

# The Women's Center Revitalization Project

Women in Learning and Leadership (WILL)  
Senior Class Capstone  
Spring 2012

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## **Project Mission Statement**

It is our mission to revitalize the Women's Center at The College of New Jersey, a program which will claim and work to support the feminization of power and construction of human relationships to promote a positive campus community.

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## **Women's Center Mission Statement**

The Women's Center at The College of New Jersey strives to support all students in the campus community to promote equality and understanding. The center will provide a safe space for all students to explore and discuss current women's issues perpetuated by society. This center fosters alliances with organizations that share common passions, goals, and objectives. The center strives to continue the empowerment of the campus community and wishes to leave a lasting impression on the students here at TCNJ.

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## Project Rationale

As members in the Women and Learning and Leadership (W.I.L.L.) program, we have gained first-hand experience regarding the power of interpersonal relationships and supportive educational programs to our growth and development as empowered women. By using these experiences as the foundation to revitalize the Women's Center as our guiding mission, we will be able to empower and educate our peers at The College of New Jersey.

## Target Group

The target group of our project focuses on all students at The College of New Jersey. We plan to reach out to as many student organizations, academic honor societies, Greek organizations, clubs, sports teams, and women's organizations as possible. In addition, we plan to reach out to faculty in all disciplines to promote the Women's Center to undergraduate students. We aspire to recruit future leaders of the Women's Center as well as the College.

## Project Goals and Objectives

- Re-establish the women's center as a working office
  - Engage participants in the Women's Center in various areas of diversity
  - Generate publicity about the Women's Center
  - Raise funds for maintaining the Women's Center
  - Make a lasting contribution to the TCNJ community
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# Committee Goals and Responsibilities

## Clean-up

The entire class will participate in the cleaning of the Women's Center. Over the course of two weekends, we will all take shifts to help redo the Center. The first weekend, March 17 and 18, the room will be cleaned out. Garbage will be removed, shelves will be dusted, and so on. Next, if necessary, the Brower Student Center staff will be able to remove large items, such as unnecessary or broken tables and chairs, and will be able to clean the carpets. This has been scheduled to take up the next two weeks, from March 19 to March 29. Once this has been completed, the clean-up will be completed by spending another weekend moving items back into the Center. The clean-up will also involve creating an organizational system for relevant materials left in the Center (such as sexual health info from Vox, body image resources from BodSquad, etc.). We will also catalog the collection of books and literature that are currently in the Center and create a library.

## Future Logistics

The major contributions that this committee will provide for the project will be after the actual clean up is completed in the Women's Center. Dealing with the actual center, this committee will contact the appropriate individuals around campus who can help with the future logistics of the center. These logistics will include potentially obtaining Wi-Fi in the center, figuring out the phone number to the center, and dealing with the heat and air conditioning problems that have taken place in the past.

Another aspect that this committee will be in charge of is the planning and possible painting of a mural either outside in the hall of the Women's Center and/or in the Women's Center. The team will contact the appropriate individuals who can give permission for us to paint a mural(s). We will also be contacting the other organizations in the basement to see if they would have a problem with this idea. As a class we will come up with ideas and suggestions as to what the mural should be. The committee will have to work with fundraising to obtain the materials and if artistic ability is needed and not found in house, we will have to find an artist.

Lastly, this committee will be in charge of creating a new website for the Women's Center. The current website is outdated and needs to be updated. Starting from scratch, the skeleton of the website should be complete by March 1st. This way we can email the link to Student Activities to correspond it with the Women's Center on the TCNJ website. This website will include a mission statement, pictures, events, the future list of discussion groups, and a library catalog. More ideas can be added to the website if necessary.

## Training Committee

This first round of training will be geared mainly for WILL members, the Executive Board(s) of the current student organizations that utilize the Women's Center, and general students who are interested in becoming staff members of the Women's Center, to ensure that the leaders of the space have a general knowledge of the issues that their members and visitors may struggle with. The training sessions will run for about an hour or two, either back-to-back or on two separate days. The time frame will allow the organizations

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requested to give interactive presentations on their organization, usually lasting 10-15 minutes. As an incentive the training hours can be logged as volunteer hours; in addition to that, folders with a synopsis of all the presentations will be presented to the trained members with the Mission Statement and a history of the project and its vision.

Each trainee will then act as a liaison between one of the offices that offered the training and the new space. In addition to that, the leaders will select an area of the space to be in charge of such as, health awareness, gender violence, alcohol and drug, etc. These individuals within their selected area will then rotate the responsibilities of program planning in respect to their interests. As time goes along the folders will be passed on to the next 'space' leaders for their future training session with any notes that the previous leaders wanted to pass on. One of the goals for this is that as membership grows the position of space leader will rotate among individuals of different off-campus background; opening the training sessions to those seeking to be informed.

#### *Proposed Training Organizations*

Counseling and Psychological Services (CAPS): Offering the new staff an overview of topics such as stress, female/male relations. After which, one member (or more) can apply to be a Peer mentor and further aid open relations for constant programming.

Office of Anti- Violence Initiatives (OAVI): Green Dot Informed & SAVE Peer Educators to promote healthy relationship skills.

Alcohol Drug & Education Program (ADEP): Booth or event at Lollanobooza.

Health Services: A presentation of what resources are available in the health center.

With a part of the project goal being creating a open community, Diversity and Awareness is an important factor. To achieve this Associate Professor Winnifred Brown-Glaude will be contacted in addition to a Women and Gender Studies professor, for a brief diversity session. The training in addition to having educators in the space will keep the communication line open to the offices, and allow for easier resource collection- health pamphlets, etc.

## **Fundraising**

The whole class will participate in the various fundraising activities, but the Fundraising Committee will be in charge of organizing the different fundraising campaigns. Fundraising activities are essential for us to get the items we need in order to revitalize the Women's Center. These activities will work to get cleaning supplies and a few new storage items (i.e. organizing shelves and containers). Fundraising will be done in two ways, through donations and through raising actual money to purchase needed items.

Donations will be acquired through three means. The first way will be via a donation box left in the WGS main office. The second way will happen when a few people from class will stuff WGS mailboxes with information about our project and donation slips (donations can be cash or items). Lastly, the entire class will email past classmates using their SOCS lists with the same information about the project and donations. In terms of raising money, there will be a fundraising program. If the class agrees, we will participate in selling Dinner and a Movie discount cards. These would cost us each \$9 (\$3 per card) and would be sold at \$10 per card which could lead to a profit of \$21 per student in our class.

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## Marketing

The amount of people that attend this event depends largely on how well the event is advertised. The main marketing strategy includes posting flyers in each academic building and residence hall a week prior to the opening. A banner advertising the opening day will hang in the Student Center the week of the event. Chalking will take place outside of Eickhoff, the library, and the Student Center to ensure that each student is aware of the event. Pamphlets are going to be made and distributed in the freshman dorms and WGS office. These pamphlets will educate TCNJ students on the Women's Center and simultaneously advertise the opening day.

In order to attract freshmen and new WILL members, we plan on making the Re-Opening Day a mandatory gender event. This way we can share our excitement with the younger members in the hopes of them inviting their friends and utilizing the Women's Center.

## Grand Re-Opening Ceremony

The successful reopening of the Women's Center and its future sustainability depends largely on the amount of promotion it receives. One way to ensure the TCNJ community is made aware of the Women's Center is by holding a grand re-opening ceremony in the Student's Center. The ceremony would involve students in the W.I.L.L. Senior Capstone class, the W.I.L.L. program coordinator, alumni of both W.I.L.L. and the Women's Center, and the Women's Center advisor. The introduction to the event would include background information about why we chose the revitalization of the Women's Center as our project, the video showing the need for the cleanup, and our hopes and visions for the Women's Center in the future. Next, Women's Center alumni would speak about their experiences as members of the Women's Center and the past events that were held when they were TCNJ students.

Following the Women's Center alumni panel, staff members of the Women's Center for the following academic year would be introduced along with an explanation of their leadership positions for students interested in getting involved in the future. As a closing to the ceremony, the Women's Center banner would be placed on the wall of student organizations in the Student Center, symbolizing the reinstatement of the Women's Center as a program. After the completion of the ceremony, a reception would be held either in the Women's Center or Student Center atrium where all participants of the ceremony would be able to enjoy the revitalized Women's Center over lunch, drinks, and dessert. Raffle baskets would also be announced during the reception. The goal of the ceremony is to inspire interest and involvement with the Women's Center by current TCNJ students.

This committee will have different tasks prior to the re-opening ceremony and will be primarily responsible for finalizing the schedule of the ceremony. The committee must immediately reserve the Student Center atrium for April 11, 2012, the date that our group aspires to hold the event and the materials that would be needed such as a computer on wheels (COW), projector screen, and microphone. Although the event is months away, this committee will begin planning immediately. Committee members must contact all speakers for the ceremony including alumni, program advisors, and staff members to determine who would be able to participate in the ceremony. They must also remain in contact with the speakers until the day of the event and provide the committee with weekly

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updates about their progress. Also, members of the opening day committee would need to contact the person in charge of student organizations within the same timeframe to determine if the banner could be hung in the Student Center during this semester. This committee will be in charge of collecting items for the raffle baskets and putting them together to be distributed on the day of the ceremony.

