



LEEDING

LEADERSHIP

no frills.

2013



AND STATE UNIVERSITY PORTLAND STATE UNIVERSITY PORTLAND STATE UNIV



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Dear PACURH Regional Board of Directors & National Communication Coordinators:

Hey PACURH! Guess what? It is with great pleasure that we present you with Portland State University's bid to host No Frills 2013, "LEEDing Leadership."

After attending PACURH 2011, we could not help but think that Portland State would be the perfect venue to host a conference for our region. As a young member institution of PACURH, hosting a No Frills conference is a great opportunity for Portland State to showcase how sustainability is possible on an institutional level and how leadership can benefit from these practices. Student leaders passionate about sustainability and community have come together with RHA, NRHH, Housing & Residence Life, and the larger Portland State community to create a bid and presentation to provide the best No Frills conference PACURH has seen!

For No Frills 2013, our bid committee decided on the theme: LEEDing Leadership. As a university, Portland State has many values. Portland State's commitment to sustainability is one value that is woven deeply into the campus culture. Our university has 8 LEED buildings that have attained ratings from silver to platinum (the highest LEED rating).

What is LEED and how does it relate to leadership? LEED stands for Leadership in Energy and Environmental Design and is maintained by the U.S. Green Building Council. The organization is based on creating and maintaining sustainable solutions to current issues. By incorporating this perspective into leadership, we can find new, attainable ways to become more sustainable leaders (in more ways than just simply environmental sustainability).

Through our commitment to sustainability as a university and dedication to leadership, we know we can make No Frills 2013 as educational and green as possible.

Our No Frills 2013 bid should be considered for many reasons, all of which are highlighted throughout the following pages. We hope that the beauty of downtown Portland, sustainability and visions of Portland State, and the determination and motivation of the PSU RHA and NRHH organizations inspire you to come experience Portland and Portland State for yourselves during the 2013 No Frill Conference.

Thank you for your time and your continuing passion for striving to be the best student leaders you can be.

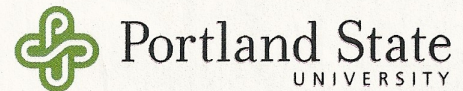
Sincerely,

A handwritten signature in black ink, appearing to read "Alex Laughnan".

Alex Laughnan
Conference Co-Chair
laughnan@pdx.edu

A handwritten signature in black ink, appearing to read "Kristyn Crouse".

Kristyn Crouse
Conference Co-Chair
kcrouse@pdx.edu



Division of Enrollment Management and Student Affairs
Office of the Vice President

Post Office Box 751-VP EMSA 503-725-5249 tel
Portland, Oregon 97207-0751 503-725-2780 fax
www.pdx.edu/studentaffairs

23 January 2012

Dear PACURH Regional Board of Directors:

On behalf of the Division of Enrollment Management and Student Affairs I am delighted to write a letter in support of Portland State University's bid to host the region's No Frills "LEEDing Leadership" conference on February 15-17, 2013.

The Division of Enrollment Management and Student Affairs seeks to enhance students' experiences at Portland State University by establishing vital support services that help students attain their personal and academic goals. The Division supports PSU students throughout the continuum of their student experience. Beginning with admission and enrollment, continuing with support services and learning opportunities that enhance academic progress and personal growth, and culminating with the search for employment upon graduation, the Division facilitates a student's journey through the University and beyond. Throughout the student journey we are committed to enhancing academic and career success, encouraging engagement within the University learning community and community at large, supporting the development of diverse and global perspectives, and promoting healthy living practices.

We believe that the topics covered at this conference as well as the location will provide information and inspiration that will enhance the student experience for all who attend. We are excited about the potential of sharing our commitment to sustainability with conference attendees!

We hope that you will give this proposal earnest consideration and award the RHA and NRHH groups within the Housing and Residence Life program the privilege of hosting the "LEEDing Leadership" conference in 2013 at Portland State University.

Very truly yours,

Jackie L. Balzer, Vice President
Division of Enrollment Management and Student Affairs



Office of Housing and Residence Life

Post Office Box 751
Portland, Oregon 97207
Broadway Building
1977 SW 6th, Suite 230
Portland, Oregon 97201

503-725-2450 tel
503-725-2454 fax
reslife@pdx.edu
www.pdx.edu/housing

January 21, 2012

TO: PACURH Board of Directors
FROM: Corey Ray
Director, University Housing and Residence Life

This memorandum serves as a letter of endorsement/support for Portland State University's bid to host the region's No Frills conference on February 15-17, 2013.

The planning committee, under the leadership of Alex Laughnan and Kristyn Crouse, has prepared a thorough bid that will provide a quality experience for the No Frills attendees while in Portland. Two of the professional staff in University Housing and Residence Life, Matt Lewis and Russell Jones, are the advisors of the planning group and will continue in this role should Portland State be awarded the hosting duties of the conference.

Please know that University Housing and Residence Life and its campus partners fully support the efforts of our student to host the PACURH region schools for No Frills 2013, and we would be most pleased to host the conference as part of our service to PACURH.

Please contact me if further information is needed.

Corey Ray
Director, University Housing and Residence Life
Portland State University



Office of Housing and Residence Life

Post Office Box 751
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1977 SW 6th, Suite 230
Portland, Oregon 97201

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January 21, 2012

PACURH Regional Board of Directors and National Communication Coordinators:

It is with great pleasure and excitement that we write this letter of recommendation for Portland State University Residence Hall Association to host the PACURH No Frills 2013 conference. Over the past several months we have had the privilege to work with the bid team as they prepared their bid.

As a younger member in the PACURH region, it has been their goal to both make a name for themselves as well as provide a much needed service to the regional membership. We can honestly say that this group of student leaders has put in countless amounts of effort and energy into ensuring that this is the best possible conference experience for all those attending.

As you will see throughout this bid, Portland State University RHA has worked hard to create a conference experience that is completely in line with the spirit of a No Frills, while blending in the unique qualities of Portland State University and the surrounding urban area. Their focus on sustainability and leadership seamlessly blends the needs of the regional leadership with the amenities that are uniquely Portland.

We have committed sponsorship not only from our general body, but also from the student community, university administration and other campus stakeholders. We have been continuously impressed with the focus of this group in becoming more committed and involved within the region. This is a great opportunity for Portland State, but also a great way to show off our local Portland community

We both have varying degrees of experience with NACURH and regional conferences, and know the commitment, energy and dedication it takes to host a No Frills conference. We would not be supporting this bid team if we did not think they had an abundance of all these qualities. They are dedicated to continuously serving the Portland State University and greater Portland, Oregon communities and are more than excited to let you see exactly what this area has to offer you as you begin LEEDing Leadership in your own communities.

