

MU Women's Center Staff Handbook



**IF YOU FIND MY RAD STAFF HANDBOOK
...PLEASE GIVE IT BACK.**

NAME: _____

CELL: _____

EMAIL: _____@_____

YOU MIGHT BE ABLE TO FIND ME CHILLIN' AT:

SOMETIMES WHEN I NEED A SNACK I EAT:

MY FAVE BOOK/MAGAZINE YOU MIGHT FIND THIS SHOVED IN:

MY FAVE SELF-CARE:

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How Can I Find You?

Women's Center | G108 MU Student Center | 573-882-6621 | Fax: 573-884-5780

Join our listserv (sign up on the website)



[Twitter.com/muwomenscenter](https://twitter.com/muwomenscenter)



[Facebook.com/muwomenscenter](https://facebook.com/muwomenscenter)



youtube.com/wcmizzou

Pinterest pinterest.com/muwomenscenter

Statement of Philosophy

The Women's Center exists to serve women*-to be a supportive and protected environment to which any woman can come to learn about herself as a woman (her rights, her body, her ancestral past, her sexuality, anything of interest to her), to talk to other women in order to get in touch with a common experience, a common language. As a woman has new questions about her place in the larger society-how to deal with prejudice and discrimination, how to catalyze change, how to analyze the bureaucratic and institutional structures she must operate in-The Women's Center provides the resources to help her answer these questions for herself. The programming, philosophy, and politics of the Women's Center are organized around these central aims, and all of them are permeated with a deep respect for the women we serve.

The Women's Center subscribes to a feminist philosophy. We believe in the social, political and personal equality of the sexes, and that we cannot make changes toward equality until we understand the inequalities and the mechanisms used to maintain these inequalities. We understand that women are not in this struggle alone, and work to create an atmosphere where those of all genders can relate in positive, healthy ways, modeling that for their peers and for society.

We are working for free, informed choice. We believe that we all have the right to choose what we will become: the right to self-determination. The Women's Center provides learning opportunities for individuals to discover their options and to develop skills for effective decision-making and implementation.

**We serve women, men and transgender individuals. Women's Centers historically grew out of a need for women to have spaces and services that were previously unavailable.*

So what does that mean?

The Women's Center is three things:

A space: You can come and hang out in our space with friends or study. There are blankets to nap with, a tv to watch, a Family Room and so much more! We try to maintain a safe space in the Women's Center where you feel safe to learn without judgment.

An Outlet of Education: We have lots of programming throughout the semester, as well as, many resources like our library, brochures, and website to help you learn more about social justice issues. The WC provides Outreach programming by request to organizations.

An Advocate: The Staff of the WC serve on committees, collaborate with other departments, and talk to others about the issues that effect us all. We always try to make sure the needs of our students and marginalized communities on campus are being considered.

Women's Center Full-Time Staff



Laura Hacquard aka 'The Matriarch'

Director, Women's Center

Assistant Director, Department of Student Life

Supervises: RSVP Center, Women's Center, & LGBTQ Resource Center

573-882-5536

hacquardL@missouri.edu



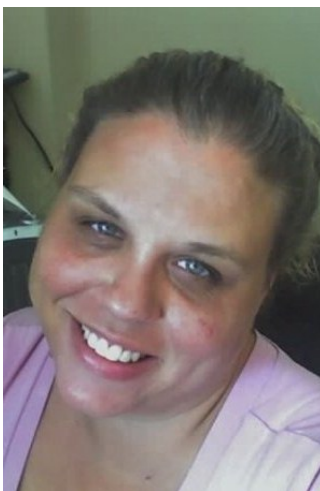
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Tara Jackson

Administrative Assistant

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MU Women and WC Brief Herstory

White women were first admitted to MU in 1867, but only to the Normal, or Teachers, School. Called a "bold and hazardous undertaking" at the time, and by the second year only 22 women were enrolled. Women were admitted to all classes by 1871 and by 1915 there were 700 women enrolled at MU, 200 of which were in the School of Education. From 1910-1920 May Day was celebrated at MU, an important festival on campus, and it was the only holiday that specifically celebrated women. Black women were admitted to MU in 1950 when the school was desegregated.



The Women's Center started with a group of dedicated students, staff and faculty, including the Association of Women Students (a women driven student government similar to MSA).

In 1975 the Women's Center's doors first opened in 1 Gentry Hall with Gail Ginder serving as the first Director. The first Center programming calendar was printed in the Winter/Spring semester of '75. It included: weekly lunchbag seminars such as The Gay Woman: Who Is She?, Women and Anger and Female Sexuality; discussion groups including career exploration and assertion training; short courses in Modern Dance and Herstory; programming geared specifically for women who returned to school after some time away; a writer's group and so much more. In addition to programming the Women's Center provided one of the first safe spaces for women on the University of Missouri's campus.

In Fall 1987 the Center moved to 229 Brady Commons, where it resided for 21 years. During this time programs such as The Vagina Monologues, Love Your Body Programming, the Social Justice Seder and a continuation of original women-focused programs thrived with student and campus support. In Fall 2002, Feminist Student Union, or FSU, was founded and is advised by the WC.

In the Fall of 2008 the Women's Center moved to 214 Memorial Union North, and created The Center for Social Justice, along with the Multicultural Center, the LGBTQ Resource Center and the RSVP Center. To keep up with the times and stay connected with our students and alumnae, starting in 2007, we began joining Flickr, Facebook, youTube, Librarything, Twitter, updating our website, and creating a newsletter and alumnae listserv. We launched our brand new website in 2009 and released our new logo.

In the Fall of 2010, the Ms. Zou Series was founded to continue to provide Mizzou women with programming to supplement their self-sufficient skills. As we searched old calendars we saw the amazing programming that allowed women a space to delve into specific skills that may have never been offered to young girls and women and we wanted to revive this programming. We also realized that as busy as the Mizzou women are these days that we needed to be providing more programming that allowed our students to leave with a new skill in a small amount of time. The Ms. Zou series is 'By Mizzou Women For Mizzou Women' and includes programs such as money management, car care, self-care and web design. We're excited to bring back this hands-on programming that has a rich herstory at the Women's Center.

On January 6th, 2011 we moved to G108 MU Student Center where Brady Commons once stood. In Fall 2011, we hired a student Masculinity Programming Coordinator, and created the Mr. Zou program to address issues of masculinity. We continue to provide quality programming for Mizzou and publish a calendar every semester. We look forward to creating more herstory here at Mizzou.

MU Women's Center Confidentiality Agreement

Confidentiality for students, staff, faculty and community who seek services and resources from the Women's Center is of the utmost importance. In the course of your work at the Women's Center you may take phone calls and assist visitors (among other tasks).

The following is an agreement with the Women's Center.

I, _____ agree to keep all visitors' contacts confidential, whether they are written, by telephone, or in person. I agree NOT to share (in any written or verbal form) the names or circumstances under which someone may be using the Women's Center services and to treat visitors' questions and concerns with respect (i.e. not yelling across space where our violence section of the library is). I do understand that if someone is in immediate danger I may contact an authority and break confidentiality.

I have read and understood the agreement.

Student Staff _____ Date _____

Coordinator _____ Date _____

**A signed copy will stay in your file, but please refer back to this copy as needed.*

Remember you are a student first, and that your job comes second to that.

Enjoy yourself, your friends, your family, and your community.

Eat well, study, sleep, and be active.

Let Suzy know when you are overwhelmed and what she can do to help.

Please know that at the WC we do not make a practice of firing our student staff. However, we do want to prepare you for the real world. So, I am going to give positive and negative feedback on your work, attitude and team effort. You may receive these bits of feedback via email, inbox note or in person. I know that all of our Dub C staff are Rock-stars, so I know that all the feedback I will give will be positive.