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# Preliminary Project Timeline

**February 23** – Project selected.

## Clean-up

- February 24.** Contact Kandace, Cait, and Cecilia from Women's Center student organization.
- February 29.** Contact BSC staff to inquire about cleaning
- March 1.** Add names to key list.
- March 2.** Assess what supplies are needed (cleaning, furniture, storage)
- March 17.** Have cleaning supplies purchased.
- March 17 – 18.** Clean out Women's Center.
- March 24 – 25.** BSC staff cleans out large pieces of furniture, cleans carpet, etc.
- March 30 - April 1.** Put everything back into Women's Center and set up for use.
- April 5.** Have library catalogued.

## Future logistics

- March 1.** Have skeleton website up & emailed to Student Activities.  
Contact appropriate individuals about Wi-Fi, phone, and heat/AC.  
Contact Dean of Students/whoever is in charge of BSC about mural.  
Contact other basement organizations (Signal, Prism, Water Works?) about mural.
- March 15.** Have mural idea settled with a artist(s) as well as supplies.
- March 16-20.** Wi-Fi, phone, and heat/AC figured out.
- March 30 – April 1.** Mural painting.
- April 9.** Finalized list of discussion groups for next year.

## Opening Day

- February 24.** Submit R25 for Stud for 4/18.
- March 2.** Contact alumni for panel.  
Reach out to Cecilia for speaking.  
Figure out banner situation.
- March 12.** Contact WTSR
- March 30.** Application for future staff members.
- April 4.** Put in catering order.  
Put in advertisement to This Week @ TCNJ.
- April 11.** Items for raffle baskets collected.
- April 15.** Raffle baskets put together.

## Marketing

- March 19.** Finalize sidewalk stake images.  
Finalize flyers.  
Finalize pamphlets.  
Finalize table tents.
- March 26.** Sidewalk stakes submitted for week of 4/16.  
Finalize welcome week flyers.
- April 2.** Submit application for chalking.  
Submit application for banner.
- April 4.** Flyers approved.
- April 9.** Distribute pamphlets to faculty, WGS office, ResLife, student organizations.
- April 15.** Chalk.  
Put up flyers.
- April 16.** Put out table tents.

## Fundraising

- February 24.** Contact Sodexo about donating cupcakes and icing to sell during meal equiv in the stud.  
Contact Cheeburger Cheeburger, Mama Flores, Chevys, and Applebee's about possible restaurant fundraiser.
- March 1.** Decide if class wants to participate in selling Movie and a Discount cards  
Stuff WGS faculty mailboxes with information about project and donation slips.  
Email SOCS lists with information about project and location of donation box in WGS office.
- March 12.** Collect supplies needed for media smash (old cameras, televisions, magazines/posters, scales, old phones, etc).
- March 13.** Sell cupcakes (need volunteers to table between 11:30-1:30).
- March 15.** Media smash.
- March 17.** Jewelry making class.

## Training

- March 1.** Send out email to offices who will participate in training.
- March 12.** Send out interest email to potential volunteer staff in WILL/WGS.
- March 18.** Verbal call out for volunteer staff at WILL meeting
- March 19.** Send out interest email to other organizations.
- March 26.** Have list of volunteers to be trained.
- April 11.** All volunteer staff trained.

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# Re-Opening Day Preliminary Timeline

## Women's Center Revitalization Project Grand Re-Opening Day Ceremony Tentative Schedule April 18, 2012

Introduction to Project	1:00-1:30
<ul style="list-style-type: none"><li>• Campus Activism Group/Program Advisers</li><li>• Video about Cleanup</li><li>• Hopes and Visions: Future for the Women's Center</li></ul>	
Alumni Panel	1:30-2:00
<ul style="list-style-type: none"><li>• Success of Women's Center in the Past</li></ul>	
Staff Members	2:00-2:15
<ul style="list-style-type: none"><li>• Explanation of Positions</li></ul>	
Women's Center Student Organization Banner	2:15-2:30
Presentation of Women's Center Mural	2:30-2:45
Reception	2:45-3:30
<ul style="list-style-type: none"><li>• Food/Drinks</li><li>• STUD: pasta, salad, bread rolls, water, soda, juice, etc.</li><li>• Women's Center: brownies, cookies, cupcakes, coffee, hot chocolate, etc</li><li>• Raffle Baskets (announced at 3:30)</li><li>• WTSR</li></ul>	

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# Women's Center Cleanup

## Timeline

### February 23

- Revitalization video unveiled.
- Project chosen.

### March 4

- Organized cleaning supply donation.

### March 12

- Met with Tim Asher. He agreed to clean furniture, clean carpets, exterminate, remove trophies from window, and fix ceiling tiles.

### March 15

- Collected cleaning supplies from class. Signed up for first weekend of cleaning.

### March 17 - March 18 - First Clean-up Weekend.

- **March 17, 12 to 5 PM:**
  - Moved existing furniture around in order to effectively clean.
  - Disposed of unnecessary materials and trash.
  - Took out several bags of trash.
  - Vacuumed.
  - T-shirts from wall washed and folded.
  - Donated toys and clothing washed.
  - Cleaned mirrors.
  - Dusted.
  - Cleaned out cabinets.
  - Organized supplies to be kept and put them into boxes.
  - Took out final trash bags.
  - Scrubbed sink, cabinets, and countertop.
  - Cleared bookshelves.
  - Logged books for an online inventory.
  - Packed books into boxes.
- **March 18, 12 to 5 PM:**
  - Wiped down furniture.
  - Finished organizing materials.
  - Sent boxes of materials home with class members for protection during professional cleaning.
  - Placed furniture so that cleaners could easily move.

### March 18

- Presented to WILL General Body Meeting.
-

**March 19**

- Donated two dining chairs to All College Theater (ACT).

**March 20**

- Exterminators evaluated space; extermination put off until summer.

**March 22**

- Furniture and carpets professionally cleaned.

**March 30**

- Met with Dr. Vicky Triponey and explained the importance of our project.

**March 30 – April 1 – Second Clean-up Weekend.**

- **March 30, 11AM to 7PM:**
  - Visited Habitat for Humanity's ReStore to purchase new couches; unsuccessful.
  - Visited Goodwill to purchase new couches; unsuccessful.
  - Visited Rescue Mission to purchase new couches; unsuccessful.
  - Visited Salvation Army and purchased two couches.
  - Delivered couches to Women's Center.
  - Picked up donated couches from Allison S.'s house.
  - Delivered couches to Women's Center.
  - Removed old couches.
  - Put bookshelves in their places.
- **April 1, 12PM to 4PM:**
  - Finalized arrangement of furniture.
  - Hung up t-shirt wall.
  - Organized filing cabinets.
  - Donated couch to Prism.

**April 1**

- Submitted request to Facilities to remove unnecessary furniture.

**April 3**

- Met with Seth Zolin about new couches and ceiling tiles.

**April 4**

- Printed new posters for walls.
- Sent fire code information of new couches to Risk Management.

**April 5**

- Removed Allison's donated couches.
  - Received donated desk from MTSS.
-

**April 9**

- Plywood boards installed in old couches.
- Met with Seth Zolin to remove one table and one filing cabinet.
- Met with Tina Dwyer to receive donated quilt.

**April 10**

- New computer installed.
- Final vacuuming.
- Unrolled new rugs.
- Hung up art wall.
- Removed last garbage.

**April 11 - Opening Day.**

- Unveiled final revitalization video.
-

## Stills from original project video

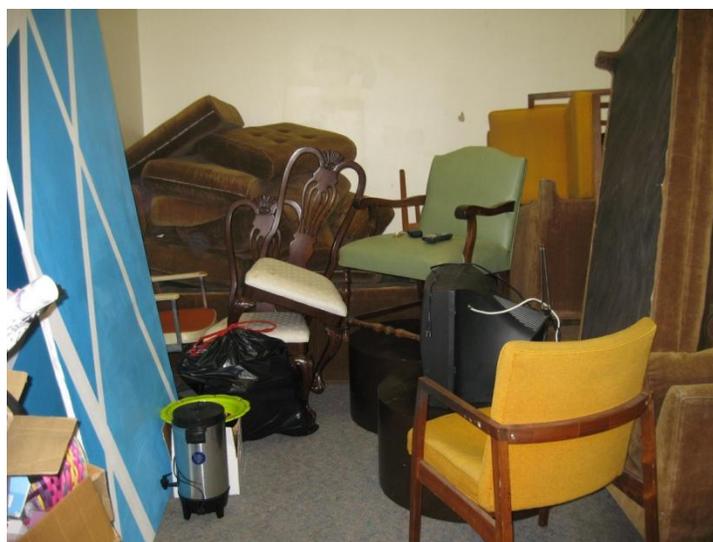
<http://www.youtube.com/watch?v=-c9s5MBDqjo&feature=youtu.be>

