

UNITED CAMPUS MINISTERS

Of Dartmouth College

In Association with the William Jewett Tucker Center

Manual of Information

Revised August 2018

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United Campus Ministers By-Laws

I. **Name.** The name of this organization shall be the United Campus Ministers of Dartmouth College (UCM).

II. **Purpose.** The purpose of the United Campus Ministers is to promote cooperation and provide support among all religious groups at Dartmouth College.

III. **Authority.** The United Campus Ministers operates under the authority of the William Jewett Tucker Center at Dartmouth College (the Tucker Center) and under the supervision of the Tucker Center's Dean and Chaplain.

IV. **The Center's Dean and Chaplain.** The Center's Dean and Chaplain shall represent the College and the Tucker Center in the United Campus Ministers. The Dean and Chaplain shall be empowered to call all meetings of the United Campus Ministers (UCM). The Dean and Chaplain or the Dean and Chaplain's designee shall preside at all meetings.

V. **Meetings.** UCM shall ordinarily meet monthly, or as called by the Dean and Chaplain.

VI. **Officers.** The Dean and Chaplain as presiding officer is the only standing officer of UCM. Other staff members of the Tucker Center may attend UCM meetings and participate fully. The Dean and Chaplain shall appoint a secretary for each meeting who shall record the minutes.

VII. **Membership.** All persons who wish to exercise a recognized ministry at Dartmouth College must apply for membership in the UCM. Membership guidelines and standards are outlined in attached "Professional Guidelines." The term "Campus Minister" refers to an ordained or otherwise qualified professional person who devotes a substantial part of his or her time to the exercise of religious ministry at Dartmouth with a particular religious group. The term "local clergy" refers to clergy affiliated with religious institutions in the Hanover area who, as part of their ministry, work with students on the Dartmouth campus. The term "religious advisor" refers to a person who volunteers to advise a religious group. Religious advisors must ordinarily be faculty or staff members at Dartmouth College. Religious advisors from the community may be appointed under special circumstances. All members of the UCM (including Campus Ministers, local clergy and Religious Advisors) must present evidence of appropriate professional accountability, and must agree to adhere to the standard of ethics outlined in Appendix B. Procedures for the acceptance of members, for resolving complaints between or against members, and for suspending or revoking membership are contained in "Professional Guidelines". Membership in UCM is suspended when a member moves, is suspended by his/her religious body, or when the member fails to attend UCM meetings for six consecutive months. Membership may also be suspended or terminated according to the procedures outlined in "Professional Guidelines".

VIII. **Integrity of Religious Organizations.** Religious organizations, their campus ministers, and their religious advisors retain their own integrity and authority. Membership in UCM confers upon them the privilege of operating on the property of Dartmouth College according to the policies of Dartmouth College.

IX. Recognition. Religious Organizations are recognized by the Tucker Center if and only if they have a campus minister, local clergy or religious advisor who has agreed to the membership guidelines and filed the required credentials.

X. Committees. The Dean and Chaplain may appoint committees and their chairpersons to carry out the work of the organization. Members appointed to committees, and their chairs, serve at the pleasure of the Dean and Chaplain. Duties of each committee are explained in the committee list. The duties and membership and chairs of the committee may be changed by the Dean and Chaplain at any time.

XI. Amendment of by-laws. These by-laws may be amended at any time by the Dean and Chaplain. Ordinarily, notice shall be given and a majority of members attending the stated meeting shall be asked for their concurrence in the change. Sole authority for the revision of by-laws, however, rests with the Dean and Chaplain. Members may petition the Dean and Chaplain to amend the by-laws. A petition containing the signatures of two members in good standing shall be addressed by the Dean and Chaplain within one month, and the proposed change shall either be implemented, or the Dean and Chaplain shall explain to the UCM why it was rejected. Accurate, complete, and current by-laws, with appendices, shall be provided to all members and to any other interested persons upon request.

XII. Annual Reports. Every campus minister or religious advisor shall provide an annual report to the Dean and Chaplain in June of each year. Failure to do so may result in suspension of membership.

XIII. Appeals. Any member of UCM may ask the Dean and Chaplain for an interpretation of these by-laws and its appendices. The Dean and Chaplain's interpretation is authoritative. Any member may appeal the Dean and Chaplain's interpretation by submitting a written statement of disagreement to the Dean of the College. The Dean of the College's decision is final.

UCM Meeting Schedule 2017-2018, 2017-2018

| | |
|-------------------|-------------------|
| August 10, 2017 | August No Meeting |
| September 7, 2017 | September 6, 2018 |
| October 5, 2017 | October 4, 2018 |
| November 2, 2017 | November 1, 2018 |
| December 7, 2017 | December 6, 2018 |
| January 4, 2018 | January 3, 2019 |
| February 1, 2018 | February 7, 2019 |
| March 1, 2018 | March 7, 2019 |
| April 5, 2018 | April 4, 2019 |
| May 3, 2018 | May 2, 2019 |
| June 7, 2018 | June 6, 2019 |

Committee Structure for 2018-2019

All terms are for one year and are renewable.

Committee Definition

The committee structure of the UCM is designed to ensure good communication, division of labor and the ability for the UCM to run smoothly in their individual ministries and as a group.

Standing Committees

Membership and Guidelines

The Membership and Guidelines Committee reviews applications for membership in UCM to insure compliance with UCM and College policies.

MLK Service

This committee assists the Dean and Chaplain in formulating ideas for speakers, music, and other facets of the annual Martin Luther King, Jr. community celebration.

Baccalaureate

This committee assists the Dean and Chaplain with ideas for speakers, music, and other facets of the annual Baccalaureate Service.

Religious Preference Forms

This committee oversees the process of collecting and distributing information about the religious preferences of new students.

Retreats and Fellowship

This committee plans retreats and social activities for UCM members.

Campus Issues Committee

This committee convenes when called to draft an immediate response to any campus issue that may require a collective response from UCM.

CROSS Fellowship committee

This committee reviews applications for the CROSS (faith based) fellowships.

Tucker Program Committee

This committee plans programs (usually discussions or speakers) open to the college community about issues of general interest and importance to UCM.

Campus Ministries

Agape Christian Fellowship

Agape Christian Fellowship meets on Fridays, 4:30pm, in the first floor lounge of Fahey/McLane. Agape@Dartmouth.edu Contact: Sang Wook Sunny Nam and Soyoung Suh Website: <http://www.dartmouth.edu/~tucker/religious/groups/agape.html>

Alabaster

Alabaster Dartmouth is a non-denominational fellowship that fosters intimacy with Jesus Christ and our utmost purpose is to love the Lord. Alabaster Dartmouth attends termly inter-Ivy conferences and hosts weekly meetings in the McLane Ground Floor meeting room on Wednesdays at 7 PM. Contact Alabaster.dartmouth@dartmouth.edu or Minh Phan. Website: <http://www.alabastergroup.com/>

Al-Nur, Muslim Student Organization

Community prayers are every Friday from 1:15 – 1:45 PM. The Muslim Prayer Room in North Fairbanks is open for individual use as well as community prayers. Contact [Khalil Abdullah](mailto:Khalil.Abdullah@dartmouth.edu) or Al-Nur@dartmouth.edu Website: www.dartmouthmsa.org Facebook: <https://www.facebook.com/dartmouthalnur/>

