



2017-2018 Rutgers University Residence Hall Association  
Hall Government Transition Report  
**B.E.S.T Hall**



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## I. Introduction

- A. We the residents of the **B.E.S.T. Hall** establish this student run Hall Government to help create a community to further the educational, service, and social development of students living in the residence halls. All members of the B.E.S.T. Hall Government are also held to the expectations outlined in the RHA Constitution.
- B. Hall Government member responsibilities (please discuss the meeting and general responsibilities of each member of your hall government Executive Board. Work on this together as a hall government!)

Name	Position	Responsibilities
Ian Christopher Ulep	Hall Director	<ul style="list-style-type: none"> <li>● Submit SABO requests</li> <li>● Approve and forward flyers</li> <li>● Advise best programming practices</li> <li>● Support diversity &amp; inclusion practices</li> <li>● Attend all meetings, events, LDDs, and banquets</li> <li>● Support collaboration initiatives with:               <ul style="list-style-type: none"> <li>○ Resident Assistants</li> <li>○ Academic Staff</li> <li>○ Other Hall Governments</li> <li>○ Busch Residence Life Council</li> </ul> </li> <li>● Watch RuPaul's Drag Race</li> </ul>
Sarah Hassanein	President	<ul style="list-style-type: none"> <li>● Keep B.E.S.T. as a single cohesive community</li> <li>● Maintain an open and inclusive environment for engagement.</li> <li>● Bring back valuable information for RHA</li> <li>● Attend General Assembly Meetings</li> <li>● Collaborate with presidents of nearby Halls</li> <li>● Assist in supervising events</li> </ul>
Stephanie Thai	Vice President	<ul style="list-style-type: none"> <li>● Assume presidential responsibilities in absence of the President</li> <li>● Responsible for creating a campus wide community (connecting B.E.S.T hall to other halls in Busch campus)</li> <li>● Meet with the President and Hall Advisor once per week</li> <li>● Attend BRC meetings on Wednesday nights, and informs hall government once a week at Thursday meetings</li> </ul>

		<ul style="list-style-type: none"> <li>• Provide a cohesive RHA team, by talking to individual members to see where improvements can be made or extra assistance is acquired</li> </ul>
Helen Nguyen	Secretary	<ul style="list-style-type: none"> <li>• Attend Hall Government meetings, take meeting minutes and distribute to Hall Government &amp; Advisor</li> <li>• Organize Hall Council archives by providing documentation (e.g. events and filing poster, advertisements, and memos) related to Hall Government affairs</li> <li>• Maintain attendance records at meetings and programs</li> </ul>
Umang Patel	Treasurer	<ul style="list-style-type: none"> <li>• To properly manage BEST Hall's budget by allocating proportionally to each RHA event</li> <li>• Buying and delivering supplies and food for events</li> <li>• Responsible for reimbursing payments and collecting checks</li> </ul>
Amir Jamal	Event Coordinator	<ul style="list-style-type: none"> <li>• Plan and execute different events for BEST</li> <li>• Delegate jobs to different RHA members for the setup and cleanup of events.</li> <li>• Collaborate with different groups (RA's, other Residence Halls...) for events.</li> <li>• Creating list of supplies for events and contacting suppliers for supplies for events.</li> <li>• Attend all RHA events to supervise event activities.</li> </ul>
Frederric Kelada	Advocacy Liaison	<ul style="list-style-type: none"> <li>• Employ system of communication between residents and hall government</li> <li>• Voice complaints and acknowledge suggestions of residents</li> <li>• Advocate suggested improvements to higher ups in power to apply suggestions and fix concerns</li> <li>• Maintain friendly demeanor so residents feel comfortable approaching you to express concerns</li> </ul>
Nidhi Desai	Public Relations Chair	<ul style="list-style-type: none"> <li>• Maintain B.E.S.T Hall events presence on social media (facebook)</li> </ul>

