

Summary of Request

The Orientation Steering Committee has requested a budget increase of \$1.20 for a number of reasons, and we are dedicated to using the student activity fee in the best way possible to increase the well being of our students. In the past we requested a funding increase to bolster our transfer orientation, and since 2010, we have done just that. We have more than doubled the number of events since then, and compared to the 2008 funding cycle, when we had no transfer orientation, it is safe to say that the OSC has taken huge steps to help orient an important part of the Cornell community to campus with our increased funding. In the future, however, we hope to tackle a few other important issues on campus.

There are three main initiatives we are dedicated to spearheading in the next funding cycle. The first of which is continuing to bolster our transfer programming. We hosted a multitude of events this year in both January and August, and we hope that in the next cycle we can continue those efforts, if not make them even stronger. It is important that transfers are treated differently when they come to Cornell, as they have already attended college and know what orientation is. They need to get in touch with their own community and meet upperclassmen so that their Cornell experience can be the best it can be. With a little more funding we can make the transfer orientation an even better.

The second initiative is towards sustainability. The OSC did a trail run at this initiative this year to see how feasible it was, and we were able to have all of our events to be completely green with all compostable materials at minimal cost increase. The cost was slightly more however, hence our request for a budget increase. The bulk of the budget increase request falls under our pledge to eliminate plastic bottles of water during orientation and to encourage new students to “take back the tap.” We paired up with the Cornell Store, the Office of Alumni Affairs, and Take Back the Tap to purchase reusable water bottles (Sigg, Nalgene, etc.) for all new students and orientation volunteers. This cost is something that is not sustainable for us, however, as it was made possible by a donation from alumni. Next year, and in successive years, this donation will not exist. For that reason we have asked for a budget increase to support Cornell’s pledge to be carbon-neutral by 2050.

Lastly, we recognize there is an issue with student safety on campus. The OSC wants to help raise awareness for safe practices students should utilize, like not walking alone, ways to avoid sexual abuse, etc... Thus we asked for a budget increase so that we can implement a bigger event that will have a performer to talk about sexual safety, harassment, safety in general, etc... We are not sure what it will look like exactly yet, but we want to implement a program centered on being safe.

The OSC is committed to designing an orientation that is useful and helps all new students get acclimated, learn a few things about campus, and life in general before classes begin. We believe our programming is successful in many of these areas, but there is always room for improvement, as mentioned in our budget increase justifications. We also strongly believe in the initiative Cornell is pushing for in terms of sustainability. All in all we want orientation to be a model program on campus in all of the areas important to Cornell and new students, and while we are on our way to being that, these new requests will help us achieve even higher goals and give back in ways every student will appreciate throughout their college careers.

Introduction

Mission Statement

The goal of the Orientation Steering Committee is to foster a safe environment in which volunteers work with Cornell to successfully plan and execute a memorable, enjoyable, and extraordinary Orientation by fostering student leadership, encouraging teamwork, giving back to Cornell, and cultivating relationships between volunteers and new students. This work is done with the ultimate goal of welcoming new students and their families to campus, introducing them to the Cornell community, and encouraging students to increase their independence through the creation of new friendships and exploration of their new home throughout Orientation.

Organization Overview

The Orientation Steering Committee (OSC) is a 14-member committee which runs out of the Carol Tatkon Center and works under the auspices of the Office of New Student Programs in the Office of the Provost and the Office of the Dean of Students. The student-run committee is responsible for the planning and implementation of all university-wide orientation activities for new undergraduate students entering in both August and January as well as recruiting, selecting & training over 600 student volunteers. Orientation activities in August normally last five days, beginning on move-in day and ending the night before classes start. Activities in January last for six days immediately before classes begin. The purpose of these activities is to acquaint new undergraduate students—both transfers and first-years—with Cornell, its resources, history & values, and to promote interaction and unity among the new additions to this community. The four goals of Orientation are: building academic and personal self-confidence; building the community (cultural, residential, social, and recreational); developing intellectual skills and passions; and participating in community life.

2010-2011 Orientation Steering Committee

<i>Corey Letcher (co-chair)</i>	<i>Engineering</i>	<i>2012</i>
<i>Hannah Milliken (co-chair)</i>	<i>ILR</i>	<i>2012</i>
Steve Strenk	Hotel Administration	2012
Stephanie Lee	Engineering	2012
Ivi Demi	Arts & Sciences	2012
Sara Rahman	Arts & Sciences	2012
Larry Bardroff	CALS	2012
Elyssa Dixon	Engineering	2012
Rachel Storey	CALS	2012
Joelle Jach	Engineering	2013
Lenny Vasquez	Arts & Sciences	2013
Michael Sugihara	Human Ecology	2013
Emily Pramer	Hotel Administration	2013
Valencia Washington	Arts & Sciences	2013

Student Participation

Volunteers: Over 600 students volunteer in the Orientation Program each year (approximately 630 in August, 30 in

January) and serve as ambassadors for the rest of the Cornell Community. There are 4 different levels of volunteers: Orientation Steering Committee (OSC), Orientation Supervisors (OSs), Orientation Leaders (OLs) for both August and January, and members of the Move-In Crew (MICs).

Orientation Steering Committee: The committee (14 people each year) is responsible for recruiting, selecting, and training OSs, OLs, and MICs and for making programmatic decisions and coordinating events. The outgoing committee, through an application and interview process, chooses the new OSC from interested past Orientation volunteers in late September. The chair or co-chairs, who usually have served on the previous committee, guide the OSC; if there are no returning members, the chair or co-chairs are selected by the outgoing chairs and advisor among the incoming new members. The chair or co-chairs work closely with our advisor, Sarah H. Jones, the Assistant Dean of Students for New Student Programs, and other University officials to coordinate each step of the Orientation program & experience. Each member is individually responsible for specific events and duties (such as publicity, recruitment, or transfer transitions), while the entire group works together to coordinate additional efforts with college and university officials and members of the Ithaca community.