Aquinas House-Catholic Campus Ministry

Aquinas House or 'AQ' is the Catholic Campus Ministry at Dartmouth College. We are located at the corner of Webster Avenue and Occom Ridge. In addition to weekly Community Dinner on Mondays at 6:30pm, AQ offers programming that encourages students to actively engage their faith in their everyday lives. Throughout the term, AQ schedules regular service trips, opportunities for prayer, conversations about faith and reason, and social events. For a full list of what AQ offers, please blitz us! You can also ask to sign up for our listserv to receive weekly emails. Better yet, please know you are welcome to stop by AQ. We're always open. We hope to see you around! **Sunday Mass:** 11:00 AM & 7:30 PM **Daily Mass:** Monday, Wednesday & Friday at 5:00 PM, Tuesday at 12:30 PM, and Thursday at 8:00 PM

Contact Father Brendan Murphy, O.P. or Megan Costantini Address: 2 Occom Ridge (603) 643-2154 Catholic.Student.Organization@Dartmouth.EDU Website: <http://dartmouthcatholic.com/>

Baptist Student Union (not currently meeting)

Sunday: Worship at Trinity Baptist Church at 10:30. Rides leave from the taxi stand across from the Hanover Inn at 10:00 A.M. on Sun. Contact: andy.sutton318@gmail.com Website: www.trinitybaptisthanover.org/

Bethel Campus Fellowship

Bethel Campus Fellowship (BCF) is a student- led Christian Bible study aimed at encouraging the black community at Dartmouth. As a chapter of the national BCF Ministry, our consistent mission is #followme, originating from Jesus' call to others to live a Christ-oriented life. Along with our advisor, Vincent Mack, we hope to spark spiritual growth through discussions about Christianity and community involvement. Since our establishment in 2012, we have been involved in national Christian conferences, volunteered at the Upper Valley Haven, and supported other Christian fellowships on campus.

Chabad At Dartmouth

Shabbat dinner every Friday evening at 7:00 PM at the Chabad House, located at 19 Allen St, Hanover. Contact Rabbi Moshe Gray or Chabad at Chabad@dartmouth.edu or at (603)643-9821

Christian Science Organization at Dartmouth

Meeting times: Sunday 10:30 AM at One School Street.

Christian.Science.Organization@Dartmouth.edu Web: www.dartmouth.edu/~csod Contact Peter Golder Website: <http://www.dartmouth.edu/~tucker/religious/groups/christscience.html>

CRU

We offer a small-group Bible study opportunities. As part of an international organization, we also offer annual retreats, major conferences, and over eighty summer mission programs. Contact cru@dartmouth.edu Ruth and Jerry Swift Website: www.crudartmouth.org/

Episcopal Campus Ministry at Edgerton House

Sunday Eucharists are at 8:00 AM and 10:00 AM at St. Thomas Church at 9 West Wheelock and at 12:30 PM on Wednesdays in the chapel at Edgerton house (“the Edge”) at 14 School St.

Weekly events include Theology on Tap, a forum for open discussion, Mondays at 9:00 PM at the Canoe Club; Student Dinners Wednesdays at 6:00 PM; Morning Prayer, Thursdays at 8:30 AM, both at the Edge. All are Welcome! Contact: The Rev. Dr. Guy Collins (603) 643-4155

Guy.Collins@Dartmouth.edu or The Rev. Dr. Jane Milliken Hague

Jane.Milliken.Hague@dartmouth.edu or Leah Torrey Leah.F.Torrey@dartmouth.edu

Edgerton.Episcopal.Center@Dartmouth.EDU Website:

<http://www.dartmouth.edu/~tucker/religious/groups/edgerton.html>

Fellowship of Christian Athletes

Monday night huddle meetings are in Beta Alpha Omega from 8:00 – 9:00 PM. Please contact Peter Crouse.

Hillel-Jewish Student Organization

Shabbat Service every Friday at 6:00 PM with free dinner immediately following at 7:00 PM at the Roth Center – Shabbat Morning Service every Saturday at 10:00 AM. Contact: Rabbi Meir Cohen Goldstein (603) 646-0410 Hillel@dartmouth.edu

Integrare

Integrare offers small-group Bible studies (ABS – Athlete Bible Study) and individual mentoring geared specifically to Dartmouth athletes. These ABS groups encourage honest exploration of how the person of Christ relates to our lives. Everyone is welcome. Contact: Denise or Kent Dahlberg Denise.Z.Dahlberg@dartmouth.edu or Kent.Dahlberg1@gmail.com

Logos Community at Dartmouth

Logos Community at Dartmouth 12:30 pm in Carson 60 every Sunday. Food following. Please email Logos.Community.at.Dartmouth@Dartmouth.edu or Sang Wook Sunny Nam for more information.

Morning Glory

The Morning Glory Community service is a student-led interdenominational worship in the African American church tradition. Hymns, praise, songs, contemporary gospel music, testimony, and prayer create a sanctuary for all in the Dartmouth community who desire to deepen their faith. Morning Glory Community Fellowship will meet each Sunday at 10:30 AM in Cutter Shabazz. Contact: Marvin Burns Marvin.J.Burns@Dartmouth.edu or Morning.Glory.Community.Fellowship@Dartmouth.edu

Multifaith Conversations

Multi-Faith Conversations meets Tuesdays during the Fall, Winter, and Spring terms from 5:30 – 7:00 PM for dinner and conversation in Tucker 105. Students of any or no faith are welcome. Our meetings revolve around topics of members’ choosing ranging from bioethics to religion and politics, from existence/nonexistence of God to science and religion.

Contact: Khalil.R.Abdullah@Dartmouth.edu (603) 646 9919 or [Multi-](#)

Navigators Christian Fellowship (not currently meeting)

Bible study/fellowship meets weekly and there are also monthly home-cooked meals with worship. For more information contact us: navs@dartmouth.edu, or Cindy Benson CindyBenson@tds.net www.dartmouth.edu/~navs

Orthodox Church in America, Eastern Orthodox and Orthodox Christian Fellowship

Orthodox Christian Fellowship (“OCF”) at Dartmouth College offers a connection to the Orthodox Church and its unbroken tradition of worship and faith – faith in Jesus Christ – among Christians first in Jerusalem, Syria, Greece, Rome, North Africa, and into Eastern Europe, and growing in America. OCF also offers a trustworthy experience of growth in life and faith and spiritual understanding. Orthodox prayer and worship services are held at Rollins Chapel, beautiful Christian sounds of psalms, hymns and litanies; the cross; candle lit icons; incense. For fellowship dates and times contact Deacon Ambrose Powell. (802) 356-2472 Ambrose.C.Powell@Dartmouth.edu or Orthodox.Christian.Fellowship@Dartmouth.EDU

Our Savior Lutheran Church and Student Center

Sunday morning worship at 5 Summer St ("behind" Leverone) at 10:30 AM. The choir: Sunday at 9:15 AM. Contact Pastor Kyle.Seibert@Dartmouth.edu 603-643-3703 Lutheran.Center@Dartmouth.EDU Website: <https://oslchanover.org/>

Shanti-Hindu Student Organization

Weekly Event: PUJA Time: Fridays, 6:00-9:00 PM Location: Hindu Temple in Rollins Chapel
Daily Event: PUJA Time: 7:00 – 8:00 PM, Location: Hindu Temple in Rollins Chapel. Contact: Shanti@Dartmouth.edu or Prasad Jayanti at 603-646-1292