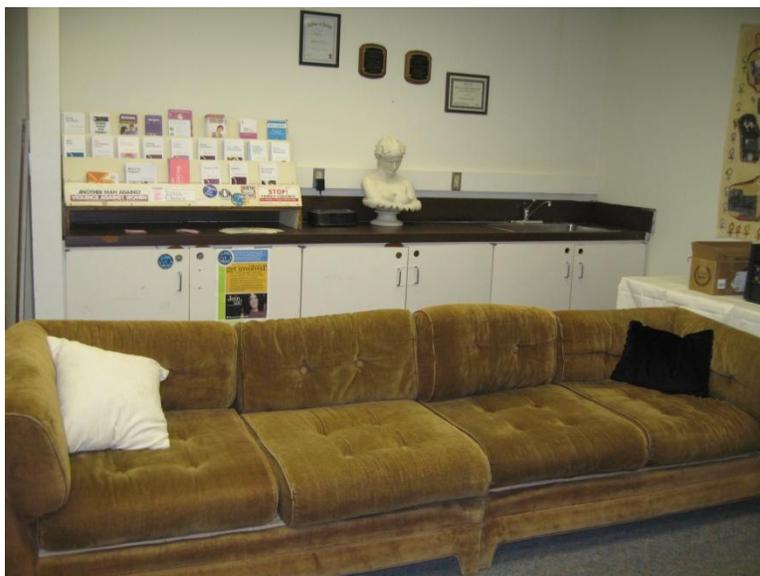


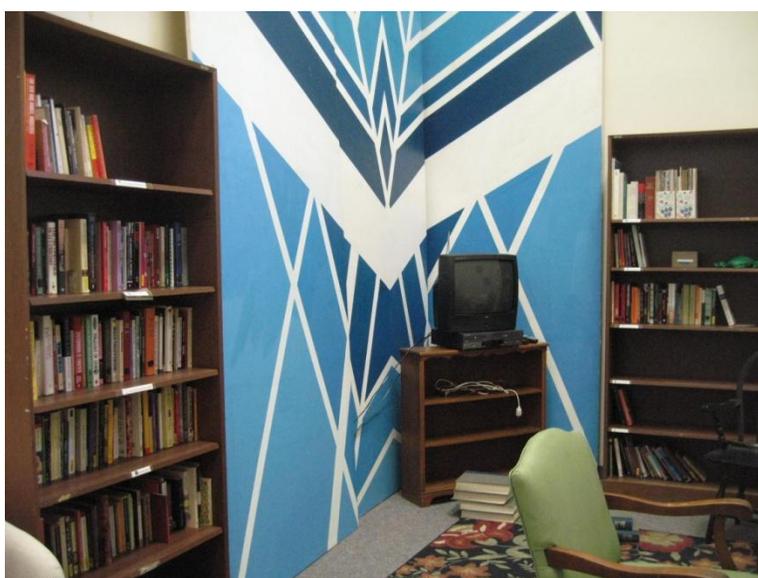


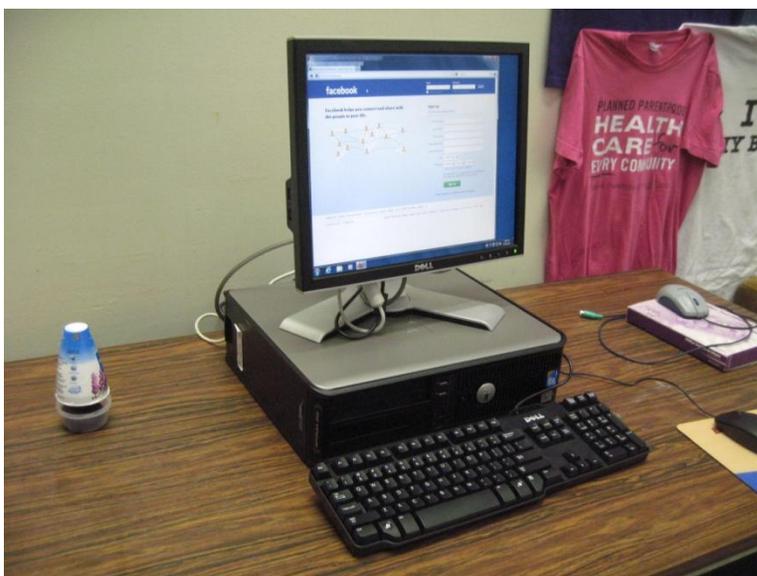
## Stills from final project video

<http://www.youtube.com/watch?v=xHgJ4ivZuE8&feature=youtu.be>









## Clean-up Time Sheet

Casey: present at all times.

### Saturday 3/17

Time	Person 1	Person 2	Person 3
12:00 PM	Lauren	Karina	Allison S.
1:00 PM	Lauren	Karina	Allison S.
2:00 PM	Jolene	Caroline	Alyssa T.
3:00 PM	Jolene	Caroline	Otasha
4:00 PM	Nicole	Mickey	Otasha

### Sunday 3/18

Time	Person 1	Person 2	Person 3
12:00 PM		Karina	Jenn
1:00 PM		Karina	Jenn
2:00 PM	Sakina	Stephanie	Alison N.
3:00 PM	Sakina	Stephanie	Alison N.
4:00 PM	Alyssa M.	Alyssa T.	Mickey

### Friday 3/30:

Morning (Habitat for Humanity, Goodwill, Rescue Mission, Salvation Army): Karina, Adrienne, Angelica, Jenn

Afternoon (moving couches in and out): Casey, Adrienne, Jenn, Karina

### Sunday 4/1

Time	Person 1	Person 2	Person 3
12:00 PM	Sunita	Annie	Christina
1:00 PM	Sunita	Annie	Christina
2:00 PM	Jenn		
3:00 PM	Jenn		

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# Future Logistics Committee Portfolio

## Timeline

### March 12

- Met with Tim Asher discussed heat and air conditioning issues, Wi-Fi access, the mural ideas, and the ability to receive funds for a new computer.
- Was informed that the heat and air conditioning issue cannot be solved.
- Wi-Fi will also not be available, so a new computer is necessary.
- Mr. Asher informed us a mural would be able to be painted. It just has to be approved by him.
- Mr. Asher gave us information that the new computer would have to be requested by the Student Finance Board.

### March 15

- A new website and Gmail account has been made under the TCNJ Women's Center name.

### March 23

- Filled out the Capital Equipment Request for the Student Finance Board to fund a new computer. We had to have Cecilia Colbeth sign the form, being she is the advisor, as well as the president and vice president of the Women's Center Organization. Liz Kamel also had to sign the request, as she is the liaison for the Women's Center.

### March 26

- Handed in the Capital Equipment Request to the Student Finance Board.

### March 29

- Established that Sarah Scholz, part of the Capstone class, will be drawing and designing a mural in hopes of painting it on the wall right outside the Women's Center.

### April 2

- Found out that the SFB funded our new computer.
- We contacted Ben Akuma in IT to see if the College had a new computer in stock.
- Meet with Tim Asher to try and approve the mural for painting. Unfortunately he informed us that we would not be able to paint a mural outside the Women's Center or inside the Center.
- Contacted Sarah to paint her design on a separate canvas that would be hung inside the Women's Center. This painting will now stay in the Women's Center.

### April 5

- The new mission statement was thought up and added to the new website.
-

**April 10**

- Ben Akuma installed the computer in the Women's Center. It was set up to the Internet with all passwords reset. The computer can be accessed with a student login or the Women's Center log in can be found in the right hand drawer of the desk the computer is on.
  - Cecilia Colbeth has attached our new website to the TCNJ WGS website.
  - We hung Sarah's mural up in the Women's Center.
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## Women's Center Website

<http://www.wix.com/tcnjwomenscenter/tcnj>

The screenshot shows the home page of the TCNJ Women's Center website. At the top left is a pink female symbol icon. The navigation menu includes 'Home', 'Mission Statement', 'Library List', 'Events', and 'Contact'. The main heading is 'TCNJ Women's Center' in a large, black, cursive font. Below the heading is a video player showing a hallway with a blue door frame and a white door. The video player has a 'YouTube' logo in the bottom right corner and a progress bar at the bottom showing '00:01 / 04:53'. On the right side of the page, there is a vertical 'XBOX' logo.

The screenshot shows the mission statement page of the TCNJ Women's Center website. At the top left is a pink female symbol icon. The navigation menu includes 'Home', 'Mission Statement', 'Library List', 'Events', and 'Contact'. The main heading is 'Mission Statement' in a large, black, cursive font. Below the heading is a paragraph of text in pink font: 'The Womens Center at The College of New Jersey strives to support all students in the campus community to promote equality and understanding. The center will provide a safe space for all students to explore and discuss current womens issues perpetuated by society. This center fosters alliances with organizations that share common passions, goals, and objectives. The center strives to continue the empowerment of the campus community and wishes to leave a lasting impression on the students here at TCNJ.' On the right side of the page, there is a vertical 'XBOX' logo.

♀ Home Mission Statement **Library List** Events Contact

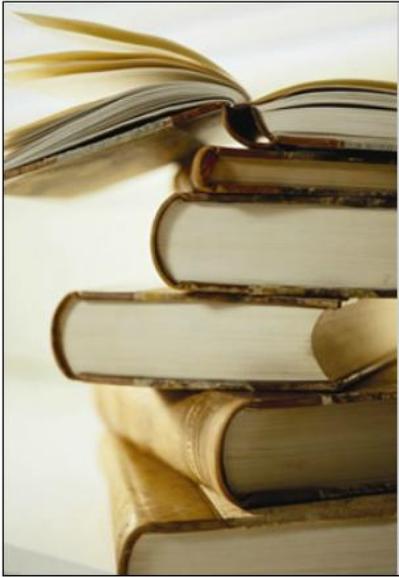
## Library List

**Art**

- The Guerilla Girls. Confessions of the Guerilla Girls: How a Bunch of Masked Avengers Fight Racism and Sexism in the Art World.
- Hedges, Elaine (editor). In Her Own Image: Women Working in the Arts.
- Heller, Nancy G. Women Artists.
- Steinbaum, Bernice (editor). Crossing the Threshold.

