

***Overnight
Welcome Leaders
Handbook***

Overnight Welcome Leaders (OWLs)

Greetings OWLs!

As a member of this program you will welcome prospective students to the Washington University campus. Through OWLs, you will be interacting with people from all over the world while offering them a firsthand look at life as a Washington University student.

The following pages will provide you with information on everything you need to know about the program. This includes answers to frequently asked questions and contact information for the program coordinators.

If this handbook is lacking in some area, please let us know how we might improve it. We are striving to make the handbook as helpful as possible.

Good luck and have fun with your visiting students!

With Gratitude,

Gina Golliday, Victor Thomas, and Julie Squires

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How Are You Matched With A Visiting Student?

We start by asking you to provide us with the following information:

- ✦ Major or division at Washington University
- ✦ Extracurricular interests
- ✦ Where you are from
- ✦ Availability

These are the main considerations used to match you with a visiting student. This way, you may already have something in common with the student.

We also take into consideration:

- The date of your previous OWL match. We know you need a break from welcoming students and we do our best to accommodate your needs.
- The number of students you request to welcome at once. Often, it can be convenient to host multiple students as they might go to activities and classes together.

We will e-mail you prior to your guest's arrival on campus to give you his or her name, date of visit, and contact information. For regular visitors (non-special weekends), we will ask you to reply back to confirm your availability. Please respond to UAOWL@wustl.edu.

If your guest is visiting for a special weekend (For example: Celebration Weekend or Discovery Weekend), you will be notified by email. This email will also include your visitor's arrival information.

The DOs and DON'Ts of Hosting

DO

- Call your guest before they arrive.
- Exchange cell phone numbers.
- Show your guest around your residence hall and the campus.
- Eat a meal with your guest.
- Invite your guest to attend class with you.
- Introduce your guest to people around campus (roommates, friends, residential advisor, professors, and other members of the campus community).
- Share your schedule with your guest, and communicate about access to your room.
- Let your guest know your dorm room expectations regarding your personal things.
- Inform your roommate that you are hosting, and go over hosting expectations.
- Arrange for a friend or roommate to pick up your guest if you are not available.

DON'T

- Lock your guest out of your room.
- Give your guest drugs or alcohol, and don't participate in drinking with them.
- Abandon or ignore your guest.
- Neglect your own needs, such as homework and/or class.
- Give them medication.

Let Your Visitor Know...

Many visiting students have never stayed overnight in a residence hall setting and some have never shared a room with another person in any setting. It would be beneficial for you to set some friendly guidelines in order to ensure the visit is enjoyable for everyone involved. You can briefly discuss these guidelines with your guest upon arrival. Please make sure to provide your guest with your contact information so they know how to reach you.

Here are some common guidelines to discuss with guests. Please feel free to add anything that may be important to you.

Please advise your guest to:

- Pick up after himself/herself, including clothes and trash.
- Ask for permission before taking food or drinks.
- Reduce noise when others are asleep.
- Ask before inviting other visiting students to the room or suite.
- Voice his/her questions, comments, and/or concerns.
- Exercise discretion when changing clothes around others. Bathrooms may be used for this purpose.

Things to Do with Your Visitor

Things to do on Campus:

- Invite your guest to classes, meetings, or other events you will attend during their stay.
- Play a board game or eat ice cream at Ursa's.
- Grab a late night snack at the South 40 dining house (Bear's Den).
- Play pool or ping-pong in one of the residence halls.
- Watch TV or play a video game with your guest and some friends.
- Go to the observatory in Crow Hall.
- Check the calendar or student planner for lectures and other events on campus.
- Cheer on the Bears varsity and club sports teams.
- Go to an intramural sporting event.
- Attend an *a cappella* concert.
- Attend a play or musical.
- Play Frisbee in the swamp.
- Attend the Jazz Series at Holmes on any Thursday night.
- Listen to a music recital.
- Study together in the Olin Library, Cornerstone, or a residence hall study area.
- Buy cookie dough from Paws & Go and bake cookies in a residence hall kitchen.
- Attend an Assembly Series event.
- Order in Chinese or pizza (you should not pay for them).
- Eat brunch on the weekend.
- Explore the Danforth University Center.
- Offer your visitor a walking tour.

Frequently Asked Questions

What if...

My availability changes?

- E-mail UAOWL@wustl.edu and let us know ASAP so we don't match you with a visitor when you're not available.

My availability changes less than 24 hours before my guest arrives?

- E-mail UAOWL@wustl.edu or call Julie Squires at 314-935-9023 (M-F 8:30-5).