Orientation Supervisors: OSs (between 60-75 each year) work closely with the OSC and are selected in early spring. They are integral to the recruitment, selection, and training process for all Orientation Leaders. These dedicated individuals attend a brief training session in the spring and two days of intense training in the fall. The OSs then assist in leading the training for the Orientation Leaders for an additional two days. Each OS is assigned a group of OLs that they are responsible to train and supervise throughout the orientation period to ensure that they are providing their new students with the assistance they are seeking as well as to answer any questions or concerns the OLs may have regarding their role or responsibilities. They assist in the coordination of Move-In Day (and work all day) and are responsible for the supervision of the Orientation Leaders and Move-In Crew assigned to each building in addition to traffic. They also spend as much as ten hours meeting with their own small group of new students to share vital Cornell information, talk about decision-making, and assisting the new students with making friends and feeling connected to our community.

Orientation Leaders and January Orientation Leaders: OLs (or JOLs) participate in a two-day training session in the fall or January during which they receive multicultural and leadership training, develop listening and advising skills, and learn about resources of the University and how to help new students and parents cope with the changes they are facing upon entering Cornell. OLs assist new students with their belongings on Move-In day (each person works a four-hour shift), and work closely with the Cornell University Police and the Office of Transportation Services to ensure a smooth traffic flow and move-in process on north & west campuses in addition to Collegetown. They spend an average of 10 hours with their new students throughout orientation, volunteer to assist with events, and are available throughout the year to answer questions and address concerns that new students may continue to have. There are approximately 20-30 January Orientation Leaders each year and 500-600 Orientation Leaders.

Move-In Crew: The position of Welcome Volunteer was introduced in 1997 to give students who want to help with the Orientation program but who are not available throughout the orientation period an opportunity to participate. The Move-In Crew was introduced in the spring of 2007 to broaden the participation. In addition to extra volunteers through the MIC, students can participate through the Greek Councils (also known as the "Greek Movers & Shakers"), as an athlete, or through ROTC. These volunteers all work a four-hour shift on Move-In day and are most often assigned to high-traffic buildings to help new students move in. There are over 400 volunteers on the Move-In Crew each year.

New Students: This past August over 3,700 new students participated in the five-day-long Orientation program in August. This number includes both First-Year students (freshmen) and transfers. There are over 150 events offered

during August Orientation about half of which the OSC are intricately involved in. Due to the closure of the Transfer Center and the changes made to in transfer housing and transfer programming, the OSC has begun play a larger role in the orientation experience of Transfer students. This past August, we continued our efforts to expand and improve a separate Orientation for transfer students to address their unique needs and desires. Transfer Orientation continues to be extremely successful and offers a dozen events specifically for transfer students. The January Orientation program welcomes about 125-150 new transfer students each January, and the OSC is responsible for all aspects of the Transfer Orientation program offered in January, and works closely with the colleges on college-run events.

The Orientation Budget

The Orientation budget is made up of two components: administrative expenses and programming expenses. While the Student Activities Fee is our primary source of programming funds, the Dean of Students Office pays for the majority of our administrative expenses, including the publication and mailing of the Orientation Guide and schedules sent out to all new students & families, copying and supply costs, training associated expenses, telephone charges, CIT & other tech requirements, and the limited number of volunteer meals that are provided. Funding from the Dean of Students Office totaled nearly \$30,000 in FY 2009.

Programming: Each year the OSC sets out to improve the Orientation experience by building onto existing programs as well as creating new, innovative ones. Recent and future planning, as budgeted, encompasses an increasing emphasis on diversity/inclusion and faculty involvement in Orientation, and on Cornell as an intellectual community. Increased funding can not only make having more events possible, but can also enable us to enhance the quality of events and the overall Orientation experience. Particularly in the recent past, Orientation has had to compete with increasing numbers of upper-class students returning to Ithaca well before classes begin and therefore the “get-togethers” in Collegetown that result. We have found that despite our best efforts, we are being forced to compete with said gatherings during the late-night hours. We believe that every new student deserves the time and availability of a thorough and complete Orientation program and that the entire new entering group of students needs the time to explore all that Cornell is and has to offer during the orientation week, including the academic, cultural, informational, recreational, and social programming that is the responsibility of the Orientation Steering Committee.

The OSC also seeks assistance from the generosity of local businesses and other Cornell offices. These gifts can neither be anticipated nor expected. Because of this, we must provide a budget large enough to cover all of the expenses we expect to incur with the planning of events. Any gifts we do receive can be used to improve and expand the events, but cannot be relied upon.

Summary

We feel that Cornell's unique Orientation program is a valuable asset to the community, and that the OSC should continue to build upon Orientation in order to ensure an enjoyable experience for all. Orientation has an impact on EVERYONE and serves the needs of ALL Cornellians. No matter what age, what year, what time, what race, or what background, each and every new student has an opportunity through Orientation to meet other new students and get acquainted with this community. In addition, the program provides an incredible leadership and volunteer opportunity for over 600 student volunteers each year. Orientation creates a sense of community among existing students, faculty, and staff on this often overwhelmingly large campus. The OSC brings together various groups, organizations, and ideas that would not have otherwise come to work and play together in harmony. The OSC wants to expand its programming in the years to come to include a greater diversity in programming, increased

faculty involvement, and in a few words, a higher quality Orientation experience for all.

