

SMURTHWAITE COOPERATIVE HOUSE

DIRECTOR'S MANUAL

by

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B.A., Antioch College, 1976

A MASTER'S REPORT

submitted in partial fulfillment of the

requirements for the degree

MASTER OF SCIENCE

College of Education

KANSAS STATE UNIVERSITY
Manhattan, Kansas

1981

Approved by:


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With thanks to my Mom and Dad
who taught me that life is precious,
and to my friends at Smurthwaite
who taught me that the only thing
more precious than life
is our life together.

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SMURTHWAITE COOPERATIVE HOUSE

DIRECTOR'S MANUAL

At Kansas State University, residence hall cooperative houses are an integral part of the University's educational program. The following report reviews literature to examine several variables of residence hall and community living. The result of the study is a cooperative house director's manual, with recommendations made to further the learning potential of the university cooperative house system.

While it may be common for many college students to feel that their residence hall, greek house, or apartment is "the best place to live", research shows that certain conditions of the student's living unit play a vital role in the degree of satisfaction the student has.

For example, Moos and Van Dort (1979) showed that students are more satisfied and tend to perform better when factors including involvement, support, and expressiveness are emphasized. Similarities of values were not found to be a significant determinant of satisfaction with college residence hall living groups, but the relationship between number of friendships within a group, and satisfaction with that group was highly significant (Perkins, 1977). An earlier study (Ludeman, 1940) showed on-campus residents as having higher grade point averages on the whole than those students living off-campus. Factors given for these results were said to be more opportunity for discussion and competition with other students, and accessibility to library

facilities. The size of the living group appears to have a bearing on student satisfaction, as indicated by a study by Holahan and Wilcox (1978). Residents of low-rise dorms were significantly more satisfied and established more hall-based friendships than residents of a high-rise setting.

Moos (1978) suggested that it is not singular factors that determine student satisfaction, but rather a synthesis of architectural, organizational, and social environmental measures. These must all be used together if an accurate and complete description of the overall environments of university living groups are to be provided.

Thus, to achieve the "ideal" living environment which yields students the greatest degree of satisfaction, factors such as size, human relationships, support by hall staff, organizational structure and functioning, and architectural design of the building itself are all determinants of student satisfaction.

Just as student choices and preferences differ, so must residence hall environments. Greenleaf (1972) noted that colleges should seek to provide students with a variety of housing options from which each may choose.

One such option offered by Kansas State University is the cooperative residence hall. The idea of a cooperative house for women at Kansas State was conceived at the state meeting of the Kansas Home Demonstration Units in the 1940's. Later, each H.D.U. member throughout the state was assessed one dollar a year for three years to finance the project.

As Kansas State University became more in need of women

students' housing and the Smurthwaite funds continued to remain under the lowest construction bids, the University suggested that the H.D.U. borrow money from the University so that the Georgianna H. Smurthwaite House could be constructed. Final plans were drawn up to keep within the combined budget of \$240,000. The site for Smurthwaite was chosen to be one block north of the campus on Manhattan Avenue.

Construction began in the winter of 1960. The house was completed in the spring of 1961, nearly twenty years after the idea was first conceived. The official dedication program was held on October 28, 1961. A Smurthwaite Mother's Club and an Alumni Association have been formed. During 1965-66 each county H.D.U. conducted a project to help pay for the house. In the fall of 1966, the mortgage was burned.

NEED FOR THE STUDY

All rules, regulations, and policies which govern the operation of University residence halls apply to Smurthwaite, without exception. Because of the nature of the cooperative system, however, a manual supplementing the all university residence hall handbook is needed for the smooth operation of the women's cooperative house.

A manual is needed to serve two purposes. First, a clear explanation of the mechanical operations and procedures as they exist within Smurthwaite should be provided. Because students are responsible for specific areas of operation, there has been no centralized source of information on policies and procedures. This manual describes, consolidates, and updates all hall

operating procedures.

Secondly, a manual could address the social conditions uniquely present in the cooperative house. As stated in the Kansas State University Bulletin (1979) one of the objectives of the educational program is to "learn and make known to students all that is possible and useful about their interests, attitudes, and abilities" (p.4). Through its program, the University "undertakes to help the student develop a well-adjusted personality, good character traits, and a sound philosophy of life" (Kansas State University Bulletin, General Catalog, 1979, p.4). Furthermore, the Department of Housing handbook (1980-81) states that the primary goal of the residence hall program is "to provide an opportunity for each individual to progress toward realizing their full potential and development" (Housing Manual, p. I-2).

STATEMENT OF THE PROBLEM

Smurthwaite Cooperative House has many of the factors which have been found to have a positive influence on personal growth and student satisfaction (Holahan & Wilcox, 1978; Ludeman, 1940; Moos & Van Dort, 1979; Perkins, 1977). The paucity of information on University Cooperatives, however, makes it uncertain as to whether or not the procedures, policies, and governance of Smurthwaite Cooperative House utilize and draw upon its strengths in such a way as to create the best possible environment for its residents.

With the compilation of a director's manual, and the review of literature, an investigation of the needs of the hall can be

systematically administered.

This manual then, provides 1) an overall description of the variables in the cooperative housing environment and 2) includes accurate and detailed instructions for operating procedures within the hall.

Moreover, such a manual will be useful for hall residents and future cooperative hall directors, as it can serve as a framework from which to design and implement new programs and update and revise procedures, so that the stated educational objectives of the University can be more closely achieved.

REVIEW OF THE LITERATURE

The review of the literature covers certain variables, a description of the variables related to Smurthwaite Cooperative House, and recommendations.

WORK RESPONSIBILITIES OR DUTIES

The one element which sets cooperative halls apart from other university residence halls is the fact that the residents themselves are responsible for the cooking, cleaning, and lighter maintenance of the hall. This appears to bear significance in light of Burns Crookston's view of the role of work in the community. He said:

There appears to be a direct relationship between energy output in service to the community and commitment to the community. The failure of many residence groups in achieving community can be attributed largely to the shunting of work on a few or the paying

of others to do it. ...In such cases the organization is used to avoid commitment rather than to achieve or express it. (1974, p. 385).

Among the women students at North State Teachers' College of South Dakota, it was discovered that those working for room and board in private homes averaged 1.81 credit hours of just passing or failing grades; those doing light housekeeping, 1.74 such hours; and those living in residence halls, only 1.33 such hours. The fact that the study was done in a non-cooperative system, plus the fact that it was done in 1929, colored the basis for the conclusion that "dormitory residence is recommended" (Moulten, 1929, p. 362).