**Biography/Autobiography/Memoir**

- Angelou, Maya. I Know Why the Caged Bird Sings.
- Barkalow, Carol. In the Men's House: An Inside Account of Life in the Army by One of West Point's First Female Graduates.
- Brenner, Claudia. Eight Bullets: One Woman's History of Surviving Anti-Gay Violence.
- Chicago, Judy. Through the Flower: My Struggle as a Woman Artist.
- Davis, Rebecca Harding. Life in the Iron Mills.
- Equiano, Olaudah. American Captivity Narratives.
- Follain, John. Zoya's Story: An Afghan Woman's Struggle for Freedom.
- Hellmann, Lillian. Pentimento.
- Knight, Brenda. Women of the Beat Generation: The Writers, Artists, and Muses at the Heart of a Revolution.
- The Library of Congress. Women Who Dared: A Book of Postcards.
- Lord, W.G. Forever Barbie: The Unauthorized Biography of a Real Doll.
- Manning, Martha. Chasing Grace: Reflections of a Catholic Girl, Grown Up.
- Miedzien, Myriam. Generations: A Century of Women Speak About Their Lives.
- Morrison, Nancy Bryson. Haworth Harvest: The Story of the Brontes.
- Wodan-Browne. Jocelyn. Virgin Lives and Holy Deaths: Two Exemplary Biographies for Anolo-



♀ Home Mission Statement Library List Events **Contact**



**Email**  
tcnjwomenscenter@gmail.com

**Phone**  
(609)-771-2120

## Contact

Your Name:

Your Email:

Subject:

Message:

**Send**

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## Request Form for New Computer

### Student Finance Board Capital Equipment Request Spring 2012

**Organization:** Women's Center

**Date:** March 23, 2012

**Piece of Equipment:** Computer

**Type of Equipment:**        REPLACEMENT        NEW        (Circle One)

**If REPLACEMENT Equipment:**

**When was the current equipment purchased?** Unknown

**How often is this equipment used and for what purpose?** This new computer will be used on a daily basis starting next year. It will be used for research, homework, etc.

**Where is the equipment currently stored?** In the Women's Center

**How is the storage space secured?** Only people on the key list can enter the room.

**Who currently has access to the equipment?** Anyone who is on the key list.

**If NEW Equipment:**

**Please explain in detail why this equipment is necessary for your group's operations.**

Starting next semester, the Women's Center will be open on a daily basis. During the time it is open there will be discussions taking place as well as a safe place for anyone to hang out. Students will be welcome to do their homework down here and without WiFi access a computer is needed.

**Where will the equipment be stored? You must have storage space for this equipment to be considered for funding!** The equipment will be stored in the Women's Center.

**Who will have access to the equipment?** Anyone who is in the Women's Center, but they can only enter with someone who is on the key list.

**How will the storage space be secured?** The Women's Center is always locked unless someone is in there who has to be on the key list.

**What is the anticipated life of the equipment?** 4 years.

**Will your operating budget need to be adjusted with the purchase of this equipment? For example, will you need to purchase additional accessory equipment (i.e. tapes for a camera)?**

No

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**For REPLACEMENT and NEW Equipment:**

**\*\*Please provide three separate bids and list in order of priority. You must attach quotes or invoices from the vendor that states the estimated cost.\*\***

#1. Vendor \_\_\_\_\_ Cost: \_\_\_\_\_

#2. Vendor \_\_\_\_\_ Cost: \_\_\_\_\_

#3. Vendor \_\_\_\_\_ Cost: \_\_\_\_\_

**Besides price, what, if anything, differentiates these bids?**

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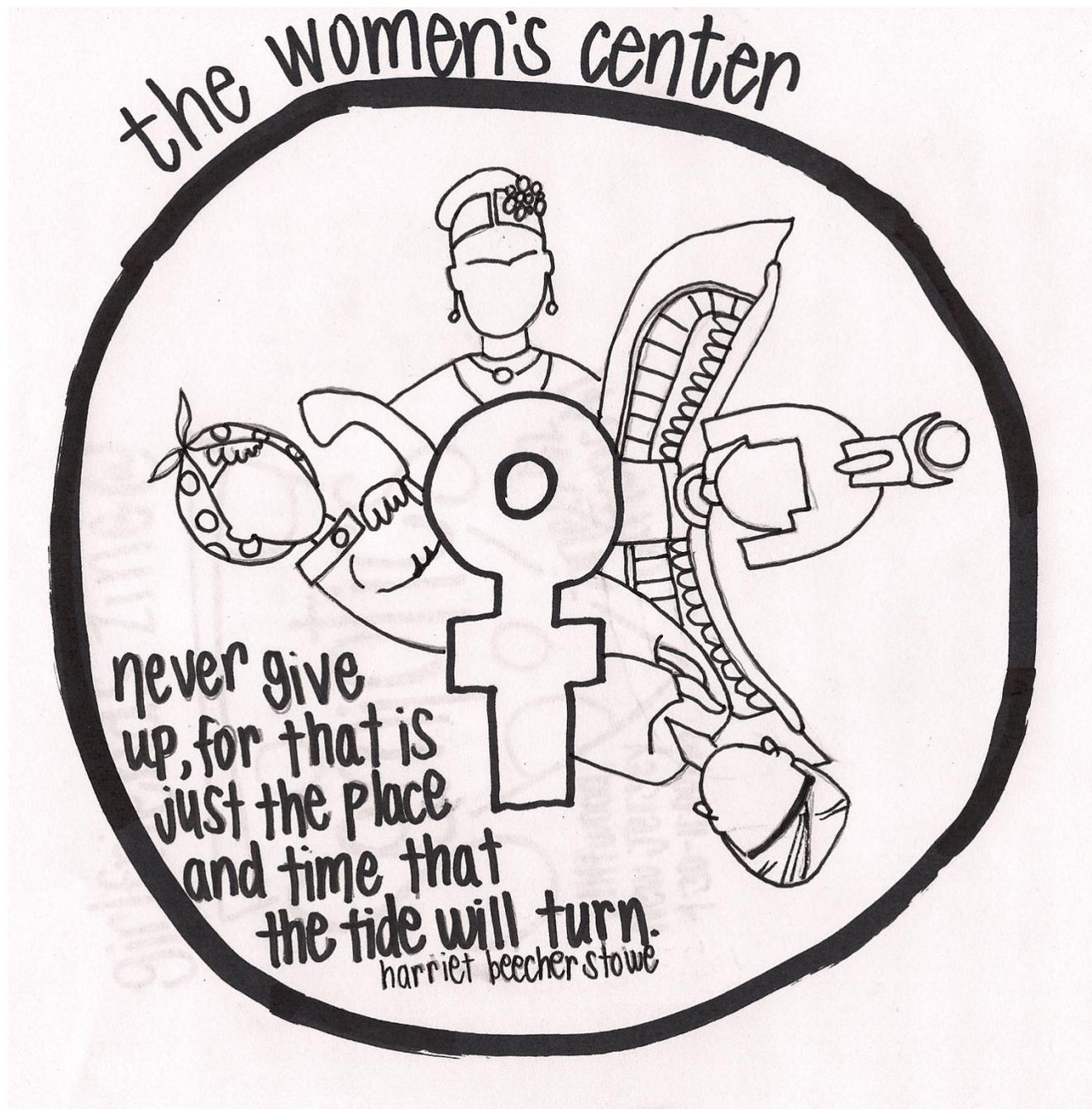
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President Signature \_\_\_\_\_ Treasurer Signature \_\_\_\_\_

Advisor Signature \_\_\_\_\_ Liaison Signature \_\_\_\_\_

**\*\*This completed form must be submitted to the SFB office by Tuesday, February 21<sup>st</sup> by 3:30 PM in order to be considered.**

## Sarah Scholz's Mural Design



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# Training Committee Portfolio

## Timeline

### Week of February 27

- Held brainstorming meeting
  - Application format
  - Department emails: sent, only Health Services has responded
  - Training Sessions: Date, Location, and Time
  - Space advisor by student/Women's Center liaison/recruitment/involved in training and shadowing; rising junior
  - Welcome Week/BSU/Pan-Asian/ Union Latina for programs
  - Welcome Week flyers
  - \*Considering 'space leaders' applications: rest on club involvement, major, WGS classes/grade
  - Resource binder, discussion groups,
  - Diversity and social awareness: Professor Brown-Glaude and WGS professor (Mary Lynn)
  - Politics, health, gender, sexuality (training)
  - Tim Asher: BSC Sign

### Week of March 5

- Sent letters to Counseling and Psychological Services, Student Health Services, Alcohol and Drug Prevention Programs, Office of Anti-Violence Initiatives, and relevant faculty members, to request their participation in training

### March 15

- Outlined the roles of the space leaders, as well as training
- Created the Space Leader application and deadline
- Assigned tasks to committee members: contact the offices and faculties who had responded in regards to the training purpose, format, and schedule
- Scheduled training for April 13th.