The Church of Jesus Christ of Latter-Day Saints Student Association

LDS Church services are held at the chapel in Lebanon (667 Dartmouth College Highway, Lebanon, NH). Ward schedules switch January 1st each year. For 2017, the Hanover Ward (which includes Dartmouth undergraduates) meets from 1:00 p.m. to 4:00 p.m. on Sunday afternoons, and the Lebanon Ward meets from 9:00 a.m. to 12:00 p.m. on Sunday mornings. All are welcome at church services! Students also meet for Institute and other events on Sunday evenings; please contact the advisor for more information.
Contact Maurice.S.Crandall@Dartmouth.edu

United Church of Christ at Dartmouth and Alpha Omega

Worship Services are Sundays at 10:00 AM. Hand Bell Choir meets Thursday evenings from 5:15 PM until 6:30 PM. (And we are looking for new ringers!) Chancel Choir meets Thursday evenings from 7:00 until 8:30/9:00 PM. (And we could use a few more singers!!) We also offer a host family program for those who would like to have a local family to spend time with. (UCC and Presbyterian) Contact Rev. Robert Grabill (603) 443-0218 Robert.L.Grabill@Dartmouth.edu

Zen Practice Group (Buddhist Meditation)

All are welcome to join Zen practice regardless of experience or religious affiliation. We are dedicated to the study and practice of Zen Buddhism; to understanding the nature of suffering and its resolution; and to acting on this insight to benefit everyday life. Our practice sessions are held at the Tucker Center Meditation room in North Fairbanks Hall basement. Current Schedule is Wednesdays, 7:30 to 9:00 P and Thursdays from noon to 1:00 PM. Please use the contact

information below for questions and schedule updates. Dartmouth Zen Practice is affiliated with the Upper Valley Zen Center (UVZC), 58 Bridge Street, White River Junction, VT.

Contact Gendo Allyn Field, lay ordained Rinzai Zen teacher (603) 448-4877

Allyn.Field@Dartmouth.edu Website: <http://www.uvzc.org/>

MINI GRANT APPLICATION

The Tucker Center for Spiritual and Ethical Life provides mini grants for United Campus Ministry programming. Mini-grants cover up to \$200 of program expenses. Please submit this form to the Tucker Center at least two weeks prior to the anticipated program date. Receipts should be saved and given to Kathy Boivin following the program.

UCM Organization Name:

Program Name:

Program Date:

Program Location:

Program Description:

Anticipated Budget: _____

Anticipated Expenses: _____

Anticipated Revenues: _____

MULTI-FAITH GRANT APPLICATION

The Tucker Center for Spiritual and Ethical Life provides grants for United Campus Ministry inter-faith programs between two or more religious groups. The grants cover up to \$1,000 of program expenses. Please submit this form to the Tucker Center at least three weeks prior the anticipated program date. Receipts should be saved and given to Kathy Boivin following the program.

UCM Organization Names:

Program Name:

Program Date:

Program Location:

Program Description:

Anticipated Budget:_____

Anticipated Expenses:_____

Anticipated Revenues:_____

Multifaith Programming

Multifaith Conversations

Multi-Faith Conversation meets weekly during academic terms to increase understanding and community across lines of religious difference under the advisement of the Multifaith Program Advisor. Community is built through group meetings, discussions and exploration of members' faith narratives. Events for the broader campus are planned twice per term. This group is a resource for programming and understanding. Campus ministries should be involved and aware of event planning where appropriate. Students are entirely in charge of content of events and topics. Contact: [Khalil Abdullah](#) 603-646-9919.

Events to keep in mind:

Beginning of the year recruitment.

Fall term: Voices of Faith (5 minute reflections from students of all faiths at our largest public event of the year, each fall in Collis Commonground. Please attend if you are able and consider upper-class students from whom we might solicit reflections).

Spring Term: Alternative Spring Break on Faith, Race and Justice in Washington, DC. (see more below)

The Inter-Faith Living and Learning Community

A Floor in McLaughlin Cluster devoted to developing community across religious lines. Applications occur about 2 weeks into each term (Fall, Winter, Spring), along with the rest of Dartmouth's Affinity Housing, for the following term. Please encourage students who may be interested to apply. The rooms are all singles and we meet weekly to discuss topics brought forward by floor members.

Alternative Spring Break: Faith, Race and Justice

An annual Spring Break Community Service trip with three primary goals:

1. to explore the intersection of faith, race and justice in Washington, DC
2. to provide students an opportunity to explore their own spiritual or religious identities in relation to issues of service and social justice; and
3. to engage students from a variety of faith identities in reflection, constructive dialogue and community building

The application process occurs in late Fall, for students on in the winter. It is increasingly selective and we are always looking for a religiously diverse group.

Religious Leadership Collective In its nascent stages, we seek to gather the student religious leaders on campus twice per term to converse, discuss relevant campus issues, and promote cross dialogue and programming across religious groups, with an emphasis on leadership development. More information is forthcoming.

UNITED CAMPUS MINISTERS PROFESSIONAL GUIDELINES

Approved by the William Jewett Tucker Center Board of Visitors on October 22, 2004

William Jewett Tucker Center
Dartmouth College
6154 South Fairbanks Hall
Hanover NH 03755
(603) 646-3780



UNITED CAMPUS MINISTERS PROFESSIONAL GUIDELINES

William Jewett Tucker Center at Dartmouth College

EXECUTIVE SUMMARY

The William Jewett Tucker Center (Tucker Center) exists to cultivate religious and spiritual life at Dartmouth College, and to coordinate and facilitate the various ministries active on campus. The Tucker Center shall refer to the collective efforts of the affiliated religious and spiritual life organizations with the term United Campus Ministers (UCM). The UCM is an organization of Dartmouth College and consists of Campus Ministers and Advisors, as defined on page 18.

1. The Tucker Center functions under the institutional authority of the William Jewett Tucker Center, which is led by the Dean and Chaplain of the Tucker Center.
2. The Dean and Chaplain of the Tucker Center is a member of and the facilitator of the UCM, and oversees the UCM recognition process for religious and spiritual life professionals.
3. The UCM is an organization of the College.
4. The UCM supports spiritual growth in the Dartmouth community and the educational process of the College.
5. Members of the UCM are dedicated to serve those in their own traditions yet are bound one to another to serve the larger faith community.
6. The UCM endeavors to play an integral role in the mission of the Tucker Center, which states:
 - a. *The Tucker Center exists to encourage, promote, and facilitate opportunities for religious and spiritual growth for everyone at Dartmouth College.*
7. While UCM members hold to beliefs and practices that may differ substantially from one another, the UCM values this diversity and seeks to build a creative vision of cooperative ministry for the Dartmouth College students, faculty, administration, and staff it serves.
8. For the purposes of the UCM, the individual campus minister or religious advisor of affiliated religious and spiritual life organizations is recognized as the member of UCM, not the denomination or organization that he or she represents.

DEFINITION AND GOALS OF UCM

The United Campus Ministers is a voluntary organization of affiliated Campus Ministers and religious advisors from College-recognized faith communities that have constituencies among students, faculty, administration, and staff at Dartmouth. In addition to tending to their own individual ministries, members of the United Campus Ministers shall work cooperatively to:

1. Provide a common ministry in such areas as they may decide or the Dean and Chaplain may request.
2. Speak when possible, as determined by each individual, in a common voice with other communities of faith and the College on matters of shared concern.
3. Provide a regular forum within which officials of the College and UCM members may come to know one another in mutual trust.
4. Function as a unit in cooperation with the various constituencies of the College and surrounding community as opportunity offers.