At Smurthwaite House, "the kitchen and house duties are shared by all the members of the house with everyone doing an average of seven hours a week. Individual duties are assigned so as not to interfere with class schedules or outside activities. These duties are assigned by members of the house acting as the kitchen and house managers. Meal preparation is supervised by student dieticians from the Home Economics College" (Smurthwaite brochure, 1979, p.1).

Residents living in Smurthwaite agree to support the cooperative system. The work that each resident does seems to be well worth it in savings to the resident (\$383.00 less than non-cooperative halls in 1981-82).

Further research and study should be done to evaluate the benefits to the residents as a result of greater demands in work responsibilities and the cooperative mode of residence hall living.

Internally, there needs to be a very clear analysis of the number of hours, and the nature of, work that is required by each girl daily, weekly, and over the period of a semester. On the average, schedules are set at one hour a day, however, this is very often misleading, as phone duties, weekend duties, required house meetings, etc., are added on to each girl's responsibilities.

JUDICIAL BOARD

During the Colonial period in American higher education (1630-1780), discipline was considered a part of the moral and ethical training of students and was used for total behavior control (Schetlin, 1967). Today, the importance of student participation in all phases of the disciplinary process underlies campus judicial systems (ACLU, 1970). For example, one study found that 80 percent of 558 colleges surveyed had student participation in the formulation of conduct standards (Dutton, Smith, & Zarle, 1969).

The Judicial Board is composed of five members appointed by the executive counsel. When a policy is broken, the offender appears before the board. After hearing her response, they decide if her actions were justifiable. If not, she is given a task in accordance with her offense. A girl appears before the board if she breaks one of the hall policies, but not if she fails to complete her duty. If this should occur, the Housing office intervenes, since failure to do duties is a contractual offense.

J-Board is a mediator. It listens to all sides and is

is open to all answers to a problem. It looks at the situation closely and then evaluates.

-Smurthwaite Constitution, 1979, p.1.

Just what is, or should be, the role of the Judicial Board in the smaller halls, and the cooperative halls in particular? Though the above description sounds accurate, the true picture is that the J-Board at Smurthwaite has not tried a case in the last two years. Though the judicial board does serve a purpose in updating and revising the hall constitution, and suggesting new hall policies, the role it plays as a mediator is limited. The power of the J-Board in judiciating and enforcing hall policies is not as effective as it could be.

One possible explanation is that the residents themselves enforce rules and regulations on an on-going basis. Violations stand out; it is more difficult to "get away with" even a misdemeanor in a closed system that depends upon cooperation for its survival.

However, J-Board does have its own sphere of influence that goes beyond what other halls may delegate to their boards.

A closer analysis must be done on the role of the Judicial Board; outside resources should be called in to help make Smurthwaite's J-Board a viable and strong asset to the community.

SELECTION PROCEDURES

According to a study by Bowles (1954) selection procedures are important because they prohibit those who cannot perform at a satisfactory level from entering a particular institution or a

program within an institution. Such policies require that the criteria used in choosing applicants, as well as the objectives for doing so, be clearly defined. (Thresher, 1968).

Assignments to Smurthwaite are made by the Department of Housing, to recommendations from the house selection committee. The cooperative house is the only University residence hall which receives input from the students in selection of members.

Under the present system, prospective residents 1) must be Kansas residents and 2) must qualify for financial assistance. (The dollar amount of financial need that residents must have has not in the past been specified. This criteria for acceptance should perhaps be more clearly quantified.)

A number of forms must be filled out by the prospective resident in order to be considered for selection. These include:

- 1) The Housing contract application. A student wishing to live in any residence hall must complete this form and send it to the Department of Housing along with the \$25.00 application fee. Upon reception of this, the Housing office will send the applicant:

- 2) a Housing contract and room assignment information sheet. With this the student may pay the first quarterly payment of \$152.00 (1981-82 figures), or \$598.00 for the entire semester.

- 3) The Smurthwaite application. The cooperative house is the only living unit which seeks more information from prospective residents. (The information given is used by the selection committee to determine each person's attitude and understanding of the cooperative system, and seeks added infor-

mation such as high school grade point average, honors, awards, etc.)

4) The Family Financial Statement. Based upon the information given on the FFS to a national service, financial need is computed through Student Financial Assistance.

After a student has indicated her interest in being a member of the cooperative, she is sent an informal invitation to visit the house.

If she chooses to visit, the girl is given a tour of the house with an in-depth explanation of how the cooperative system works, and exactly what will be required and expected of her. This is followed by an interview which again is designed to insure that each individual supports the idea of cooperative living and fully understands the need to do "duties" conscientiously.

Selections are made in late May, although because of many reasons, some selections are not made until August. One reason that some hall assignments are not made till late in the summer is the unwieldly complexity of the selection process itself.

The residents feel that a personal interview with prospective residents is highly desirable over a selection process where no personal contact is made. However, often girls cannot travel to Manhattan for such an interview.

From the administration's point of view, perhaps the selection interview too closely resembles the sorority "rush" system. All applicants should receive equal chance of getting into the house; no priority should be given to those girls who become

"more popular" with the women on the selection committee.

The system as it exists now requires a lot of work by the house members, and does not necessarily result in acceptance by the choice applicants who have met the residency and financial requirements.

Part of the solution to this problem lies not directly in the area of selection process, but rather in publicity and advertising. Since receiving over 300 annual applicants since the house first opened in the early 60's, this number has steadily decreased, until now when there are just slightly more applicants than spaces available at Smurthwaite. Ways begun to overcome the dwindling number of applicants will be addressed more thoroughly in the section of support systems.

Other options should be discussed (i.e. a more detailed written application may eliminate the need for a personal interview).

THE PHYSICAL ENVIRONMENT

The physical structure where the community gathers adds to or detracts from satisfaction of residents, at least as much as "human" factors (involvement, support, etc.). In a case study where 237 house heads were interviewed, listed among the top reasons for dissatisfaction with their housing conditions were inadequacy of utilities, inadequacy of space, and poor repair and maintenance of the facility (Kerri, 1977).

Since Smurthwaite is owned by the University, all repairs and maintenance are done through the Housing Department. The hall is thoroughly cleaned once a year, and repairs, replace-

ments, and maintenance jobs are tended to systematically throughout the year. There is very little student dissatisfaction with the variables mentioned in Kerri's study.