Should you have any questions about the No Frills 2013: LEEDing Leadership conference that you would like to discuss with us, please do not hesitate to contact us via email (matlewis@pdx.edu or rtj@pdx.edu) or phone (503)725-2450.

We look forward to working with all of you in this endeavor!

Matt Lewis
No Frills 2013 Conference Bid Team Advisor
Area Coordinator, Housing and Residence Life

Russell Jones
No Frills 2013 Conference Bid Team Advisor
Resident Director, Housing and Residence Life



Residence Hall Association
Portland State University

Post Office Box 751
Portland, Oregon 97207-0751

503-725-4514 tel
rha@pdx.edu



January 19, 2012

Dear PACURH Regional Board of Directors & National Communications Coordinators –

It is my honor to present this letter of support to Portland State University, specifically the National Residence Hall Honorary and Residence Hall Association for their bid to host the No Frills 2013 conference.

Upon our return from the PACURH conference, many of our delegates were invigorated and eager to host a conference of our own. After giving them sufficient time to come down from their “conference high,” I was pleasantly surprised to find they were all still interested in hosting this conference.

Portland State University is an ideal campus to host No Frills. We have our own hotel right on campus, and is part of a vibrant urban landscape that is prime for exploration and education. Portland State University as well as the city is full of sustainable features to help make your experience good for both yourself and the planet. As this campus has captivated me, I know that my fellow PACURH regional members will enjoy their experiences here in the City of Roses.

In the months since the PACURH 2011 conference, our No Frills bid team has worked tirelessly to connect with departments, the University Place Hotel, outside sponsors, and university administration in order to make this conference the best experience possible for all those who attend.

I am extremely proud of the accomplishments that our No Frills 2013 Bid Team has completed throughout the months of December and January. They have proven their determination, commitment, and backing for the PACURH No Frills 2013 conference. I fully support the work they have completed and hope you might find the same excitement from them as I do.

Sincerely,

Lamarra Haynes
President
Residence Hall Association
Portland State University

lhaynes@pdx.edu
<http://pdx.edu/rha>

no frills.
2013

Conference Staff

Conference Co-Chair – Kristyn Crouse

Hey PACURH! I am a junior and transferred to Portland State in Fall 2011. This is my first year living on campus, and I wanted to get involved in my community right away. I found that community involvement through RHA. I am fortunate to be surrounded by so many strong leaders and passionate people within the residence halls. When I first arrived on campus, I was inspired by the amount of leadership and sustainability initiatives that our campus offers. I know my sustainability behaviors and habits have been improved, and I am hoping they will inspire you as well.

Contact email: kcrouse@pdx.edu



Conference Co-Chair – Alex Laughnan

Hello All! I am extremely excited to be one of your Conference Co-Chairs for No Frills 2013! Portland State University RHA/NRHH has never hosted a conference before, but we have such a great campus with lots of potential for one! I am currently majoring in Computer Science. In my career at Portland State, I have worked for Residence Life, Residence Hall Association, and Campus Recreation. P.S. Is it weird I thought LEED was Leadership in Education and Engaging Determination?

Contact email: laughnan@pdx.edu



Finance Chair – Scott Christel

Hey PACURH! My name is Scott Christel and I am pumped to be your Finance Chair for No Frills 2013. I am originally from Oakdale, California, but moved to rainy Portland, Oregon to get out and experience big city life. I am currently a third-year student working on my degree in Business Finance. This is my first year as a resident assistant working with the new incoming first-year class. I absolutely love working with Residence Life and the opportunities that it provides in LEEDing Leadership.

Contact email: scott2@pdx.edu



Transportation Chair – Jacob Gran

My name is Jacob Gran. I am a sophomore at Portland State University studying International Studies and Political Science. Beyond my studies, I am the head student coordinator for the PSU Debate Team and a Resident Assistant. If I am not on campus, you can usually find me exploring the different parts of Portland with my friends. My goal is to go onto graduate school in the Northwest and possibly work with the Peace Corps one day. In the meantime, I focus on building stronger relationships on campus, but also reaching out to communities beyond Portland State.

Contact email: jgran@pdx.edu



Housing & Facilities Chair – Zoe Smolen

My name is Zoe Smolen and I am a voting member of the Portland State University NRHH. I grew up in Ashland, Oregon, and am currently in my second year at PSU. I am getting a degree in International Studies. In my free time I enjoy watching movies and TV shows as well as going out and exploring the city. I am excited to have the opportunity to see a No Frills conference at PSU!

Contact email: zsmolen@pdx.edu



Volunteer Chair – Alex Fiks

Hello! I am the President of the Viking Chapter of NRHH at Portland State University in Portland, Oregon. Previously, I was President of RHA from 2010-2011 and a Resident Assistant for two years before that. I graduated with a BA in Arts and Letters with a concentration in Conflict Resolution. I am taking post-bach courses. I also serve on the PACURH Regional OTM Committee and the PACURH International Inclusivity Committee.

Contact email: afiks@pdx.edu

Dining Chair – Deanna Gende

I have been representing PSU as a Resident Assistant for three years and have been living on-campus for four. One thing I love about Portland State is the diversity; being able to walk to class and see a wide variety of students representing PSU puts a smile to my face. My favorite sport is softball and one word to describe me would be enthusiastic! I'm majoring in Speech and Hearing Sciences. I had such a great time at the PACURH conference that I would love to see Portland State University host its own conference!

Contact email: deannag@pdx.edu



Registration, Philanthropy, & Entertainment Chair – Caitlin Currie

Hey everyone, I'm Caitlin Currie and I'm so excited to be a part of No Frills 2013: LEEDing Leadership here at PSU. I'm currently a junior majoring in Child and Family Studies and I hope to one day pursue a career in Special Education. In my free time you can find me catching up with friends or reading in Starbucks. I'm looking forward to helping you all bring sustainability back to your campuses!

Contact email: currie@pdx.edu

Conference Advisor – Matt Lewis

Hi, everyone! I originally got my start with student leadership programs as an undergraduate student at Oregon State University, and then turned that passion into a career by earning my Master's degree at Miami University. I have worked with student leaders in an advising capacity for the last five years whether in student activities and leadership, in residence halls or through community service organizations. I believe in the power of student involvement because I have seen so many good students become great individuals of purpose through taking on leadership positions while furthering their education.