Layout of Your Shift

- 1) Arrive on time
- 2) Put your things away & check your staff folder in the filing cabinet.
- 3) Sign in and put your nametag on
- 4) Say hello to fellow staffers and guests
- 4) Staff the front desk/tabling or ask if the person working would like to be relieved
- 5) Look around...are there any pressing things that need to happen (pick up, event set-up, etc.)
- 7) Check Outlook (priority first)
- 8) Ask others if they need assistance
- 9) Read the semester readings, **approved** blogs, books or magazines or watch a required film



We want to make sure you are taking care of you i.e. getting food, water, bathroom breaks etc. If you are working a long shift and need to leave ask another staffer to take over the front desk. If you are alone, simply IM Suzy and let her know the front desk will be unstaffed for a minute. If NO ONE else is here, simply hang a sign.

If you are coming onto your shift, please try and get your food before you need to be at the WC unless you have class straight up until your shift. Then, come in, and let me know you'll be right back so I don't count you late.

Staff Skills to Acquire

- o Phone answering/Transferring
 - o WC Center Tour
 - o WC Elevator Speech & Tabling
 - o Check out library book/Create new acct.
 - o Knowledge of our film/library collection
 - o Helping guests at front desk
 - o Accurate logging
 - o Safely interrupting language
 - o Describing & understanding our Programs
 - o Crisis intervention
 - o Navigating our website
 - o Setting up lounge
 - o Knowledge of other offices/centers
 - o Button making
 - o Signing up participants for LPP
 - o Copy machine/Digiprint
 - o Flyering
 - o Using the TV/DVD Player
-

Expectations of our Staff Members:

- *Aspire to help the Women's Center fulfill its mission.
- *Maintain confidentiality.
- *Assist everyone who walks through our doors and try to always find an answer for zhe's question. Our visitors are our #1 priority.
- *Sign in and out and wear your nametag each shift.
- *Contact Suzy if you will be absent or late ahead of time.
- *Strive to create a Safe Space.
- *Make progress on tasks and semester projects while on the clock.
- *Keep the Center looking nice without being asked.
- *Listen to your fellow staffers and learn about different experiences.
- *Be open to interrupt others language and have your language interrupted.
- *Track your work throughout the semester and attend an end-of-semester evaluation.
- *Feel ownership of the Women's Center. Take initiative to keep our Center clean, organized and welcoming; suggest or create new programming and resources; and act as a liaison to campus, teaching others about our Center.

Your Shift Attendance

- *We strive to make our space welcoming and helpful. We need you to be here to do this.
- *If you know you are going to miss a shift, please find someone to cover your shift. Once you found a friend to cover, please email Suzy & put it on the Outlook calendar.
- *If you are going to be late, call the front desk and ask them to put it on the Outlook and message Suzy.
- *If you are going to miss a shift at the last minute, call the front desk and have them put it in Outlook and email Suzy or ask the front desk to email Suzy.
- *If you have more than three no-call-no-shows or excessive absence, you will be asked to step down from staff.

Your attendance is noted and will make a difference in future employment and recommendations.

The Front Desk

- ***Please keep it tidy.** Not sure if something belongs up there or if it has been sitting there for 3 weeks? Ask.
- *Items that are waiting to be picked up, delivered, flyer-ed or worked on can be found on the “magic bookshelf” in the blue bins.
- *Utilize the Outlook calendar. The Calendar will show lounge reservations and programs, as well as, staff changes.
- *Utilize the message dry erase board for messages to each other/space updates.
- *The bottom drawer will have locker contracts, referral sheets & other resources to help you.
- *The file stand on the desk will have front door signs, listservs to enter and other task-related items.
- *Keep the large dry erase board updated with events & news.
- *The Outlook email is where I will send updates to you or where you can send a message to another student from a neutral mailbox (i.e. late book notices). Please check this when you are at the front desk.
- *You can communicate with Tara and Suzy via the “Communicator.” Please make sure you don’t turn the sound off of this so that you can hear it if someone tries to contact you.

The Nitty Gritty of the WC Tour

- *Welcome our guests.
 - *Point out the lounge. Let them know that anyone can use the space if there are no meetings and that it is a space to study, nap or socialize. Also, they can reserve the space for their own meeting. Let them know that there are blankets and laptops.
 - *Point out our library. Let them know that anyone can check out 3 books for two weeks for free.
 - *Point out the brochures and reference area. Let them know that you can help them locate information.
 - *Tell them about our Family Room. If they are interested you can show them this Room as well as the back entry if they need to utilize it during a program.
 - *Let them know that our “Counseling Room” does not house counselors, but that it is a quiet space for meetings or prayer space.
 - *Tell them about our programs and what we do here at the WC.
 - Stitch ‘N Bitch | Women’s History Month | Ms. Zou Series | Mr. Zou Series | Ms. Zou Votes
 - Vagina Monologues | Language Partners | Love Your Body Programming | Semester Calendar
 - * Let them know we are here to help with whatever--tampons, safer sex products, Questions, etc.
 - *Give them some takeaways.
 - Pens, buttons, calendar poster, WC brochure, business card etc.
 - *Ask them if they are a Facebook Fan, Follow us on Twitter or would like to be on one of the WC listserv.
 - There are two listservs: Campus/Weekly and Alumna/Bi-Annual Newsletter
 - * Then let them know they can look around and ask you if they have any questions.
-

The Family Room

This child-friendly study & play area features:

- Computer Station for Studying
- Lactation Station with Comfy Rocker, Refrigerator & Accessible Outlets
- Lockable Day Storage for Heavy Totes, Pumps and More
- Toys, Art Easel, Play Table, & Books
- Posting Area to Share Information with Other Parents

- *Parents/Caregivers can use this space during our Open Hours. They do not need to sign in.
- *Remind them that their children must be accompanied by an adult. i.e. no daycare
- *Space can be used as a lactation station.
- *Users can switch the sign on the door for their comfort.
- *Remind users that if our front door is closed for programming, they can feel free to use our back door that is conveniently located near our Family Room.
- *If someone wants to rent a locker have them fill out a locker contract (file in bottom drawer) and put in Suzy’s inbox.



PHONE ETIQUETTE

- *Answer with *“Hello, Women’s Center, this is _____. May I help you?”* or something comparable.
- *Put the person on hold while checking on whatever they are calling for. Say *“May I ask who’s calling (first and last name, office)? And what is it pertaining? One moment please, let me see if she is available.”*
- *If you don’t have any referral info or can’t answer a question, get their information and tell them we will contact them.
- *If someone has a programming request or would like to reserve the lounge, do not agree to a refer them to our website.
- ***Always check with the staffer before transferring a call.**
- *Don’t provide information on what anyone (Laura, staff, volunteers) is doing. The appropriate response to inquiries is *“She’s not available right now. May I take a message?”* If not they can call the direct line or transfer to direct line and leave a voicemail.
- *Be sure to ask callers if it is OK to leave a message for them when we return their call.
- *Leave completed messages on staff’s inbox.
- * **Log the call.**

NEVER GIVE OUT SOMEONE’S CELL PHONE NUMBER, SHIFT TIME OR PERSONAL WHEREABOUTS.

HOW TO TRANSFER THAT CALL

- 1) If the person is on hold, take them off hold by pressing the button by the line (top left).
- 2) Press the “transfer” soft key. (buttons under the screen)
- 3) Dial the 5 digit transfer number and press the “send” soft key.
- 4) Let the staffer know who is calling and why.
 - **If the staffer says you can transfer: Press the “transfer” soft key again. Hang up.
 - **If the staffer says you cannot transfer: Press the “cancel” soft key and talk to the person calling, letting them know the staffer is unavailable and ask if they would like you to take a message.
- 5) You’re amazingly awesome at this!