However, objections have been voiced concerning other physical inadequacies within the hall. Furniture in both the living room and entry room library is fairly old, though not worn enough to warrant replacement in the near future through Housing. The carpeting on the first and second floor is torn and detracts from the appearance of the hall, and residents have asked that it be replaced. The Housing Department does not replace carpet in any of the corridor halls anywhere in the residence hall system, because of the heavy traffic in these areas which means replacing it again every four or five years.

However, these, and other long-term projects could be turned over to Mothers' Club and Alumnae, who make yearly contributions to Smurthwaite.

THE ROLE OF HALL OFFICERS

In a study by Thomas Shey (1977) a comparative analysis of the viability of communes was conducted. It was found that several factors contributed to the failure of communes. Among them were 1) poor planning and lack of rules, 2) no central leadership, 3) poor financing, 4) members' unwillingness to work, and 5) internal dissension.

The Smurthwaite Hall constitution defines clearly the role of each of the officers in the organization. Self-governance, and self-initiation and direction, are a source of pride for members of the house in general, but especially for the Executive

Board members. This centralized leadership, according to Shey's study, does in fact contribute in part to the success experienced at Smurthwaite to date.

It is vital to the functioning of the board that each officer see her sphere of responsibility as clearly delineated, challenging yet within her time and ability resources, and able to be improved.

To ensure that the cooperative house leadership remain strong, certain steps can be taken.

Each girl should update and revise the instructional material and written guidelines given to her by the preceding officer. Each officer should eliminate material that has become obsolete. Application of each officer's own creativity should be encouraged. This can be accomplished by installing the use of semi-annual reports which would seek this kind of information, and which would be passed on to the next officer.

The board should clearly define its own goals, and goals for the house, and work toward them as one group.

The role of director, as a leader and an authority figure, is not as clearly defined, and varies according to the needs and wants of the house members. The director is strongly encouraged to attend all executive board meetings, but her attendance is not required and she does not have voting privileges. Her administrative duties are clearly defined by the Department of Housing, but each director must define her own role as leader within the framework of the expectations and needs of the residents.

SUPPORT SYSTEMS

Substantial evidence supports the view that social environmental factors are strongly related to physical well-being. More specifically, the social stimuli associated with support, cohesion, and affiliation are thought to have generally positive effects which enhance personal growth and development (Moos & Van Dort, 1979).

Smurthwaite House is in a unique position as it has the advantage of a broad based support system stretching throughout Kansas Home Economist Units. The House, which was originally funded by the Home Demonstration Council, continues to receive financial assistance from area units. The cooperative extension service is also used as a resource to help publicize Smurthwaite and advertise vacancies to students throughout the state.

Another important support group for the house is the Mothers' Club which meets during "Mom's Weekend". This group of parents makes a cash or gift contribution based on the needs and suggestions of the girls themselves.

Alumnae form another important support group for the cooperative residents. An alumnae reunion is held in the fall of each year and Smurthwaite alumnae officers honor graduating residents at a senior recognition dinner in the spring. This group also supports the house financially. Like the Mothers' Club, they look for

major contributions to the House which could not otherwise be provided.

Another source of support for the cooperative housing system is the university itself. Recently there has been an increase in the interest and involvement in the cooperative system, and this in turn has spurred cooperative house members to be more involved in all hall and all university activities.

It is important that cooperative hall residents do not isolate themselves nor regard their hall as separate from the rest of the system. Cooperatives at Kansas State are a single living group affiliated with and supported by the entire residence hall population. Two-way communication and understanding by each system within the housing department should be encouraged in order to strengthen the identity and promote the growth and popularity of each.

Another way this can be done is through promotional work and advertising. High school counselors, extension home economist units and parents are all valuable resources which can channel interested and qualified students into the cooperative housing system.

CONCLUSIONS AND RECOMMENDATIONS

The following conclusions appear warranted

- 1) The cooperative housing system offers a useful alternative for college women.
- 2) Smurthwaite Cooperative has a broad based tradition stretching throughout Kansas EHUs.
- 3) Certain projects can be seated in the University and certain in the support base.
- 4) A written manual would furnish continuity to the cooperative house and serve as a catalyst for both advertising unique features and for long-range planning.

The following recommendations summarize the major points.

- 1) The advantages of university housing cooperatives, and their advantages in terms of student development, must be further researched.
- 2) An exact breakdown of the number of hours, and the kind of activities (house and kitchen duties, phone duties, house meetings, etc.) which residents are required to put into the house would be useful in promoting the house as it would portray a fair and accurate description of cooperative living.
- 3) The Judicial Board needs to continue to grow into a contributing asset to the community. Outside sources, such as other hall J-Boards, the complex coordinator, and the Center for Student Development, should be called in for direction and input.

4) Alternatives to the current selection process need to be explored. One alternative is to require a more detailed written application which would eliminate the need for a personal interview. Whatever process is used should be agreed upon by both the Housing officials and the cooperative members as the most efficient and effective process.

5) With parents, alumnae, and EHUs forming Smurthwaites financial support system, major improvement projects should be initiated. With long range improvement and additions, such as the installation of air-conditioning and the expansion of the parking lot, the efforts of these three groups could be coordinated.

6) The role of each hall officer needs to be updated by residents currently holding each position. Creativity can be encouraged by installing the use of semi-annual reports which solicit officer's suggestions and ideas for improving the role of each office. Creating new positions, or eliminating or combining existing offices, might also streamline the function of the hall executive board.

7) Familiarizing prospective KSU students around the state with the economic and social benefits of cooperative living would consequently draw more applications to the house. Housing officers and the Smurthwaite director and officers need to work together to design a strategy which would combat the declining number of applications made to the House each year.

Continued good communication, interaction, involvement, and recognition from the University and the Housing staff will pave the way for these, and other recommendations, to be established.

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DIRECTOR'S MANUAL
SMITH
SMURTHWAITE
COOPERATIVE HOUSES

TRICIA JOELLEN OTTO, COMPILER
SPRING 1981
KANSAS STATE UNIVERSITY

INTRODUCTION

At Kansas State University, residence hall cooperatives are an integral part of the university's educational program. Georgianna Smurthwaite House for women and Maitland E. Smith House for men are the two cooperative living groups at Kansas State.

As a part of the residence hall system, all rules and regulations which govern the operation of other university residence halls apply to Smith and Smurthwaite without exception. Because of the nature of the cooperative system, however, additional information and policies have been written for the operation of these halls. This manual, then, serves to supplement the Housing Handbook and Director's Guidebook.

