

# Community Service Office

Gephardt Institute for Public Service

## Tips for Collaborating with Undergraduate Students

This information is by no means comprehensive, but it is a great place to start! For more information or to develop a plan for connecting with undergraduate students, we encourage you to schedule a meeting with our

**Graduate & Professional Student Outreach Coordinator**  
**communityservice@wustl.edu**  
**935-5599**

## Resources Offered by the Community Service Office

- **Community Service Connection**

Bi-weekly email newsletter announcing campus and community events and opportunities related to community service. The standard edition reaches over 4000 undergraduate students. Subscribe or submit announcements at [communityservice.wustl.edu/csconnection](http://communityservice.wustl.edu/csconnection).

- **Community Service Groups Page**

Overview of student groups (both undergraduate & graduate/professional) dedicated to community service at [communityservice.wustl.edu/groups](http://communityservice.wustl.edu/groups).

- **St. Louis Non-Profit Agency Database**

Online searchable database of over 300 St. Louis non-profit agencies. Find opportunities for individuals or groups at [communityservice.wustl.edu/stlagencies](http://communityservice.wustl.edu/stlagencies).

## Publicity

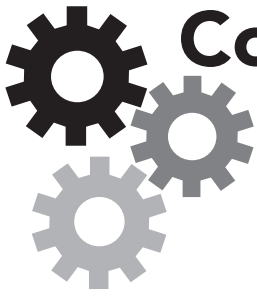
- Undergraduate life is driven by technology. Publicity efforts should include email, Facebook, Twitter, websites, as well as creative uses of YouTube, blogs, etc.
- Other ways to publicize information on campus include:
  - Community Service Connection - see above
  - RA Announcements - weekly email announcements publicized to the Resident Advisors (contact Residential Life)
  - Hand out information in public areas - reserve tables through Event Services and Residential Life
  - Post flyers in academic, residential, and public areas
  - Chalk common outdoor walkways
  - Speak directly with students at meetings of student groups, Greek chapters, or residential hall floors
  - Chalk walls in the DUC - reserve space with Student Union
  - Table tents in dining areas - reserve space through Dining Services
  - Paint the underpass - reserve space through Student Union

**[www.communityservice.wustl.edu](http://www.communityservice.wustl.edu)**

**[communityservice@wustl.edu](mailto:communityservice@wustl.edu)**

**Danforth University Center, room 250 • 935-5599**

**Visit us for comprehensive information about St. Louis non-profit agencies, community service groups, project planning resources, and more!**



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## Undergraduate Student Culture

### Terms & Acronyms

- **CSO:** Community Service Office: [communityservice.wustl.edu](http://communityservice.wustl.edu)
- **DUC:** Danforth University Center
- **SU:** Student Union: [su.wustl.edu](http://su.wustl.edu) (undergraduate student government)
- **SGAC:** Student Group Activities Committee of SU which oversees undergraduate student groups
- **OSA:** Office of Student Activities
- **S40 or "the 40":** The South 40 is the residential area south of Forsyth
- **Res Colleges:** Residential colleges on the South 40
- **CS40:** Congress of the South 40 - residence hall student government
- **North Side:** Residential area for upperclass students at the corner of Big Bend and Forest Park
- **Village:** Residential area within the North Side
- **GLO:** Greek Life Office
- **IFC:** InterFraternity Council (Fraternities' governing body)
- **Panhel:** Women's Panhellenic Association (Sororities' governing body)
- **Student Life:** Student Newspaper
- **Campus Y:** Campus branch of the YMCA of Greater St. Louis
- **WU Life:** "One stop shop for undergrad life at WU" at [wulife.wustl.edu](http://wulife.wustl.edu)

### Student Groups

There are over 200 student groups, making it likely that an undergraduate student group interested in a similar program or concern could partner with your effort. The community service groups can be found at [communityservice.wustl.edu/groups](http://communityservice.wustl.edu/groups) and all undergraduate groups can be found at <http://su.wustl.edu/directory>. Many students are interested in career development and mentorship opportunities. You might consider reaching out to students interested in your academic area, e.g. Pre-Law Society or Pre-Med Society.

### Student Body

The undergraduate population at Washington University is a highly motivated and active student body. Many students are heavily involved in co-curricular activities while still devoting a great deal of time and energy to their academic work. Students are saturated with events and publicity. It is important to use creative marketing strategies, publicize heavily, and identify your target audience.

### Meetings & Event Planning

- Best to schedule meetings after 4pm. Students will often schedule meetings between 7-11pm.
- Many students have lunch breaks sometime between 11am-1pm.
- Reservations for many key campus locations can be made through Event Services: [eventservices.wustl.edu](http://eventservices.wustl.edu).
- Check the campus map - many buildings have duplicate names so make sure you are referring to the correct building. (Admissions offers campus tours once a day in order to become more familiar with campus.)
- Common meeting rooms and buildings include:
  - Danforth University Center meeting rooms
  - Tisch Commons (DUC)
  - Fun Room (DUC)
  - Lambert Lounge (Mallinckrodt)
  - Whispers Cafe (Olin Library)
  - Mudd Multipurpose Room (Mudd Residence Hall - South 40)
  - Holmes Lounge (Ridgley)
  - Village Dining Room (Village House - Northside Residential Area)
  - Ursa's Fireside (Lien - South 40)

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