ROLE & RIGHTS OF UCM MEMBERS

1. UCM members consist of Campus Ministers and Advisors:
 - a. *Campus Minister* applies to an affiliated person who is not a College employee. He or she is recognized by a religious or spiritual agency (such as a regional or national religious body) and the Tucker Dean and Chaplain.
 - b. *Advisor* applies to an affiliated person who is employed by the College and is appointed by the Dean and Chaplain to help resource and oversee a local group or organization.
2. UCM members shall meet the following qualifications:
 - a. Campus Ministers must have endorsement from an ecclesiastical or other appropriate agency as a professional staff member with formal training in religious work.
 - b. Campus Ministers and religious advisors must express willingness and ability to work cooperatively with members of the Tucker Center's staff and other departments of the College in order to help meet the College's goals for moral and character development.
 - c. Campus Ministers and religious advisors must demonstrate a willingness and ability to respect people of diverse religious traditions and viewpoints represented in the UCM and to conduct one's particular religious work with an understanding of this pluralistic reality.
3. UCM members may expect the active loyalty, confidence, and respect of their colleagues and are required to demonstrate these behaviors in the exercise of their professional commitments. This relationship shall not limit the expression of doctrine, opinions, or faith practice of any individual affiliate nor does it require standardization of administrative procedures, programmatic design, staffing or fund-raising among constituent programs in so far as these practices are not in opposition to or incompatible with Dartmouth College policies.
4. UCM members may have access to available Dartmouth College Religious Preference Data lists relating to their particular group or organization.
5. UCM members may have the right to use the name of Dartmouth College in the activities and publications of the group or organization (e.g., Al-Nur – a campus ministry at Dartmouth College) and to be listed as a College organization in official college publications to the extent provided other Dartmouth College recognized organizations and pursuant to Dartmouth College standards and approval.
6. UCM members may have the right to *request* financial assistance from the Tucker Center to further the activities of the organization and the provision of the accounting services of the College. Recognition as a UCM member does not guarantee financial support. Each request will be judged on its merits and will be evaluated in terms of criteria such as the organization's contribution to campus, the special nature of the activity and the nature of its financial resources. UCM member requests shall be considered in the same manner as applications of other Dartmouth College recognized organizations and pursuant to Dartmouth College standards and approval.
7. UCM members may have the right to request a college I.D. card (through the Dean and Chaplain), which can extend many of the privileges enjoyed by employees of Dartmouth College.

8. Campus Ministers and Religious Advisors may apply, through the Tucker Center, for an email account. No more than three email accounts will be allocated to representatives of any single religious organization. Recognized religious groups are represented on the Tucker Center web-page and are permitted to establish their own web-page. The content and operation of web-pages is subject to Dartmouth College policies.
9. UCM members and any of their supporting staff must be aware of and comply with Dartmouth College standards and policies with respect to non-discrimination, harassment, and the maintenance of student privacy as well as priest/penitent confidentiality.

RESPONSIBILITIES OF UCM MEMBERS

1. A Campus Minister must affirm that his/her ministry is formally recognized by an ecclesiastical or other appropriate agency and that he/she is supported by a governing body of some type of advisory structure.
2. Campus Ministers and religious advisors must be cognizant of and comply with the Conditions for Recognition outlined below, provide the proper written materials and meet annually with the Dean and Chaplain to review the necessary conditions and responsibilities.
3. Campus Ministers and religious advisors represent their particular faith tradition and serve the welfare of its constituents.
4. Campus Ministers and religious advisors seek to benefit the larger Dartmouth community of which their faith tradition and its constituents are an integral part.
5. When acting in an official capacity on behalf of the UCM, Campus Ministers and religious advisors may explicitly acknowledge and express their own faith tradition, as long as this is done in a way that maintains proper recognition of, and respect for, the religious pluralism of the group as a whole.
6. Campus Ministers and religious advisors must be prepared to respond to individuals in need of compassion and support beyond, as well as within, their own faith community. Campus Ministers and religious advisors must support the freedom of intellectual discourse befitting a college community.
7. Campus Ministers and religious advisors must refrain from undermining other religious groups, as defined in the statement on proselytizing in Appendix I.
8. Campus Ministers and religious advisors must consider his/her participation in the monthly UCM meetings to be a priority.
9. Campus Ministers and religious advisors must respond *promptly* to requests for budgets or other information concerning the status of the group of organization, keeping the Tucker Center informed of any changes in officers, representatives, and advisors, or developments that might affect the status of the organization or group.
10. Campus Ministers and religious advisors must maintain the highest of standards for performance and professional conduct as a representative of the UCM and Dartmouth College.
11. Campus Ministers and religious advisors must present to or discuss these guidelines with their student leaders.

CONDITIONS FOR RECOGNITION

1. To be considered for recognition as a UCM member, Campus Ministers and Religious Advisors, as requested, and any of their supporting staff must provide the Tucker Center with the following written materials:
 - a. Documentation that confirms his/her ministry is formally recognized by an ecclesiastical agency and that he/she is supported by a governing body or some type of advisory structure
 - b. Documentation that confirms he/she serves in a group or organization that has been properly recognized by the Tucker Center as an official campus ministry (See Appendix A).
 - c. Current, accurate descriptions of his/her group's or organization's personnel structure, including an outline of specific responsibilities.
 - d. A signed UCM Covenant (See Appendix B).
 - e. A completed UCM Identification Form (See Appendix C).
 - f. A UCM Annual Report by July 15th of each year (See Appendix H).
2. Once all documents have been filed and recognition by the Tucker Center is approved, a campus minister or religious advisor is understood to be "active". The Tucker Center respectfully requests proper notification of changes such as leave of absence, changes in staff configurations or position descriptions, at least by the final day of classes in the term preceding the one for which they would take effect. When a new person arrives to work with a campus religious organization, either as an additional staff member or to replace a current staff member, the new person is not automatically recognized as a Campus Minister or religious advisor until the above mentioned requirements have been satisfied and recognition granted by the Tucker Center's Dean and Chaplain.
3. The Dean and Chaplain will meet at least annually with each UCM member to review current practices and staffing, to confirm proper authorization for membership, and to update the member's knowledge of any pertinent College procedures and policies. These reports will be kept on file in the Tucker Center. Failure to comply with the above conditions and responsibilities may result in the loss of membership or the failure to have membership renewed with an attendant loss of privilege.

ACCOUNTABILITY AND REVIEW

With the Tucker Center's Board of Visitor's adoption of these UCM Professional Guidelines, the Tucker Center establishes a formal process requiring the annual review during the summer term, once the Dean and Chaplain has received the annual reports, of the status and performance of all UCM members to provide a clear procedure for their supervision and accountability.

The Dean and Chaplain is charged with the oversight and supervision of the religious and spiritual life of the college and the work of all UCM members. Procedures for oversight of the UCM and its members are made explicit in these Professional Guidelines. The Dean and Chaplain's supervision neither limits an individual member's expression of belief nor intrudes in the structural requirements prescribed by the member's sponsoring religious agency. The Professional Guidelines are intended to establish a routine record of performance and achievement as well as to form the basis for any supervisory intervention should be required or advisable.