Programming and Events 2009-2011

2009-2010

DATE	TIME	August Orientation Events 2009
Friday		
21-Aug	9-10pm	All First-Year Orientation Leader Meetings #1
21-Aug	9-11pm	Transfer First Night--OL Meetings--Transfer Event
21-Aug	10-11:55pm	First-Year First Night
Saturday		
22-Aug	1-2pm	Cornell Plantations Welcomes You
22-Aug	2-3pm	Asian/Asian American New Student Meeting
22-Aug	2pm	Cornell's Gorges
22-Aug	2:30-3:30pm	Money Matters
22-Aug	3-5pm	Everything you should know about sleep
22-Aug	5-7pm	Club Sports series (everyday)
22-Aug	6:30-7:30pm	Regional Receptions
22-Aug	8-9pm	Orientation Leader Meetings #2
22-Aug	9-10pm	RA Meetings #2
22-Aug	9-10pm	Transfer Student Welcome Reception--Transfer Event
22-Aug	10pm-12am	Great Migration
Sunday		
23-Aug	7-8pm	Sex @ 7
23-Aug	7-9:30	Arch Sings (Sunday-Saturday)
23-Aug	8-9pm	Dance Series (Sunday-Saturday)
23-Aug	8-10pm	Trivia Night--Transfer Event
23-Aug	9pm-12am	Slammin' & Soarin'
Monday		
24-Aug	5:30-6pm	OL meeting #3
24-Aug	5:30-7:30pm	Dinner in Collegetown--Transfer Event
24-Aug	7-8pm	Stress @ 7
24-Aug	10pm-1am	Big Red Blowout
Tuesday		
25-Aug	11-12:30pm	Big Red Going Green
25-Aug	12-2pm	SING at Cornell
25-Aug	1-2pm	Roll out the Big Carpet
25-Aug	1-2pm	Exploring future Engineering
25-Aug	1-3pm	Blood, Booze, and Band-aids
25-Aug	2-3pm	Get Involved in the Cornell Sun
25-Aug	2-4pm	Sing and Dance w/ Anything Goes
25-Aug	3-4pm	Entertainment at Cornell

25-Aug	4-5pm	Student Govt at Cornell
25-Aug	4:30-6pm	Chinese Dance
25-Aug	5-6:30pm	What to Eat!
25-Aug	1-5pm	Farmer's Market
25-Aug	4-6pm	Improv Comedy Bonanza
25-Aug	5-7pm	Program House Field Day
25-Aug	5-6:30pm	Dine with the Faculty--Transfer Event
25-Aug	6:30-7:30pm	Regional Reception
25-Aug	7-8pm	Stuffing Your Face @ 7
25-Aug	9pm-12am	A Night at the Johnson
25-Aug	11pm-1am	EzraFest
Wednesday		
26-Aug	12:45-2:30pm	Meet the Press
26-Aug	1-2pm	How can YOU make a difference?
26-Aug	1-4pm	Chinese student assoc. welcome back picnic
26-Aug	2-3:30pm	Intro to Ithaca Running Trail
26-Aug	2-4pm	Build-A-Bear for Peace
26-Aug	3-4pm	COTA Intro
26-Aug	3-4pm	Intro to Undergrad Research
26-Aug	3-4:30pm	LGBT and Ally new student meeting
26-Aug	3-6pm	Campus Crusade for Christ--Ice Cream
26-Aug	4:30-5pm	Final OL Meeting
26-Aug	5-5:30pm	Class of 2013 Photo
26-Aug	5-7pm	Let's Bowl Tonight!--Transfer Event
26-Aug	7-8pm	Studying @ 7
26-Aug	7:30-10pm	Cornell Night
26-Aug	10-11pm	Last Minute Question Session--Transfer Event

January 2009 Events		
20-Jan		First Night
21-Jan		Bowling
22-Jan		Dinner with Professors
23-Jan		Ice Skating
24-Jan		Scavenger Hunt
24-Jan		Casino Night
25-Jan		Last Night

2010-2011

January 2010 Events		
18-Jan		First Night

19-Jan		Childhood Regression
20-Jan		Dinner with Professors
20-Jan		Trivia Night
20-Jan		Ice Skating
21-Jan		Winter Exploration with COE
21-Jan		Fondue and Professor/upperclassmen Meet and Greet
21-Jan		Winter Wonderland
21-Jan		Skies Over Ithaca
22-Jan		Pancake Breakfast
22-Jan		Big Red Bowling
22-Jan		Big Red Hockey
23-Jan		Collegetown Brunch
23-Jan		NFL Sunday Lunch
23-Jan		Passport to Culture
23-Jan		Movie Night