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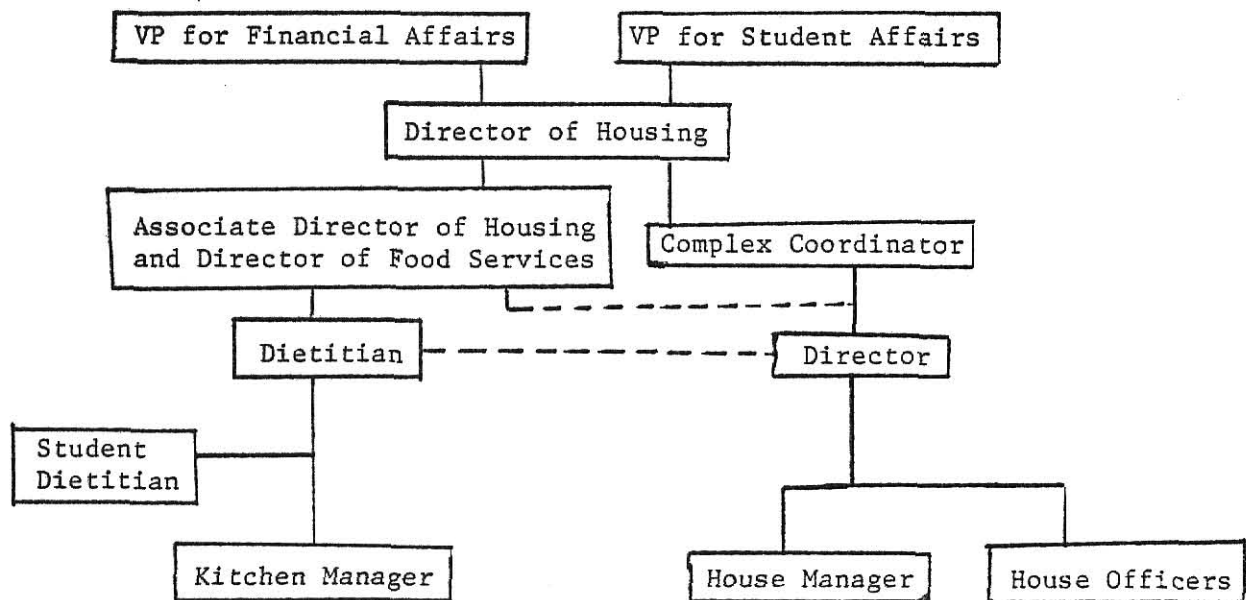
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RESPONSIBILITIES

The Director is responsible for the resident's welfare, hall programming, and house facilities and operations to the Director of Housing through the Complex Coordinator. The House Manager is responsible to the Director.

A dietitian is hired to be responsible for the food service at the cooperatives. The dietitian will work with the Director keeping them informed. The Kitchen Manager will be responsible to the dietitian. The dietitian is responsible to the Director of Food Service. Student dietitians work under the dietitian and in a consultant role with the Kitchen Manager.

ORGANIZATION CHART



EMPLOYMENT OF DIRECTORS

The Director is employed by the Department of Housing. A Director's Selection Committee is established to make recommendations for the position of Director to the Director of Housing.

The appropriate papers must be filled out and signed for payroll purposes each fall at the Housing Office in the Pittman Building.

RESIDENTS

Assignments to the Cooperative Houses are made by Housing with recommendation from the House Selection Committee. The Selection Committee at Smurthwaite is chaired by the Vice President and consists of the resident assistant and 2 representatives from each class, who are elected by members of the Executive Board.

OCCUPANCY REPORT

The Director will forward a weekly Occupancy Report to the Housing Office by noon each Wednesday (if there have been changes within the hall) at which time they will bring all changes up to date. Housing should be notified if there are no changes during the week and that an Occupancy Report will not be filed for that week. If there are no changes after several weeks you might notify Housing that you will turn one in if necessary.

FEE AND CHARGES (HOUSING)

The residence hall fee for board (20 meals per week), room, social fee, laundry, and linen service is for the nine month contract period. The fee schedule is on the current contract.

Note that there is no payment due in December or in May. This is an installment plan and not a monthly pay plan.

Installments are due on the tenth of September, October, November, January, February, March and April. A statement is sent to students reminding them of payment due. An envelope is provided in which the payment is to be returned to the cashier's office in the Pittman Building.

On the twentieth of the month, if the payment has not been paid, a notice of delinquency is sent to the student and to the Director. Any help which the Director can offer the student, to work, to get a loan or to ask parents for help will be greatly appreciated. Some just forget, so a word about punctuality might be in order.

A \$5.00 late fee is charged for payments not received by the twentieth of the month.

On the thirtieth of the month if the payment is still outstanding, the Director of Admissions and the Dean of Students can be asked to cancel the student's enrollment.

PROCEDURES FOR BREAKS

All residents not returning for second semester should be checked out and rooms cleaned by the last day of the semester.

Any students who do not return the second semester, but remain in the halls or leave their belongings in the hall, or do not return keys and are not officially checked out will be charged:

\$2.50 per day for all days after check-out day up to and including the night before check-in of the following semester.

\$6.75 per day from day of check-in above until officially checked out.

Please make sure that all residents are aware of these policies.

Cooperative Houses are to be locked at all times during university recesses. Residents who must remain in Manhattan during recesses must make arrangements through their Director to stay in another hall.

MEAL HOURS

Meal hours at Cooperative Houses are:

Breakfast	Monday - Friday	7:00 - 8:00
	Saturday, Sunday	8:00 - 9:00
Lunch	Monday - Saturday	11:30
	Sunday	12:45
Dinner	Sunday	12:45
	Monday - Saturday	5:30

Food is to be eaten only in the dining room at scheduled meal hours unless arrangements are made with the Kitchen Manager for an early or late plate. These procedures are established by members of the House.

The kitchen and its facilities may be used for personal reasons if use doesn't interfere with regular cook duties.

There is to be no unauthorized eating in the kitchen at any time; there is to be no "piecing" out of the refrigerator, freezer, or stores; and no food is to be taken from the kitchen. Fresh fruit served with regular meals may be taken from the dining room.

A copy of the residence hall meal hour schedule is sent for the Director's information.

Scheduled days of serving are included in the opening and closing schedule. If the House decides to close food service sooner than scheduled, this is all right, but meal service may not be extended. Cooperative House residents may be served during these periods in the residence halls on a guest charge basis. Identification arrangements will have to be made.