PROVISION FOR FUTURE REVISIONS

These guidelines have been adopted by the William Jewett Tucker Foundation's Board of Visitors (2002) based upon recommendations of the ORSL (Office of Religious and Spiritual Life of the then Tucker Foundation), Campus Ministers and Advisors, the Dean of the William Jewett Tucker Foundation and other counselors. These guidelines are subject to change at any time by approval of the Board of Visitors at either its October or April meeting. Recommendations for changes should be deliberated among the members of the UCM and then, provided that the UCM accept these recommendations, be directed to the Dean and Chaplain of the William Jewett Tucker Foundation prior to the start of either the Fall or Spring term.

APPENDIX A

Obtaining Recognition of a New Student Religious Organization (SRO) at Dartmouth College

PROCEDURAL CHECKLIST

1. Meet with the Dean and Chaplain for preliminary conversation and to obtain paperwork.
2. Fill out and submit all paperwork in electronic and hard copy to the Dean and Chaplain which includes:
 - a. A Constitution and By-Laws of the New SRO of the petitioning group or organization.
 - b. Membership in the group or organization must be open to all interested persons at Dartmouth College. The constitution should include at least:
 - i. Mission Statement
 - ii. Slate of officers' titles and their specific responsibilities
 - c. A signed Covenant of United Campus Ministers (UCM) at Dartmouth. (Appendix B).
 - d. A completed UCM Identification Form. (Appendix C).
 - e. Signature document from prospective Campus Minister or prospective advisor who is petitioning for admittance as a new SRO which will include the printed names and signatures of 10 students who are members of the petitioning SRO (Appendix D).
 - f. A document which states the current, accurate description of the petitioning SRO's personnel structure, i.e. names of officers (Appendix E).
 - g. Signed acknowledgement of having read the UCM Professional Guidelines (Appendix F).
 - h. Submit a 200 word description of proposed SRO for the Tucker Center.
 - i. Tucker brochure and web page (Appendix G)
 - j. Letter of authority for prospective campus minister from the sponsoring religious agency on official stationery.
 - k. Meet with the New Member Committee.
3. Attend the next regularly scheduled monthly UCM meeting, meet with the Campus Ministers and Advisors, and field questions that may arise. The UCM members will receive electronic copies of all paperwork of the petitioning SRO before this meeting. After approval the SRO's Minister or advisor will:
 - a. Receive letter of approval status of the petitioning SRO's proposed presence on the Dartmouth College campus from the Dean and Chaplain.
 - b. Sign up for Email with the Dean and Chaplain's Administrative Assistant. Once this has been confirmed the ID card can be obtained.
 - c. Obtain Minister's College ID card from the ID Card Office – located in McNutt Hall (Dean and Chaplain or their assistant must email the College ID office for authorization for the ID card before the Campus Minister arrives at the ID Office).
 - d. Initiate updating the William Jewett Tucker Center's web page with the new SRO's information by giving the new information to the Dean and Chaplain's Administrative Assistant.
 - e. Obtain information on creating a Dartmouth College website for and by the SRO from the Dean and Chaplain's Administrative Assistant.

APPENDIX B

A COVENANT OF UNITED CAMPUS MINISTERS AT DARTMOUTH COLLEGE

As a member of the United Campus Ministers at Dartmouth College, I understand my ministry to be a part of a broader, collective effort to support spiritual growth in the Dartmouth community and the educational process of the College. To this end, I pledge to uphold the highest standards for performance and professional conduct outlined in the United Campus Ministers Professional Guidelines. More specifically:

1. I understand that the UCM is an organization of the College. Thus, I am required to be cognizant of and comply with all College standards, procedures, and policies.
 - a. I affirm that my ministry is formally recognized by an ecclesiastical agency and that I am supported by a governing body of some type of advisory structure.
2. I pledge to play an integral role in the mission of the Tucker Center, which states:
 - a. The Tucker Center exists to encourage, promote, and facilitate opportunities for religious and spiritual growth for everyone at Dartmouth College.
 - b. I support the freedom of intellectual discourse befitting a college community.
 - c. I realize that when acting in an official capacity on behalf of the UCM, I may explicitly acknowledge and express my own faith tradition, as long as this is done in a way that maintains proper recognition of and respect for the religious pluralism of the group as a whole.
 - d. I agree to act in accordance with the definition and goals of the UCM, the role, rights, and responsibilities of UCM members, the conditions of membership, and the statement on proselytizing, as outlined in the United Campus Ministers Professional Guidelines.

In signing this UCM Covenant, I verify that I am fully aware of and in agreement with the rights, responsibilities, and conditions set forth in the United Campus Ministers Professional Guidelines. Moreover, I understand that a violation of these Professional Guidelines by a UCM member or group may result in the loss of UCM membership or the failure to have membership renewed with an attendant of loss of privilege.

Name

Name of Group or Organization

Signature

Date

APPENDIX C

United Campus Ministers Identification Form

William Jewett Tucker Center,
Dartmouth College

As a member of the United Campus Ministers at Dartmouth College, you are required to provide the Tucker Center with the most up-to-date and accurate information concerning your ministry on campus. Please answer all applicable questions and return this form to the Tucker Center.

Name: _____

Denomination/Religious Affiliation: _____

Name of organization which oversees your ministry: _____

Name of the person within that organization to whom you report: _____

Please provide his/her contact information:

Address: _____

Phone Number: _____ Email: _____

Is ordination required for your ministry? _____

Were you ordained? _____ if so, provide date: _____

Is there another requirement within your group or organization for religious professionals?

Did you meet that requirement? _____

What is your official title for your work on campus given to you by your overseer?

What is your educational background? _____

If you are an Advisor to a student organization or group, please describe the procedure you undertook to become the advisor for that student group. What are the requirements for your involvement as Advisor? Discuss your Roll in that group. What is your accountability structure?

APPENDIX D

Signature Document

New Student Religious Organization (SRO) at Dartmouth College

Name of proposed Student Religious Organization:

Advisor/Campus Minister:

Printed Name:

Signature

Students:

1. _____

Printed name

Signature

2. _____

Printed name

Signature

3. _____

Printed name

Signature

4. _____

Printed name

Signature

5. _____

Printed name

Signature

6. _____

Printed name

Signature

7. _____

Printed name

Signature

8. _____

Printed name

Signature

9. _____

Printed name

Signature

10. _____

Printed name

Signature

Date: _____

APPENDIX E

Personnel Structure/Officers

Name of Proposed Student Religious Organization: _____

Advisor/Campus Minister: _____

Date: _____

Personnel Structure and Current Officers (i.e. President – John Doe, Vice President – Jane Doe):

| | |
|-------|-------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

APPENDIX F
ACKNOWLEDGEMENT

Name of Proposed Student Religious Organization:

I have read the United Campus Ministers Professional Guidelines.

Advisor/Campus Minister:

Printed name

Signature

Date: _____

APPENDIX G

Brochure/Webpage Description:

New Student Religious Organization (SRO) at Dartmouth College

Name of Proposed Student Religious Organization:

Advisor/Campus Minister:

Date: _____

Submit a 200 word description of proposed SRO for the Tucker Center brochure and webpage.

APPENDIX H

SUGGESTED TEMPLATE FOR UNITED CAMPUS MINISTERS ANNUAL REPORT

As a member of the United Campus Ministers at Dartmouth College, you are required to submit a brief annual report to the Tucker Center by July 15th of each year. The report is intended to keep the Tucker Center informed of general issues and challenges in campus ministry and of any changes or developments in your group or organization's structure or status. Please type your responses for each of the following questions and submit your report (please include your name and that of your group or organization) to the Tucker Center by July 15th.