### March 17

- Applications were sent out to the Women and Gender Studies Department

### March 18

- Gave an overview of the Space leader position and the application deadlines during the W.I.L.L meeting
- Collected applications

### March 22

- All applications due by 4pm
  - Met for two hours, reading and reviewing the applicants
  - Selected space leaders: Samantha Maria Pena, Tiffany Piatt, Megan Osika, Melissa Nessi, and Stephanie Cervino
-

- Developed position of Peer Mentor: Chaya Himelfarb, who has a connection to the space, as she is a member of two of the organizations that use the Women Center
- Notified new space leaders of their positions

**April 13: Training Day**

- 11AM-11:30AM with Mary Lynn Hopps in her office (located in BLISS)
- 11:40AM-12:30PM with Michelle Gervasi representative for OAVI, ADEP, CAPS, & Health Services (Holman)
- 12:30PM-1PM break and then head to BSC
- 1PM-2PM with Jamal Johnson who will speak on diversity (BSC 211)
- 2PM – Debriefing with Otasha, brainstorming for future plans and possible programs, discussions, office hours

**April 24**

- Training was concluded with a presentation on Domestic Violence by Womanspace
-

## Training Request

Good day,

My name is Otasha Clark and this note is in regards to a capstone project. I need your help with developing a smoother implementation of a segment of the project which was developed by my group for our Women and Gender Studies capstone. We are trying to revitalize the Women's Center into a diverse space, to be used by any student on campus. We seek to ensure that everyone feels welcomed and comfortable in the center.

This committee that will assist with this goal will be called 'space leaders'. In their positions, space leaders should be thoroughly informed on what we believe to be some of the crucial college departments that could assist them in their roles as resource mediums for students who will use the space. Therefore, we are inquiring as to whether or not, you would be interested in developing a brief training session (about 15mins) designed to give an overview of your center and what you offer to the students who use your services.

This will give the space leaders a better understanding of your department's mission in the event that they ever have any student who needs to be made aware of your services. In addition to that, the leaders will act as liaisons between your department and the space, keeping updates on any new policies and providing other information for the students to know about. The time frame that we are looking at as of now is end of March or early April the latest. Please let me know if you would be willing to assist in this goal.

Best regards,

Otasha Clark

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## **Mission of Training Day**

The sessions will offer you an overview of the resources on campus and how to maintain the space that we want the Women Center to become, in addition to offering you a foundation on which to build your roles as staff members/space leaders.

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## Space Leader Application

### Women's Center Staff Application

As a part of this year's WILL Capstone project, our goal is to revitalize the Women's Center and transform it into a lively and diverse space, where any individual can feel welcomed. To achieve this we would like to fill five staff positions with enthusiastic individuals interested in facilitating this process.

Staff members or 'Space Leaders' will play several roles within the Center. Your duties will include organizing and maintaining the space. In addition, staff members will direct TCNJ community members to resources, assist with programming, and manage room usage and scheduling. As a staff member you will be required to hold flexible office hours. In general, the staff member's role resembles that of public relations personnel.

Since these positions are new, the selected staff will have the opportunity to further develop their positions. Our overall objective is to foster a sense of community within the Women's Center with qualified personnel. To prepare the new staff for their roles, a training session will be provided.

The goal of the training session is to provide the staff with the necessary tools to handle a range of issues that may arise within the space. The purpose of the training session is to inform the staff members of the resources TCNJ has to offer so that they can better direct individuals who come to the Center seeking guidance. In this three-hour session, various topics and issue areas will be addressed. The departments and organizations presenting include Alcohol Drug and Education Program (ADEP), Health Services, Office of Anti-Violence Initiatives (OAVI), Counseling and Psychological Services (CAPS) and an off-campus non-profit organization, Womanspace. Faculty members, WILL Director Mary Lynn Hopps and Professor Winnifred Brown-Glaude will discuss topics of race, class, and gender. Sessions will be interactive and extremely informative. With this combined approach of department and faculty, the training will provide the staff with applicable information in the areas of health, race, ethnicity, etc.

If you feel that you can contribute to the redevelopment of Women's Center as an open and diverse space, while further developing your leadership skills, please complete the following application [see reverse side] and place it in Professor Mary Lynn Hopps' mailbox/office by March 22<sup>nd</sup> 2012 at 4pm. You may also email the completed application to [clark52@tcnj.edu](mailto:clark52@tcnj.edu). Thank you for your interest!

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### Women's Center Staff Application

Name: Click here to enter text.

Email: Click here to enter text.

Major(s): Click here to enter text.

Minor(s): Click here to enter text.

Expected graduation date: Click here to enter text.

GPA: Click here to enter text.

Relevant courses taken and grade:

(Classes that have covered topics relevant to this initiative. Not exclusive to WGS classes.)

Click here to enter text. Click here to enter text.

Click here to enter text. Click here to enter text.

Click here to enter text. Click here to enter text.

Click here to enter text. Click here to enter text.

Click here to enter text. Click here to enter text.

Clubs and organizations:

Click here to enter text.

Click here to enter text.

Click here to enter text.

Why are you interested in this position? How are you best suited for the job?

Click here to enter text.

Describe yourself in one word. Why does this word best describe you?

Click here to enter text.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

\*Remember to print double-sided!

\*Tentative training dates: Monday 3/26, Friday 3/30, Monday 4/2, and Friday 4/6

\*Questions? Contact Otasha Clark - clark52@tcnj.edu

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# Fundraising Committee Portfolio

## Timeline

### Week 1: 2/23

Fundraising committee is looking for members who can help decide and plan specific fundraising methods to aid in financing the project.

#### Updates:

- Due to a lack of interest and need for five committee members, only three students in all make up the fundraising committee.
- Received \$250 donation from the W.I.L.L. advisory board.
- Need class to decide on if they want to sell discount cards by next week.
- The committee came to a consensus that doing restaurant fundraisers were not necessary. We felt they do not generate enough money for the amount of effort and time it would take to coordinate.

### Week 2: 3/1

#### Old items:

- Class voted unanimously to sell discount cards.

#### Updates:

- Need to decide what items are needed for the media smash.
- At the meeting with Tim Asher next Monday, Adrienne Bell will ask him about media smash logistics and possibilities.
- New Business:
- Jennifer Ponton: Assigned to compose draft email for peers and WGS professors soliciting donations for media smash fundraiser, money, and/or cleaning supplies and furniture.
- Kelsey Martin: Assigned to create a donation box to be placed in WGS main office, and one to be placed in the W.I.L.L. office.

### Week 3: 3/15

#### Old Items:

- Tim Asher said that old computers could not be used during the media smash due to health danger. We are also prohibited from smashing anything with glass because of the risk and liability associated with it.
- Donation boxes have been placed in designated locations.

#### Updates:

- The committee has decided not to pursue the media smash fundraiser because of the limitations. We believe that finding items that people would want to pay to smash would be too hard to come by.
-

- We also decided not to pursue the cupcake sale with Sodexo.
- Therefore, our main fundraising activities will be the money generated through the sale of discount cards and donations collected.
- New Business
- Collected money from class to purchase cards. This week, Adrienne Bell will make the purchase online. Cards are expected to be delivered by next week.

**Week 4: 3/29**

## Old Items:

- Email was sent out soliciting donations on Friday March 16.
- Have not received any donations from the emails that the class sent out.

## Updates:

- The discount cards were lost in the mail. Adrienne will talk to the company tomorrow morning when they reopen for the day.

**Week 5: 4/5**

## Updates:

- Discount cards were delivered and handed out to class. Money will be collected up until Wednesday April 25, 2012.
-

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## Fundraising and Spending Totals

Total Funds Raised: **\$851.53**

- \$250 donated by WILL Advisory Board
- \$200 donated by Women's and Gender Studies Department
- \$398 raised through discount card fundraiser
- \$3.53 found in Women's Center

Total Spent: **\$433.37**

- \$35.25 – printing and laminating new posters
- \$19.99 – oscillating fan
- \$20.98 – black rug
- \$64.98 – brown rug
- \$1.89 – air fresheners
- \$3.99 – Goo Gone
- \$7.99 – Raid
- \$4.99 – batteries
- \$3.85 – plastic cabinet
- \$14.99 – throw pillows
- \$3.99 – wall clock
- \$13.69 – table lamp
- \$3.97 – spackle
- \$12.47 – floor lamp
- \$32.70 – 40, 60, and 120 watt light bulbs, and power strip
- \$4.27 – ribbon
- \$85.60 – couches from Salvation Army
- \$14.98 – thank you cards
- \$25 – materials for mural
- \$14 – materials for banner
- \$7 – fabric for tablecloth
- \$37 – footprints for Re-Opening Day

Total Leftover Funds: **\$418.16**

- Possible uses:
    - Plaque for Women's Center
    - Donate to Women's Center
    - Donate to WILL program
-

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## Donation Letter

Subject: WE NEED YOUR HELP!

To the community of The College of New Jersey,

We, the women of the Women in Leadership and Leading Capstone course, have identified the need to revitalize the Women's Center space. For those of you who are unaware, the Women's Center is a physical space located in the basement of the Brower Student Center. The Women's Center provides a safe space for all members of the community to explore different issues that affect women. We know that the entire TCNJ community will benefit from this project, and we know that campus-wide participation would maximize its potential.

