



Colby·Sawyer
College

PARENT & FAMILY NEWSLETTER

April, 2019

Message from the Vice President for Student Development & Dean of Students

Dear Parents and Families,

First, as I mentioned in the March newsletter to you, the annual Susan Colby Colgate Scholars' Symposium will be held on Monday, April 22, and Tuesday, April 23, in locations across campus. Students from across all majors and programs will present their scholarly and creative works. We cordially welcome you, your families and friends to attend this Symposium. Below is the link with more information about this event.

<https://colby-sawyer.edu/news/scholars-symposium2019>

If you are on campus, please plan to attend a casual reception on Tuesday, April 23 to celebrate the work and achievement of our students.

4:30-6:30 p.m.

Scholars' Symposium Celebration

The Curb, Sawyer Center

Students, parents, faculty, staff, and friends are invited to a casual reception to celebrate the scholarly achievements of our students.

Complimentary light hors d'oeuvres and non-alcoholic beverages.

A cash bar is also available.

Second, below is a letter we received earlier this week from our President addressed to the college community regarding a new initiative that includes all of us that I would like to share with you.

"Dear Colleagues,

I am pleased to announce that Colby-Sawyer will host its first-ever [Day of Giving](#) on **Thursday, April 18**. The purpose of the Day of Giving is to reach out to alumni, parents and friends across the country to create a sense of urgency and friendly competition. Throughout the day, the development staff and several volunteers will be sharing videos and photographs via email and social media asking those who support Colby-Sawyer to help it "Reach the Top" and achieve its goal of 300 donors in 24 hours.

As employees, there are a number of ways that you can participate on April 18. During lunchtime in the Dining Hall, members of the college community will have the chance to post thank-you notes to individuals who have made a difference to them at Colby-Sawyer. Starting at 11:00 a.m. there will also be an Ice Cream Sundae Bar and games. As well, there will be an opportunity to share messages of thanks with those who contribute to the [Day of Giving](#). Development will be handing out special Colby-Sawyer gifts available while they last. I also invite you to join me and other colleagues by making a gift of any amount to support the college and to help it reach its goal of 300 donors. You can make a gift now [by following this link](#) to the Day of Giving website and it will be counted towards the goal. You can also create excitement and engagement by sharing and following Giving Day posts on [Facebook](#), [Instagram](#) and [Twitter](#).

I hope you will join us for some aspect of the Day of Giving on April 18. Thank you for the many ways you help our students and each other reach the top every day.

Kind regards,



Susan D. Stuebner, Ed.D.

President and Professor of Social Sciences and Education”

I, too, hope you will join us on our first ever Day of Giving this Thursday by investing in Colby-Sawyer College. Your gift will immediately be put to use helping the college as we head towards the end of the academic year. Again, you can make your gift at colby-sawyer.edu/reachthetop, as well as check out a few great videos that we feel demonstrate the strong bond that exist between our students, faculty and staff at Colby-Sawyer College.

As the academic year is quickly coming to a close, on behalf of the faculty and staff, we want to take this opportunity to thank you for being part of your student’s education.

Sincerely,



Robin Burroughs Davis, JD

Now Available: Final Exam Care Packages

The Campus Activities Board (CAB) is pleased to announce the return of the **Final Exam Care Package program**.

These affordable care packages are a great way to help students thrive, not just survive, during final exams.

Care packages start at a *low price of \$10*, and all proceeds will benefit CAB, the student programming board, in their efforts to bring free programming and events to campus for all students to enjoy. In order to support sustainability on campus, we continue to "go green" with our Care Package program, including email notifications, online ordering, and the care packages packed in reusable CAB tote bags!

[To purchase a care package go to the storefront located here.](#)

Orders must be placed **by Noon on Friday, April 26, 2019.**

Care package prices/descriptions:

Guilt-Free Snack (Gluten Free) \$10

Purple Reusable CAB Tote Bag
Packets of Gluten Free Fruit Snacks
Sports Drink
Gluten Free Kettle Chips

Gluten Free Pirate's Booty

Gum

Midnight Snack \$15

Green Reusable CAB Tote Bag

Nature valley bars

Sports Drinks

Kettle Chips

Pirate's Booty

Fruit Snacks

Microwave Popcorn

Peanuts

Sandwich Crackers

Gum

Ramen

Snack Attack \$25

Blue Reusable CAB Tote Bag

*First 100 bags come with a Stress Ball!