My first regional conference was actually a No Frills conference; one I helped advise at Miami University. It was amazing to see so many student leaders come together with the sole purpose of discussing and planning the future of residential communities all across the country, and is something I hope to experience again here at Portland State University.

Contact email: matlewis@pdx.edu



Conference Advisor – Russell Jones

Howdy! My name is Russell T. Jones; I have served as a Resident Director and NRHH Advisor since July of 2011. I am originally from Bonanza, Oregon, which is just outside of Klamath Falls by the Oregon/California border. I went to Western Oregon University for my undergraduate degree where I studied Law Enforcement and Psychology. I have been involved with student affairs for the past five years now and each of those years I have served in the PACURH region! Random facts: I fought fires, was a pig farmer, and performed two wedding ceremonies (one was unexpected and by luck).

Contact email: r.jones@pdx.edu



Keynote Speaker – Jackie Balzer

Vice President, Enrollment Management & Student Affairs
Portland State University

As Vice President, Jackie Balzer oversees a student-centered division dedicated to the advancement of student success and student learning at Portland State University. In the time that she has spent at Portland State, she continues to bring a sense of positivity and creative thinking. Dr. Balzer is a university leader dedicated to student success and retention through intentional programming, outreach, and engagement.

Jackie Balzer earned her bachelor's degree in Sociology and Psychology from Washington State University, her master's degree in College Student Services Administration and her doctorate in Adult and Higher Education Leadership from Oregon State University.



Portland, Oregon - A Biography

It has not been difficult for Portland, with its enviable network of bike paths, bridges, hiking trails and clear, clean waterways, to find the cutting edge in progressive sustainability. Today, the city on the banks of the Willamette River has simply followed the path cleared, but not clear cut, by the settlers who established the Rose City in 1843.

Residents are easy going -- the name of Portland was chosen in a coin toss -- and they have made Portland a hub of forward thinking. With unbridled creativity, amazing cuisine, progressive politics, cutting-edge music, natural beauty, educated people, and healthy living ... it is a dream city surrounded by practical reality.

Portland is situated 70 miles from the Pacific Ocean, at the confluence of the Columbia and Willamette rivers. It is a majestic place to live, learn, raise a family, work, and most importantly, visit. With clean, timely, and efficient mass transit that includes light rail, streetcars and buses, Portland's historic old town, numerous and diverse commercial and residential districts, galleries and museums, Saturday Market and Waterfront Park are within a few stops in the Free-Rail Zone. The city is also conveniently equidistant from the spectacular Columbia Gorge, Multnomah Falls, windsurfing on Hood River, skiing on Mt. Hood, fish watching at Bonneville Dam, and the splendor of the Oregon coast!



Institutions such as the Bureau of Planning and Sustainability and the Portland Sustainability Institute actively engage the Portland community in sustainability initiatives. From building EcoDistricts focused on sustainable urban living to providing residents multiple ways to recycle at home and work that include composting. And as of October 2011 the city of Portland banned single-use plastic bags in large retailers.

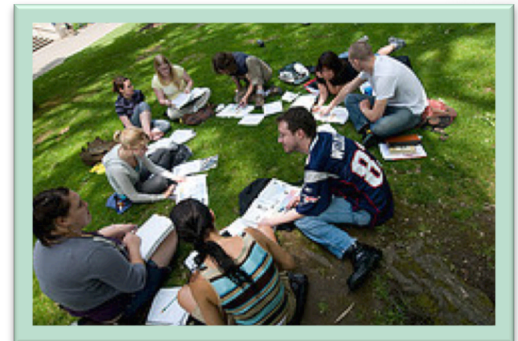
About Portland State University



Starting out with only 220 students in the city of Vanport, a city along the Columbia River. The originally named Vanport Extension Center was a two-year college program built to meet the education needs of GIs returning home from WWII. After suffering a flood in 1948 and being forced to move three times; the institution moved to its current iconic location on the South Park Blocks in 1952. In recognition of its quality and tenacity, the Oregon Legislature granted it a four-year college status in 1955. For the new Portland

State College, this was the first spark in an explosion of growth—in programs, faculty, and students—leading to full university status in 1969. Portland State University is now an urban research university encompassing 50 city blocks, eight divisions, 226 degree programs, 29,000 students, including 1,700 international students from 91 countries, and 126,000 alumni.

PSU has made a commitment to sustainability and it has shown through various mediums on campus. Perhaps one of the most visible ways that PSU shows its commitment to all things green is through its recycling and composting programs. Part of the university's Institute for Sustainable Solutions, PSU Recycles is leading the way on campus by heading projects such as the campus ReUse Room, Chuck-It for Charity and PSU Office Green Teams.



Recycling is not the only thing sustainable about PSU.

One of our largest sustainable initiatives is our eight LEED Certified Buildings on campus. Two of these buildings are Residence Halls. As the University continues to build and restore buildings they are making sure that they are LEED Certified.

Portland State's newest sustainable initiative on campus is Electric Avenue. Based in the heart of campus, this block of campus offers students, faculty and downtown employees the chance to charge your electric vehicle at one of seven plug-in charging stations.

Residence Hall Association

The Residence Hall Association (RHA) is the governing body representing resident students of Portland State University. RHA is the voice of the PSU residents within the residence halls. Meanwhile the Viking Chapter of the National Residence Hall Honorary (NRHH) is dedicated to recognizing students making outstanding contributions to the campus community and the residence halls on the local, regional, and national levels.



Programming put on by RHA and NRHH includes various fun and educational activities. With RHA programs like SEaK the Blues, where great food is mixed with alcohol awareness education it's always a winning combo. NRHH does its share of programming as well, with the traditional Turkey Thursday program that benefits residents and student staff that are still on campus for Thanksgiving. This program is in its fourth year and is still going strong.

But programming is not the only thing that RHA and NRHH are known for. RHA is known for their Community Garden; an organic urban garden that allows for almost three dozen residents to be able to tend to their own plot of land. The Community Garden is its sixth year of operation and there is now a waiting list to get a plot. One of the Community Garden's goals is to help teach residents and students that use the garden sustainable practices that will benefit the University, its residents and the Portland community. The PSU RHA and NRHH are excited to help sponsor No Frills 2013: LEEDing Leadership. They know that this conference will give students within their organizations a chance to get more involved on the campus and regional level!