Checking the Messages

- *If the phone is blinking red, it may need to have the messages checked.
- *Messages could be confidential, so please do not listen to them on speaker phone.
- *Pick up the phone and press the Messages button
- *Enter our code for the front desk: 66216621#
- *Follow the instructions to listen to messages and save or delete.
- *Take really good messages on the message pad. Not sure if you heard the message? Listen to it again.
- *If the message sounds really important please save it in case we have any issues.



GOOD MESSAGE

PHONE MESSAGE	FOR	Suzy		
	DATE	12/ 1 /12	TIME	4pm AM PM
	WHO	Jill Smith		
	OF	True North Shelter		
	#	(573) 555-5255		
<input type="checkbox"/> EMERGENCY/CALL ASAP				
<p>Jill would like to know if you would like a high five. She would like you to give her a call back today or tomorrow to confirm high five.</p>				
<input type="checkbox"/> Do Not Call <input checked="" type="checkbox"/> Please Return Call <input type="checkbox"/> They Will				
TAKEN BY		Fabulous Staffer		

BAD MESSAGE

PHONE MES-	FOR	Sus&		
	DATE	/ /	TIME	? AM
	WHO	A lady		
	OF	That place downtown		
	#	()		
<input type="checkbox"/> EMERGENCY/CALL ASAP				
<p>call</p>				
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>				
TAKEN BY				

Copier & Scanner

The WC has its own printer, but if you are going to print a large order, please print in the MCC.



- *Our copier/scanner is a SHARED copier.
- *It is located in the Multicultural Center.
- *It is code protected. We are charged for every copy that is made.
- *Ask Suzy for what code you should use **every time** you go down to make copies/scan. Each code is connected to a different budget. A code I gave you for the last copy order may not apply to this one.
- *NO PERSONAL PRINTING IS ALLOWED OR ACCEPTABLE.
- *If you're copying or printing a big order, always print one test first to make sure it looks exactly right before doing the large job.
- *If you need to print on **color paper**, you must first get the key from Tara. The color paper is located in the MCC across from the copier in the metal cabinet under the desk.
- ***If you use the last of a color or it is running low**, let Tara know immediately so she can order more. Make sure to always return any unused color paper to the locked cabinet, and return the key to Tara.
- *Is paper is running low, FILL IT UP! The extra paper is located in the drawer of the MC storage cabinet, next to the copier. **If paper supply is running low**, let Tara know immediately.
- ***If there is a message that says toner is low**, let Tara know immediately.
- *To scan, press the "SCANNER" button on the far left. You may need to press the scanner options on the screen and set the size/layout/color. Press Suzy on the screen to send. Lay document on glass and press start. You'll hear it scanning, and then the screen will say to put the next page or press # to scan. Place page two down, etc. Press # when done with document. Ask Suzy if it shows up right.

WC Resources

Computers: The computers are for official WC business only. If you are on or off the clock and need to print something for personal use please use printers on the main floor of the MUSC. Students can check out our laptops, but they aren't connected to printers.

Printer/Paper: Please do not print out school work or use for other personal documents.

Fridge: Please do not use the Counseling Room/Family Room fridge. Use the Staff Kitchen down the Hall. Code: 8642# This is only for student and full time staff, so do not give out this code. Mark your food/drink with a post-it with your name/date.

Supplies: These supplies are not for personal use or to be taken home. Please do not take supplies off of other staff's desk or move the front desk supplies.

Utensils and other supplies: Please do not use the plates, cups, utensils or other supplies in the supply cabinets without permission. These are for programming.

The Fancy-Schmancy TV

Log-in Info is labeled on keyboard

Follow the TV schedule on the dry erase. On TV channel days, we must put out the approved channel list. We encourage our visitors to ask others if they are ok with the TV they are watching and if you see a violent/offensive show on, please ask if you can change the channel.

How to Watch TV

- Turn on TV on the right-hand side of the TV or with the remote control
- Press 'Input' on remote control.
- Using the remote control, toggle over to TV/Cable using the arrow keys and then press the center button to select
- Use the channel up and down arrows to select channel.

How to Play a DVD

- Turn on TV on the right-hand side of the TV or with the remote control
- Press the button on the DVD player located behind the tv in the lower left-hand corner.
- The door will pop open, and you can insert your DVD and close the door.
- Press 'Input' on remote control
- Using the remote, toggle over to HDMI 1 using the arrow keys and then press the center button to select
- Use the mouse to click on the Media Center button anchored at bottom of screen (next to Internet) or select Media Center from Start Menu (a DVD player may pop up once you insert your DVD, but this program is better)
- Select 'Play DVD' with the mouse
- Use the mouse to select a chapter or press play
- Once you leave the mouse alone the commands will disappear from the screen, but will reappear when you move the mouse.

How to use the TV as a computer

- Turn on TV on the right-hand side of the TV or with the remote control
- Press 'Input' on remote control
- Using the remote, toggle over to HDMI 1 using the arrow keys and then press the center key to select (this will take you to the computer desktop)
- Now you can use the mouse and the keyboard to use the TV as you would a regular desktop computer
- Flashdrive plugins are located on the right-hand side of the TV



Umbrella Check Out

*If someone wants to borrow an umbrella for the day, fill out the sheet hanging on the front desk with the number of the umbrella and their contact info.

*When the umbrella is return sign off on the line with your name, showing that you checked it back in.

*Please ask them to return the umbrella by the end of the day or first thing in the morning.

*If you notice an umbrella has been out for over a day, please email them and ask them to return.

Laptop Check-Out

*The Women's Center has two Macbooks that are available for check out to use IN THE WOMEN'S CENTER. They cannot be removed from the Women's Center.



*If a student wants to check out a laptop, remind them they have to use it in the WC and that you will need their student ID card to hold while they use it. Remind them that they are not hooked up to printers, so if they want to print they will need to do that on the main floor of the MUSC.

*Give them the laptop and the case, but not the charging cord. Place their ID card by the divider tab with the number of the computer they are using at the front desk. If you HAVE to give them the charger cord, please attach a post-it to their ID card that says they also have a cord to return as well so that we can remember to collect it when they are done.

Video Check-Out

*Only Staff & Faculty can reserve videos. They must go online (under Resources) and reserve the video. I will check the schedule and email back. If they need it ASAP have them talk to me.

*If someone calls and asks if we have a certain video, they can check on that same online form. (or you can check for them)

*Unless it is an emergency, Tara needs to give them the video so that she can assure that it is checked out properly.

*Students can check out videos and watch them in the lounge. Get their ID, check out the video from Tara and set it up in the player for them.

Reserving the Lounge

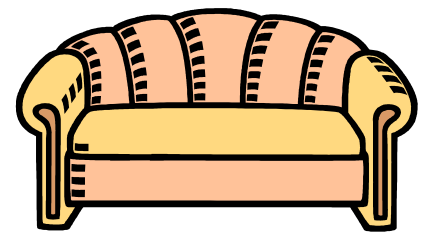
*Anyone can reserve the WC Lounge.

*Do not promise the space, but encourage folks to apply to reserve the lounge on our website (under MY WC—Reserve the Lounge).

*Once their request is sent Tara will check and email them back.

*It is best to apply at least a few days ahead of time.

*Users are responsible for their own set-up and clean-up.



Button Making

*Students are welcome to make 1-2 buttons for free.

*The buttons should have a social justice message. Hate speech will not be pressed.

*Show the students where the templates are on the GA computer. Print a template if they would like to draw.

*Once they print the art, make the button for them.

