1. **Helping Hawks**

*The Center for Community Service is glad to announce that we are preparing for our 9th Annual Day of Service, “Helping Hawks”. The University of Hartford strives to provide an experience that supports the overall growth and development of all members of the campus community. Helping Hawks has proven to be a lasting experience that connects each person involved to learning and service outside of the classroom. Entering our 9th year we have sought out valuable experiences via local agencies in the Hartford area. We are working with several non-profit organizations that have developed worthwhile community service activities for the Hartford Hawks. Helping Hawks is scheduled this year for Friday, April 5, 2019. All volunteers are provided transportation and are schedule to arrive at their designated service project sites between 11:30am and 12pm. University of Hartford students, faculty, and staff alike will volunteer at each site between the hours of 12pm and 3pm on projects provided by the site. Volunteers will be picked up from each of their site locations returned to campus between 3:00pm and 3:30pm. On campus each participant will have the opportunity to enjoy a free BBQ and potentially win an awesome prize.*

**Catering Resources Requested**
- Aramark will be catering the BBQ and donating bagels in the morning. Lisa will pick up the bagels in the morning and Aramark will come in at 12:00pm to set up the BBQ food.

**Facilities Resources Requested**
- Facilities will provide extra trash cans the day of the event.
- A housekeeper will clean the space the night before the event, as well as afterwards.

**Public Safety Resources Requested**
- Officers will scout the volunteer sites the day of the event.
- Chris Lyons will be present at the more dangerous areas, and he will speak to the groups about what to expect. He will send information about the crime patterns to Lisa Cote.
- Lisa Cote will share the bus routes with Chris Lyons.

**Student Centers Resources Requested**
- Welcome begins in South Café with check in before loading students out onto the buses.
- There is a BBQ in South Café after the event to celebrate, with a different setup than check in.
- Fallon Roberson and Lisa Cote put together setup diagrams for both portions of this event.

**Date of Event:** Friday, April 05, 2019  
**Time of Event:** 10:30am – 4:45pm  
**Event Location(s):** GSU Cafe

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Presented By: *Lisa Cote*
2. **Royal Roots**

This event will be an African-themed banquet with performers, music, and dancing.

**Date of Event:** Saturday, March 30, 2019  
**Time of Event:** 8:30pm – 12:00am  
**Event Location(s):** Konover Great Room  

**Catering Resources Requested**  
- A food waiver will be handed in to order food from an outside vendor.

**Facilities Resources Requested**  
- Facilities will provide trash cans since there is food at the event.

**Public Safety Resources Requested**  
- Public Safety officers will pay extra attention. An officer will be present for most of the event, free of charge.  
- A roster of the students from University of Bridgeport performing will be sent to Student Centers which will be forwarded to Public Safety.

**Student Centers Resources Requested**  
- Pipe and drape polls will be provided for decorations. Monday, 3/25 a BET will go down to take out pipe and drape and go over the potential setup after 12:00pm.  
- There will be a V-shaped banquet setup using round tables.  
- Performers will perform from 8:00pm – 11:00pm, 11:00pm – 12:00am will be for dancing.  
- Two microphones and the full mobile sound system will potentially be provided with a production engineer. The event coordinators will contact the DJ and double check if he has his own sound system, and then will let SCA know.  
- ASA will arrive at 5:00pm for dress rehearsal while SCA is setting up.  
- Ticketing will take place outside the room.
3. **Phi Mu SAE Lipsync Battle**

   Fraternities and sororities will compete in a lip sync battle.

   **Date of Event:** Tuesday, April 02, 2019  
   **Time of Event:** 8:00pm-10:00pm  
   **Event Location(s):** GSU Café

   **Catering Resources Requested**
   ▪ N/A

   **Facilities Resources Requested**
   ▪ N/A

   **Public Safety Resources Requested**
   ▪ Extra attention will be paid.

   **Student Centers Resources Requested**
   ▪ Theater setup for 250 with a stage will be provided.
   ▪ Blue stage lights will be provided.
   ▪ Music will be played through somebody’s phone.
   ▪ A graduate assistant will be present at this event as a chaperone.
   ▪ Chapters will pay strictly through chapter checks with sign in sheets at the door. Hawk Hub will not be utilized.

   **Presented By:** Addison Goodwin  
   **Sponsoring Organization:** Phi Mu