

"W. U. HANDBOOK
for
SOCIAL CHAIRMEN"



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A.S.W.U. ACTIVITIES BOARD
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PURPOSE AND EXPLANATION

This book is published to provide information to groups and individuals concerning social customs. It is not our purpose to set up a list of rigid rules to follow, but only to offer a few suggestions. These suggestions are on the group and on the individual level.

In the front of the book you will find a chart outlining the organization and scope of the Activities Board to help direct you through the right channels to be used in scheduling events. It is hoped that you will use this book as a guide for your social activities.

GROUP MEETINGS

TIME

The first responsibility of a chairman of a group function is to set a time and place.

The following are the usual times for functions at Willamette.

1. House dances—from 8:30 or 9:00 to 11:30 or 12:00
2. Dinner dances—from 7:00 or 7:30 to 11:30
3. All school dances—from 9:00 to 12:00
4. After game dances—"when they arrive" to 11:00 or 11:30
5. Firesides—5:30 to 8:30 on Wed. evenings
6. Class parties—8:00 to 11:00, or as you please

To schedule an event see your coordinator on the Activities Board or the 1st Vice President of A.S.W.U. No social functions except firesides can be scheduled on weekdays.

PLACE

Suggested locations for functions:

1. Izaak Walton Hall—500 S. Cot. 4-3792
2. Knights of Col.—1520 N. Cot. . 2-9224
3. V.F.W. Hall—630 Hood St. . . 2-9001 or
Mr. Wm. Barnett . 2-3882
4. Crystal Gardens—Ferry & Lib'ty 2-1333
5. Willamette Gym.....Athletic Dir.
6. Lausanne Hall.....Lausanne Pres.
7. Baxter Hall.....Baxter Pres.
8. Music Recital Hall.....Dean of Music
9. Chresto Cottage.....Dean of Women
10. Eaton Hall.....Dean of Women
11. Waller Hall.....Dean of Women

The U. S. Army Armory may be scheduled by the campus A.F.R.O.T.C.

INVITATIONS

It is customary to invite the President of the College and his wife, Dean of Men, Dean of Women, Deans of the Colleges of Liberal Arts, Music, and Law, and the Financial Vice-President. The invitations should be written and should be sent ten days or two weeks in advance. These people are guests and not chaperones. House policy should be consulted in regard to inviting alumni. Guests should be offered transportation and baby sitting services.

SPONSORS

The university requires that there must be at least two faculty members and wives as sponsors for every twenty-five students. They are to be chosen from the list in the dean of women's office.

Sponsors should receive their invitations ten days to two weeks in advance. Choices should be registered with the Dean of Women at least three days before the function. She will supply cards to be filled out by each sponsor with his comments on the event.

Organizations are expected to provide transportation for the sponsors to and from the affair. Baby sitters should be offered to sponsors.

Sponsors are invited as guests, as well as for chaperoning duties. Everybody should be urged to speak to the sponsors and to make them feel at home. Provisions for sufficient comfortable chairs and refreshment service should be made. Guests' coats should be taken at the door and someone should be on hand to welcome them and to bid them farewell. Courtesy to chaperones and guests is essential for a successful event.

DRESS

What to wear should be designated on the invitation. Here are the common definitions on Willamette's campus.

1. campus clothes

women—sweaters, blouses, skirts or casual dresses

men—shirts or sweaters and slacks, sun-tans or cords

2. casual clothes

women—flats and hose, and casual clothes

men—slacks and sport shirt or sweater

3. Informal

women—heels and hose; sports suit, or dress

men—suits

4. semi-formal

women—heels and hose, dressy dresses, or suits

men—suits

5. formal

women—formals

note: covered shoulders are in order for teas, receptions, and dinners

men—dark suits, tuxedos, or dinner jackets

GROUP MEETINGS

Group meetings at Willamette can be classified into three groups: noon, afternoon, and after dinner. There are no time limits on the first two categories, but a ruling by the Social Activities Board has set 8:30 as the closing time for all week-day meetings.

Suggested meeting places for noon and afternoon meetings are Chresto Cottage; Lausanne rumpus room; seminar room, Northwest history room and newspaper room in the library; physical science lecture room in Collins; and classroom in Eaton and Waller; or the Little Chapel in Waller. Evening meetings can be held in one of the living organizations, Chresto Cottage, or the library. The dean of women should be consulted for permission to use these meeting places with the exception of the library and living organizations. See the librarian to use library facilities and the presidents of the living organizations to meet in their quarters.

PUBLICITY

Publicity services are offered by the weekly calendar published by the publicity office; the Collegian with offices in the basement of Waller and a deadline of Tuesday night; the bulletin board in the basement of Waller, and of course, the trees. Signs should be taken down immediately following the event.