*If they want more than 2 buttons they must request on our website and pay (under MY WC).

Selling Shirts:

- We only accept exact cash or check made out to University of Missouri.
If they need change, send them to the info desk by the bookstore.
- Receipt book, envelopes, etc. are in the top middle drawer of the cabinet.
- You must fill out a receipt for every sale!
- Put a post-it on the cash/check of what shirt was purchased and give to Tara. If Tara is out of the office, put the note and money in an envelope and put in her inbox.

RECEIPT

DATE 1/25/2013 No. 184242

FROM Person Buying Name \$ Total Amt

(Size) (Color) (Style) DOLLARS

FOR RENT
 FOR

CASH
 CHECK
 MONEY ORDER
 CREDIT CARD

FROM TO

BY Seller/Your Name

ACCT.	PAID	DUE

- If the person is buying more than one, you can put it on one receipt, but list each shirt purchased.
- Include size, color and style (Feminism long sleeve, feminism sweatshirt, feminism short sleeve, WC vneck) so Tara can keep accurate inventory.
- Check if it's cash or check
- Tear the white copy out for the buyer, leave yellow in book for inventory.



Mizzou Feminism Sweatshirts: \$15



Mizzou Feminism Short Sleeved T-Shirts: \$5

Mizzou Feminism Long Sleeved T-Shirts: \$10



Women's Center V-Necks: \$15

Our Library

Anyone (in library good standing) can check out up to three books at a time for up to two weeks.

Books can be renewed for another two weeks if the user brings the books back in and shows them to you.

Please help users find the book they need by explaining the layout and/or looking up books on our Delicious Library.

Books are sorted by maiden name if listed on book.

Library Good Standing: they do not have over three books checked out and all books are renewed

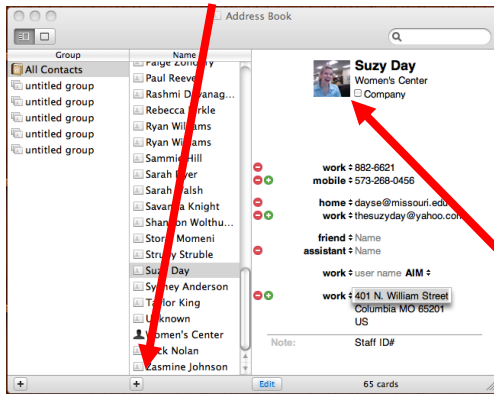
HOW TO SET UP A NEW LIBRARY ACCOUNT

You must be using the Mac at the front desk.

- 1) Click on the address book on the dock.



- 2) Click the + button to add new user.



- 3) Fill in:

Name

Local Address

Permanent Address (if different than local)

MU Email

Other Email (if they have one)

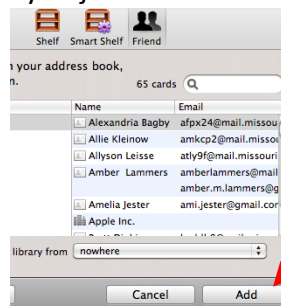
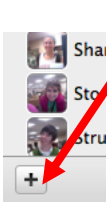
Phone Number (if they have one)

In the Notes Box, put their student ID number (if they have one)

- 4) Click the photo box and angle screen towards user to take photo. Adjust photo so that it's close up with scroll.

- 5) Open Delicious Library

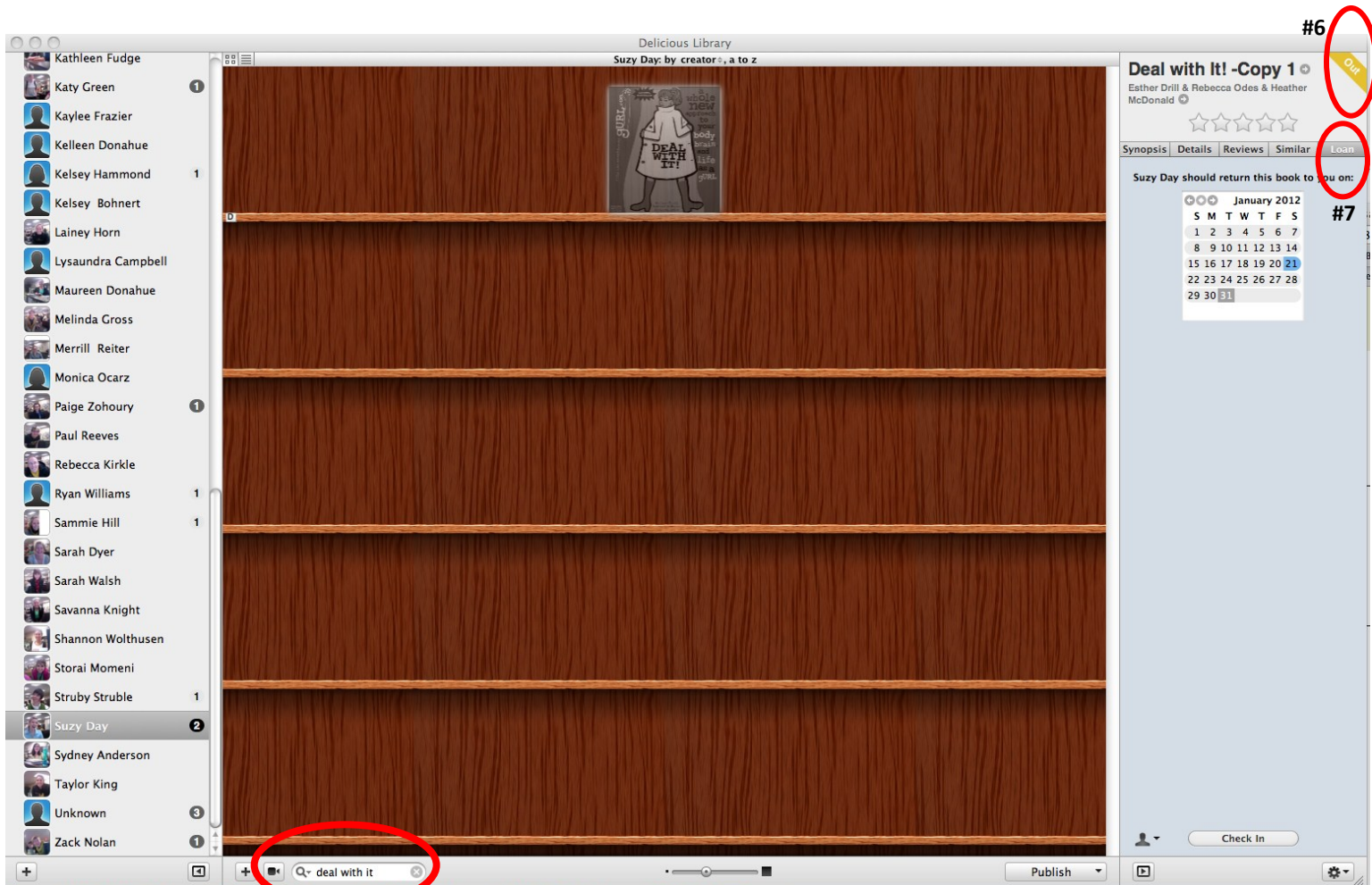
- 7) Click the + under the Friends Column and select the person you just entered in Address Book and click add.



DO NOT SIMPLY ADD PERSON TO FRIENDS IN DELICIOUS LIBRARY BECAUSE YOU CAN ONLY ENTER AN EMAIL.