Small Bags of Chips

Candy Bars

Sports Drinks

Pop Tarts

Packs of Cookies

Rice Krispy Treats

Fruit Snacks

Kraft Easy Mac

Microwave Popcorn

Gum

Ramen

Lemonade Packet

**Brands of products are subject to vary

Important Information for Parents and Families Regarding End of Year Check-out and Damage Billing

As the academic year comes to a close, students are in the midst of final exams and papers, and also must prepare to move out of their "home away from home". The following information will be shared with students throughout the coming weeks, but is important for parents and families to be aware of as well.

Preparing for the end of the year and moving out

- All students, with the exception of graduating seniors or those with an approved college-related reason, must vacate their rooms 24 hours after their last final, or by 7:00 pm on Monday, May 6, whichever comes first. If a student must stay for travel purposes, he or she will be able to log into the online housing system, Residence, to sign a temporary housing contract for Monday evening.

He or she must be moved out of the room by 10:00 am on Tuesday, May 7. Please plan accordingly!

- Students will often find themselves with many more belongings in May than they had when they moved in! With this in mind, students have the following options:
 - Dumpsters will be placed throughout campus starting on Monday, April 29 and students are asked to bring all trash directly to the dumpster;
 - A campus Recycling initiative will pick up unwanted items that are still in useable condition. Students should watch for more information;
 - **NOTE: There is no storage available on campus.**

Packed up and ready to Check out

- Once students are packed up and ready to check out of the room, they are asked to complete an EXPRESS check-out envelope (These are available in poster displays in the main entry of the hall and from Residential Education staff members).
- Students are asked to review the following and take action where needed:
 - All furniture is in your room, assembled properly;
 - Screens are in windows;
 - Nails, tape, tape residue, stickers, hooks, etc. have been removed from walls, doors, ceilings, floors, and windows;
 - ***Please do not make any wall repairs on your own.** Often, damage charges can end up being higher if additional work is required by the facilities department to return the wall to its original condition;
 - All personal items have been removed from the room. ***You will be billed for each item that must be removed from your room;**
 - Room is clean, clear of debris, and **floor is swept or vacuumed;**
 - All trash has been removed from the room and placed in the dumpster.
- Keys should be placed in the EXPRESS envelope and returned to a member of the Residential Education staff, at the office of Residential Education on the first floor of the Ware Student Center, or can be dropped off at the Campus Safety office in James House.
- Keys should not be left in the room OR with a roommate.
- **If a key is brought home by mistake, please place in a bubble wrap envelope and send by Friday, May 17 to:**

Colby-Sawyer College
Office of Residential Education
541 Main Street
New London, NH, 03257

Please include the name of the student

Room Condition and Damage Billing

Individual rooms and apartments:

- After all students have moved out, the Residential Education professional staff and Facilities staff will do a walk-through of all rooms and halls to assess damage;
- While we make every effort to educate students about check out and room condition, there are occasions where there is billable damage in a room. In many cases, the room itself has not been damaged, but has been left in a condition that requires extra cleaning or removal of personal items;

- If a student accepts responsibility for this damage on their EXPRESS form, or by reporting to a staff member, that student will be billed. If we cannot determine the responsible party, the cost will be divided equally amongst the residents of the room.

Key Return:

- Students will be billed for any keys that are not received by the office of Residential Education by Monday, May 20. The cost to replace a room key is as follows: Single occupancy \$35; Double \$45; Triple \$55; Quad \$65; Apartments (Rooke Hall and Off-campus Houses) \$75.

All Hall Damage:

- During the course of the academic year, there are instances of damage in the common areas of the hall. If the individuals responsible for the damage are identified, the cost will be billed to them directly. If this cannot be determined, the total cost for damage within the hall for the year will be divided equally amongst the residents of that hall.

Billing:

- Charges for any of the following will be posted to the student's college bill by June 1:
 - Any damage to their room that they may have been charged for, and/or;
 - Any damage the student was found responsible for during the year, and/or;
 - Their portion of the all hall damage bill (if applicable), and/or;
 - Any unreturned key fees.

Students should check their college bill at that time. If there are questions about any charges, the student should email residential@colby-sawyer.edu by **Friday, June 21.**