My guest doesn't show up?

- E-mail UAOWL@wustl.edu.

My guest's residence hall access/meal card doesn't work or is lost?

- During working hours (M-F 8:30-5), send the guest to the Undergraduate Admissions lobby, South Brookings Hall, Room 135.

My guest wants to leave/not spend the night?

- If the visitor wants to stay with a friend on campus, you should get the current student's name and phone number and then e-mail UAOWL@wustl.edu.
- If the visitor cancels with you, or wants to stay with his or her parents off campus, please let UAOWL@wustl.edu know immediately.

My guest becomes ill?

- Take him/her to Student Health Services, located in Dardick House, or talk to your Residential Advisor.
- E-mail or call the Undergraduate Admissions office. Please refer to the last page of this handbook for contact information.

I get ill while my guest is here?

- Let the visitor know about your situation, e-mail UAOWL@wustl.edu, and contact the Admissions Officer on call at 314-604-4920.

Frequently Asked Questions Continued...

I have to study while my guest is here?

- Visitors are told to bring homework with them. So, they can either study themselves or explore the campus. Don't feel bad about having to work, but try to find a friend/Residential Advisor to keep them company.

I have a meeting or other obligation while my guest is here?

- Invite them to come along, if appropriate.

My guest arrives after business hours (M-F 8:30-5)?

- Please stop by to pick up your visitor's packet from the Office of Undergraduate Admissions, South Brookings Hall, Room 135 prior to his or her arrival.

My guest is here for a special weekend and arrives after business hours, do I need to pick up his or her visitor packet?

- You do not need to pick up the packet for your guest. If your guest is coming for a special weekend, the weekend will be identified in the notification email. For example, "Discovery Weekend, Celebration Weekend."

Sample OWLs Report Form

If you welcome a student during the fall semester, we will mail you an OWLs Report Form so you can tell us about the visit. This report form will be added to the visiting student's application file. Please return the completed report form promptly to Julie Squires, Campus Box 1089.

Here is an example:

CONFIDENTIAL

Overnight Welcome Leader Report Form

Please return this form to the Office of Undergraduate Admissions,
Campus Box 1089, Attention - OWLs.

Student's Name:	[REDACTED] Suzi Student	Overnight Date(s):	[REDACTED]
Student's Address:	[REDACTED]	<u>Sample</u>	
Student's High School:	[REDACTED] High School		

(1) Please give a brief summary of what you did during the guest's overnight stay.

We met up and put her bags in my room, then had dinner at Bear's Den. I had to study, so my roommate took her to see an a cappella concert on campus. Later we all met for ice cream at Urso's.

On Friday she attended the admissions presentation & the campus tour. We had lunch in Holmes & then she visited my classes.

(2) How might this student contribute to the WU community?

I really enjoyed meeting Suzi! She is intelligent, outgoing & fun to be around. She seems very interested in political science & she enjoyed my American Politics class. She is active in student government at her high school. I can easily see her in WU's Student Union.

Suzi would be an excellent WU community member.

(3) How many nights did the student stay with you?

One

Sample OWLs Postcard

After your guest leaves we will mail you a stamped WU postcard and your guest's mailing address. We encourage you to send him/her a nice note thanking him/her for visiting Washington University.

Here is an example:

 Washington University in St. Louis

Office of Undergraduate Admissions
Campus Box 1089, One Brookings Drive
St. Louis, MO 63130-4899
(800) 638-0700 • (314) 935-6000
admissions@wustl.edu • admissions.wustl.edu

POST
CARD
RATE

Hi Suzi,

It was so nice to meet you during your recent visit to Washington U. I hope you enjoyed your stay on campus. Please let me know if you have any questions about WU. Best wishes for the rest of your senior year!

Sincerely, Alison

Robert S. Brookings Hall, home of the Office of Undergraduate Admissions

Photo by Joe Angeles, Washington University Photographic Services

Suzi Student
100 Main Street
Anytown, MO

12345

In Case of an Emergency Contact:

During office hours
(Monday-Friday 8:30am-5:00pm):

Victor Thomas 314-935-7896

Gina Golliday 314-935-7659

OWLs co-coordinators and
Admissions Officers in the Office of
Undergraduate Admissions

Julie Squires 314-935-9023

UAOWL@wustl.edu

Administrative Coordinator in the
Office of Undergraduate Admissions

Outside office hours and on the weekends:

Contact your Residential Advisor

Go to the Residential Life Office

Contact Campus Police 5-5555 (from a campus phone)

314-935-5555

Contact Admissions Officer on Call

314-604-4920