HOW TO CHECK OUT A BOOK

- 1) Open Delicious Library and make sure the “All Books” at the top of the left sidebar is titled
- 2) Type the title of the book in the search bar at the bottom of the Delicious Library Screen
- 3) Check to make sure there is not more than one copy of the book (it will be labeled on the book and more than one copy may appear on the screen)
- 4) Select the correct book. Be sure you selected the correct copy if there is more than one and the title/author match. The art may or may not match.
- 5) Drag the correct book to the Friend on the left hand bar. It may be easier to scroll to the correct Friend first and then drag and drop.
- 6) The book should be selected and information will appear on the right side bar. (If not, click on the Friend and then the book.) A yellow “Out” banner should appear on the top right of the book info bar.
- 7) Click the tab within the book info bar that says ‘Loan’. Select the date two weeks from the current day.
- 8) Write the due date in the back of the book and let the user know they have two weeks but they can renew by bringing their book back in.
- 9) Rinse and Repeat for up to three books (this includes if they have other books out at the time...only THREE BOOKS PER USER, NOT PER DAY)



#2

HOW TO RETURN A BOOK

Users do not need to stay while you do this.

- 1) Open Delicious Library. Make sure the All Books is highlighted at the top of the left sidebar.
- 2) Search the book title and copy number (if more than one copy).
- 3) Select the correct book. The book's info should open on the right sidebar.
- 4) Click on 'Loan' tab and click the 'Check In' button at bottom.
- 5) Repeat for other books
- 6) The books will then reappear in bold and the yellow "Out" banner will disappear from their right info sidebar.
- 7) Place the book on the floating shelf for the Librarian to reshelv.

The screenshot shows the Delicious Library application window. The main area is a virtual bookshelf with a wooden background and several shelves. A book titled "Deal with It! -Copy 1" by Esther Drill & Rebecca Odes & Heather McDonald is visible on the top shelf. The left sidebar lists various users, with "Suzy Day" selected and highlighted in grey. The right sidebar displays the book's details, including the title "Deal with It! -Copy 1", authors, and a "Loan" tab. A calendar for January 2012 is shown, with the 21st highlighted. At the bottom right of the sidebar, a "Check In" button is circled in red. The bottom of the window features a search bar with "deal with it" entered, a "Publish" button, and a settings icon.

WC Library Map Key

To the left of the TV

The WC Library is organized starting at the back right of the Center, coming towards the front desk and then curving around to the left side of the Center. Books are organized by topic and then alphabetical by author's last name. If a maiden name is listed, the book is shelved by the maiden name.

1	2	3
BIOGRAPHY	BIOGRAPHY	FICTION
BIOGRAPHY	BIOGRAPHY	FICTION
BIOGRAPHY	BIOGRAPHY	FICTION
BIOGRAPHY	FICTION	FICTION
BIOGRAPHY	FICTION	FICTION

WC Library Map Key

To the right of the TV

4	5	6	7
FICTION	FICTION	POETRY/PLAYS	HISTORY
FICTION	FICTION	POETRY/PLAYS	HISTORY
FICTION	FICTION	POETRY/PLAYS	HISTORY
FICTION	FICTION	POETRY/PLAYS	WOMEN'S MOVEMENT/ FEMINISM/ FEMINIST EXPERIENCE
FICTION	FICTION	HISTORY	WOMEN'S MOVEMENT/ FEMINISM/ FEMINIST EXPERIENCE

WC Library Map Key

To the right of the TV, Part 2

8		9		10		11	
WOMEN'S MOVEMENT/ FEMINISM/ FEMINIST EXPERIENCE		SEXISM/PATRIARCHY		WOMEN/GENDER & LITERATURE	WOMEN/GENDER & SCIENCE	POP CULTURE	VIOLENCE
FEMINIST THEORY		RACE/ CLASS/ INTERSECTIONALITY		GENDER & POLICY/LAW/POLITICS		VIOLENCE	WARFARE/ PEACE
FEMINIST THEORY		PSYCHOLOGY/SOCIOLOGY		GENDER & EDUCATION		RELIGION	
						AUDIO BOOKS	
ECO- FEMINISM	RADICAL FEMINISM	GENDER/ TRANSGENDER		THE ARTS		RELIGION	
SOCIALIST FEMINISM	BLACK FEMINISM	WOMEN/GENDER & LITERATURE		MEDIA/FILM		SPIRITUALITY	

WC Library Map Key

By the Brochure Rack

12		13		14		15		16	
SELF-HELP/ SELF-CARE	HEALTH/BODY/ ANATOMY		AGING & AWESOME	INTERNATIONAL WOMEN	SEXUAL POLITICS	SEXUALITY	BIRTH	PARENTING	
SELF-HELP/ SELF-CARE	HEALTH/ BODY/ ANATOMY		INTERNATIONAL WOMEN		SEXUALITY		PARENTING		
SELF-HELP/ SELF-CARE	HEALTH/ BODY/ ANATOMY	DISABILITY	QUEER		RELATIONSHIPS		PARENTING	CAREER/ WORK/ SUCCESS	
BODY IMAGE/ DISORDERED EATING	SPORTS/ ACTIVITY	UPLIFTING & FUNNY	WOMEN OF COLOR		FERTILITY/BIRTH CONTROL/ CHOICE		CAREER/ WORK/ SUCCESS		
BODY IMAGE/ DISORDERED EATING	WOMEN'S EXPERIENCE		WOMEN OF COLOR		FERTILITY/ BIRTH CONTROL/ CHOICE	PREGNANCY	DIY & HOW-TO	ACTIVISM/ SOCIAL JUSTICE	



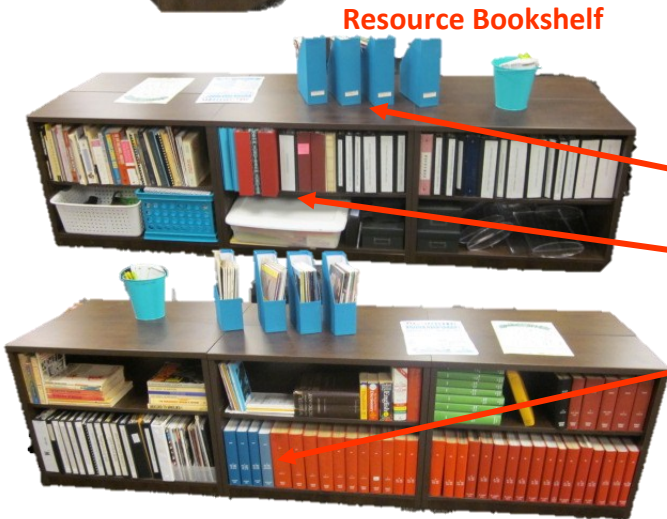
Programming Cabinet

- Diversity Fee Forms
- Mizzou Feminism Sweatshirts
- Mizzou Feminism & WC TShirts
- Tabling Supplies & WC Swag



Supply Programming

- Plates, Napkins, Cups, Ziplocs, etc.
- Cleaning Supplies, Toolkit, Trash Bags, Tissues, First Aid, Tampons, Condoms, Easels, Programming Supplies, etc.
- Office Supplies, Binders, 3-hole punch, etc.



Resource Bookshelf

- Calendars, Past Month Magazines, Tampons
- Non-checkout Resources, Lost & Found, Tabling Crate, Scrapbooks, Photos, Table Tents
- Non-checkout Resources & Vintage Magazine



Filing Cabinet

- Staff Only Pantry
- Staff Folders & Semester Project Storage
- Programming Food, Drinks & Bags
- Brochures
- Stitch 'N Bitch Backstock & Games



Button/Printer Cabinet

- Button Makers & Button Art Binder (backstock)
- Finished Buttons
- Button Guts
- Paper

Where is that?