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20-Aug	9-10pm	All First-Year Orientation Leader Meetings #1
20-Aug	9-11pm	Transfer First Night--OL Meetings--Transfer Event
20-Aug	10-11:55pm	First-Year First Night
Saturday		
21-Aug	1-3pmpm	Cornell Plantations Welcomes You
21-Aug	2-3pm	Asian/Asian American New Student Meeting
21-Aug	2-3pm	Student Employment
21-Aug	2-3pm	Money Matters
21-Aug	3pm	Transfer Intramurals
21-Aug	3-5pm	Everything you should know about sleep
21-Aug	5-7pm	Club Sports series (everyday)
21-Aug	5pm	North Campus Olympics
21-Aug	6:30-7:30pm	Regional Receptions
21-Aug	8-9pm	Orientation Leader Meetings #2
21-Aug	9-10pm	RA Meetings #2
21-Aug	9-10pm	Transfer Student Welcome Reception--Transfer Event
21-Aug	10pm-12am	Great Migration
Sunday		
22-Aug	1-3pm	Quidditch
22-Aug	1-3pm	161 Things Every Cornelian Should Do
22-Aug	1:30-3:30pm	Trail Running in Ithaca
22-Aug	5:30pm	Transfer Dinner Series
22-Aug	7-8pm	Joining the University's Judicial System
22-Aug	7-8pm	Sex @ 7 with SAFE
22-Aug	7-9pm	Transfer Intramurals
22-Aug	7-9:30	Arch Sings (Sunday-Saturday)
22-Aug	8-9pm	Dance Series (Sunday-Saturday)
22-Aug	8pm	Black Violins

22-Aug	10pm-12am	Hoe Down
		Monday
23-Aug	10am	Book Push
23-Aug	11am	Learning to Navigate the Dining Halls
23-Aug	12pm	Tour the Straight
23-Aug	12:30pm	Blood Booze, and Band-Aids
23-Aug	12:30pm	Student Body Magazine
23-Aug	1pm	How can YOU make a difference?
23-Aug	1pm	Net-Print 101
23-Aug	1pm	Beebe Lake Clean Up
23-Aug	1pm	Chinese student assoc. welcome back picnic
23-Aug	2pm	Get to know the Daily Sun
23-Aug	2pm	One Cornell Information Session
23-Aug	2pm	Inside an Undergraduate Publication
23-Aug	2pm	Intro to Cornell Economics Society
23-Aug	7, 8, and 9pm	Real Students, Reel Stories
23-Aug	7pm	Improv Comedy Bonanza
23-Aug	8pm	Undecided Panel
23-Aug	5:30-7:30pm	Dinner in Collegetown--Transfer Event
23-Aug	10pm-1am	Big Red Blowout
		Tuesday
24-Aug	9am	Gardens of Cornell
24-Aug	12pm	Sing at Cornell
24-Aug	12pm-5pm	Cornell Outdoor Ed Open House
24-Aug	12-6pm	Beebe Lake Canoeing
24-Aug	1-4pm	Explore Green Ithaca (Farmers Market)
24-Aug	1pm	Navigating your First-Year at Cornell
24-Aug	1pm	Find out why Ithaca is Gorges, Gorge Tour
24-Aug	1-3pm	Christian Fellowship Fair BBQ
24-Aug	1-3pm	Language and International Studies Fair
24-Aug	1:30pm	Schmooze and Sing
24-Aug	1:30pm	Meet the Greeks
24-Aug	2pm	Longboarding 101
24-Aug	2pm	Yoga Club
24-Aug	2pm	Transfer Intramurals
24-Aug	2:30pm	Chill out with the Chill Out Guru, Stress Reduction
24-Aug	3pm	Performing Arts Await you at Cornell
24-Aug	3pm	Meet and Greet for Non-Traditional Students
24-Aug	4:30pm	Stress Master 101
24-Aug	4:30pm	Orientation Leader Meeting #4
24-Aug	5pm	Class Photo
24-Aug	5:30pm	Sustainability at Cornell
24-Aug	6pm	Ithaca Insiders Dinner Series
24-Aug	7pm	Cornell United Way Student Campaign
24-Aug	7pm	Studying at 7pm
24-Aug	8pm	A Night at the Museum

Historical Budget Data

Orientation Steering Committee Summary Income Statement 2008-2010					
			2010	2009	2008
Events:	August	First Night	\$6,157	\$5,860	\$5,075
		Great Migration	\$4,407	\$8,404	\$3,869
		Cultural Event	\$7,992	\$9,230	\$9,990
		Big Red Blowout	\$14,287	\$11,408	\$11,776
		ErzaFest/Johnson Night	\$2,494	\$7,831	\$6,819
		Cornell Night	\$2,597	\$4,326	\$5,875
		Hoe Down	\$5,493	n/a	n/a
		Small Events	\$3,619	\$2,829	\$1,610
		Transfer Events	\$7,147	\$1,904	n/a
August Event Sum			\$54,194	\$51,791	\$45,015

	January:	First Night	\$693	\$657	\$242
		Second Night	\$1,804	\$214	\$1,239
		Third Night	\$1,576	\$519	\$450
		Fourth Night	\$1,139	\$643	\$200
		Last Night	\$895	\$545	\$258
		Small Day Events	\$1,975	\$1,445	\$655
		Supplies to Events	\$758	\$1,709	n/a
		Transfer Council	\$840	n/a	n/a
January Event Sum:			\$9,681	\$5,731	\$3,044

Total Event Sum			\$63,875	\$57,522	\$48,059
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Volunteer Support:					
		Recruitment/Training	\$9,195	\$3,279	\$4,806
		Supplies	\$1,172	\$1,524	\$3,744
		Water	\$787	\$712	\$640
		Apparel	\$7,396	\$5,677	\$5,549
		Publicity	\$280	\$849	\$0
		Conferences	\$3,949	\$3,999	\$4,083
Volunteer Support Sum			\$22,778	\$16,040	\$18,822

Total Event			\$63,875	\$57,522	\$48,059
Total Volunteer Support			\$22,778	\$16,040	\$18,822
Total Orientation Support by SA Sum			\$86,653	\$73,562	\$66,881
SA Revenue			\$88,193	\$74,608	\$69,031
Surplus			\$1,540	\$1,046	\$2,150