The Residence Hall Association at Portland State University was formed during the 2006-2007 academic year. Since 2008 we have attended nine conferences: four PACURH, four NACURH, and our first No Frills was in 2011. Fall of 2010 we changed our name from Resident's Housing Association to Residence Hall Association to be more inclusive and in line with other university language. RHA has strong ties to residence life, many RHA members become RAs, and many ex-RA's become RHA Executive members. This has worked to our advantage in many cases and has been a great place for students to learn and grow in leadership directly benefiting our residence halls.

Although comparatively young, the RHA at PSU is full of passionate and bold leaders who help lead the way to sustainability and success. Through productive programming and community partnerships, the PSU RHA helps build our community from within.



Theme: LEEDing Leadership

LEED stands for Leadership in Energy and Environmental Design and is maintained by the U.S. Green Building Council. The organization is based on creating and maintaining sustainable solutions to current issues. By incorporating this perspective into leadership, we can find new, attainable ways to become more sustainable leaders - in more ways than being environmentally sustainable. What we are proposing is that the principles outlined by LEED can also be applied to leadership perspectives. We are suggesting that by applying these principles we can create not just a natural environment that is sustainable, but we can create a lifestyle of leadership that is sustainable as well.

Leadership sustainability is not only about leading the way to implementing environmentally sustainable efforts on our campuses, it is about creating a leadership environment that is healthy, maintainable, and that future generations can benefit from. The high turnover rate in leadership positions is an unavoidable fact of higher education, but taking initiatives to combat and minimize the turnover rate, helps keep our leadership healthy both mentally and institutionally.

By addressing issues like burnout and workload we are able to maintain a healthy work environment. Recruiting outside resources and calling upon other leadership organizations to participate in programming can help minimize the workload, as well as creates a greater sense of community involvement. Further, for the leaders that will come after us, we are instilling a legacy that will not die when one key member leaves. With clear record keeping and documentation, we are ensuring that the leaders for tomorrow can benefit from the hard work we are doing today.

Sustainability is so much more than LEED standards, however, these standards create a structure and framework for a culture of sustainable leadership. The principles outlined by LEED are not only suited for the environment; with these principles applied to leadership, our institutions can be sustainable for our future both environmentally and personally. It is with these ideals that we are excited to be LEEDing the way with Leadership.



Residence Life

The Office of University Housing and Residence Life (UHRL) at PSU is an exciting place to work. This department was taken over from College Housing Northwest just over six years ago, and started off with eight apartment style residence halls in the downtown area. Since the formation of the department we have added two new LEED certified residence halls, bringing our total to ten. We currently house approximately 2,000 students. UHRL is committed to working with students to create and support global communities that provide and inspire academic achievement, civic leadership, personal growth, and social responsibility. UHRL is situated in the division of Enrollment Management & Student Affairs and is dedicated to creating enriching living learning environments for all students who choose to live on campus.

HOUSING
AND RESIDENCE LIFE

Transportation

Flying

Location	Cost	Carbon Footprint
Anchorage, AK	ANC \$495.00	0.95 Metric Tons of CO2
Arcata, CA	ACV \$354.00	0.20 Metric Tons of CO2
Burbank, CA	BUR \$212.00	0.50 Metric Tons of CO2
Honolulu, HI	HNL \$694.00	1.41 Metric Tons of CO2
Las Vegas, NV	LAS \$158.00	0.47 Metric Tons of CO2
Los Angeles, CA	LAX \$220.00	0.51 Metric Tons of CO2
Oakland, CA	OAK \$242.00	0.34 Metric Tons of CO2
Medford, OR	MFR \$138.00	0.14 Metric Tons of CO2
Reno, NV	RNO \$274.05	0.27 Metric Tons of CO2
San Diego, CA	SAN \$198.00	0.58 Metric Tons of CO2
San Francisco, CA	SFO \$198.00	0.34 Metric Tons of CO2
San Jose, CA	SJC \$258.00	0.35 Metric Tons of CO2
Spokane, WA	GEG \$178.00	0.17 Metric Tons of CO2
Vancouver, BC	YVR \$339.00	0.15 Metric Tons of CO2

Driving

Location	Distance	Time	Carbon Footprint
Ashland, OR	285 miles	5 hours & 5 minutes	100kg CO2
Bellingham, WA	265 miles	4 hours & 32 minutes	93kg CO2
Eugene, OR	110 miles	2 hours & 7 minutes	38 kg CO2
Las Vegas, NV	980 miles	17 hours & 35 minutes	342 kg CO2
Los Angeles, CA	962 miles	15 hours & 48 minutes	336kg CO2
Reno, NV	529 miles	9 hours & 53 minutes	185kg CO2
San Diego, CA	1,082 miles	17 hours & 46 minutes	378kg CO2
San Francisco, CA	642 miles	10 hours & 43 minutes	224kg CO2
Seattle, WA	175 miles	2 hours & 55 minutes	61kg CO2

Trimet from PDX International Airport to PSU

Total Time	40 minutes
Miles	13
Kg of CO2	4kg

Transit directions to PSU Urban Center

1. Portland Int'l Airport MAX Station Stop ID: 10579
2. MAX Red Line Light rail towards City Center & Beaverton TC
3. Gateway/NE 99th Ave TC MAX Station Stop ID: 8370
4. MAX Green Line Light rail towards City Center/PSU
5. PSU/SW 5th & Mill St MAX Station

Trimet schedule information provided by Google Maps

Flight Information taken from Expedia.com

Carbon footprint flight information taken from calculator.carbonfootprint.com

Carbon footprint driving information estimated with Carbon Footprint for Google Maps browser extension



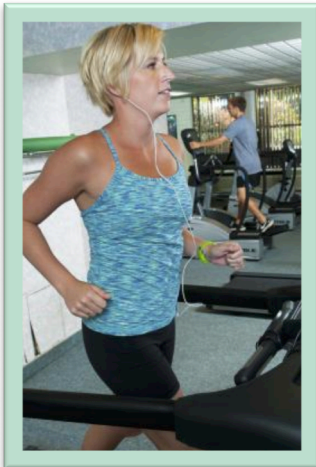
Housing

University Place Hotel & Conference Center



About University Place

University Place Hotel and Conference Center is conveniently located on the Portland State University campus, at 310 SW Lincoln Street, in downtown Portland. This hotel offers a variety of rooms from standard to deluxe and even suites! University Place has conference and event facilities for groups as small as five and as large as 400. Our 8,000 square feet of meeting and banquet space includes 10 meeting rooms and a 3,792 square-foot ballroom. University Place is also within five minutes of walking distance from the Portland State University campus, making it ideal for minimizing transportation costs (financially and environmentally) during the conference!