Blankets	In baskets under TV
Camera or Flip Camera	In Suzy's top file drawer—Tara has key to office
Candy	In Tara's Office
Cleaning Supplies	In Middle Storage Cabinet
Coffee, Creamer, Tea	In food drawer in filing cabinet
Condoms etc.	In tub in middle Storage Cabinet
Games	In baskets under TV
I Heart WC buttons	Button Drawers under printer or in bin under Tabling Table in Mizzou Fair Lounge
Laptop, Family Room	In Counseling Room, until opening--then in Family Room
Laptops to check out	They're not ready yet to check out
Log Help Sheets/Sign In Whatever	Saved to WC Documents Folder on Front Desk desktop
Message Pad Sheets/Sign in etc.	Saved to WC Documents Folder on Front Desk desktop
More individual Teabags or Sugar	In Food Drawer or Storage Shelf
Movies	Check-outs with Tara; General-use under TV
Office Supplies	Supply Cabinet...just keep looking
Paper for Printer	Drawer underneath Printer or in MCC--key from Tara
Quartersheets	Under tabling table in Mizzou Fair, or print more off (saved to "WC Documents" on Mac desktop)...use WC blue paper, ask Tara
TV Mouse/Keyboard	In top right basket under TV
Vacuum	In Counseling Room
WC Pens	Programming Cabinet in box or in Storage

TABLING FOR THE WOMEN'S CENTER--THINGS TO REMEMBER

- *Always stand next to or in front of the table, if you are able.
- *Engage folks as they walk by, handing them pen or quarter sheet.
- *If they seem interested briefly describe our location and a few of our resources and programs.

For example, I would say:

“Hi! Have you heard of the Women’s Center? We’re in the ground floor of the MU Student Center, under the food court, and it’s an awesome place to hang out, take a nap or watch TV. We have laptops and even umbrellas that you can check out. We do a full calendar of events including Love Your Body Day and Stitch ‘N Bitch. If you need or want to volunteer you should also check out Language Partners. Visit our website (hand them a pen) or find us on Facebook or Twitter! Grab some candy or freebies!”

- *Make sure everyone gets at least a pen or quartersheet and invite them to join our listserv/find us on twitter or facebook.
- *Keep our table stocked, clean and attractive.
- *At the end of each SW Tabling shift, stock the table so that it is ready for the next shift (and looks nice if people walk by and are looking at it). At the end of a normal tabling event, pack up and return the items to the WC. Unpack supplies.
- *Invite students and parents to enjoy our lounge while they wait for sessions.



Tabling Supplies Packing List*

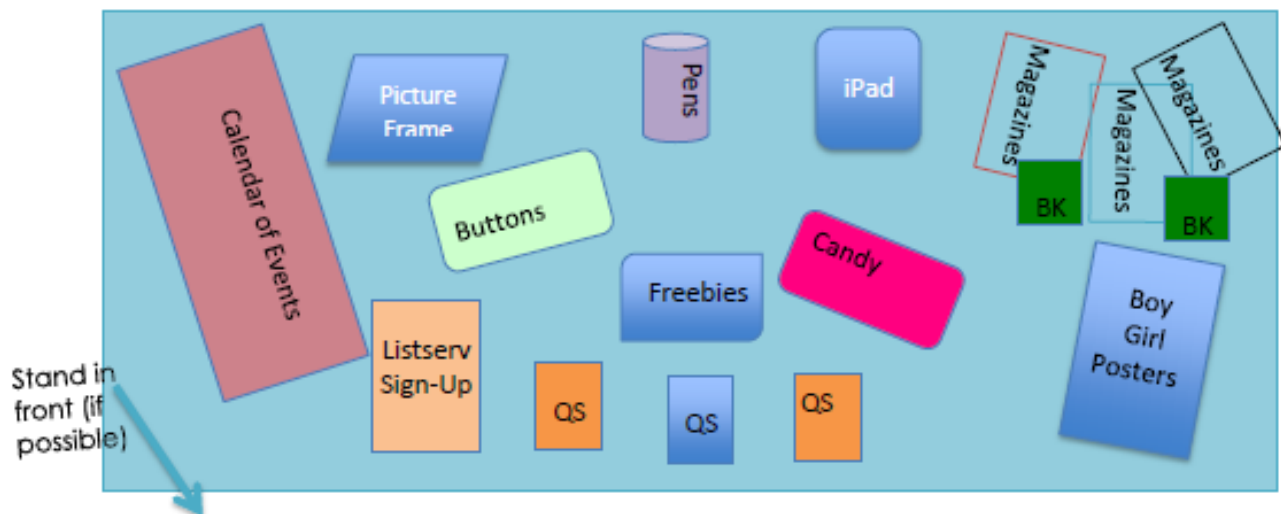
- Teal WC tablecloth
- Candy
- Pens
- I♥WC Buttons
- Calendar of events
- Quartersheets: Love Your Body & Language Partners
- Women's Center Brochures
- Contact Us/Programming Frame
- iPad with Stand
- Magazines
- Boy/Girl Posters
- Listserv Sign-Up on Clipboard
- Items related to the tabling event

*Most of this can be found in the tabling crate on the resource bookcase

-(i.e. condoms if working with healthy sexuality or LYB items for body image etc.)

*If you are at the setting up, make sure to arrive 15 min before the event
 *If you are closing the shift, everything is collected and brought back to The WC
 *If you are tabling and no one shows up at the end of your shift OR if you run out of something call The WC at 882-6621

Mock Table



PEOPLE MAY ASK YOU: “HOW CAN I GET INVOLVED?”

SIGN UP FOR OUR LISTSERV

SIGN UP FOR A LANGUAGE PARTNER

ATTEND OUR FABULOUS EVENTS

HANG OUT IN OUR SPACE AND CHECK OUT OUR LIBRARY

FOLLOW US ON TWITTER OR LIKE US ON FACEBOOK

DOWNLOAD MATERIALS ON WOMENSCENTER.MISSOURI.EDU

REQUEST A TRAINING OR PROGRAM FOR YOUR GROUP

ATTEND WEEKLY STITCH ‘N BITCH, WEDNESDAYS, 4-6PM

ATTEND FEMINIST STUDENT UNION

APPLY TO BE A STAFF MEMBER AT THE BEGINNING OF THE SEMESTER

JOIN A COMMITTEE, LIKE WOMEN’S HISTORY MONTH

FIND AN EVENT YOU LOVE AND VOLUNTEER I.E. LOVE YOUR BODY DAY, VAGINA MONOLOGUES, WOMEN’S POETRY NIGHT ETC.

KEEPING OUR LANGUAGE SAFE

We want our space to be inclusive and safe FOR ALL.

Here are some important reminders:

Language and the words we use are **powerful**.

We've all used offensive language.

Offensive language doesn't always mean the speaker is intending offense.

Not intending offense is not an excuse for using offensive language.

While you are in the Center, and especially while you're on the clock, you have the power and responsibility to set the tone. If you hear offensive language, it is your responsibility to interrupt it (or to ask for help to interrupt it) in a respectful manner. We are interrupting the language in order to maintain our safe space, AND we need to keep it a safe space for the speaker as well.

Tips on interrupting offensive language in a respectful way:

Try to assess if the speaker is aware that the language she/he is using is offensive.

If yes, respectfully remind the speaker that this is a safe space and you have to ask her/him to please refrain from using that language.

If no, respectfully let her/him know that the language she/he just used can be considered offensive and you'll have to ask her/him to please refrain from using that language.

Use a kind and polite tone, not angry or hurt (even if you are).

Don't publicly shame or embarrass.

Interrupt because it's your duty, but keep in mind that the speaker may not realize she/he is being offensive, and has the potential to feel bad and/or guilty.