		<ul style="list-style-type: none"> <li>• Design event flyers</li> <li>• Advertise events (i.e. through posters, social media) in collaboration with Event Coordinator</li> </ul>
Priya Tailor	Hall Representative (North)	<ul style="list-style-type: none"> <li>• Advocate for the interests of the BEST North community</li> <li>• Encourage an inclusive environment among all floors</li> <li>• Maintain awareness of problems and concerns (laundry machine issues, drain flies, etc.), and communicate these back to the RHA government</li> </ul>
Kevin Shah	Hall Representative (East)	<ul style="list-style-type: none"> <li>• To represent BEST East community</li> <li>• If there is a problem/concern or interests, residents can come to me to talk about it.</li> <li>• Advocate for the interests of the BEST East community</li> <li>• Encourage an inclusive environment among all floors</li> <li>• Maintain awareness of problems and concerns (laundry machine issues, drain flies, etc.), and communicate these back to the RHA government</li> </ul>
Melissa Endy	Birthday Chair	<ul style="list-style-type: none"> <li>• Put up door decorations for people's birthdays and half birthdays</li> <li>• Print decorations at the Busch Residence Life Office</li> <li>• Organise birthdayings and half birthdays for all of West and half of North</li> </ul>
Kelly Hollenbeck	Birthday Chair	<ul style="list-style-type: none"> <li>• Decorate doors for people with half birthdays and birthdays</li> <li>• Go to the Busch Residence Life Office and print them out when needed</li> <li>• Organize birthdays and half birthdays for all of East and half of North</li> </ul>
Hanson Ky	Community Service Chair	<ul style="list-style-type: none"> <li>• Stay updated with community service opportunities on campus</li> <li>• Promote community service opportunities</li> <li>• Think of ways that B.E.S.T. residents can give back to the community</li> <li>• Communicate with Public Relations</li> </ul>

Simona Alomary	Community Service Representative	<ul style="list-style-type: none"> <li>• Facilitate the planning and execution of community service events for B.E.S.T Hall</li> <li>• Assist the Community Service Chair with hosting and finding community service events</li> <li>• Encourage residents to participate in community service events that facilitate bonding amongst other residents and help students contribute to the community around them</li> </ul>
Hrishit Joshi	Community Serve Representative	
Mufrad Ahmed	RA Representative	<ul style="list-style-type: none"> <li>• Take notes and see what is happening during RA meetings</li> <li>• Report back and summarize information of RA and their agenda's to RHA</li> <li>• Inform the RA's on events of RHA and vice versa</li> <li>• Come up with possible collaborations</li> <li>• Inform RA's of any issues as well noted by students if possible so the student-RA relationship goes smoothly</li> </ul>
Manisha Bandari	Historian	<ul style="list-style-type: none"> <li>• Document events and programs that happen around BEST</li> <li>• Help advertise by putting up flyers in buildings</li> <li>• Compile all photos into a video presentation for the end of the year</li> </ul>
Anjali Patel	Historian	<ul style="list-style-type: none"> <li>• Helps Public Relations Chair advertise events presented by RHA</li> <li>• Captures memories from the event</li> <li>• Prepares a end of the year video with pictures, videos, music</li> </ul>
Jasleen Sidhu	Co-Event Coordinator	<ul style="list-style-type: none"> <li>• Help the Event Coordinator with planning and setting up events</li> <li>• Reach out to different organizations and businesses for connections and donations</li> <li>• Attend the events to ensure that everything goes smoothly</li> </ul>

## II. Schedule of Accomplishments and Events

List your government's accomplishments or hall events/programs, the dates completed, and any problems encountered

**For Example:**

<b>Accomplishment/ Event</b>	<b>Date Completed</b>	<b>What should be repeated/replicated</b>	<b>What can be improved</b>
BEST Western Haunted House		The Set up starting at early as possible	Need to give residents more notice so that they can participate more and be more engaged
Created Posters for Smoking Education Program	February 1, 2017	The posters came out really well and a lot of students attended the program	A lot of the students that came to the event came from the first two floors because students from other floors didn't see the posters because of placement
Hosted a Blood Drive with NJ Blood Banks	March 23, 2017	The venue in which we hosted the blood drive was large enough to hold several tables.	Some students didn't go because they had to study for exams; find a better time.

**III. Contact Information**

List all individuals which you have contacted throughout the course of the year. Please provide their name, contact information, and reasons for interaction. These might be people you contacted in regards to a program, to reserve a space, etc.

<b>Name</b>	<b>Contact Info (Number and/or Email)</b>	<b>Reason for Interaction</b>
Rutgers Catering	848-932-8044	Hot Water Containers
Jersey Mike's Subs	In-Person	Donating a gift card

DJ		
Any Excuse For a Party	<a href="https://www.anyexcuseforaparty.com">https://www.anyexcuseforaparty.com</a>	Future Reference for large scale events( Bouncy houses)

#### IV. Recommended Changes

List any goals and objectives you believe should be worked on by next year's hall government. What things didn't work out this year that ought to be changed by future hall leaders? Which of your accomplishments would you most like to see continued by next year's Executive Board?

#### V. Hall Government Words of Advice

This is the chance for your hall government to speak summarily and give your successors some general (though practical) guidance.

#### VI. Appendices

In the appendices, you should attach important documents from your year. Basically, anything you think might help your successors even a little (fliers, letters, forms, etc.). If you have electronic files that you can import into your respective hall drives, you might include copies of these as well. One important appendix is a detailed copy of your budget. Attached to this template, you'll find an additional form to help you organize your thoughts on your hall's budget for the upcoming school year. You also may sort your Appendices by hall government position for easier access.