Amenities

- Seasonal outdoor heated pool
- 24-hour Fitness Center
- 24-hour access to computer workstations
- Executive hot continental breakfast
- Wireless Internet in all common areas
- Same-day dry cleaning and laundry service
- Coin-operated guest laundry facilities
- Beverage and ice machines
- Avis Car Rental
- ATM

For more information, floor plans, and room amenities visit University Place online at:
<http://www.pdx.edu/conferences/university-place-hotel-conference-center>

Dining

All dining options will offer: vegetarian, vegan, gluten-free, Kosher, and Halal. If the caterer does not provide a substitution the conference staff will work with the delegate (in advance) for an appropriate food substitution. Appropriate measures will be taken to assure that all delegates who have dietary restrictions will have meals provided.

Friday, February 15 – Dinner

Dinner will be up to the delegation. This gives delegates the option of bringing their own food for dinner or experiencing a local restaurant near the hotel or campus. Portland State is located in the heart of downtown Portland, which offers a wide variety of options. Explore Portland and the local downtown culture!

Saturday, February 16 – Breakfast

Delegates will be provided the complimentary breakfast at the University Place Hotel. Breakfast is the most important meal of the day – so rest assured this breakfast will get you going and ready for some time in boardroom!

Saturday, February 16 – Lunch

Boardroom break! After being entertained and very productive in boardroom take some time to eat! You'll have a buffet styled lunch available for you catered by our sponsor Chipotle.

Saturday, February 16 – Banquet Dinner

Come experience Portland State University in the student union. The Smith Memorial Student Union offers a wide array of resources to the students. Here, you will receive a delicious meal catered by The Park Bistro. They have a wide variety of options available! This restaurant is local, organic, and reasonably priced.

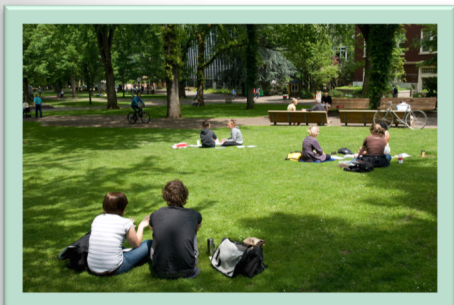


Sunday, February 17 – Breakfast

Again, delegates will be provided the complimentary breakfast at the University Place Hotel.

Sunday, February 17 – Lunch

Lunch will be provided in terms of a to-go box. This option will be provided in an updated registration form and will be optional for a delegation. The packaged lunch will be prepared by PSU Dining Services and available for traveling delegations.



Students take a study break in the Park Blocks.

Facilities

Smith Memorial Student Union (SMSU)

The Smith Memorial Student Union is the hub for student activities at Portland State. There are a variety of student services offices located within the building has is used as a conference, meeting, and training space.

The Smith Memorial Student Union will be the location of the Banquet Dinner on Saturday night. Located on the third floor of the building, the Smith Building offers a unique view of the Park Blocks and a balcony.



Academic & Student Recreation Center (ASRC)

The Academic & Student Recreation Center is a new building at Portland State University. Completed in January 2010, this building is LEED Gold certified building. The Recreation Center offers a wide variety of sustainable features including ReRev machines (allowing the exercising member to power the lights of the facility). Campus Rec has offered all conference delegates a weekend pass to the facility.



Columbia Falls Ballroom (UPL)



The Columbia Falls Ballroom is located in University Place Hotel. This is the largest area within the building. The Columbia Falls Ballroom can hold up to 360 people and is roughly 3800 square feet.

The National Communications Coordinator (NCC) Boardroom will be located in this room. This room also has the capacity to be divided into several smaller rooms (Wahkeenah Falls, Elowah Falls, and Multnomah Falls).

Note: *All facilities listed above are ADA compliant*

Conference Schedule

Please note that all scheduled times and locations are subject to change. A final and comprehensive schedule will be available prior to the conference on the website. All locations are fully ADA Compliant.

Date & Time	Event	Location
November 16 – 18, 2012	No Frills 2013 Site Visit	Portland State Campus
Wednesday, February 13, 2013	Regional Board of Directors Early Arrival	University Place Hotel
Friday, February 15, 2013		
10:00AM – 6:00PM	Check-In	University Place
6:00PM – 7:00PM	Dinner	Downtown Portland
7:00PM – 8:30PM	Opening Ceremonies	Columbia Falls Ballroom
8:30PM – 10:00PM	Advisor Social	Pyramid Lake Room
8:30PM – 9:00PM	NCC Social	Wahkeena Falls Room
8:30PM – 9:00PM	NRHH Social	Multnomah Falls Room
8:30PM – 9:00PM	President's Social	Elowah Falls Room
8:30PM – 9:00PM	LGBTQ Social	Trillium Lake Room
9:00PM – 1:00AM	NCC Business Meeting	Columbia Falls Ballroom
9:00PM – 1:00AM	NRHH Business Meeting	Willamette Falls Ballroom
9:00PM – 1:00AM	President's Business Meeting	Coos Bay Conference Room
10:00PM – 1:00AM	Hospitality Room	Trillium Lake Room
Saturday, February 16, 2013		
6:00AM – 8:00AM	Breakfast	University Place Hotel
8:00AM – 12:00PM	NCC Boardroom	Columbia Falls Ballroom
8:00AM – 12:00PM	NRHH Boardroom	Willamette Falls Ballroom
8:00AM – 12:00PM	President's Boardroom	Coos Bay Conference Room
9:00AM – 4:00PM	Advisor Programs	Pyramid Lake Room
12:00PM – 1:00PM	Lunch	Hoffman Hall
1:00PM – 5:00PM	NCC Boardroom	Columbia Falls Ballroom
1:00PM – 5:00PM	NRHH Boardroom	Willamette Falls Ballroom
1:00PM – 5:00PM	President's Boardroom	Coos Bay Conference Room
5:00PM – 7:00PM	Free Time	Downtown Portland
7:00PM – 10:00PM	Banquet Dinner	Smith Ballroom (Room 328)
10:00PM – 1:00AM	NCC Boardroom	Columbia Falls Ballroom
10:00PM – 1:00AM	Hospitality Room	Trillium Lake Room
10:00PM – 1:00AM	Entertainment	5 th Avenue Cinema, Portland
Sunday, February 17, 2013		
6:00AM – 8:00AM	Breakfast	University Place Hotel
7:00AM – 12:00PM	Check-Out	University Place Hotel
9:00AM – 11:00AM	NCC Boardroom	Columbia Falls Ballroom