The re-opening of the Women's Center will showcase the results of your own social activism, so this also provides a great outlet for those looking to make a difference. The actual renovation of The Women's Center will require monetary donations, cleaning supplies, furniture, etc. We would really appreciate anyone who is kind enough to contribute to our cause in any way. If you are interested, please respond to this e-mail with your name and donation by April 4. Logistics information will be provided after those responses.

Thank you for reading this e-mail!

All the best,  
The WILL Capstone Women

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# Marketing Committee Portfolio

## Timeline

### March 19

- Design fliers, pamphlets, and table tents

### March 26

- Submit designs to Student Activities to be approved for posting
  - fliers
  - pamphlets
  - banner proposal
  - table tents
  - chalking

### April 2

- Submit Distribute fliers in each academic building, office building, and residence hall
- Fold pamphlets to have for opening ceremony

### April 6

- Paint banner

### April 9

- Chalk outside of Eickhoff and Student Center
- Hang banner inside Student Center

### April 11

- Distribute pamphlets to guests at the Grand Re-opening Ceremony
-

## Flyer 1



Join us for the  
**Grand Re-opening**  
of  
**TCNJ's Women's Center**

**Brower Student Center Food Court**  
**Wednesday, April 11, 2012**  
**2 p.m. to 4 p.m.**

Hosted by  
**Women in Learning and Leadership (WILL)**

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Flyer 2

The flyer is a hand-drawn graphic with a black border. At the top, the words "WOMEN'S" and "CENTER" are written in large, bold, outlined letters. Below this, "GRAND RE-OPENING" is written in a similar bold, outlined font. The date "Wednesday, April 11, 2012" is written in a cursive script. The time "2-4 PM" is written in large, bold, outlined letters, flanked by a male symbol (♂) on the left and a female symbol (♀) on the right. At the bottom, the text "SPONSORED BY WOMEN IN LEARNING AND LEADERSHIP" is written in a small, simple font.

**WOMEN'S  
CENTER**

**GRAND RE-OPENING**

*Wednesday, April 11, 2012*

**♂ 2-4 PM ♀**

SPONSORED BY WOMEN IN LEARNING AND  
LEADERSHIP

**Table Tent**

**WOMEN'S CENTER GRAND  
RE-OPENING!**

**BSC Food Court**

**Wed, April 11<sup>th</sup>**

**2-4PM**

Sponsored by WILL



**WOMEN'S CENTER GRAND  
RE-OPENING!**

**BSC Food Court**

**Wed, April 11<sup>th</sup>**

**2-4PM**

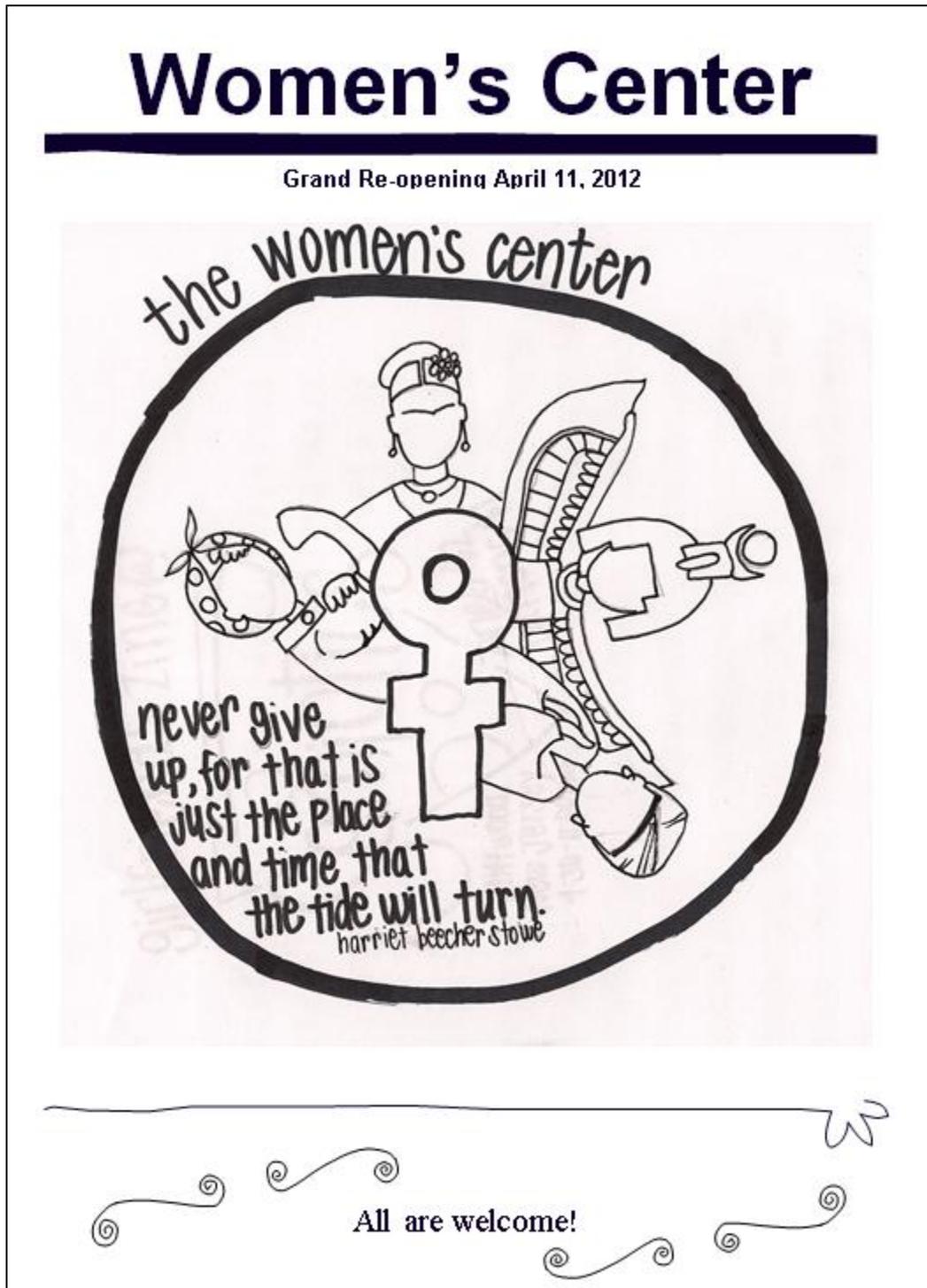
Sponsored by WILL



## Banner



## Pamphlet Front



## Pamphlet Inside

# Women's Center Mission

We, as members of the Women's Center at The College of New Jersey,  
hereby claim to support and work toward the following goals:

### **The Feminization of Power**

To move more women into the policy-making positions of our government. To promote job equity and equal pay for women. To secure a safe working environment free from discrimination. To increase the influence of women in the affairs of business, education, and all other public institutions.

### **Community Development**

To promote the relationship between women's organizations and the surrounding community. To participate in community service and outreach programs, and to implement feminist ideals within the greater society.

### **Reconstruction of Human Relationships**

To create feelings of good will, tolerance, and respect for people of all religions, races, socio-economic backgrounds, sexual orientation, and gender.

### **Reproductive Freedom**

To present all options to women with regard to the right to a safe, accessible, and unrestricted abortion. To educate women in schools, businesses, and other public institutions with regard to the use of safe and accessible contraceptives. To promote the implementation of a national health care system which advocates federal funding for the distribution of contraceptives, Planned Parenthood programs, and abortion clinics. To secure freedom from violence for those who choose to have an abortion.

### **Fighting Violence Against Women**

To end rape, domestic violence, sexual harassment, and all other acts of coercion and terrorization against women

## Pamphlet Back

### More info

#### Women's Center (WC) Library

Books are available for your perusal in the WC

#### Some Genre includes:

Biography/Autobiography/Memoir  
Feminist Theories: Works By/About Women  
Fiction/Literature/Literary Criticism Health/Psychology/Recovery  
History/Law/Government  
Religion/Philosophy  
Poetry  
Art

#### Past Events:

That Takes Ovaries Night  
National Young Women's Day of Action Voter Registration Drive  
"Small Murders: Race, Class, Sex and News Coverage"- discussion  
with Professor Kim Pearson  
Multicultural Women's Art Show  
Biased Bake Sale  
11th Annual Take Back The Night Rally  
Rape and Violence Eradication Walk

#### Questions?

[wmcenctr@tcnj.edu](mailto:wmcenctr@tcnj.edu)  
&  
Add us on Facebook!