Event Breakdowns and Detailed Budget Reporting

Orientation Steering Committee Event Attendance 2008-2011						
			2011	2010	2009	2008
Events:						
August Events		First Night	3000	3100	3000	1600
		Great Migration	2750	2900	2700	2300
		Cultural Event	1900	1312	850	500
		Big Red Blowout	3000	800	2300	2500
		ErzaFest	n/a	n/a	1200	900
		Johnson Night	800	800	600	n/a
		Cornell Night	n/a	153	450	900
		Regional Receptions	175	75	49	55
		Club Sport Series	20-30 each evening	20-30 each evening	20-30 each evening	20-30 each evening
		Arch Sings	120 each evening	120 each evening	120 each evening	120 each evening
		Dance Series	20-40 each evening	20-40 each evening	20-40 each evening	20-40 each evening
		Stress/Time Management	43	75	37	50
		Green Fair/Farmers' Market	700	650	300	n/a
		Improv Comedy	150	143	212	n/a
		Class Photo	2500	2200	2300	2000
		Discovery Day Programs	30 on average for 25+ events	30 on average for 25+ events	40 on average for 20+ programs	30 on average for 25+ events
August Transfer Events						
		First Night	500	300	550	n/a
		Transfer Welcome Reception	n/a		350	n/a
		Trivia	50		80	n/a
		Dinner in Collegetown	n/a	All OL Groups	All OL Groups	n/a
		Dinner with Professors	42	65	73	n/a
		Bowling	35	50	45	n/a
		Last Minute Questions	20	n/a	3	n/a
		Research Panel	85	n/a	n/a	n/a
		Transfer Carnival	250	n/a	n/a	n/a
		Casino Night	200	n/a	n/a	n/a

January Events		2011	2010	2009	2008
	First Night	150	115	90	85
	Bowling	60	70	60	50
	Dinner with Professors	50	40	40	40
	Ice Skating	125	130	80	55
	Scavenger Hunt	n/a	n/a	n/a	15
	Casino Night	100	65	70	65
	Night at the Observatory	40	35	45	n/a
	Childhood Regression	150	n/a	n/a	n/a
	Winter Exploration	50	n/a	n/a	n/a
	Big Red Hockey	30	30	n/a	n/a
	NFL Sunday Lunch	50	20	n/a	n/a
	Cultural Event	40	n/a	n/a	n/a
	Movie Night	40	30	n/a	n/a
	Collegetown Brunch	15	n/a	n/a	n/a
	Fondue and Friends	50	n/a	n/a	n/a
	Trivia	100	70	80	n/a
	Last Night	n/a	75	n/a	55

Detailed Budget Information FY2008-2009

Orientation Steering Committee Detailed 2008-2009 Budget			
August Orientation			January Orientation
First Night	\$5,075.37		First Night
Playfair	\$2,000.00		Dharma Trading
Sound on Sound--stage and sound	\$1,875.00		Supplies
Q400053 Plywood for Elec.	\$177.00		
Q400065 Electrician	\$948.37		Welcome Breakfast
Hotel	\$75.00		Catering
			\$1,239.00
Great Migration	\$3,869.46		Bowling
Illusionist	\$2,900.00		Lane Rental
CUPD	\$404.60		Pudgie's Pizza
CUEH&S	\$165.75		
Q400067 Facilities	\$399.11		
			Dinner with Profs
			\$199.98

Cultural Event	\$9,990.11			
Carlos Porras DJ	\$375.00		Ice Skating	\$258.45
Step Afrika	\$7,000.00		Ice Time and Rentals	\$170.00
Bailey Hall Rental	\$491.00		CTB Night	\$88.45
Windy City Novelties-supplies for dance	\$377.00			
Taylor Rental Trillium Dance Floor	\$941.00			
Supplies	\$111.73		Scavenger Hunt	\$77.18
Bailey Hall Custodial	\$230.00		Cornell Store	\$30.00
Supplies--Wal-Mart	\$304.46		AC Moore	\$47.18
Supplies for performers	\$159.92			
			Casino Night	\$128.32
Big Red Blowout	\$11,776.08		WSH Hall late night	\$30.00
Branchini Sound	\$2,015.00		Wal-Mart	\$98.32
CUPD	\$374.85			
Magical Enterprises	\$6,800.00		Last Night	\$449.67
Lowe's	\$23.76		Target	\$158.57
Wal-Mart	\$9.59		Benchwarmers	\$291.10
Supplies Relay Races	\$491.96			
Q40068 Electrician	\$1,161.78			
Q40072 Facilities	\$120.50			
Q40073 Building Care	\$591.16			
CU EH&S	\$171.28			
Ice for Snow Cones and Smoothies	\$16.20			
ErzaFest	\$6,819.14			
Joel Blizzard-Band	\$750.00			
Sound on Sound	\$3,475.00			
CUPD	\$416.50			
Nick Mathews Band	\$450.00			
Kevin Edwards Band	\$500.00			
Homewood Suites	\$387.00			
Electrician	\$814.68			
DP Dough	\$25.96			
Cornell Night	\$5,875.00			
Sound on Sound--stage and sound	\$3,365.00			
CUPD	\$416.50			
B&W Supplies	\$233.24			
CUEMS	\$105.00			
Class of Ice Cream	\$558.60			
Electrician	\$588.38			