Pre-Conference Timeline

February 2012

- Portland State University determined to be No Frills host

March 2012

- Tentatively reserve set amount of hotel rooms and conference spaces at University Place Hotel (March 25, 2012)

April 2012

- Conference website goes live (April 20, 2012)
- Conference Facebook & Twitter accounts posted & activated

August 2012

- Website updated (costs, information, images)

November 2012

- PACURH 2012
- Regional Updates via Facebook & Twitter pages
- Regional Board of Directors Site Visit

December 2012

- Registration Fees Finalized (December 16, 2012)
- Regional Updates via Facebook & Twitter pages

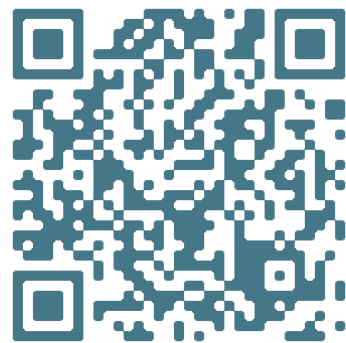
January 2013

- No Frills 2013 Registration opens (January 1, 2013) – View a Sample: <http://bit.ly/psu-register>
- Regional Updates via Facebook & Twitter pages
- No Frills Early Registration closes (January 27, 2013)
- Pre-bids & pre-legislation due on January 27, 2013 at 11:59PM

February 2013

- Late Registration closes (February 3, 2013)
- Bids & Legislation due on February 3, 2013 at 11:59PM
- Conference (February 15 – 17, 2013)

Note: All deadlines and updates will occur without regard to school system (i.e. quarters, terms, or semesters). All schools have equal opportunity for registration, legislation, and bid timelines. All deadlines are in Pacific Standard Time (PST). For issues with registration or submission, please contact the Registration Chair.



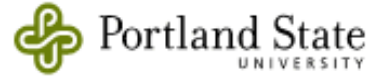
Want more timeline information or add it to your Google Calendar?

Scan our QR code to visit our website!
We recommend the **RedLaser** app available on all smart phone devices!

Links to: <http://bit.ly/psu-nofrills2013>

Registration Form

No Frills 2013



School Information

School: _____

City: _____

State/Province: _____

Zip Code: _____

Country: _____

Phone Number: _____

Email Address: _____

Delegates

Please select one:

Advisor	NCC
President	NRHH

Other: _____

Name: _____

Gender: _____

Dietary Concerns (including vegan, vegetarian, Kosher, religious practices, food allergies, etc.): _____

Special Accommodations: _____

Emergency Contact

Name: _____

Phone: _____

Travel Registration Form

School: _____

Number of Delegates: _____

Method of Transportation (circle one):

Car Bus Airplane

Estimated Time of Arrival: _____

Estimated Time of Departure: _____

Airline (if applicable): _____

Flight Number (if applicable): _____

Important Dates

Conference Dates: February 15 – 17, 2013

Registration will close approximately on January 27, 2013 via web. Late registration for an extra delegate will close approximately on February 3, 2013 via web.

For more information, see **Timeline** page.

Conference Budget

	Cost per Delegate						Total Cost					
Categories	75	100	125	150	175	200	75	100	125	150	175	200
Housing												
Room Rate per Delegate (2 nights)	\$37.00	\$37.00	\$37.00	\$37.00	\$37.00	\$37.00	\$2,775.00	\$3,700.00	\$4,625.00	\$5,550.00	\$6,475.00	\$7,400.00
<i>Subtotal</i>	\$37.00	\$37.00	\$37.00	\$37.00	\$37.00	\$37.00	\$2,775.00	\$3,700.00	\$4,625.00	\$5,550.00	\$6,475.00	\$7,400.00
Dining												
Saturday Breakfast	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Saturday Lunch	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$900.00	\$1,200.00	\$1,500.00	\$1,800.00	\$2,100.00	\$2,400.00
Saturday Dinner	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	\$1,500.00	\$2,000.00	\$2,500.00	\$3,000.00	\$3,500.00	\$4,000.00
Sunday Breakfast	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Sunday Lunch	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$750.00	\$1,000.00	\$1,250.00	\$1,500.00	\$1,750.00	\$2,000.00
Hospitality Room Food	\$2.33	\$2.00	\$1.80	\$1.67	\$1.60	\$1.50	\$174.75	\$200.00	\$225.00	\$250.00	\$275.00	\$300.00
<i>Subtotal</i>	\$44.33	\$44.00	\$43.80	\$43.67	\$43.60	\$43.50	\$3,324.75	\$4,400.00	\$5,475.00	\$6,550.00	\$7,625.00	\$8,700.00
Registration & Supplies												
Recycled Binders	\$3.00	\$3.00	\$3.00	\$3.00	\$3.00	\$3.00	\$225.00	\$300.00	\$375.00	\$450.00	\$525.00	\$600.00
Recycled Paper	\$1.00	\$1.00	\$1.00	\$1.00	\$1.00	\$1.00	\$75.00	\$100.00	\$125.00	\$150.00	\$175.00	\$200.00
Recycled Name Tags	\$0.56	\$0.56	\$0.56	\$0.56	\$0.56	\$0.56	\$42.00	\$56.00	\$70.00	\$84.00	\$98.00	\$112.00
Additional Supplies	\$0.66	\$0.50	\$0.40	\$0.34	\$0.29	\$0.25	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00
<i>Subtotal</i>	\$5.22	\$5.06	\$4.96	\$4.90	\$4.85	\$4.81	\$392.00	\$506.00	\$620.00	\$734.00	\$848.00	\$962.00
Facilities												
Columbia Falls Ballroom	\$22.60	\$16.95	\$13.56	\$11.30	\$9.70	\$8.47	\$1,695.00	\$1,695.00	\$1,695.00	\$1,695.00	\$1,695.00	\$1,695.00
Willamette Falls Ballroom	\$11.60	\$8.70	\$6.96	\$5.80	\$5.00	\$4.30	\$870.00	\$870.00	\$870.00	\$870.00	\$870.00	\$870.00
Pyramid Lake Room	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Coos Bay Conference Room	\$5.80	\$4.35	\$3.48	\$2.90	\$2.49	\$2.18	\$435.00	\$435.00	\$435.00	\$435.00	\$435.00	\$435.00
Hoffman Hall	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Trillium Lake Room	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Smith Ballroom	\$0.66	\$0.50	\$0.40	\$0.34	\$0.29	\$0.25	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00
Recreation Center	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Overtime Labor	\$13.34	\$10.00	\$8.00	\$6.70	\$5.75	\$5.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00
<i>Subtotal</i>	\$54.00	\$40.50	\$32.40	\$27.04	\$23.23	\$20.20	\$4,050.00	\$4,050.00	\$4,050.00	\$4,050.00	\$4,050.00	\$4,050.00