MEAL CUTS

Residents are required to sign out for lunches and dinners they will not be eating at the House. At Smurthwaite, failure to do so results in a penalty charged to the resident. She may either pay for the meal she has missed or she may opt to do a 20 minute duty. (See Meal Cut Form). The Kitchen Manager is responsible for notifying the resident of a meal cut and either assigning make up duties or collecting monies.

GUEST MEALS

Since the Cooperative Houses do not use meal tickets, all guests must be signed up for the meal(s) they will be eating at the House one day in advance. The Smurthwaite Director will receive a daily list of guest meals from the Kitchen Manager so charges can be collected daily.

STUDENT EMPLOYMENT

I. GUIDELINES

A. Provision is made in the Housing budget to pay for the managers of the Cooperative Houses.

1. In so far as possible, students should be urged to apply for work study. The federal funds assist this department in stretching the student labor budgeted funds.
2. Before any student may be paid, a Student Employment Report (SER), W-4 form (withholding tax certificate), a loyalty oath, and a social security number are required. These should be signed in the Housing Office on the first day of employment.
3. It is the responsibility of the Director in each hall to make sure every employee has signed the necessary papers at the Housing Office to insure being paid on time.

B. Managers (Appointment)

The House and Kitchen Managers are hired for two semesters by the Department of Housing. Applications are filled out and given to the Director. One copy is sent to the Director of Food Service, and the Director keeps one copy. The Director makes an appointment with the Director of Food Service to discuss applications. The Kitchen Manager applicant makes an appointment to see the Director of Food Service. The Director of Food Service, Hall Director, President, Vice President, Secretary, Treasurer, managers, Complex Coordinator, and dietitian review the applications and recommend the appointments. (See Job Descriptions).

C. Salary

Kitchen Manager and House Manager are paid as follows for the school year. The Kitchen Manager works an average of 16 hours

per week. This includes the 6 hours owed the House. The House Manager is expected to work an average of 10 hours per week. This includes the six hours owed the House. The managers are on a monthly salary. No time slip is required.

D. Payroll Period

See the instructions issued by the Payroll Clerk.

PURCHASES

Most purchases for the House must be made through the Housing Office, 532-6453. (See Social and Educational Account). These requests should be authorized by the Director.

Food Service -- The dietitian is authorized to make purchases on the accounts set up. (See Food Service Purchasing).

Purchases made for social functions and educational programs come from the hall Social and Educational Account. The hall treasurer is responsible for maintaining a record of all hall purchases.

Income from the soft drink machines goes directly to a local House account. This money is spent by the House.

Alumnae and Parents' Accounts come from donations and go for house improvements.

KEYS

The Director is issued keys to the House. All keys are the property of Kansas State University Housing Department and are not to be

sold or duplicated. In case keys are lost, please report to Maintenance (532-6948) immediately. The House and Kitchen Managers are issued keys and the dietitian has a key for access to the kitchen.

During the summer and some recesses the locks on the buildings are changed for security purposes.

OPENING AND CLOSING SCHEDULE

This is revised yearly to meet the university calendar. This gives information as to official openings and closings of halls. (See Opening and Closing Schedule).

MAIL

U.S. mail delivery is made to each hall.

Campus mail delivery is through the box at the Postal Center at Anderson Hall. Someone should be assigned to pick this up daily. This is for university business only. No stamp is required, but university envelopes should be used and "campus mail" should be lettered in the top right hand corner. A return address should be placed in the top left hand corner.

Food Service mail uses the brown envelopes. These are delivered and picked up by the Food Service truck on delivery schedule. Items to be sent in envelopes are invoices, orders and storeroom requisitions, requests for repairs, and other communication to Housing, etc.

Housing - Communications may be picked up in the Director of Housing's Secretary's office. Envelopes are delivered on regular basis by the Housing courier. Please return envelopes.

MONEY DEPOSITS AND RECEIPTS

- I. Monies collected by the Director:
 - A. Damages
 - B. Guest Meals
 - C. Other
- II. The Director is responsible for:
 - A. Collecting monies for those items listed under "I" above.
 - B. Writing receipts (State of Kansas receipt book furnished) for all monies collected.
 - C. Depositing all monies with Housing and Food Service on a weekly basis at Pittman.
- III. Official Receipts
 - A. Official receipts must be made out for all transactions involving collection of monies regardless of the form in which they are accepted (cash, check or money order). A separate receipt must be made for each collection except those made for guest meal tickets where receipt may be for more than one meal.
 - B. Each Director is issued official receipt books at the beginning of the fiscal year. Subsequent receipt books are available when a filled book is turned in by the Director.
 - 1. All official receipt books are audited by the State Auditor so all receipts must be accounted for, kept in order and be correct.

2. Each book must be completely used before starting a new one, because each book is on record, by number, at the Housing Business Office.
3. All receipt books, whether filled or not, are to be turned in to the Housing Business Office at the end of the spring semester for State of Kansas Audit.
4. When a book is completely used or when the Director checks out of the hall, the book is to be returned to the Housing Office for filing. The State Auditor checks each receipt in making the annual audit.

C. Special instructions to be followed in writing official receipts are:

1. All original copies of receipts must be left firmly attached in the receipt book in numerical sequence. The deposit copy (blue) of the receipt is to accompany the money for deposit, which is to be taken to the Housing Office at least weekly. The customer's copy (red) is given to the payee.
2. All writing must be legible. Change carbons as often as necessary.
3. Reason for writing receipt must be written out. (Example: guest meal dinner).
4. The receipt code for all monies collected by the Director is to be entered on each receipt.

Meals and Food Sales	2270
Guest Fees	3130
Damages	6211

For other collections leave code blank. It will be filled in at the Housing Office.

5. All checks are to be made payable to Kansas State University.
6. If a receipt has to be corrected, void it; do not change or erase. (See Next Section).

- D. Voiding receipts - voided receipts must be kept in receipt book for audit and the following procedures followed:
1. If an error is made in making a receipt, or if the amount must be changed, do not alter the receipt.
 2. Get back the triplicate and duplicate receipts.
 3. Write "void" legibly across the face of all copies and attach firmly to original copy.
 4. If there is a refund involved for money paid but requested before date to be used, the Director will, in addition to one and two, write across the face of the receipt the reason for the refund and the person's name to whom refund was made. This person will in turn sign this statement.
 5. Numbers of all voided receipts are to be listed in their chronological order when deposits are sent to the Housing Business Office, but the voided copies are to be stapled to original and left in the receipt book.
 6. Prepare a new receipt for the correct amount.