And finally: BE OPEN TO HAVING YOUR LANGUAGE INTERRUPTED. Think about how you would like to be confronted, and show that same respect. Remember: often, the speaker does not realize the language is offensive.

Remember, a safe space isn't just about the words and terms we use. It's about the overall atmosphere of the Center.

Some guidelines are clear:

Never use derogatory language

Never gossip

Never discuss illegal activities: underage drinking, drug use, etc

Be aware of your volume, and the volume of your group as a whole

Keep the noise level down

Respectfully listen to others when requests are made (noise level, conversation topic, etc)

Other guidelines aren't as clear:

It's important to be welcoming and friendly to all people in the Center, but we also have the right to privacy, confidentiality and individual friendship

Pay attention to when you're on the clock and when you're off duty to decide when an appropriate time to get to know someone new is, and when it makes more sense to set boundaries around your conversation

Be sure that if you're discussing sensitive topics (as so many of our topics are) that your tone and demeanor match the subject. For example, discussions around and about offensive language are allowed and encouraged, while the actual language is not; so make sure that when/if the language is used while in discussion, it's not yelled/blurted/etc in a way that could be misconstrued by those within earshot.

ASK QUESTIONS. HAVE DISCUSSIONS. CHALLENGE ONE ANOTHER. CHALLENGE YOURSELF.

Unity. Respect. Justice.

CRISIS INTERVENTION

Clearly, some of the issues we deal with in the Women's Center are sensitive topics. We not only want to be a safe space for people to come to discuss issues and learn more, but also to deal with the strong emotions associated with them.

ALWAYS BE POLITE AND RESPECTFUL TO ANYONE COMING IN THE CENTER. People coming in in crisis may be visibly upset, or may seem void of emotion, or anywhere in between. If someone comes in asking to speak to someone, calmly and respectfully ask about what. If they seem unsure, start crying, start telling you, or simply repeat a plea to talk to someone, they could be in crisis.

WHEN SOMEONE COMES IN IN CRISIS:

Stay calm. You can handle this situation and staying calm will help the person feel more comfortable.

Make it clear we are glad she/he came to us and that we're here to help. Asking for help is hard, so make sure to not make it any harder. Tell her/him that she/he came to the right place and that we will help her/him find someone to talk to.

Walk the person to somewhere quiet and relatively private (seats in back of lounge, Counseling Room, look around).

Walk to and respectfully request someone speak with her/him, in this order: Suzy, Laura, Refer to Struby/Counseling/RSVP.


If no one is available, let the person know that everyone at our center is currently unavailable, but you'd be happy to walk her/him to the Counseling Center to speak with someone. If she/he agrees:


Leave her/him sitting quietly as you call the Counseling Center at 882-6601 to let them know you're from the Women's Center and you're bringing someone over in crisis.


Walk the person over (119 Parker Hall). Let someone in the center know where you're going and what you're doing.


As soon as you can, sit down and debrief with Suzy or Laura. This is important!


Things to Remember


 The WC is here to help anyone who is looking for a safe space or a place to learn more about social justice (or even those who are looking for a pair of scissors or directions).


 All students, staff, faculty and community are welcome in the Women's Center--EVERYONE.


 We, as staff, are welcoming to all types of people, opinions, groups that want to use the Women's Center to learn more about equality. Please be self-aware about your reactions to new guests.


 While our Center functions under a Feminist Philosophy, you do not have to be a feminist to work here. The Women's Center's feminism is about equality, meeting people where they are, respect and love. It is not about hierarchy, ranking oppressions, guilt, and the like.

 The Women's Center is simply a space. We have the power to create the space we want it to be so others come to learn and have a good time while doing so. It is a place to hang out, check out resources, meet a new friend, find a home, find help, learn and so much more.

 Please respect the Center, yourself, and those who walk through our doors.

 The Women's Center is just four walls and so we cannot speak on "behalf of" the WC. If someone wants to interview the Women's Center, refer the person to Suzy and she will decide if she can speak (about programs) or if they need to be referred to Laura.

 We ask that you refrain from playing on social networking sites, tumblers/blogs and your cell phone while on the clock. Please refrain from studying while on the clock, unless you have gotten permission from Suzy. You may read approved readings if there are no tasks and your semester project is up-to-date. Approved readings include: your semester book, WC magazines, social justice blogs, and anything from the library.

 The Women's Center runs on the altruistic acts of our student staff like you. The full-time staff are here for you with any questions or concerns that you may have.

Alphabet Soup

AAA	Asian American Association
AIA	Allies in Action (student org)
BCC or GOBCC	Gaines/Oldham Black Culture Center
BFF	Best Friends Forever
BHM	Black History Month
BRB	Be Right Back
CC	Counseling Center (in Parker Hall)
CDI	Chancellor's Diversity Initiative
CSI	Center for Student Involvement (above bookstore in MU Student Center)
Diversity Fee	Ran out of the MCC, funds for diver-
DPE	Diversity Peer Educators (program
DV	Domestic Violence
Feminism	Awesome.
Fluidity	Trans Group (ran out of MU LGBTQ)
Four Front	Minority Leadership Council (advised
FSU	Feminist Student Union
GA	Could be Greek Advocates or Grad
Green Dot	Bystander intervention program ran
HALO	Hispanic American Leadership Organization
InsideOUT	MU LGBTQ Weekly Radio Show
IPV	Intimate Partner Violence
LGBTQQAI	Lesbian, Gay, Bisexual, Transgender,
LOLZ	Laugh Out Loud (a lot)
LP or LPP	Language Partners
LYB	Love Your Body
Matriarch	What we call Laura
MC or MCC	Multicultural Center
Ms. Zou	WC Program to learn new skills
MUSC	MU Student Center

MUVAWC	MU Violence Against Women
Patriarchy	Bad
PBPV	Power Based Personal Violence
Red Dot	Opposite of green dot, violence, we want less RDs
RHA	Residence Halls Association
RSVP	Relationship & Sexual Violence
SAMM	Sexual Assault Awareness Month
SHAPE	Sexual Health Advocate Peer
SHC	Student Health Center
Shhhhhh	Lower your volume
SMH	Shakin' My Head
SNB	Stitch 'N Bitch (our weekly program)
STARS	Stronger Together Against Relation-
TAT	TransAction Team (committee con-
TCB(in')	Take (Takin') Care of Business (verb)
Tri-Co	Triangle Coalition (LGBTQA Council)
TTYL	Talk to ya later...
VM	Vagina Monologues
WC	Women's Center (that's us)
WCMIZZOU	Our youtube channel...you should subscribe
WHM	Women's History Month (it's in
WIA	Women in the Arts (during WHM)
WPN	Women's Poetry Night (during
WRC	Wellness Resource Center

Glossary

Ableism: Prejudice or discrimination based on a person's disability.

Access: Level of ease with which one can obtain or use resources.

Africana Womanism: an ideology created and designed for all women of African descent. It is grounded in African culture that contributes to Afrocentrism/ Afrocentric discourse, focusing on the experiences, struggles, needs, and desires of Africana women of the African diaspora. It is not a type of feminism, or Alice Walker's womanism.

Ally (A): Person who confronts heterosexism, homophobia, biphobia, transphobia, heterosexual and genderstraight privilege in themselves and others; a concern for the well-being of lesbian, gay, bisexual, trans and intersex people; and a belief that heterosexism, homophobia, biphobia, and transphobia is a social justice issues.

Bisexual (B): A person emotionally, physically, and/or sexually attracted to males/men and females/women. This attraction does not have to be equally split between genders and there may be a preference for one gender over others.

Cisgender (A): refers to a person who does not transcend traditional gender boundaries or a person who by nature or by choice conforms to gender based expectations of society.