UNITED CAMPUS MINISTERS ANNUAL REPORT

(This report must be completed and returned to the Dean and Chaplain of the Tucker Center by July 15th)

1. Name of religious group:

2. Your name:

3. List your student officers or leaders for each of the following terms of last year:

Summer

Fall

Winter

Spring

4. Please list officers for the coming year, if available:

Summer

Fall

Winter

Spring

5. Please estimate the number of persons who were regular participants in your organization during each of the terms last year:

Summer

Fall

Winter

Spring

6. Briefly summarize the regular activities of your organization (e.g. weekly worship, retreats, etc.)

7. Briefly summarize any special events sponsored by your organization during the past year.

8. Please list separately any special events sponsored by your organization during the past year that were open to and advertised to the whole campus. Please indicate approximate attendance.

9. If you are filling out this form for an organization with multiple staff, please list all staff members for whom this report applies (e.g. all Campus Ministers affiliated with your organization).

10. Salaries (total) (this should not include salaries for non-college related activities e.g. if you are a local pastor, estimate only the portion of your salary that applies to your college ministry.)

Program Activities:

Other:

11. Please indicate the general source of your funding, including amounts

Donations?

Support from national, or diocesan organizations?

College Funding?

Other?

APPENDIX I

PROSELYTZING, SOLICITATION, DIRECTORIES/MAILING LISTS, AND CAMPUS MAIL

Statement on Proselytizing:

In keeping with the spirit of the United Campus Ministers, members of the UCM shall acknowledge and welcome religious diversity and shall respect the sanctity of religious and spiritual consciences for each individual. They shall carry out their ministries in a manner whereby no one will be intimidated, threatened, or coerced and whereby participants may freely express their values and beliefs. To this end, the members of the UCM shall abide by the following guidelines:

- A. Each member shall affirm and respect the rights of every religious group. No one shall seek conversions by harassing or deprecating the other groups.
- B. Solicitation in the dormitories is not permissible according to the *Student Handbook*. (see appendix E):
 - a. Members of the UCM and their constituencies ***shall not:***
 - i. Canvass an entire dorm or floor
 - ii. Randomly visit student rooms where no prior relationship has existed.
 - b. Members of the UCM and their constituencies ***may:***
 - i. Visit or solicit students of their own tradition as indicated on the official *Religious Preference list*.
 - ii. Visit or solicit students who have requested more information or have invited the religious organization to phone or visit their room.
 - iii. Visit or solicit students who, on their own initiative, have made active affiliations with the group.
- C. Members of the UCM and their constituencies may make witness of their religious commitments through personal relationships or through personal encounters in public places on campus (e.g. 53 Commons dining hall, Hopkins Center, the Green, town sidewalks) and may invite others to attend meetings of a religious nature. However, if the individual being approached indicates a desire to break off conversation, this desire shall be honored immediately and without question.
- D. Literature may be distributed in public places on campus. It must be possible for the passerby to reject the offer. Individuals engaged in literature distribution in public campus places shall clearly identify the group with which they are affiliated.
- E. All emails and advertisements published or posted must clearly identify the name of the groups sponsoring the event and the religious affiliation of the group(s). Moreover, the inclusion of an individual leader's name and contact information is encouraged.
- F. Members of the UCM and their constituencies may utilize Hinman Boxes for:
 - a. Mailings to those students, faculty, administrators and/or staff who have shown interest in the religious group as described in Section B.2.
 - b. General advertisements about upcoming public events.
 - c. Mailings other than those described above shall:
 - i. Comply with college requirements for the Intra-Campus Mail Service and the Use of College Directories and Mailing Lists, as

specified by the current *Student Handbook*. <http://student-affairs.dartmouth.edu/resources/student-handbook/directory.html>

- ii. First be submitted to and approved by the Dean/Dean and Chaplain.
- G. Students invited to attend a meeting, whether social or programmatic, shall be informed of the identity of the religious group issuing the invitation.
- H. The Tucker Center disavows any efforts to influence anyone in a manner that depersonalizes or deprives the individual of his or her inherent value as a person.

Solicitation and Selling

Soliciting and selling by students and non-students is prohibited in all residence halls, special interest and academic affinity program units, and in College-owned undergraduate society, coed, fraternity, and sorority units. No person may enter College residences to distribute or collect questionnaires and surveys, and/or to collect any other information in person from students in their place of residence, without obtaining advance written permission from the Dean of Residential Life.

The placement of advertising is allowed on designated first floor bulletin boards only. Advertising placed on any building or unauthorized location will be removed by residence hall staff, and charges for the cost of any repairs will be assessed. Note: Cluster fund-raising activities must be authorized by the appropriate Residential Life or Dean of the College area staff. *Student Handbook, page 192.*

Use of College Directories and Mailing Lists

The college prepares a number of directories and address lists to facilitate personal contact between volunteers, alumni, officers, students, and faculty members. No part of these directories or address lists (including the Dartmouth Name Directory and the group list on Email) may be reproduced, stored in a retrieval system or transmitted in any form or by any means, electronic, mechanical, photocopying, or otherwise, without the prior written permission of the authorized officer specified in such directory or on such address list. Any use of the addresses or other information (including but not limited to, the preparation of envelopes or mailing labels) for any multiple mailing without the express written consent of the appropriate officer is contrary to College policy and is prohibited. Violation of this policy may subject an individual or recognized organization to disciplinary action.

<http://student-affairs.dartmouth.edu/resources/student-handbook/directory.html>

Intra-Campus Mail Service

Mail posted at the Hinman Post Office is distributed throughout the campus once daily, primarily to central pickup and drop points within each College building or complex. Students may make use of this service free of charge for correspondence with College departments, personnel, or students. The return HB address of the sender must be on the outside of the envelope. No one may use the Hinman Mail System anonymously or to impersonate other individual or organization or in connection with violations of other College policies. This service will not handle U.S. mail (other than redirected mail), books, carton, or packages. The facilities of the Hinman post Office and the Intra Campus Mail System may not be used for any commercial or political purpose. <http://student-affairs.dartmouth.edu/resources/student-handbook/directory.html>