* Room Rate is based off of four (4) delegates per room

Conference Budget

	Cost per Delegate						Total Cost					
Transportation												
ZipCar Van Rental	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Group MAX Tickets	\$1.00	\$1.00	\$1.00	\$1.00	\$1.00	\$1.00	\$75.00	\$100.00	\$125.00	\$150.00	\$175.00	\$200.00
Subtotal	\$1.00	\$1.00	\$1.00	\$1.00	\$1.00	\$1.00	\$75.00	\$100.00	\$125.00	\$150.00	\$175.00	\$200.00
Regional & National Expenses												
RBD Costs**	\$13.30	\$10.00	\$8.00	\$6.67	\$5.71	\$5.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00
RBD Travel***	\$33.33	\$25.00	\$20.00	\$16.67	\$14.29	\$12.50	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00
National Guests	\$8.66	\$6.50	\$5.20	\$4.33	\$3.71	\$3.25	\$650.00	\$650.00	\$650.00	\$650.00	\$650.00	\$650.00
Corporate Sponsors	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal	\$55.29	\$41.50	\$33.20	\$27.66	\$23.71	\$20.75	\$4,150.00	\$4,150.00	\$4,150.00	\$4,150.00	\$4,150.00	\$4,150.00
Miscellaneous												
Keynote Speaker	\$1.33	\$1.00	\$0.80	\$0.67	\$0.58	\$0.50	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00
Entertainment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Advisor Social	\$0.66	\$0.50	\$0.40	\$0.34	\$0.29	\$0.25	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00
NCC Social	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
NRHH Social	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Presidents Social	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
LGBTQ Social	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Awards	\$1.33	\$1.00	\$0.80	\$0.67	\$0.58	\$0.50	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00
Security	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Conference Staff	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
ADA Compliance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Staff/Volunteer/RBD Shirts	\$20.00	\$15.00	\$12.00	\$10.00	\$8.00	\$6.00	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00
Communication	\$0.66	\$0.50	\$0.40	\$0.34	\$0.29	\$0.25	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00
Regional Add-On Fee	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$750.00	\$1,000.00	\$1,250.00	\$1,500.00	\$1,750.00	\$2,000.00
Subtotal	\$26.91	\$20.20	\$16.16	\$13.49	\$11.00	\$8.60	\$2,020.00	\$2,020.00	\$2,020.00	\$2,020.00	\$2,020.00	\$2,020.00
Totals												
Delegate Total	\$230.82	\$197.06	\$176.76	\$163.29	\$153.13	\$144.76	\$17,316.75	\$19,706.00	\$22,095.00	\$24,484.00	\$26,873.00	\$29,262.00
Two Advisors / Room	\$304.82	\$271.06	\$250.76	\$237.29	\$227.13	\$218.76	\$22,866.75	\$27,106.00	\$31,345.00	\$35,584.00	\$39,823.00	\$44,062.00
One Advisor / Room	\$378.82	\$345.06	\$324.76	\$311.29	\$301.13	\$292.76	\$25,678.75	\$30,843.00	\$36,007.00	\$41,171.00	\$46,335.00	\$51,499.00

** RBD Costs include Housing, Food, & Registration for Conference & Site Visit

*** RBD Travel includes Conference Travel and Site Visit Travel

NOTE: All currency is shown in US Dollars (\$), upon the finalization of the budget pre-conference, in December 2012, will determine the exchange rate and cost per delegate in differing international currency.

Campus Public Safety

Given that Portland State University is located in the heart of downtown Portland Oregon, it creates many unique situations specific to non-traditional urban college campuses. Safety for on-campus residents and the general student body population is the number-one priority of our Campus Public Safety Officers. Portland State's Campus Public Safety Office patrols campus 365 days a year, 24 hours a day to ensure that campus remains a safe environment conducive to academic excellence. Campus Public Safety Officers are available at any time to escort individuals if they feel at all unsafe. There are also blue emergency phones that connect you with an emergency operator placed throughout campus. Portland Police Bureau can also be seen patrolling throughout many of the main roads that cut through PSU's campus. Both departments patrol all areas around the on campus University Place Hotel, where conference attendees will be staying while visiting Portland State University.



Risk Management

Our campus has a risk management team that aims, "to reduce the adverse effects of accidental loss to individuals and to protect the assets of Portland State University while continually helping to improve: excellence in student learning, innovative research and community engagement." The goal of our risk management team will be in full swing during the conference, ensuring the safety of delegates. We will have conference staff placed in various places along the way from board meetings back to the hotel to ensure that people do not get lost. The conference staff will also be working closely with Campus Public Safety Officers to make sure that everyone is getting safely to and from different events.



Sustainability

Portland State University goes to extreme measures to ensure that we are practicing sustainability, whether that be hosting recycling programs or teaching students how to properly compost food waste. A slogan we live by here at PSU is, "We can't predict the future, but we can help design a better one." This is done in the classroom, our city, our watersheds and our ever-changing world. At PSU students have the opportunity to pull up their sleeves and dive hands first, into volunteer opportunities that both educate and give back to the community.

Technology

All classrooms and conference rooms come fully equipped with state of the art technological advances making the experience both pleasurable and easy for all. Internet access will be offered through the hotel for all delegates while at the conference. The bid team is also looking for sustainable ways to charge laptops while in boardrooms.

Sponsorship

While the conference is still a year out, the bid team has been working hard getting sponsorships from departments and businesses around campus. It has been difficult to get businesses on board in terms of supporting the conference given that we have yet to actually get the bid to do the conference. The bid team has contacted several businesses and departments on campus and has secured sponsorship and support from them.



After speaking with a representative from Starbucks, they have agreed to donate coffee to the conference. Skanska Construction Company is currently building a new state of the art residence hall, and will sponsor us by giving a generous donation. ZipCar has agreed to donate two passenger vans the weekend of the conference. These vans will have multiple purposes and the donation will save on registration fees. As stated in the Dining section, Chipotle will be sponsoring a lunch (and will offer vegan, vegetarian, Kosher, and Halal options – otherwise will be substituted by the Conference staff).

Philanthropy

Sustainability is at the heart of this conference as well as our school. With this in mind, we are asking all of our delegations to be mindful about being sustainable both environmentally and fiscally. We have included carbon emissions for your travel, and we challenge each of the delegations attending this conference to keep the environmental impact of their travel low. We suggest and are encouraging the use of public transportation that is so readily available in Portland.