#### Location:

The College of New Jersey  
Student Center  
Basement

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# Grand Re-Opening Committee Portfolio

## Timeline

### February 24

- Submit R25 for BSC Atrium (Student Center) on 4/18 from 2 to 4PM
- Allow time for set up (start at 1:30) and cleanup (end at 4:30)

### March 1

- Select Committee: Caroline Gensch (Committee Head), Alyssa Mease, Lauren Rittenbach, Alyssa Theinert, & Sunita Yadavalli
- Discuss Opening Ceremony schedule
  - Setup
  - Food
  - Venue (to hold ceremony)
  - Decorations
  - PowerPoint
  - Pictures
  - Raffles
  - WTSR (music at event)
  - Co-sponsors

### March 2

- Meeting with Yakima Melton (Assistant Manager for the Brower Student Center) to discuss date issues and venue issues
  - BSC Atrium not available on 4/18 due to floor waxing
  - BSC Food Court area available on 4/11
  - Need to check with Sodexo Dining Services prior to confirming reservation of BSC Food Court
  - Must wait until after meal equivalency to start ceremony (approximately 1:30PM)
- Discuss with committee about holding ceremony in BSC Food Court Draft e-mail to Women's Center Alumni about attending and speaking at Grand Re-Opening

### March 12

- Meeting with Yakima
  - Confirm reservation of BSC Food Court on 4/11 from 1:30PM to 4:30PM
  - Discuss equipment needs (stage, microphone, projector screen)

### March 15

- Draft raffle basket donation letters
  - Contact WTSR about music for event
  - Discuss Grand Re-Opening Schedule with committee
  - Send e-mail to Women's Center alumni (see below)
-

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**March 22**

- Draft e-mail invitation to Women's and Gender Studies faculty
- Submit donation letters to local restaurants/shops/etc. for donations to use for prize giveaways
  - Dunkin Donuts, Piccalo, Mama Flora's, Carvel ice cream, Starbucks, Pennington Bagel, Ray's Sub Shop, East Sushi, Yummy Sushi, Naked Pizza, Villa Rosa, Ewing Diner, House of Cupcakes, The Bent Spoon, Twist, AMC movie theatres, Paul Mitchell Lab, Yo-Licious Twist Yogurt, Applebee's, Hooters, Cheeburger Cheeburger, Lovin' Cookies
  - Each committee member responsible for tracking the progress of at least 5 venues for possible donations
- Discuss refreshment possibilities for day of ceremony
  - Catering venues
  - Sodexo (cheese, crackers, cookies, water, fruit punch, lemonade)
- Decided against WTSR providing music for the event due to costs

**March 26**

- Drop off donation letters to venues listed above (each committee member)

**March 29**

- Finalize e-mail invitation to faculty and advisory board
- Contact Andrea Besaw (W.I.L.L. Executive Chair 2012) about making re-opening ceremony a Gender Event for W.I.L.L. members
- Contact reporters from The Signal to write about ceremony
- Discuss ribbon cutting ceremony as final aspect of Grand Re-Opening
- Contact SODEXO about donating cookies and drinks (refreshments)
  - Meeting with Pam Gladu-Lesniewski (Administrative Assistant for Sodexo)
  - Discussed going through Dining Services Committee to receive food donations (see below)
- Finalize Women's Center alumni speakers for the ceremony
  - Valerie Baker
  - Emily Bent

**April 2**

- Confirm Women's Center alumni speakers for ceremony
- Meeting with Barbara Pultorak (Secretary for VP of Student Affairs)
  - Discussed possibility of donating refreshments to ceremony by Dr. Vicky Triponey (Interim VP of Student Affairs)
  - Refreshment possibilities: water, fruit punch, lemonade
  - Snack possibilities: cookie trays

**April 3**

- Meeting with Yakima
    - Confirm final equipment needs
    - Approve AV instructions as written by Yakima for BSC staff members (see below)
-

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**April 4**

- Received donation of cookies, water, lemonade from Dr. Triponey (see below)
- Reserved table in BSC Food court for refreshments
- Received donations of cookies from SODEXO (see below)

**April 5**

- Confirm donations from different venues
  - Olive Garden - \$20 gift card
  - Villa Rosa - \$25 gift card
  - Paul Mitchell Lab
    - \$25 gift card for hair treatment + travel size hair product
    - \$25 gift card for hair treatment + travel size hair product
  - East Sushi - \$25 gift card
- Make PowerPoint to show pictures of the Women's Center before the cleanup, during the cleanup, and after the cleanup
- Meeting with Mary Lynn Hopps about introducing the structure and organization of the W.I.L.L. Senior Capstone class with activism project
- Meeting with Cecilia Colbeth (Women's Center Faculty Advisor) about helping during the ribbon cutting ceremony
- Contact Women's Center Alumni speakers with updates about the event
- Finalize Grand Re-Opening Ceremony Schedule (see below)

**April 9**

- Pick up copy of contract for cookies and refreshments in Student Activities office (see below)
- Purchase decorations for event (use W.I.L.L. colors)
  - Balloons (red/silver)
  - Streamers (red/white)

**April 10**

- Blow up balloons with helium tank
- Assemble raffle baskets/prize giveaways
- Pick up confirmation from Student Activities Office for cookies and refreshments

**April 11: Capstone Project Launch**

- Pick up cookie trays from SODEXO
- Set up streamers, prize giveaways, refreshment table, PowerPoint slides
- Set up @ 1:30
- Women's Center Grand Re-Opening Ceremony: 2-3PM
- Announcement of Prize Giveaways: 3:30PM
- Women's Center Open House: 3-4PM
- Cleanup 4-4:30PM

**April 12**

- Write and distribute thank you letters
-

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## Letter to Alumni

Dear Women's Center Alumni,

As students in the senior capstone seminar course for the Women in Learning and Leadership (W.I.L.L.) program at The College of New Jersey, we have chosen to revitalize the Women's Center as our course activism project. Over the past few years, the Women's Center has been poorly maintained, resulting in a disorganized space that is no longer being utilized to its fullest potential.

It is our goal to transform the Women's Center and re-establish it as a space to be used by the campus community for the education and empowerment of students about women's and gender issues. After we complete the cleaning, reorganization, and future logistics of the Women's Center, we are planning to have a Grand Re-Opening Ceremony to present our work and hopes/visions for the Women's Center in the future. As part of this ceremony, we would like to have alumni who were actively involved with the Women's Center speak about their experiences and the importance of having such a space on campus.

The ceremony will take place on Wednesday, April 11th from 2-4 PM in the Brower Student Center at The College of New Jersey. If you are interested in attending or speaking at the event or want to learn more about our project, please contact Caroline Gensch ([gensch2@tcnj.edu](mailto:gensch2@tcnj.edu)) and provide your contact information by Friday, March 30th.

Bright moments,  
W.I.L.L. Senior Capstone '12

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## Letter to Donors

To Whom It May Concern:

The Women in Learning and Leadership (**W.I.L.L.**) program at The College of New Jersey is pleased to announce its community project for 2012: the renovation of TCNJ's **Women's Center**. The plan is to make the new Women's Center a safe and inclusive place for the TCNJ community. To commemorate the opening of the new Women's Center, there will be **Grand Opening Ceremony** during which the new space will be unveiled to the campus.

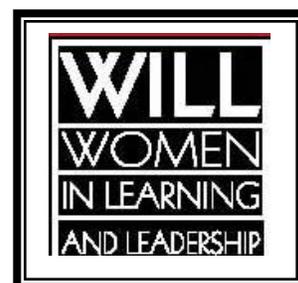
- Date:** Wednesday April 11, 2012
- Time:** 1:00 p.m.
- Location:** Brower Student Center Atrium
- Purpose:** To highlight the effort put in by the new Women's Center staff, who have undergone extensive training, and the WILL seniors, who have prepared the new space for the community.
- Our Request:** Gift cards in any dollar amount that you can provide to be raffled off. The proceeds will go towards maintaining the Women's Center and funding future events.
- Donor Recognition:** Each donor's name will be next to the basket in which the gift cards are contained.

Any support you can give us would be greatly appreciated. The new Women's Center will benefit the entire TCNJ campus, and spread awareness about a multitude of gender issues. We would love for the grand opening to be a success, and with your support, we know it will be.

If you have any questions or concerns, or if you're interesting in donating any gift cards or items for the raffle, please contact Alyssa at (215) 791-5149.

Sincerely,

The W.I.L.L. Senior Capstone '12



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## Letter to TCNJ Faculty and Staff

Dear Deans, Faculty and Staff,

My name is [Insert name here] and I am a senior in the Women in Learning and Leadership (W.I.L.L.) Capstone class with Professor Mary Lynn Hopps. On behalf of our class, we are proud to announce our Senior Capstone initiative: The Women's Center Revitalization Project.

Our rationale for pursuing this endeavor is that as members in the W.I.L.L. program, we have gained first-hand experience regarding the power of interpersonal relationships and supportive educational programs to our growth and development as empowered women. These experiences have served as the foundation to revitalize the Women's Center as our guiding mission, and thus will be able to empower and educate our peers at The College of New Jersey.

In order to execute this project we are targeting all students at The College of New Jersey. We intend to reach out to as many student organizations, academic honor societies, Greek organizations, clubs, sports teams, and women's organizations as possible. In addition, we aim to contact faculty in all disciplines to promote the Women's Center to undergraduate students. We aspire to recruit future leaders to help lead Women's Center as well as the College.

We are pleased to say that our initial phase of clearing out the Women's Center a couple weeks ago was successful. Our next step is to refurbish the room and complete the décor to match our mission. Following, we are going to have a grand reopening of the Women's Center on **Wednesday, April 11, 2012 at 2PM in the Student Center Food Court**. We would love to have you there so we can share this memorable occasion.

Thank you for all of your support, and we look forward to seeing you during the grand reopening.