APPENDIX J

ADDRESSING ALLEGED VIOLATIONS OF GUIDELINES

- A. When an allegation of violation of the UCM Professional Guidelines by a UCM member or group is made by another UCM professional, the following steps will be taken:
- a. The aggrieved party will communicate the specific alleged violation(s) to the Campus Minister or advisor responsible or the mater in question. The goal at this stage is for the leaders who are directly involved to understand the situation completely and seek informal resolution.
 - b. If the matter cannot be resolved between the parties, the aggrieved party shall bring it to the attention of the Dean and Chaplain by submitting a written complaint explaining the alleged violation with specificity. The campus minister or advisor may submit a responsive explanation to the Dean and Chaplain within ten (10) days of receipt of the written complaint. Copies of all written submittals required by this section shall be provided to the opposing party either by mail or hand delivery.
 - c. The Dean and Chaplain will first attempt to resolve the matter with the parties involved and decide if, in fact, a violation of the UCM Professional Guidelines has occurred. The Dean and Chaplain shall make the determination within thirty (30) days of the receipt of the response to the complaint.
 - d. If the Dean and Chaplain of the Tucker Center is unable to reach a decision or if either party involved disagrees with the decision, such party may request further action. Such request shall be submitted in writing to the Dean and Chaplain of the Tucker Center within thirty (30) days of the decision and shall state with specificity the reasons why the decision of the Dean and Chaplain is erroneous and the specific action sought. A response may also be submitted in writing to the Dean of the Tucker Center within ten (10) days of the request.
 - e. The Dean and Chaplain of the Tucker Center will convene an independent, diverse committee to resolve the issue(s). This committee will consist of three recognized Campus Ministers or advisors, three students, one College administrator, and the Dean and Chaplain.
 - i. The Dean and the Chaplain will chair this committee, which will render its decision promptly. The Dean and Chaplain will vote only on the occasion of a tie.
 - ii. The Dean and Chaplain will encourage the parties involved to inform their respective governing body that a committee is being formed to investigate the alleged violation.
 - f. If the UCM group, campus minister or advisor wishes to appeal the decision of the committee, this must be done in writing specifically explaining how the decision of the committee is in error. Any such appeal shall be submitted within seven (7) working days of the decision of the committee and given to the Dean and Chaplain of the Tucker Center. A response shall be filed within seven (7) working days of the appeal. The Dean and Chaplain will review all pertinent data and information before rendering a decision. The decision of the Dean and Chaplain may be appealed to the Vice Provost for Student

Affairs in the same manner as provided in this paragraph. The decision of the Vice Provost for Student Affairs is final.

- B. At the conclusion of this process, if a violation of these Professional Guidelines is found, the offending UCM member or group may have recognition suspended or revoked, in whole or in part, by the Dean and Chaplain or the Tucker Center. A suspension may be for a specified period of time, after which the member or group is placed on probation.

APPENDIX K

TRAVEL REQUIREMENTS

Memo from Student Activities Office

Travel and Driving Policies

Before your group travels outside of the Hanover area (even if you don't require funding to travel) you must file an itinerary with the Student Activities Office (*e-mail*). Just send an Email with the list of who is going, where and how you will travel. If you are staying overnight please include a phone number.

As a general rule, whenever possible or practical, the college prefers students travel via a *common carrier* such as bus, train, plane, or van service.

Traveling by car?

The college has a firm **Driver Policy** that requires each driver to be *approved* by the college. To get approval you must have a clean driving record and complete an online driver safety course. Allow at least two weeks to become approved. To drive a van (not a minivan, a larger 12 passenger vehicle) an additional *van approval* is required and this involves an on-the-road test.

We acknowledge that complying with the policy may be inconvenient and it may complicate your planning process, however, it is a rule that must be followed. If it seems impossible for your organization to comply with the policy, please come to the Student Activities office to see if there may be a way to follow the policy that you haven't considered.

Student Driver Policy Link in the Student Handbook:

<http://www.dartmouth.edu/~fom/services/parking/driver-safety/studentpolicy.html>

Room Reservations

To schedule rooms on campus, please use the following link:

<https://ems.dartmouth.edu/VirtualEms/Default.aspx>

The Office of Conferences and Events is always available to help you with your room needs for on campus rooms. Their contact information is: 603-646-2923.

There are three rooms in South Fairbanks that are available for use. They are the Large Conference Room (105), which holds 15-25 people; the Tucker Living Room, which can hold anywhere from 2 people to a larger group if enough notice is given and it is set up properly, the Small Conference Room (104) that will hold about 8 people comfortably. All these rooms can be scheduled by calling Kathy Boivin at 603/646-3780 or by emailing her. The schedules are posted weekly outside each room.

Rollins Chapel is available to our various ministries. For special events, please use the Virtual EMS room reserving system.

Creating and Hanging Posters

➤ Design

- Who: Fellow students can often provide all of the design skills you need. If more professional skills are needed, Dartmouth College Design, Printing and Mailing Service offers a full array of design assistance. Phone: 646-2642 or Web: <http://www.dartmouth.edu/~dpms/>
- Cost: Cost is depends on size, complexity of project, and time required
- Contact: DPM for cost estimate. They will pick-up and deliver their work.
- Time: Depending on time of year and their back log of work. 1-6 weeks.
- Restrictions: Cost - CAN BE QUITE EXPENSIVE- would not suggest for simple posters or flyers

➤ Printing

- The Tucker Center has a high quality photocopier/printer.
 - For small numbers of black and white copies, the Tucker Printer is the way to go. Higher print quality can be achieved by printing everything you need directly from your computer, rather than printing one copy and using it to make additional copies.
 - Tucker has a color printer, but only available for small quantities. Color copying should be taken elsewhere.
 - Contact: Assistant to the Dean and Chaplain for use of Tucker Center copier.
 - Cost: For small jobs the cost is small. The Tucker Center as a whole does pay a per page rate, and thus large jobs should be taken to college printing.
 - Time: n/a
 - Restrictions: Large prints (in excess of 250 copies) should not be made during business hours. This can be avoided by doing smaller batches.
- Dartmouth College Design, Printing and Mailing.
 - For professional printed materials

- Contact: DPM, Phone: 646-2642 or on web at <http://www.dartmouth.edu/~dpms/>
 - Cost: Quite expensive, depends on paper, size, color, etc. Call for quote.
 - Time: Depends, about 1 week.
 - Restrictions: n/a
- **Locations to poster**
- Dorms (by students) and common areas
 - Poster off-campus in local businesses
 - On Campus: Collis, '53 Commons, Rocky, Hopkins Center, Library, Novack, Silsby, Moore, Dick's House, Dartmouth Medical School, Tuck Business, Thayer Engineering, Robo, Gym, Department bulletin boards, etc.
- **Long Paper Banners**
- Contact: Student Activities they have paper for making long banners.
 - Hanging
 - Collis: first come, first serve.
 - '53 Commons: during business hours only, knock on the balcony office door (2nd floor Thayer). Anyone working in there will let you in to hang a banner.
 - Neither space can be reserved.
 - Cost: None
 - Time: Banners should not be put up more than 1 week prior to event.
 - Restrictions: Banners may not exceed 10 feet in length.
- **Posting in the Community**
- If you are running an event to which you would like to invite the wider Upper Valley community, posting at some of the U.V. hot spots can help.
 - Possible places: Kendall, Lebanon and Hanover Co-op, Local Places of Worship and Meditation (see attached list), stores on Main Street and in local communities.
 - Cost: There is usually no cost beyond the printing of posters.
 - Time: This can be time consuming, use staff to bring posters to their home towns. Many places will only allow posters to remain up for a week or so.