CU EH&S	\$237.58			
Facilities	\$296.70			
Papa Johns	\$74.00			
Small Events	\$1,609.75			
Class Photo	\$514.75			
Transfer Welcome Reception	\$180.00			
Transfer Catering	\$740.00			
John Simon	\$175.00			
Additional Expenses				
Supplies	\$3,744.00			
Supplies	\$2,644.00			
Training Manuals	\$1,100.00			
Recruitment	\$4,805.81			
supplies for interviews	\$136.42			
fortune cookies	\$176.00			
Tabling	\$75.00			
Posters	\$418.39			
Appreciation Dinner	\$1,296.00			
OSC Appreciation Dinner	\$565.00			
Materials	\$2,139.00			
Spring Waters	\$640.00			
Apparel	\$9,632.28			
Adminders Buttons	\$388.49			
J Gould's	\$5,160.50			
Conferences	\$4,083.29			
Fees	\$1,830.00			
Hotel	\$2,253.29			

Detailed Budget Information FY2009-2010

Orientation Steering Committee			
Detailed 2009-2010 Budget			
August Orientation			January Orientation

First Night	\$5,859.57	First Night	\$656.52
Playfair	\$2,000.00	Collegetown Bagels	\$9.00
Sound on Sound--stage and sound	\$1,925.00	Late Night Fee	\$30.00
Q400053 Plywood for Elec.	\$92.00	Catering	\$617.52
Q400065 Electrician	\$680.04		
Hotel	\$129.00	Fondue and Friends	\$213.50
Light	\$250.00	Rentals	\$213.50
Food for Sound Crew	\$33.53		
Radios	\$750.00	Trivia	
		Announcer Costume	\$56.98
Great Migration	\$8,404.18	Welcome Breakfast	\$600.00
Illusionist	\$3,000.00	Catering	\$600.00
CUPD	\$961.00		
CUEH&S	\$0.00		
Q400067 Facilities	\$880.50	Bowling	\$518.80
Supplies/Glow sticks	\$250.97	Lane Rental	\$444.00
Hotel	\$129.00	Papa Johns	\$74.80
Camera Operation	\$350.00		
Sweatshirts	\$81.74		
Sound on Sound	\$2,500.00	Dinner with Profs	\$642.80
Cultural Event	\$9,229.71	Dinner in Collegetown	\$174.61
Dynamic Duo and Jabali	\$7,300.00	Aladdin's	\$174.61
Bailey Hall Rental	\$461.00		
Bailey Hall Custodial	\$243.00	Ice Skating	\$448.31
Supplies--Wal-Mart	\$98.26	Ice Time and Rentals	\$378.00
Food/Supplies for Performers	\$137.45	CTB Night	\$70.31
Hotel	\$645.00		
Additional CU Performers	\$345.00		
		Casino Night	\$220.34
Big Red Blowout	\$11,407.80	WSH Hall late night	\$30.00
Sound on Sound	\$1,425.00	Wegmans	\$75.84
CUPD	\$383.00	Regal Cinema	\$60.00
Party Vision	\$7,050.00	Collegetown Bagels GC	\$20.00
Lowe's	\$123.00	Prizes	\$34.50
Wal-Mart	\$595.64		
Q40068 Electrician	\$584.81	Last Night	\$324.99
Q40072 Facilities	\$401.53	Papa Johns	\$121.65
CU EH&S	\$196.88	Rulloff's	\$203.34
Cotton Candy	\$108.37		
Hotel	\$516.00	Ithaca Shows	\$613.50
Ice for Snow Cones and Smoothies	\$23.57	Movie Tickets	\$36.00
		State Theater tickets	\$180.00

		Men's Ice Hockey	\$260.00
ErzaFest/Night at the Johnson	\$7,831.14	Science Center	\$137.50
LAWHORN,MAGDALINE J	\$250.00		
CHEN,JEFFREY M	\$250.00	January Orientation Supplies (all events)	\$1,708.81
Johnson Museum Rental	\$1,360.00		
Ice Cream	\$687.50	Wal-Mart	\$313.85
Catering Night at Johnson	\$1,360.89	Wegmans	\$773.14
Sound on Sound	\$3,750.00	Cornell Store	\$170.99
Facilities	\$172.75	AC Moore	\$104.07
		Best Buy	\$166.97
		Oriental Trading Company	\$179.79
Cornell Night	\$4,326.08	Lowe's	\$115.05
Sound on Sound--stage and sound	\$2,975.00	Staples	\$6.99
CUPD	\$97.50		
Class of Ice Cream	\$845.00		
CU EH&S	\$73.00	Publicity	\$439.22
Q40079 Facilities	\$300.00	Printing	\$366.22
Food for Stage Crew	\$35.58	I stock	\$73.00
Small Events	\$2,828.64		
Class Photo	\$307.00		
John Simon	\$350.00		
Regional Receptions	\$263.77		
Farmer's Market	\$45.87		
Hotel Costs for all performers	\$1,677.00		
Improv Comedy Sound	\$185.00		
Transfer Events	\$1,903.91		
Cornell Store	\$81.74		
Bowling	\$472.89		
Movie Tickets	\$60.00		
Key Chains	\$15.26		
Collegetown Bagels Prize	\$50.00		
Professor Dinner	\$592.28		
Memorial Room Late Night Rental	\$45.00		
Trivia Prizes from Cornell Store	\$81.74		
Pizza for Bowling	\$37.00		
Bowling Lane Rental	\$468.00		
Additional Expenses			
Recruitment/Training	\$3,278.63		

supplies for interviews	\$136.42		
Camera Supplies	\$112.98		
Lunches for Training at Appel	\$1,662.00		
Training Manuals	\$1,367.23		
Spring Waters	\$712.40		
Supplies	\$1,524.23		
Supplies	\$88.80		
Training Manuals	\$1,435.43		
Apparel	\$5,676.50		
Adminders Buttons	\$426.20		
Adminders Clothing	\$4,427.50		
LGBT Buttons	\$162.00		
Water Bottles	\$660.80		
Publicity	\$410.20		
Transfer Brochures	\$259.00		
Design of Transfer Brochure	\$151.20		
Volunteer Recognition	\$1,718.85		
OS Appreciation Dinner	\$1,265.05		
OSC End of Semester Dinner	\$205.79		
OSC End of Semester Dinner	\$248.01		