GENERAL HOUSEKEEPING AND MAINTENANCE

I. GENERAL HOUSEKEEPING

- A. Food Service and housekeeping in the cooperative halls are the responsibilities of residents under the direction of the managers who are responsible to the Director and dietitian.
- B. At Smurthwaite the residents are responsible for keeping the yard, sidewalks and trash area clean.

II. MOVING FURNITURE

- A. Under no circumstances should a Director permit any item of furniture to be moved from one hall to another. This must be done

through the Housing Office. Inventory regulations are imposed by the State of Kansas and the furniture records kept in Topeka must be certified by us.

- B. When it is necessary to adjust furniture to meet increases or decreases in a hall occupancy, permission to move any item of furniture must be obtained from the Housing Maintenance through the Complex Coordinator in order that the inventory can be changed.

III. FURNACE ROOMS - MECHANICAL ROOMS

There is to be no storage in these rooms. They must be kept clean and free of any items not related to the furnace room.

IV. MAINTENANCE AND REPAIRS

- A. The Director and dietitian are responsible for the proper care and maintenance of the facilities: Dietitian - Kitchen and Dining Room; Director - All other areas. Responsibility is delegated to the managers.

- B. Forms -
Work Orders - Housing Maintenance

C. Maintenance Requests

1. Emergency requests are handled as follows: Call 532-6466 and tell them details of the emergency. This telephone number is answered 24 hours a day, 7 days a week.
2. Repairs and Maintenance
 - a. Kitchen Equipment - Please call the Director of Food Service for work on the following:

Mixers	Disposals
Ranges-Ovens	Dish machines
Freezers	Refrigerators

- b. All other maintenance is to be by written order to Housing Maintenance. Make work orders in duplicate. Send original to Maintenance, keep copy until work is done. These orders are signed by the Director. These orders can be included in Housing or Food Service envelopes or taken directly to Maintenance. All work orders for house maintenance, excluding kitchen, must be initialled by the Director but not the House Manager.

V. ROUTINE MAINTENANCE

Routine maintenance, such as service to mechanical devices, painting and waxing, will be done without work requests. The Director will be notified when it is necessary to enter a student's room. Special jobs such as painting, carpet cleaning, thorough stripping and waxing will be scheduled once a year if requested.

VI. REPAIR AND REPLACEMENT

Requests and priorities for summer maintenance, addition of and replacement of furniture and equipment, and painting changes must be in the "Repair and Replacement List" which is due in December for the next fiscal year starting in July. These are evaluated and final decisions are made by the Housing Department in March. The Director is responsible for house needs and the dietitian for Food Service.

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KANSAS STATE UNIVERSITY
Cooperative House Application

____ Smith Spring 19____ ____ Smurthwaite
Fall 19__

Admission to our cooperative houses is based on academic ability, financial need and a desire to live in a cooperative environment. The number of available spaces is limited; therefore care should be exercised to insure this application is complete, accurate and legible:

This application will be reviewed by a committee of students who will notify you of its decision as soon as possible. We invite you to visit with members of the House and take a tour if at all possible.

Single freshmen are required to live in either a residence hall, cooperative house or a Greek chapter house if space is available. General exception to this policy is available to veterans or students who live at home in Manhattan. Other exceptions must be approved through the Director of Housing. If you are at least of sophomore standing or above and do not wish to live in a residence hall, only this application may be submitted. In the event you are invited to live in the House, your residence hall contract will be transferred. The earlier dated applications will be given more favorable consideration.

It is VITAL that your financial need is established before you are accepted into the House. You must complete a Family Financial Statement (FFS) and the Kansas State University Financial Aid application. These can be obtained by visiting or writing to:

Office of Student Financial Assistance
Fairchild Hall
Kansas State University
Manhattan, KS 66506

Name _____
 Last _____ Middle _____ First _____
 Address _____
 City _____ State _____ Zip Code _____
 Telephone (_____) _____ Birthdate _____ 19 _____
 area code _____ Month _____ Day _____ Yr _____
 Social Security Number _____

ACADEMIC INFORMATION

My academic classification will be: Freshman Senior
 Sophomore Graduate
 Junior Special

My grade point average is _____ on a scale of _____ (A = 4, or A = 12) etc.

In high school I ranked number _____ in a class of _____.

My intended college major is _____

Page 2

List any significant academic honors you have received. In any instance where sufficient space does not exist for your response you may attach additional pages.

FINANCIAL INFORMATION

Have you applied for financial aid through the Kansas State University office of Student Financial Assistance? ☐ Yes ☐ No

Family Financial Statement ☐ Yes ☐ No If so, when? _____

University Financial Aid Statement ☐ Yes ☐ No If so, when? _____

Has the Student Financial Assistance Office informed you of the financial assistance to which you are entitled? ☐ Yes ☐ No

Do you intend to work while you are attending K-State? ☐ Yes ☐ No

Why do you want to live in a Cooperative House?

Please describe any activities in which you have been involved which would help people know you better.

What are your hobbies?

Page 3

List any non-scholastic honors you have received.

List full time and any significant part time jobs you have held.

TYPE OF WORK

EMPLOYER

Use this space to tell members of the selection committee those things about yourself which are not covered elsewhere and you think would be helpful for them in making a decision.

SIGNATURE

DATE

This completed application form should be returned as soon as possible to:

Director of Housing
Kansas State University
Pittman Building
Manhattan, KS 66506

Dear

The Women of Smurthwaite are excited that you have expressed an interest in living at Smurthwaite. We would like to show you our home and answer any questions you might have. To acquaint you with the House, the selection committee has set aside March 27, 28 and 29, and April 25 and 26 for you to visit Smurthwaite. Please let us know if it is possible for you to visit and/or which day you can come. You may bring your parents along if you like. You can expect to spend approximately one-half hour at the House. We are looking forward to meeting you.

Sincerely,

For the Women of Smurthwaite

Please fill out, detach, and return to: Vice President of
Smurthwaite, 1500 North Manhattan Avenue, Manhattan, Kansas 66502

NAME _____

ADDRESS _____

_____ Please send me a Smurthwaite application.

You may expect me on the following day:

_____ Friday, March 27, 10:00 a.m. - 3:30 p.m.

_____ Saturday, March 28, 12:30 - 3:30

_____ Sunday, March 29, 1:30 - 3:30

_____ Saturday, April 25, 12:30 - 3:30

_____ Sunday, April 26, 1:30 - 3:30

_____ I'm sorry, it is not possible for me to visit.

TO: Director
 House Manager
 Kitchen Manager
 Resident
 Complex Coordinator

SMURTHWAITE COOPERATIVE HOUSE

CONTRACTUAL DUTY CUT

Resident _____

Duty missed _____ Date missed _____

Circumstances:

☐ I agree that I missed this duty.