Some Example Appendices Include:

1. Appendix A: Event Flyers
2. Appendix B: Unused List of Event Ideas
3. Appendix C: Detailed Budget (2016-2017)

#### VII. Position Report for the [Your Position Title] of [Your Hall Name]

Each hall government Executive Government member (i.e. President, Vice President, Secretary, etc.) will have a chance to individually transition their own position. Here are some sections and questions to help guide you through this process.

- A. Overview of your hall government position and responsibilities

- B. Overview of the year with respect to your position: What was your favorite part about your position? Least favorite? What mistakes did you make? What were some of your accomplishments? What do you think that did you did well that your successor should imitate? What do you wish you had know about your position at the beginning of the year?
  - a. Put thought into this. You want to make your successor's transition as easy as possible while making sure what you've learned is passed down.

**VIII. Position Report for the President of B.E.S.T Hall**

- A. Overview of Position
  - a. Keep B.E.S.T. as a single cohesive community
  - b. Maintain an open and inclusive environment for engagement.
  - c. Bring back valuable information for RHA
  - d. Attend General Assembly Meetings
  - e. Collaborate with presidents of nearby Halls
  - f. Assist in supervising events
- B. My favorite part of the position was helping plan the events, making them as creative as possible and building a strong relationship with the other RHA members. My least favorite part was attending the General Assembly meetings when they used to be weekly only because of the length

**IX. Position Report for the Vice President of B.E.S.T Hall**

- A. Overview of Position
  - a. Attend Hall Government meetings
  - b. Attend BRC meetings on Wednesday nights, and informs hall government once a week at Hall Government meetings
  - c. Assume presidential responsibilities in absence of the President
  - d. Responsible for creating a campus wide community (connecting B.E.S.T hall to other halls in Busch campus)
  - e. Meet with the President and Hall Advisor once per week
  - f. Provide a cohesive RHA team, by talking to individual members to see where improvements
- B. Overview of the year with respect to your position: What was your favorite part about your position? Least favorite? What mistakes did you make? What were some of your accomplishments? What do you think that did you did well that your successor should imitate? What do you wish you had know about your position at the beginning of the year?
  - a. Put thought into this. You want to make your successor's transition as easy as possible while making sure what you've learned is passed down.

**Position Report for the Secretary of B.E.S.T. Hall**

- A. Overview of position
  - a. Attend Hall Government meetings, take meeting minutes and distribute to Hall

Government & Advisor

- b. Organize Hall Council archives by providing documentation (e.g. events and filing poster, advertisements, and memos) related to Hall Government affairs
  - c. Maintain attendance records at meetings and programs
- B. My favorite part about this position was the ability to utilize my organizational skills to ensure that our team is on the right track. I can easily fill in gaps because I had an idea of what was happening at every meeting or event. Taking notes for every meeting and attendance makes this easy. I think that my successors should know how to utilize meeting notes and writing notes on agendas to make it quicker for others to access documents. Not a lot of people find it easy to navigate a Google Drive to find documents. My least favorite part of this position is not having more responsibility, but that is a personal preference.

**Position Report for the Public Relations of B.E.S.T. Hall**

- A. -Maintain B.E.S.T Hall events presence on social media (facebook)  
-Design event flyers  
-Advertise events (i.e. through posters, social media) in collaboration with Event Coordinator

B. My favorite part was creating the flyers because I had a lot of freedom in how I wanted to design them and this position helped me improve my skills in media and design in general. My least favorite part was spamming groups on facebook and groupme to get students to come out to events because the

**Position Report for the Treasurer of B.E.S.T. Hall**

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**Position Report for the North Representative of B.E.S.T. Hall**

- A. Overview of position
  - a. Advocate for the interests of the BEST North community
  - b. Encourage an inclusive environment among all floors
  - c. Maintain awareness of problems and concerns (laundry machine issues, drain flies, etc.), and communicate these back to the RHA government
- B. Overview of year
  - a. My favorite part was having a hand in working on different problems in the BEST halls. My least favorite part was setting up and cleaning up for the different events. I was good at staying aware of the constant laundry room issues

**Position Report for the East Representative of B.E.S.T. Hall**

- A. Overview of position
  - a. Represent the interests of the BEST East community
  - b. Encourage an inclusive environment among all floors
  - c. Maintain awareness of problems and concerns (laundry machine issues, drain

flies, etc.), and communicate these back to the RHA government

B. Overview of year

**Position Report for the Historian of B.E.S.T Hall**

A. Overview of position

- a. Document events and programs that happen around BEST
- b. Help advertise by putting up flyers in buildings
- c. Compile all photos into a video presentation for the end of the year

B. Overview of year

- a. My favorite part of the historian position is taking all the pictures of the completed events that the government worked so hard on.
- b. Least favorite is having a disappointing event.
- c. Mistakes I made were not taking enough pictures during some events.
- d. Some of my accomplishments were taking good photos of events.
- e. Something I did well that i think my successor should initiate is putting pictures taken online (in the RHA folder) in a timely manner.
- f. Before I began, I wish i knew that i would be very involved in the event planning part of RHA. It was a very pleasant surprise.

