INFORMATION FOR DORM REPS

So... what is a Dorm Rep?

As a Dorm Rep, your job is to find available hosts and fill out the prospie sheets when we put them in your mailbox. We will give you a list of all the hosts in your dorm once you sign up. You are not limited to these people, or the people in your dorm, but it’s a good place to start.

What do I do when I receive a prospie sheet?

If a yellow slip of paper appears in your mailbox, follow these steps:

1. Find someone in your dorm (or elsewhere) who is willing to host the prospie and is available to do so at the time it is needed. The host must be of the same gender as the prospie and live in a dorm. Write their name, dorm room number, and phone number on the prospie sheet.
2. Ask if the host will need a rollaway bed or linens. If so, check off which items are needed on the prospie sheet. These will be delivered by noon on the day the prospie arrives. If the prospie is staying over the weekend (Friday, Saturday or Sunday night) they will be delivered before noon on Friday.
3. Let the host know when and where their prospie needs to be picked up. It would be helpful to write this down and give it to them, so they don’t forget.
4. Bring the prospie sheet to the Admissions Office or call Michele Kamen (x4522) as soon as a host is found. We need to have the sheet before 12:00pm on the day before the prospie arrives.

Can I host a prospie, too?

Sure! Just fill in your name, number, etc. on the sheet.

What if I can’t find a host?

If you are having trouble finding a host, call Michele at x4522 right away. She can figure it out from there. Michele leaves the office at 1:00pm, so make sure and call before then!

What if I have more questions?

Email our Overnight Coordinator, Hannah Button-Harrison (buttonhh), if you have more questions or if you didn’t sign up at the Activities Fair but have decided you want to be a Dorm Rep. Also, email Hannah if you ever decide you no longer want to be a Dorm Rep.