We also challenge each school to offset the average carbon emission that would be produced by traveling to the conference. This can be done in a multitude of ways such as raising funds to offset the emissions through buying carbon credits or planting trees on your campus. Also, reduction of daily emissions (by carpooling) and can count toward the overall reduction.

The school that is able to completely reduce and possibly further offset the average will be named the most Sustainability Conscious Institution at No Frills 2013. Post conference, we also ask that you continue to offset your carbon footprint through educational programs and community service geared toward sustainability. There will also be an opt-in option during registration to offset carbon emissions through the purchase of additional carbon credits. There are several organizations your delegation can look into when considering purchasing carbon credits to offset your travel to and from the No Frills 2013 conference: www.bef.org and www.climatetrust.org.

Hospitality

For No Frills 2013 hospitality will take place in the Trillium Lake room at University Place Hotel. Come enjoy some healthy organic options and relax after a long day in boardrooms. Respecting NACURH policy, Hospitality will be caffeine free after 11pm.

Advisor Programming

Advisor programming will be held in the Smith Memorial Student Union. This is just a short walk away from University Station. Advisor programming seeks to help improve the skill set of all advisors in the region by allowing them to discuss pertinent issues that institutions and student leaders face. Advisor track programming will be coordinated by the conference advisors as well as the PACURH regional advisor.



Entertainment

This is No Frills and there is not any planned entertainment. Though there is down time, so make sure to check out the free 5th Avenue Cinema and downtown Portland! Portland State is situated by several prime places to visit including OMSI, Pioneer Square Mall, and the Water Front!

Wrap Up Reports and Post Conference Activity

At the end of the conference our bid team will be diligently working with the RBD to complete all wrap up reports and paper work required to finish the conference in its entirety. In order to ascertain the full experience for conference attendees, the bid team will have a Google form survey ready to be completed by delegates to further assist future host universities in putting on a successful and memorable conference.





NACURH, Inc. – Regional Conference Host School Responsibilities Acknowledgement Form



School: Portland State University

Today's Date: January 26, 2012

Region: PACURH

Conference: No-Frills

Conference Year (please indicate the year of the conference your school is bidding for): 2013

Proposed Conference Dates: February 15 - 17, 2013

Regional Conference Fiscal Policy:

The host school will be thorough and responsible in preparing a sound budget. It must work closely with Housing and/or Residential Services, Food Services, and any other services on or off campus, if applicable, to ensure it has accurate and realistic figures. It is strongly recommended the conference staff include the Conference Advisor, the Chief Housing Officer, the Chief Student Affairs Officer, the Regional Director, the Regional Associate Director for Finance, the Regional Advisor and/or the NACURH Conference Resource Consultant (CRC) in reviewing the budget. It shall use any other school safe guards, such as contract approval procedures, to ensure a strong budget.

1. Conference IRS Information

This conference is hosted by a member school in partnership with your region and NACURH, Incorporated. The host school's tax exempt status is to serve as the tax exemption status for the conference finances.

- a. The host school shall use its own tax exempt status for any and all financial transactions associated with hosting the conference.
- b. If the host school's financial process requires use of an on campus account in order to use the host school's tax exempt status, then the conference staff shall use an on campus account for all conference finances.
- c. The host school shall provide a W-9 Request for Taxpayer Identification Number and Certificate form to any conference participant if requested.

2. Conference Deficit

Should a conference deficit be incurred, the host school shall pay the first \$500 of the deficit. The remaining amount of the deficit shall be paid accordingly: 50 percent by the host school and 50 percent by the regional affiliate. With the noted exception of the following: in the event that the host school does not follow national and/or regional conference budget monitoring policies, as defined by the NACURH/Regional governing documents, the host school will be responsible for 100 percent of any debt incurred by the conference.

3. Regional Organization Fee (Add On Fee)

A minimum of \$ 10 per registered delegate is to be included as a line item of the Conference Budget. This will be considered as the Add On Fee. A check for the final total (fee listed in shaded area, multiplied by the amount of registered delegates in attendance) must be paid to the regional organization prior to the last day of the regional conference.

4. Conference Excess

Any financial excess generated by the conference is the property of the regional organization and must be paid no later than ninety (90) days after the end of the conference.

5. Closing of the Conference - Financial Transactions



The host school must assume the responsibility of concluding all financial transactions associated with the conference no later than ninety (90) days following the end of the conference using funds generated from the conference fees. After this time the host school shall assume responsibility for any additional expenses incurred by the conference.

6. Closing the Conference – General Items

- a. The host school agrees to repay the conference loan (if this exists on a regional level and is requested from and provided by the regional organization) before the last day of the regional conference.
- b. The following additional items shall be submitted to the Regional Director, the Associate Director for Finance, the Regional Advisor and the CRC no later than ninety (90) days after the end of the conference:
 - ☐ A complete financial report for the conference;
 - ☐ The final conference report (guidelines noted in NACURH/Regional Policy Book)

7. Housing Office Responsibility

The Housing Office at the host school agrees to ensure that the host institution has liability insurance, which covers the conference. A copy of the insurance policy or a notarized letter stating the institution's liability (or certificate of insurance) must be received by the CRC **no later than 1 month after winning the bid to host the conference.** The Housing Office further realizes that the regional organization confers the right to host the conference on the school, not any one individual in charge of the bid process, thereby agreeing to support the conference regardless of change in student or staff personnel.

8. Review of the Policies Governing the Conference

All policies regarding the conference must be followed by the host school. Refer to NACURH/Regional Policy Book for more detailed conference policies.

We have read and understand the aforementioned responsibilities of the conference host school and affirm that if our school is selected as the host for the conference, to the best of our ability these responsibilities shall be fulfilled.

Corey Ray
Chief Housing Officer Name (Print)

Corey Ray
Chief Housing Officer Signature

1/26/12
Date

Alex Laughnan
Conference Chairperson Name (Print)

Alex
Conference Chairperson Signature

1/26/2012
Date

Lamarra Haynes
RHA President Name (Print)

L Haynes
RHA President Signature

1/26/12
Date

Matt Lewis
Conference Advisor Name (Print)

Matt Lewis
Conference Advisor Signature

1/26/12
Date

- ☐ Forward original to NACURH Conference Resource Consultant
- ☐ Retain a copy with the Housing department
- ☐ Retain a copy for the Conference Chair
- ☐ Include a copy in your bid.

Updated – 1/27/2011