**Position Report for the Community Service Chair of B.E.S.T Hall**

A. Overview of Position

- a. Stay updated with community service opportunities on campus
- b. Promote community service opportunities
- c. Think of ways that B.E.S.T. residents can give back to the community
- d. Communicate with Public Relations

B. Overview of the Year

- a. Being able to unify residents of B.E.S.T Hall to work on community service projects (snowflake making, coloring pictures for soldiers, and writing letters to veterans) was my most memorable and accomplished moment.
- b. My least favorite was the minute turnout of such big events that we coordinated and put so much effort into.
- c. Some mistakes that I made include: not thinking of more creative community service ideas, not helping out my fellow RHA board members, and not keeping in close contact with any charitable organizations.
- d. This position is demanding and focuses on real-life issues; making sure that you understand the magnitude of certain situations (American Heart Month, veterans and PTSD, etc.) and advocating them is crucial.

**Position Report for the Co-Event Coordinator of B.E.S.T. Hall**

A. Overview of Position

- a. Help the Event Coordinator with planning and setting up events

- b. Reach out to different organizations and businesses for connections and donations
- c. Attend the events to ensure that everything goes smoothly
- B. Overview of year
  - a. My favorite part about my position was seeing all the fun people had at our events and forming relationships with our community. My least favorite part was when meetings ran too long. A mistake I made was not checking in often enough with the Event Coordinator to see what else needed to be done or planned. In this position, it is important to be comfortable with outreach to other organizations and businesses for support, and remembering to follow up with them. My accomplishments include setting up and planning out successful events and something I wish I knew before I began is the dedication and creativity required of the role.

#### **Position Report for the Event Coordinator of B.E.S.T Hall**

- A. Overview of Position:
  - a. Plan, execute and assign jobs to people to make events for residents
  - b. Oversee the community service sub-group to provide community service opportunities for the residents and adding a philanthropy element to all events
- B. Overview of the year
  - a. As the year went on I became more aware of what makes a good event and they have been getting progressively more successful and we've been getting more creative with our ideas for events
  - b. The most important lesson I have learned is that collaboration is key to a successful event, I needed the entire BEST RHA to help to pitch in to get supplies (food, decorations, etc) and to help out with set-up and clean up for events.
  - c. For every event we included a philanthropy component, such as raising money for a charity or organization, so the events weren't just fun but the were helping the community.
  - d. The ideal time for events are Monday-Thursday after 9 pm, make sure that it is not before midterms/finals and always check the MPR's availability during the time of the event, accounting for set-up time.

#### **Position Report for the Historian of B.E.S.T Hall**

- A. Overview of Position
  - a. Document and capture the events that occur at BEST Hall
  - b. Help Public Relations Chair Advertise for the upcoming event
  - c. Create a video at the end of the year with all the pictures
- B. Overview of the Year

- a. My favorite part of this position is actually taking pictures because after high school I never really got the chance to use my camera again and this helped me bring back something i liked to do
- b. My least favorite part was when there was a fun event going on and my camera battery died. Keep it charged kids!
- c. A mistake I made was that if we had Just Dance at an event I would go dance and forget to do my job and take pics because I'm so caught up in playing Just Dance.
- d. Accomplishment include getting my friends to come out to the events
- e. I do not think the successor should imitate me because taking pictures is all about creativity. You do you kiddo.
- f. I wish I knew that coming to almost every event (even RA and Peer Mentor) events were time consuming. Sometimes I could not make it to the events because I had classes.

#### Position Report for the Birthday chair of Melissa Endy

- A. Birthday Chair:
  - Put up door decorations for people's birthdays and half birthdays
  - Print decorations at the Busch Residence Life Office
  - Organise birthdayings and half birthdays for all of West and half of North
- B. I really enjoy being able to help people celebrate their birthdays. Everyone truly appreciates it. It can be very difficult to try and print the door decs. Do it way ahead of time because the printing is very unreliable. I always left a week ahead of time to print the month's door decs. I believe the successful programs that I helped to organize and work were all successes. Overall, I wish someone had informed me about the printing situation because it is really a hassle and you need to stay on top of everything.