Sincerely,  
[Insert name here]  
W.I.L.L. Senior Capstone  
Class of 2012

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# Grand Re-Opening Space Reservation Contract

CONTRACT: AAJJOX-02A2-1  
VERSION A

THE COLLEGE OF NEW JERSEY  
Dean of Students Office/Office of Student Activities  
P.O. Box 7718 \* Ewing, NJ 08628-0718  
Phone: 609.771.2466 \* Fax: 609.771.5122  
EVENT CONFIRMATION

## WILL - 4/11/2012 - BSC Lions Den Food Court

Organization Name: WILL	Location of Event: <b>BSC Lions Den Food Court</b>
Title of the Event: Capstone Project	Date of Event: April 11, 2012
Contact Person: Casey Olesko	Event Times: 2:00pm-4:00pm
Contact Email: <a href="mailto:olesko2@tcnj.edu">olesko2@tcnj.edu</a>	Set Up Time: between 7am and 10am on April 11, 2012
YM	Break-down Time: between 4pm and 7pm on April 11, 2012

The following information outlines the specific details for the event listed above. Organizations should review this information carefully and contact the Brower Student Center Assistant Manager with any questions or concerns. Changes to the information provided below must be communicated at least two weeks in advance. Requests outside of this time frame are not guaranteed.

**STUDENT CENTER OPERATIONS**

Student Center Operations shall perform the following set-up and break-down by times outlined below:

**Set-Up:**

Please set up 4 pieces of staging along with one set of staging stairs in the Food Court. Be sure to include skirting around staging. One microphone and microphone stand will be set on stage. One 5' table to be set, left of the stage.

**Set-Up:**

Please leave up pieces of staging as this set up will be used for another event later that evening. Be sure to REMOVE microphones from stage once event has concluded.

**Additional Notes:**

1. Do not move or unplug registers.
2. Organization may want to use Food Court screen. Organization will ask for manager on duty to drop down screen if needed.
3. There will be an event later in the evening using a similar event. Therefore, please leaving staging up.

**NOTES FOR STUDENT ORGANIZATION**

1. Organization should be aware that no point during the event are the Food Court registers to be moved or unplugged.
2. At the conclusion of the event, organization is responsible for ensuring the venue is left in satisfactory condition. This includes but is not limited to removing decorations, cleaning off tables.
3. Music should be placed on a CD.

## Sodexo

On Mon, Apr 2, 2012 at 12:15 PM, Pam Gladu-Lesniewski <[sdhadmin@tcnj.edu](mailto:sdhadmin@tcnj.edu)> wrote:

Hi Alyssa,

You stopped in the Sodexo office this afternoon to get a donation for your upcoming event.

Lee has informed me that all donations need to go through Dining Services Committee.

I hope this helps.

Thanks

Pam Gladu- Lesniewski

Administrative Assistant  
for Sodexo at The College of New Jersey  
609 637 5298 P  
609 637 5104 F  
[sdhadmin@tcnj.edu](mailto:sdhadmin@tcnj.edu)  
[pamela.gladu-lesniewski@sodexo.com](mailto:pamela.gladu-lesniewski@sodexo.com)

----- Original Message -----

From: "Alyssa Theinert" <[theiner2@tcnj.edu](mailto:theiner2@tcnj.edu)>

To: "Pam Gladu-Lesniewski" <[sdhadmin@tcnj.edu](mailto:sdhadmin@tcnj.edu)>

Sent: Monday, April 2, 2012 4:53:41 PM GMT -05:00 US/Canada Eastern

Subject: Re: donations for WILL

Ms. Gladu-Lesniewski,

If we go through Dining Services Committee does that mean that we would have to go to the meeting to get the donation approved? The only problem is that the next meeting is on April 18th and our event is before that time. Would there be anything else we could do to try and expedite the process? Please let me know!

Thanks!

Sincerely,  
Alyssa Theinert

Hi Alyssa,

Lee will have a tray of cookies in the C Store for you on April 11th around 11 AM

Thanks

Pam

Pam Gladu- Lesniewski

Administrative Assistant  
for Sodexo at The College of New Jersey  
609 637 5298 P  
609 637 5104 F  
[sdhadmin@tcnj.edu](mailto:sdhadmin@tcnj.edu)  
[pamela.gladu-lesniewski@sodexo.com](mailto:pamela.gladu-lesniewski@sodexo.com)

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## Donations from Student Affairs

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**Barbara Pultorak** pultorab@tcnj.edu

Apr 4 ☆



to Caroline ▾

Caroline:

Here's what I sent to Catering:

Date: Wednesday, April 11, 2012

Time of Event: 2:00 p.m. to 4:00 p.m.

Location: Brower Student Center Food Court

Title of Event: W.I.L.L. Women's Center Grand Re-Opening Ceremony

Food Set-Up Time: 1:30 p.m. (I've requested a table for the refreshments be set up next to the stage at 1:00 p.m. (looking at the stage, the table should be on the left - I've requested the table through Yakima).

Clean Up Time: 4:00 p.m.

Guest Count: 50-60

Menu:

2 dozen Oatmeal Raisin Cookies  
2 dozen Sugar Cookies  
2 dozen Chocolate Chip Cookies  
1 dozen Chocolate Chocolate Chip Cookies

2 gallons Lemonade

----- Original Message -----

From: "Barbara Pultorak" <pultorab@tcnj.edu>

To: "Yakima R. Melton" <ymelton@tcnj.edu>

Sent: Wednesday, April 4, 2012 2:29:39 PM GMT -05:00 US/Canada Eastern

Subject: Women's Center Grand Re-Opening Ceremony

Yakima:

Vicky is donating money for the Women's Center Grand Re-Opening Ceremony on Wednesday, April 11, 2012, in the Food Court. I've ordered cookies and drinks for the ceremony through Nate/Catetrax. I'm requesting a table set up next to the stage (looking at the stage, the table should be set up on the left) for the catering. I met with Caroline Gensch today and she said she scheduled her event with you.

Would you please confirm that this is o.k. I'm ordering the cookies and drinks today, and I'm letting Nate know that I've ordered a table.

Thanks, Yakima. Any help on this is appreciated!

Barb

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Zimbra: pultorab@tcnj.edu

Page 1 of 2

Zimbra Collaboration Suite

pultorab@tcnj.edu

New Catering Request Order Number 4547

Tuesday, April 10, 2012 9:31:25 AM

From: orders@catertrax.com

To: pultorab@tcnj.edu

[Confirm Order](#)    [Request Changes](#)    [Print Order](#)

Dear Barbara Pultorak,



Thank you for booking your next important event with The College of New Jersey Dining Services. We look forward to making your event a delicious affair. **Please do not reply to this email!** If you need to make changes / updates to your event please use the link at the top of this email. This is the most reliable way to ensure that we have all of the appropriate details for your event.

  
 The College of New Jersey  
 Dining Services  
 2000 Pennington Road, Ewing, NJ 08628  
 (609) 771-2265

**Order # 4547**  
**Pick-up/ Delivery Date: 4/11/2012**  
**Food Set-by Time: 1:30 PM**  
**Event Start Time: 2:00 PM**  
**Clean-up Time: 6:15 PM**

Customer Information
Barbara Pultorak Department: Student Affairs Address: City: State: Zip: Email: pultorab@tcnj.edu Phone: 609-771-2201 Mobile Phone: Fax:

Delivery Information
Method: On Campus Delivery Delivery Contact: Barbara Pultorak Have you ordered Linen?: Yes Address: City: State: Zip Code: Company: Building: bsc Purpose of Event: recep Have you ordered tables from CMS?: No but I realize that I need to R-25 Confirmation #: nn Room #: lobby

Payment Information
Payment Method:  Fund: Department ID: Program: Account Number: Project/Grant:

Event Information
Guest Count: 50 Pick-up/ Delivery Date: 4/11/2012 Food Set-by Time: 1:30 PM Event Start Time: 2:00 PM Clean-up Time: 6:15 PM

Order Items	Sub Total
Oatmeal Raisin Cookies - per dozen	

Zimbra: pultorab@tcnj.edu

Page 2 of 2

Quantity: 2 Price: \$5.40	\$59.80
<hr/>	
<b>Sugar Cookies - per dozen</b>	<b>Delivery Charge</b>
Quantity: 2 Price: \$5.40	\$0.00
<hr/>	
<b>Chocolate Chip Cookies - per dozen</b>	<b>Tax</b>
Quantity: 2 Price: \$5.40	\$0.00
<hr/>	
<b>Chocolate Chocolate Chip - per dozen</b>	<b>Order Total</b>
Quantity: 2 Price: \$5.40	\$59.80
<hr/>	
<b>Ice Cold Lemonade - per gallon</b>	Grand total may be adjusted to accommodate any special requests.
add water service for 50	
Quantity: 2 Price: \$8.30	

<b>Special Instructions</b>

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## Grand Re-Opening Ceremony Schedule

**Wednesday, April 11, 2012**

- Introduction to W.I.L.L. Senior Capstone 2012– Mary Lynn Hopps
- Introduction to the Women's Center Project - Campus Activism Project Video
- Alumni Introductions - Jolene
- Women's Center Alumni – Emily Bent & Val Baker
- How It Started - Casey
- What We Did – Caroline
- Training/Future Possibilities – Otasha
- Closing to the Women's Center Project – Women's Center Revitalization Project:  
Grand Re-Opening Video
- Thank you - Adrienne
- Introduction to Ribbon Cutting Ceremony - Annie
- Ribbon Cutting – W.I.L.L. Capstone/Cecilia/Mary Lynn

\*Original Campus Activism group will be on stage

\*Entire capstone class will come on stage for ribbon cutting

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