The student body staff mimeographs small amounts free and larger amounts for a small cost. Mimeograph paper and stencils are sold.

HERE IS A LIST OF EQUIPMENT THAT IS AVAILABLE:

Article	Place Kept	See
1. Drapes for gym.....	Baxter Hall.....	A. S. W. U. Treasurer
2. Steel Tubes for drapes.....	Gym basement.....	Dir. of Athletics
3. Risers for choir.....	Music Hall.....	Dean of Music
4. Tape recorder.....	Forensics office.....	Speech Prof.
5. Magnecorder.....	Drama office.....	Drama Prof.
6. Microphones and appliances.....	Drama office.....	Drama Prof.
7. P. A. system.....	Waller attic.....	A. S. W. U. Treasurer
8. Mimeograph.....	Student body office.....	Office girls
9. Chairs.....	Infirmary basement.....	Fin. Vice Pres.
10. Odd tables.....	Infirmary basement.....	Fin. Vice Pres.
11. Cameras and typewriters.....	Student body office.....	Office girls
12. Gym risers.....	Behind gym.....	Fin. Vice Pres.
13. Records.....	Student body office.....	Office girls
14. Lights.....	Student body office.....	Office girls
15. Cash boxes.....	Student body office.....	Office girls
16. Large banners (permanent).....	Waller attic.....	A. S. W. U. Treasurer
17. Tools.....	Drama Department.....	Drama Prof.
18. Lost and found.....	Student body offices.....	Office girls
19. False ceiling.....	Gym.....	Dir. of Athletics
20. Repairs.....	Back of gym.....	
21. Black drapes for Waller stage.....	Drama office.....	Drama Prof.
22. Trucks for rent.....	Prices, 394 N. Church Smiling Jack's Super Service	
23. Punch bowls.....	Baxter kitchen.....	Dir. of Dormitories
24. Bulletin board.....	A. S. W. U. office.....	A. S. W. U. 1st Vice Pres. or office girls

THE SOCIAL REPRESENTATION STRUCTURE of WILLAMETTE UNIVERSITY

THE ORGANIZATION is called the A.S.W.U. Activities Board. This board has the power to regulate all student social functions and is answerable only to the student council. The main function is to approve and regulate activities to be placed on the social calendar.

ACTIVITIES BOARD

- 1st Vice-President of A.S.W.U. (Chairman)
- Secretary of A.S.W.U.....
- Director of Phys. Ed.....
- Dean of Music School.....
- Dean of Women.....
- Dean of Men.....
- Assembly Manager (convocations).....
- Alpha Chi Omega.....
- Baxter Hall (men's dorm).....
- Beta Theta Pi.....
- Chi Omega.....
- Delta Gamma.....
- Lausanne Hall (women's dorm).....
- Phi Delta Theta.....
- Pi Beta Phi.....
- Sigma Alpha Epsilon.....
- Sigma Chi.....
- Willamette Independent Town Students.....
- Associated Women Students.....
- Publications
- Service and Honorary Coordinator.....
- Inter-Faith Council Representative.....
- Peripheral Activities Coordinator.....

PERIPHERAL ACTIVITIES COORDINATOR

Lettermen Club
Y.M.C.A.
Y.W.C.A.
Women's Athletic Association
Pep Cats
UNESCO
Willamette Univ. Players (drama)
Future Teachers of America
Law School
Young Republicans
Mu Epsilon Delta (pre-med)
Debate
Psi Chi (psychology club)

SERVICE and HONORARY COORDINATOR

Alpha Kappa (for seniors at end of year)
Alpha Lambda Delta (frosh women scholarship)
Delta Theta Phi, Phi Delta Phi, Order of the Purple (Law School)
Mu Phi Epsilon (women music majors)
Theta Alpha Phi (dramatics)
Tau Kappa Alpha (speech)
Phi Eta Sigma (frosh men scholarship)
Sigma Delta Pi (Spanish lang.)
Beta Alpha Gamma (outstanding soph women)
Cap and Gown (outstanding sr. women)
Cardinal Key (outstanding jr.-sr. men)
Sigma Alpha Chi (outstanding soph men)

INTER-FAITH COUNCIL REPRESENTATIVE Campus Religious Groups

Baptist Youth Fellowship
Canterbury Club (Episcopal)
Inter-Varsity Christian Club
(interdenominational)
Newman Club (Catholic)
Phi Zeta Christo (First Christian)
Wesley Fellowship (Methodist)
Westminster Fellowship (Presbyterian)
Oxford Fellowship (for pre-ministerials)

SUGGESTIONS . . .

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