Email

- **Email entire campus via VOX Daily**
- Log into <https://d2u.dartmouth.edu/>
- To post: <https://d2u.dartmouth.edu/mmail>
- **Email Bulletins of all groups with related missions**
- Log into: <https://listserv.dartmouth.edu/scripts/wa.exe?INDEX&X=6870D57A45AC8C9F64>
 - Choose the group that you want to email
 - Click Post New Message
 - Fill in your name or the group you want to send from
 - Type in your message
 - ◆ Once you are done typing you can save a draft or send message. You can also click the box to receive a copy of the message.
 - ◆ Can post up to two from an email address weekly

- **Email professors teaching courses with related subject matter.**
 - Ask them to announce to students in class and majors, and to share information with their faculty and peers.
 - Possible departments:
 - African and African-American Studies
 - Anthropology
 - Education
 - Environmental studies
 - Geography
 - Humanities Center
 - Jewish Studies
 - Latin American
 - MALS Program
 - Native American studies
 - Philosophy
 - Psychology
 - Religion
 - Sociology
 - Women In Science Project
 - Women's & Gender Studies
- **United Campus Ministers**
 - Email the Tucker Administrative Assistant with your request, and the text ready to be sent. Messages are usually sent within one day
 - Email campus ministers individually; list available on Tucker website: <http://www.dartmouth.edu/~tucker/rsl/ministers/>
 - Attend monthly UCM meeting - Email Tucker Administrative Assistant to be placed on the agenda
 - UCMs can reach a large percentage of the student body whose worldviews tend to predispose them to a desire to serve others

Hinman Mailings

- **Mailings**
 - All mailings over 500 are bulk and carry a fee unless sent generically to all mail boxes
 - Quarter Page mailings should be on card stock
 - 1/2 & full Page mailing can be on regular paper
 - 24 hour notice preferred for all mailings
 - Basic form must be filled out before mailing available at their office
 - To send a mailing to every undergraduate
 - 4200 copies – no address needed
 - Selective Mailings
 - You need students name and Hinman Box number. Lists sorted by graduation year or D-Plan can be requested from the Dean of the College office.
 - Tucker HB # 6154 must be used as a return address
 - Your mailing will need to be sorted by HB number.

Web Posting

- **Dartmouth College main page:**
 - Access website at <http://www.dartmouth.edu/>
 - Click “Events Calendar” heading
 - Click “Submit Event” link
 - Complete online event form and submit it to the “ombudsman”
 - Event appears within a day on the Dartmouth Events Calendar

- **Tucker main page/ calendar:**
 - Email Tucker Center event and contact information
 - Turnover time is 1-2 business days

News Media

- **The Dartmouth**
 - Published daily Monday through Friday, circulated to undergraduate community.
 - Contact
 - Email: The Dartmouth
 - Phone: 6-2600
 - Cost
 - Monday-Thursday: \$6.00 per column-inch
 - Friday: \$7.00 per column-inch
 - Special issues: \$7.00 per column-inch
 - Details
 - Advertisements should be submitted in .jpg or .pdf format. Ads will be billed directly to the sponsoring department’s account.
 - More information online at <http://www.thedartmouth.com/advertise.php>
 - Letters to the Editor
 - Letters can be submitted by Emailing “TheD” or online at <http://www.thedartmouth.com/feedback.php>. Letters should be no more than 250 words long and should refer to an article or opinion piece published within the last 7 days.
 - Requests for Coverage
 - Press releases may be submitted via Email or HB mail (HB 6175), to the attention of the editor.

- **The Dartmouth Review**
 - Published bi-weekly and distributed to all students living on campus. Approximately 10,000 alumni and supporters also subscribe.
 - Contact
 - Phone: (603) 643-4370
 - Fax: (425) 963-2765
 - Email (advertising, merchandise, and subscription inquiries): president@dartreview.com

- Cost
 - *The Dartmouth Review* accepts advertising in the following sizes, at the following rates:
 - ◆ 1/4 page — \$250
 - ◆ 1/2 page — \$500
 - ◆ Full page — \$750
 - ◆ Discounts are available to advertisers running ads in multiple issues and other bulk buyers.
 - Article Submission
 - Articles from Dartmouth students, faculty, and alumni and others are welcome. Articles should be sent in Microsoft Word, RTF, or plain text format to the editors. Articles may also be sent by postal mail to P.O. Box 343, Hanover, NH 03755, though email submissions are much preferred.
- **The Dartmouth Free Press**
- Published every other Friday, distributed for free to the student body. The *Free Press* does not offer subscriptions, though alumni and friends are notified via e-mail when a new issue is available online.
 - The paper comes out every other Friday, for an ad to be placed it must be submitted by the Monday before the paper prints. Under certain circumstances they will run an ad at no cost for a campus event. That is addressed on a case by case basis by the editorial board. In the past, Tucker Center programs have had success at having requests for no cost advertising approved.
 - Contact
 - Contact the *Free Press* Publisher (currently James Wang
 - Editor-in-Chief, DFP).
 - Cost - Advertising Rates
 - Call for pricing
 - Requests for Coverage
 - Requests for coverage should be emailed to Dartmouth Free Press.
- **The Valley News**
- Useful for publicizing events to the broader Upper Valley community.
 - Published daily.
 - Transaction Ads (little square ads on the back of the paper that, for some reason, everyone in the Upper Valley reads)
 - Submit via e-mail to composing@vnews.com, or via fax to (603) 298-0212. Call (603) 298-8711 or 800-874-2226 for assistance or with questions. Up-to-date rates and submission deadlines can be found online at <http://www.vnews.com/advert.htm>.
 - Community Calendar
 - Send to: Carol Wolf, Valley Calendar, Valley News, P.O. Box 877, White River Junction, Vt. 05001 or by fax to (603) 298-0212 or by e-mail to calendar@vnews.com. For questions, call (603) 298-8711, ext. 221
 - Any not-for-profit group can get an Upper Valley event listed if the event is open to the public and any applicable fee is specified.
 - Calendar items must be submitted at least four days before the event.
 - The Forum

- Letters should be mailed to The Forum, The Valley News, P.O. Box 877, White River Junction, Vt. 05001 sent by fax to (603) 298-0212 or e-mailed to forum@vnews.com.
- Letters to the editor should be kept to about 350 words. An individual should write no more often than once every two weeks. All letters are subject to editing.
- The writer must include their name, address and a telephone number where they can be reached during the day.
- Requests for Coverage
 - Press releases may be mailed to News Desk, Valley News, P.O. Box 877, White River Junction, VT 05001; faxed to the news desk at (603) 298-0212; or e-mailed to srand@vnews.com.
 - Requests for coverage should be followed up with a phone call to News Editor Susan Rand at (603) 298-8711 ext. 217.

➤ **The Vermont Standard**

- Useful for publicizing events to the broader Upper Valley community, specifically to local communities in Vermont.
- Published in Woodstock, weekly on Thursdays.
- Contact
 - All submissions should be directed to vstand@sover.net or Vermont Standard, P.O. Box 88, Woodstock, VT 05091. The paper can also be called at 802-457-1313 or faxed at 802-457-3639.
- Calendar
 - Any not-for-profit can list things in the “Area Briefs” calendar.
 - Event descriptions should be submitted in writing by Friday at 5pm for inclusion in the next week’s paper.
 - The editor reserves the right to determine how many weeks it is appropriate for an event to be included in the calendar.
- Letters to the Editor
 - All letters should be typed and double-spaced.
 - Letters are not edited for length; however, extremely long letters usually cannot be accommodated due to space limitations. Grammar and spelling errors will be corrected by the editor. Letters that are not signed or contain libelous or obscene references will not be published.
 - Include a telephone number for verification.
 - Letters must be received by Monday at noon for that week’s publication.
- Paid Advertising – call for rates
 - Ads are currently \$7.70 per column inch. The account representative for the Hanover area is Bill Blaiklock, who should be contacted about the intent to place any ads.
 - Advertising must be submitted (in any format) by Monday at noon.
- Requests for Coverage
 - Press releases may be submitted via e-mail, fax, or through the mail. The paper focuses its coverage on the immediate Woodstock, VT area.