Detailed Budget Information FY2010-2011

Orientation Steering Committee Detailed 2010-2011 Budget			
August Orientation		January Orientation	
First Night	\$6,157.34	First Night	\$693.29
Playfair	\$2,250.00	Taste of Ithaca-area restaurants	\$663.29
Sound on Sound--stage and sound	2175	Late Night Fee	\$30.00
Q400065 Electrician	\$597.34	Catering	
Lights	\$365.00		
First Night Band	\$250.00		
CUPD	\$520.00	Winter Carnival	\$1,803.83
		Ice Sculpture	\$675.00
Great Migration	\$4,406.96	Bobby K	\$700.00
Illusionist	\$2,700.00	CU EMS	\$428.83
CUPD	\$390.00	Room Rental	\$213.50
CUEH&S	\$330.00		
Q400067 Facilities	\$639.34		
Supplies/Glow sticks	\$347.62	Fondue and Friends	\$1,575.99
		Bobby K	\$800.00
		Insomnia	\$190.99
Cultural Event	\$7,992.00	PCI	\$585.00
Black Violins	\$6,500.00		
Bailey Hall Rental	\$1,192.00		
DJ for Black Violins	\$300.00	International Night	\$1,139.33
		Flags	\$137.00
		Decorations	\$226.91
Hoe Down	\$5,493.27	International Food	\$775.42
Sound on Sound--stage and sound	\$2,200.00		
Long John and the Tights	\$600.00	Last Night	\$895.30
CUEMS	\$330.00	Wegmans	\$488.82
Class of Ice Cream	\$657.00	Rulloff's	\$406.48
Q40078 Electrician	\$875.00		
Decorations	\$233.93	Smaller Events	\$1,974.96
Q40079 Facilities	\$597.34	Movie Tickets	\$180.00
Food for Stage Crew		State Theater tickets	\$255.00
		Men's Ice Hockey	\$390.00
Big Red Blowout	\$14,287.34	Dinner in Collegetown -Nines	\$154.10
Sound on Sound	\$1,425.00	Rose House Professor Dinner	\$125.29
CUPD	\$390.00	Keeton House Professor Dinner	\$208.78
Party Vision	\$8,300.00	Bowling	\$661.79
Q40068 Electrician	\$1,245.00		
Q40072 Facilities	\$597.34		

CU EH&S	\$330.00		January Orientation Supplies (all events)	\$758.20
Big Daddy's Racing	\$2,000.00		Wegmans	\$419.75
			Price Chopper	\$120.13
Night at the Johnson	\$2,494.35		B&W Supplies	\$218.32
James Malone	\$495.00			
Albert Chang	\$300.00		Publicity	\$123.00
Johnson Museum Rental	\$1,110.00		Printing	\$123.00
Catering Night at Johnson	\$589.35			
			Transfer Council Dinners	\$839.62
Cornell Night	\$2,597.04		October	\$239.19
CUPD	\$825.50		November	\$125.29
Bailey Hall Rental	\$1,174.20		December	\$330.31
Facilities	\$597.34		February	\$68.34
			March	\$76.49
Small Events	\$3,619.01			
Class Photo	\$700.00			
Regional Receptions	\$178.53			
Farmer's Market/Green Ithaca	\$339.02			
Hotel Costs for all performers	\$676.00			
Improv Comedy	\$230.00			
North Campus Olympics	\$495.46			
Fondue and Friends	\$1,000.00			
Transfer Events	\$7,146.95			
Cornell Store	\$132.09			
Bowling	\$532.00			
Collegetown Bagels Prize	\$50.00			
Professor Dinners	\$717.57			
Memorial Room Late Night Rental	\$60.00			
Pizza for Bowling	\$137.34			
Bowling Lane Rental	\$479.00			
Hajji Otto Speaker	\$1,500.00			
Transfer First Night	\$983.11			
Food for all transfer events	\$470.14			
Decorations for Casino Night	\$233.93			
Room Rentals	\$861.00			
Dessert Reception	\$275.00			
Wegmans	\$351.29			
Becker House Dinner	\$364.48			
Supplies for all August Events	\$3,890.36			
Maine Source	\$288.84			
AC Moore	\$177.28			

Wal-Mart	\$310.57		
B&W	\$240.88		
Price Chopper	\$209.93		
Lowe's	\$269.28		
S&B Computer Supplies	\$276.00		
Home Depot	\$54.00		
Wegmans	\$1,026.38		
Hotel Costs for all performers	\$1,037.20		
Additional Expenses			
Recruitment/Training	\$9,194.54		
Lunches for Training at Appel	\$3,251.25		
Disc Tests	\$1,758.95		
Pizza for Move-In Day	\$440.32		
SCDVNGR	\$2,950.00		
Bobby K Recruitment	\$700.00		
Orientation Stickers	\$94.02		
Spring Waters	\$787.40		
Supplies	\$1,171.50		
Supplies			
Training Manuals	\$1,171.50		
Apparel	\$7,395.59		
Adminders Buttons	\$0.00		
Adminders Clothing	\$4,883.83		
Wristbands	\$492.54		
Lanyards	\$808.00		
Backpacks	\$1,211.22		
Publicity	\$280.00		
Transfer Brochures	\$280.00		
Design of Transfer Brochure			
Volunteer Recognition	\$1,828.05		
OS Appreciation Dinner	\$1,359.20		
OSC End of Semester Dinner	\$204.25		
OSC End of Semester Dinner	\$264.60		
NODA Conferences	\$3,949.32		
Conference Registration	\$2,085.00		