Classism: The belief that a person's importance is based on their socio-economic status.

Culture: 1) The transmission of knowledge, skills, attitudes, behaviors, and language from one generation to the next, usually within the confines of a physical environment. 2) An ongoing pattern of life, characterizing a society at a particular stage in its development or at a given point in history.

Discrimination: Treating members of various social groups differently in circumstances where their rights or treatment should be identical.

Ethnicity: A term which represents social groups with a shared history, sense of identity, geography and cultural roots which may occur despite racial difference.

Feminism: Movement to end sexism, sexist exploitation and oppression. There are many different kinds of feminism.

Gay (G): Term used to describe a man who feels sexual desire and/or emotional attraction exclusively or predominantly for other men. The term is also used to encompass anyone in the LGBTQ community.

Gender Identity: One's psychological counterpart of one's biological sex. Most people develop a gender identity aligning with their biological sex, while others develop a gender identity different from their biological sex.

Gender Role: The socially constructed and culturally specific behavior and appearance expectations assigned to people based on their biological sex.

Heterosexism: The societal/cultural, institutional, and individual beliefs and practices that assume heterosexuality is the only natural, normal, acceptable sexual orientation.

Heterosexual Privilege: The benefits and advantages heterosexuals receive in a heterosexist culture. Also, the benefits members of the LGBTQ community receive as a result of claiming heterosexual identity or denying their LGBTQ identity.

Hermaphrodite: An out-of-date and offensive term for an intersexed person.

Homosexual: Refers to a LGB person, but avoid using this medically charged word

Intersectionality: A theory which seeks to examine the ways in which various socially and culturally constructed categories interact on multiple levels to manifest themselves as inequality in society. It holds that the classical models of oppression within society, such as those based on race/ethnicity, gender, religion, nationality, sexual orientation, class, or disability do not act independently of one another; instead, these forms of oppression interrelate creating a system of oppression that reflects the "intersection" of multiple forms of discrimination.

Institutional Oppression: Arrangements of a society used to benefit one group at the expense of another through the use of language, media, education, religion, economics etc.

Internalized Oppression: The process by which a member of an oppressed group comes to accept and live out the inaccurate stereotypes applied to the oppressed groups.

Intersex: Persons born with the full or partial sex organs of male and/or female, or with underdeveloped or ambiguous sex organs. About 4% of all births are intersex to some degree.

Ism: The systematic subjugation of a group with an identifiable attribute by another group with access to power.

Lesbian (L): Term used to describe a woman who feels sexual desire and/or emotional attraction exclusively or predominately for other women.

Oppression: The exercise of authority or power in cruel or unjust manner. See Institutional Oppression and Internalized Oppression.

Patriarchy: Institution or organization in which power is held by and transferred through males; another name for institutional sexism.

Prejudice: A set of negative beliefs generalized about a whole group of people.

Privilege: A right, immunity, or benefit enjoyed by a particular person or a restricted group of persons.

Queer (Q): Originally a derogatory label used to refer to lesbian and gay people or to intimidate and offend heterosexuals. More recently this term has been reclaimed by some in the LGBTQ community as an inclusive and positive way to identify all people targeted by heterosexism and homophobia. Queer is also used by some who feel they don't fit into any other label e.g. a woman dating a transgender man.

Race: A human population considered distinct based on physical characteristics. It is important to note that race is predominately a social construct.

Racism: Prejudice or discrimination based on the belief that race is the primary factor determining human traits and abilities. Racism holds that genetic, or inherited, differences can be equated with the inherent superiority or inferiority of a race.

Revolution: A complete or radical change of any kind.

Sexism: Attitudes or behavior based on traditional stereotypes or gender roles; places value on males and traits or values deemed masculine.

Socio-economic Status (SES Status): A combined measure of an individual's or family's economic and social position relative to others, based on income, education, and occupation. *Synonym: Class*

Stereotype: A preconceived or oversimplified generalization about an entire group of people without regard for their individual differences. Though often negative, can be complimentary. Even positive stereotypes can have a negative impact, however, simply because they involve broad generalizations that ignore individual realities.

Transgender (T): Transgender is an umbrella term that encompasses any person who varies from Western society's binary conventions of gender and sex. Examples include a range of identities, but are not limited to: transsexual and intersexual people, crossdressers, genderqueers, drag queens and kings. It is important to note that people must self-identify as "transgender" in order for the term to be appropriately used to describe them.

The Women's Center is in the Department of Student Life. There are many other Centers/Offices in Student Life. For more info visit mizzoulife.missouri.edu. This is also a good resource if folks come in with questions about another office.



Box Office (Main Floor, MUSC)
 Campus Activities (CSI)
 Center for Leadership Development & Community Involvement (CSI)
 Craft Studio (N12 Memorial Union)
 Gaines/Oldham Black Culture Center
 LGBTQ Resource Center
 Maneater (by LGBTQ Resource Center, Ground Floor)
 MSA (CSI)
 Mizzou After Dark (CSI)
 Multicultural Center
 New Student Programs (next door to us)
 Office of Greek Life (CSI)
 Office of Student Conduct (down the hall from us, by WRC)
 RSVP Center
 Student Design Center (CSI)
 Student Legal Services (CSI)
 Student Organizations/ORG (CSI)

The Department of Student Life is in the Division of Student Affairs. Other Departments in our division include:

Campus Dining Services
 Counseling Center
 Disability Services
 MizzouRec
 Parent Relations
 Residential Life
 Student and Auxiliary Services
 University Bookstore

Multicultural Center:

multiculturalcenter.missouri.edu

Coordinator: Pablo Mendoza

- Home of the Diversity Peer Educators & Diversity Train the Trainers
- Advises organizations such as Asian American Ass., Hispanic American Leadership Org., Four Front etc.
- Advocates and organizes programming for racial, ethnic, religious, domestic minorities
- UnificAsian and HALO Orientations for incoming students
- Implements and distributes Diversity Fee funding

LGBTQ (Lesbian, Gay, Bisexual, Transgender, Queer) Resource Center:

lgbtq.missouri.edu

Coordinator: Struby Struble

- Advocates and organizes programming for the LGBTQ and Ally community
- Advises Triangle Coalition, Allies in Action, Fluidity, QPOC and more
- InsideOUT weekly radio show-Wednesdays 3-4pm, KCOU.fm
- OUTreach panels, Coming Out Week, Transgender Awareness Week, Pride Month, Pride Prom etc.
- Safe Space Trainings

RSVP (Relationship & Sexual Violence Prevention) Center

rsvp.missouri.edu

Coordinator: Danica Wolf

- Basic crisis intervention and case management for victims and survivors of relationship and sexual violence – rape, sexual assault, intimate partner violence and stalking – and their friends and family
- Organizes programming to raise awareness and for prevention of violence (e.g. Rape Awareness Month, Rock Against Rape, Relationship Violence Awareness Month, Speak Out and more)
- Home of Green Dot Mizzou, bystander intervention program for the prevention of violence (trainings, conferences and special events)
- Supports student groups: STARS, Greek Advocates and RSVP Educators

If you have any questions about any of the Centers you can ask Suzy. If someone has a fiscal question (credit card checkout, sponsorship, diversity fee request, checking out videos etc.) walk them back to Tara.

The Women's Center is a fantastic workplace. It inspires, changes, cultivates, challenges and welcomes each of us. We encourage you to create a similar environment for every person who walks through the door. Working and volunteering at the Women's Center is an opportunity for you to explore parts of our community and aspects of yourselves that perhaps are marginalized outside our doors. Please cultivate and explore your passions here. And most importantly, share what you learn along the way. Have fun & work hard! Each of us benefits from every skill that is brought in and acquired.