas, house and dorm dinners, and to all casual dances. Informal invitations are always written by hand. Be sure that necessary information such as time, place, and date are included. Sometimes it is helpful to indicate what dress is customarily worn. No particular form is used; it is a friendly note. Here are examples of suggested invitations for informal activities:

Dear Dr. and Mrs. Doe,

The women of Snyder Hall would be very happy to have you as their guests at their Faculty Dinner on Wednesday, the twentieth of February, in the new student dining room.

We hope that you can attend and we will look forward to seeing you.

Sincerely yours,
Betty Jones

INFORMAL CHAPERON'S INVITATION

Dear Mr. and Mrs. White,

The Student Activities Committee is holding its annual Sadie Hawkins Day Dance, Friday, the sixteenth of November, at the Student Union Ballroom from 8:00 p.m. to 12:00 midnight. We would like to have you come as chaperons. If you have trouble finding a baby sitter, please let us know so that we can help.

We hope that you can come.

Sincerely yours,
Janet Green

3. Thank You Notes

After faculty members have graciously given their services, it is only courteous to send them a thank you note similar to the one below.

Dear Dr. and Mrs. Pope,

Student Activities Committee wants to thank you for your attendance last Friday night at our Sadie Hawkins Day Dance.

We hope that you enjoyed the dance as much as we enjoyed having you. Thank you again!

Sincerely yours,
Betty Jones

OR

Dear Dr. and Mrs. Pope,

We were so glad that you could come to our party last Saturday night at the Student Union.

You helped to make the occasion fun for all of us.

Sincerely yours,
William Fischer