Budget Projections

Projections '11-12, '12-13, '13-14

Orientation Steering Committee Expenses

			2013	2012	2011
Events:					
	August	First Night	\$7,000	\$7,000	\$6,000
		Great Migration	\$5,000	\$5,000	\$5,000
		Cultural Event	\$12,000	\$12,000	\$10,000
		Big Red Blowout	\$13,000	\$13,000	\$15,000
		Night at the Johnson	\$3,000	\$3,000	\$3,000
		Hoe Down	\$6,000	\$6,000	\$6,000
		Small Events	\$4,500	\$4,500	\$3,500
		Transfer Events	\$7,800	\$7,800	\$7,500
		Compostable Supplies	\$900	\$900	
		Safety	\$3,000	\$3,000	n/a
August Event Sum			\$62,200	\$62,200	\$56,000

	January:	First Night	\$800	\$800	\$800
		Second Night	\$1,200	\$1,200	\$1,200
		Third Night	\$1,500	\$1,500	\$1,500
		Fourth Night	\$1,200	\$1,200	\$1,200
		Last Night	\$1,000	\$1,000	\$1,000
		Small Day Events	\$2,000	\$2,000	\$2,000
		Supplies for Events	\$1,300	\$1,300	\$1,000
		Transfer Council	\$1,000	\$1,000	\$1,000
January Event Sum:			\$10,000	\$10,000	\$9,700

Total Event Sum			\$72,200	\$72,200	\$65,700
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Volunteer Support:					
		Water Bottles	\$9,765	\$9,765	n/a
		Recruitment/Training	\$10,000	\$10,000	\$10,000
		Supplies	\$1,500	\$1,500	\$1,500
		Water	\$0	\$0	\$0
		Apparel	\$7,500	\$7,200	\$7,000
		Publicity	\$700	\$600	\$500
		Conferences	\$4,000	\$4,000	\$4,000
Volunteer Support Sum			\$33,465	\$33,065	\$23,000

Total Event			\$72,200	\$72,200	\$65,700
Total Volunteer Support			\$33,465	\$33,065	\$23,000
Total Orientation Support by SA Sum			\$105,665	\$105,265	\$88,700
SA Revenue			\$105,300	\$105,300	\$89,000
Surplus			-\$365	\$35	\$300

Constitution

I. NAME

The name of this body shall be the Orientation Steering Committee, hereafter referred to as OSC.

II. PURPOSE

This group will plan and run Orientation programs in January and August to introduce and acclimate new undergraduate students, both first-years and transfers, to Cornell University including recruiting, selecting & training over 800 volunteers annually.

III. FUNCTIONS

The function of the OSC shall be to:

Section 1: Plan and run programs for new undergraduate students entering Cornell University in January and August.

Section 2: Select and train January Orientation Leaders.

Section 3: Select and train August Orientation Supervisors, Orientation Leaders, and members of the Move-in Crew

IV. MEMBERSHIP

Section 1: Membership on the OSC is limited to full-time registered students of Cornell University

Section 2: Each member will be a full OSC member, eligible to cast one vote in all OSC matters.

Section 3: Members are selected by application and interviewed by the previous year's committee in September.

Section 4: All members must have served as Orientation Volunteers. The chair or co-chairs must have served as orientation volunteers.

Section 5: The Assistant Dean of Students for New Student Programs will serve as the Advisor to the OSC.

V. OFFICERS

Section 1: The officers of the OSC will consist of a chair or co-chairs.

Section 2: Chair or Co-chairs will be selected by the previous year's committee before the first meeting of the new committee.

Section 3: Chair or Co-chairs must be members of the OSC. Chair or Co-chairs of the outgoing OSC are ineligible to become chair or co-chairs of the incoming OSC.

VI. COMMITTEE SELECTION

Section 1: The OSC shall select new OSC members after the August Orientation program concludes.

Section 2. No incoming OSC member may be selected without having completed the application and interview process.

VII. MEETINGS

Section 1: OSC will meet once a week throughout the academic year and for a pre-specified period of time immediately prior to orientation volunteer training.

Section 2: Additional meetings may be called by the Chair, Co-Chairs, or Advisor.

VIII. COMMITTEES

Section 1: The Committee may establish sub-committees, as it deems necessary

IX. NON DISCRIMINATION

Section 1: The OSC shall not discriminate on the basis of actual or perceived age, color, disability, ethnicity, gender, gender identity or expression, marital status, national origin, race, religion, sexual orientation, veteran status, or any combination of these factors when determining its membership and when determining the equal rights of all general members and executive board members, respectively, which shall include, but are not limited to, voting for, seeking, and holding positions within the organization.

X. AMENDMENTS

This Constitution may be amended at any regular meeting of the OSC by a two-thirds vote of the committee, provided that the amendment has been submitted in writing at the previous regular meeting, and that all OSC members have been notified. The advisor will serve as tie-breaking vote when necessary.

XI. APPROVAL

This constitution shall be effective upon a two-thirds vote of the OSC. The advisor will serve as tie-breaking vote when necessary.

The OSC Constitution is reviewed, updated, and approved in October of each year.