☐ I do not agree that this is a duty cut. However, I do acknowledge that I have been presented this notice and realize that I have 48 hours to appeal, in writing, to the Complex Coordinator. If I do not appeal the duty cut it will stand and I will make up the duty.

Make-up duty assigned:

To be completed by _____

Resident's signature _____ date _____

Manager's signature _____ date _____

To: Director
 President
 Vice President
 J-Board Chairperson
 Resident

SMURTHWAITE COOPERATIVE HOUSE

DUTY CUT

Resident _____

Reason for Judicial Action:

phone duty cut ☐ date & time missed _____
 unexcused house mtg. ☐ date missed _____

Circumstances:

- ☐ I have missed this duty and agree to complete a make-up duty.
- ☐ I do not agree to this duty cut. However, I do acknowledge that I have been presented this notice and realize that I must appear at the next J-Board meeting, to be held on _____. If I cannot appear, I will send a written appeal to the J-Board Chairperson on or before the above date. If I do not appeal the duty cut, it will stand and I will make up the duty.

Make-up duty assigned:

to be completed on or before _____

Resident's Signature _____ date _____

Officer's Signature _____ date _____

**THE FOLLOWING
PAGES ARE BADLY
SPECKLED DUE TO
BEING POOR
QUALITY
PHOTOCOPIES.**

**THIS IS AS
RECEIVED FROM
CUSTOMER.**

Department of Housing

Pittman Building
Manhattan, Kansas 66506
913-532-6453

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To: Residents of Smith and Smurthwaite Cooperative Houses

From: T. J. Frith

Date: September 4, 1979

Methods of treating residents who do not complete assigned house and kitchen duties have varied in past years. In order that both houses follow the same procedure, and that students are treated equally, the following will apply:

- 1) House and kitchen duties are matter of contractual agreement between the resident and the Department of Housing; therefore, questions concerning them will be handled apart from student government.
- 2) If a resident misses an assigned duty, without making prior arrangements for a substitute, or if a resident does not do his or her job properly, the resident will receive a written warning from either the house manager, the kitchen manager or the house director.
- 3) Three such warnings in any one semester will cause the resident receiving them to appear before an administrative committee composed of:
 - a) the complex coordinator
 - b) the director of the house not directly involved
 - c) an individual appointed by the Director of Housing.
- 4) The administrative committee will take appropriate action to correct the problem. Such action could require the individual concerned to move from the House to a residence hall and pay the higher rate.

SMURTHWAITE DUTY POLICY

In the spirit of cooperation and group living it is imperative that the residents of Smurthwaite Cooperative House work together to fulfill their obligations. In order that the residents of the House better understand their obligations and responsibilities and know what is expected of them the following outline has been prepared.

When a resident signs a contract to live in Smurthwaite, they agree to work one hour per day (6 hours per week) or 235 hours per year in food service or housekeeping (this does not include one's personal room) duties in exchange for a lower room and board rate.

It is a long-standing Smurthwaite tradition that most all girls take pride in doing their duties conscientiously, consistently, and cooperatively! As a matter of fact, it has been observed by both insiders and "outsiders" that the appearance of the house far exceeds that of any of the other residence halls on campus.

However, sometimes problems arise; a resident understands what is expected of her, but fails for one reason or another to do her duty.

When a manager feels that there is a problem with an individual not fulfilling their obligations she will make every effort to make sure that the resident understands their job. Likewise, each of you should take the initiative to make sure you fully understand what's expected of you and to resolve any conflict or confusion you have concerning your duty. The manager will discuss these problems with the House director and with the resident involved. Perhaps some clarification is what's needed, or maybe a verbal warning is most appropriate.

However, if it is clear that a resident is in fact not fulfilling her obligation to the other residents in the house by missing a duty, the House or Kitchen Manager has the responsibility for assigning contractual Duty Cuts according to the following procedures and definitions.

A Duty Cut consists of:

- skipping a duty
- skipping a duty training session
- not completing a duty within the time frame indicated by the duty
- not doing the duty according to the accepted standards

When it is necessary to assign a Duty Cut, a Duty Cut form will be filled out and signed by the involved individuals. Three copies of this form will be made. One is given to the individual, one to the House director, and one is retained by the manager. If a second Duty Cut occurs, a fourth copy will be made and also sent to the Complex Coordinator.

If a third Duty Cut occurs within one semester, the case will go to an administrative committee as stated in the memo dated September 4, 1979, to the residents of Smith and Smurthwaite Cooperative Houses from the Director of Housing.

When a Duty Cut is given, the individual will be assigned a make-up duty by the Manager. This additional duty must be made up within one week of notification of the cut. If individual does not make up the duty within one week, they receive a second Duty Cut. At this point in time the individual has two Duty Cuts and has one more week to make up both duties missed. If the individual fails to make up either of these cuts this will result in the third Duty Cut. At this time the case will also go to the administrative committee.

Note that making up a Duty Cut does not erase that cut from the record. The Duty Cut slips stay on file and in effect until the end of the school year.

It is important to remember that Duty Cuts are not meant as punishment. They are for the benefit of the residents of Smurthwaite and a necessary procedure to insure that the house runs smoothly.

The Kitchen Manager works cooperately with the student dietitian and is responsible for the scheduling of students, proper functioning of the kitchen and dining room and such other areas on this floor as assigned. The Kitchen Manager is a salaried position and is hired by the Director of Food Service with the advice of the House Director and Executive Council. The appointment is made on the nine month school term basis to start two working days before Food Service opens, and to carry through one day after the close of Food Service. S/He is expected to average 16 hours per week, 6 for the House and 10 paid hours.

1. Works with the House Manager under the direction of the House Director in the preparation of work schedules so each resident works a total of six hours a week in housekeeping and/or food service.
2. The Kitchen Manager or House Manager must be in residence on week ends. Arrangements for absence must be made in advance with the House Director. The Manager in residence is responsible for both positions.
3. Is responsible for opening and closing the kitchen, seeing that the area and equipment are clean and ready for opening and closing down at vacation, etc. This means that Kitchen Manager must be in residence or make satisfactory arrangements with the approval of the House Director to leave early and must pay personally the person who completes his job.
4. Sees that all work in the kitchen area is scheduled for specific time and the work is accomplished on schedule. (Kitchen laundry, floor scrubbing, equipment cleaning, etc.). And must see that it is done properly.
5. Is responsible for the training of all the residents in the proper procedures for the kitchen and dining room operation with the cooperation and advice of the Dietitian and in following up on the proper performance of the residents.
6. Has one to two weekly conferences on the operation of food service with the Student Dietitian -- menu suggestions, use of left overs, procedures, problems, inventories, likes, dislikes, etc. Responsible for the care and use of left overs. Discusses production sheets, recipes so the Kitchen Manager can supervise residents in kitchen.
7. Will check in and put away orders -- meat, groceries, fruits and vegetables, etc., and make necessary reports to the Dietitian on shortages, availability, etc., during normal working hours.
8. Will make weekly inventory and reports to the Student Dietitian of left overs and supplies (food and kitchen).
9. Is responsible for checking ice, bread and milk supplies increasing or decreasing orders as needed.
10. Orders ice.
11. Posts menus and production sheets, recipes, meal sign outs, early and late reports.

Kitchen Manager
Page 2

12. Is responsible for the daily cleaning and sanitation of the kitchen, dining room and other areas on this floor as decided by the House Manager and Kitchen Manager.
13. Is responsible for laundry of kitchen and dining room linen. Linen sent out to laundry is counted out and in.
14. Is responsible for all invoices (making note of shortages etc.) and turning them over to the Student Dietitian.
15. Is responsible for reporting the need for kitchen equipment repairs to the Student Dietitian and is responsible for preventative care of the equipment. This equipment includes the mixer and all its parts, range, refrigerator, freezer, the heating unit in the dishwashing sink, the exhaust fans, and other small equipment.
16. Is responsible cooperately with the Student Dietitian and Food Service Director for the annual inventory of the kitchen equipment.
17. When residents fail to do the job assigned to them by the House Manager and/or Kitchen Manager after proper instructions and warning they are referred to the Judicial Board Executive Council for appropriate action. A copy of the report and action is to be given to the House Director.

HOUSE MANAGER

The House Manager is responsible to the House Director for the physical care of the house and yard other than those areas assigned to the Kitchen Manager. The House Manager is a salaried position and is hired by the Associate Director of Housing and Food Service with the advice of the House Director. The appointment is made on a nine month basis to start the Thursday before school opens and to carry through one day after the close of the spring semester. Is expected to average ten hours per week, six for the House and four paid hours.

1. Works with the Kitchen Manager under the direction of the House Director in preparation of work schedules so that each resident works a total of six to seven hours in housekeeping and/or food service.
2. Either the Kitchen Manager or House Manager must be in residence on week ends. Arrangements for absence must be made in advance with the House Director. The manager in residence is responsible for both positions.
3. Is to have a weekly conference on the housekeeping and care of the building with the House Director, special cleaning jobs, specific functions, etc.
4. Is to be responsible for opening and closing the house. He is to see that it is clean and ready for occupancy. This means the House Manager must be in residence or make other satisfactory arrangements with the approval of the House Director, and pay personally the person who will do this job. S/He is responsible for closing and locking the house at vacation time.
5. Sets up the work schedule for cleaning all areas outside the kitchen for specific times and is responsible for seeing that these jobs are completed satisfactorily as scheduled. Instructions and procedures must be written out.
6. Assigns specific week end jobs as required, eg. window and wall washing, yard etc., and organizes special house cleaning at regular intervals.
7. Assigns study rooms to each resident.
8. Helps greet parents and assists new residents to move in.
9. Organizes orientation sessions for all new residents.
10. Is responsible for checking out residents who move out of the house that their areas are clean and undamaged.
11. Makes weekly inventory of cleaning supplies, towels, toilet tissue, light bulbs, and makes necessary order for approval of the House Director. S/He is responsible for cleaning equipment.
12. Accompanies the House Director on an inspection tour of the students rooms and the building.
13. Is responsible for the linen exchange, setting up a scheduled time and procedures. S/He is responsible for counting the dirty and clean linen and gives the invoice to the House Director.
14. Is responsible for the mechanical functioning of the building, heat, water, electricity, washer, and dryer, etc. reporting failure to Housing Maintenance immediately and informing the House Director so that S/he can help if needed.

Name _____

Date _____

Meal _____

*** YOU HAVE MISSED A MEAL!!!!!! ***

Do you wish to: (check one)

☐ Pay for the meal? If so, please
pay \$_____ to the J-Board member

by _____ (date).

☐ Do a 20-minute make-up duty? If
so, please see _____
for your make-up duty assignment.

MAKE UP DUTY ASSIGNED:

to be completed by _____

**Resident's signature _____

**Issued by _____

*THANKS FOR YOUR COOPERATION!



Cooperative Extension Service

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Extension Information
Umberger Hall
Manhattan, Kansas 66506
913-532-5804

February 6, 1981

To: County and Area Extension Home Economists

From: Myrna Daly
Assistant Extension Editor
Publications

Applications are being accepted now for the 25 to 30 vacancies expected next fall at Smurthwaite Cooperative House. Housing costs for the 64 residents are kept low because of the 1 hour daily house duties; fees for the Fall 1981 semester will be \$152 per month. Admission is open to Kansas residents based on financial need, willingness to work cooperatively, and academic ability. Because of Smurthwaite's close ties to home economics and EHU's, Theresia Steiner, vice president and chairman of the selection committee, asked that we let students know about this housing option, and provided the enclosed flyer.

If you are willing to make the announcement through your monthly newsletter, you might include a paragraph such as the one below.

js

Enclosure

If you know of young women interested in living at Smurthwaite Cooperative House next fall, encourage them to apply now. Theresia Steiner, vice president of the house and chairman of the selection committee, said that because a number of residents are graduating, she expects 25 to 30 vacancies next fall. Applications can be filed now through the Housing office at K-State. A flyer at the Extension office has more information on admission to Smurthwaite House.

SMURTHWAITE COOPERATIVE HOUSE
DIRECTOR'S MANUAL

by

TRICIA JOELLEN OTTO

B.A., Antioch College, 1976

AN ABSTRACT OF A MASTER'S REPORT

submitted in partial fulfillment of the

requirements for the degree

MASTER OF SCIENCE

College of Education

KANSAS STATE UNIVERSITY
Manhattan, Kansas

1981

Variables which have been shown to enhance and promote positive student development in University residence halls are reviewed. The womens' cooperative residence hall at Kansas State University, Smurthwaite House, is assessed in light of these variables, and recommendations to further strengthen the cooperative system are made. A Director's manual, which details mechanical and procedural operations of the University's Cooperative Halls, is included.