

## *Housing List Instructions*

Housing lists will be sent to the conference organizer in Excel format and must be returned in the same format two weeks prior to the earliest arrival (check-in date) for the designated conference or weekly session. A \$50 late per day late fee will be assessed for everyday the deadline is missed.

Residence Halls have a capacity ranging from 6 to 11 persons. Apartments generally have a capacity ranging 4 to 6 persons. Apartments and Residence Hall Suites have common living spaces and restrooms.

Categories of the Housing List:

Building	Room No	Last Name	First Name	Gender	Room Type	SubGroup	Dietary Needs	Housing Needs	Age Range	Check In	Check Out
<b>APT: AH-124</b>											
AH	AH-124-5				Single					7/5/2012	7/8/2012
AH	AH-124-4				Single					7/5/2012	7/8/2012
AH	AH-124-3				Single					7/5/2012	7/8/2012
AH	AH-124-1				Single					7/5/2012	7/8/2012
AH	AH-124-2				Double					7/5/2012	7/8/2012
AH	AH-124-2				Double					7/5/2012	7/8/2012

**APT/Suite:** The generally blue-filled box with text beginning either Apt (Apartment) or Suite (Residence Hall Suite) will indicate the housing type and the unite door number. This may be color-coded to indicate shared restrooms.

**Building:** The building code for your housing locations will be abbreviated. A full list of building abbreviations and housing types will be available at the end of this document.

**Room No:** Room Number for each bed space in a housing unit. Each line that is marked with a room number represents an individual bed space.

**Last Name/First Name:** Participant's name as it appears on their photo ID for check in. Youth group conferees may use their Student ID for check-in.

**Room Type:** The room type will indicate if the room is a single (one bed space), double (two bed spaces) or a triple (three bed spaces). Each bed space, as mentioned under "Room No" will have its own line.

**Check In and Check Out Date:** These are the dates of the conference. If a participant is arriving early or late, or leaving earlier or later than the conference main dates please update the dates to the appropriate ones. There is an additional nightly fee.

Conferees staying outside of conference dates: For additional nightly fees, costs, and procedures for your conferees, please contact your Conference Coordinator.

*Special Instructions:*

**Housing Needs:** Please indicate on your housing list and in the email to which the housing list is attached of any persons requiring accommodations and what those accommodations may require.

**Medically Necessitated Diets:** Notifying your Conference Coordinator of any medically necessitated diets must be done two weeks prior to check in. Please note a doctor's note regarding the diet is necessary. Please notify your Conference Coordinator of the participants with these diets in the email to which your housing list is attached.

## Housing Lists for Youth Conferences

Categories that may need to be completed by Youth Conferences:

1. Participant Category (Staff or Participant) – This category lets your Conference Coordinator know who is a participant of your conference and who is a staff member for your organization. Remember, for every ten (10) youth Participants your organization must provide one (1) staff member for supervision.
2. Team Name – This category will help with team based check ins and tournament sports camps.
3. Participant Status (Overnight, Commuter, Extended Commuter) – This category will help with meal plan counts and check-ins for your conference.
  - a. Overnight – Participants housed on campus in UC San Diego housing facilities
  - b. Commuter – Commuters with the designated Lunch-only meal plan
  - c. Extended Commuter – Commuters with an extended meal plan (beyond lunch only)

Note: You can put your Commuter participants on a separate worksheet tab in Excel. Last Name, First Name, and Participant Status must be included for every person on the designated worksheet. See image:

	A	B	C	D	E	F
1	<b>Last Name</b>	<b>First Name</b>	<b>Gender</b>	<b>Participant Status</b>	<b>Check In</b>	<b>Check Out</b>
2	Bennet	Kitty	F	Day Camper	7/6/2012	7/8/2012
3	Bennet	Lydia	F	Extended Day Camper	7/6/2012	7/8/2012
4						
5						
6						
7						
8						
9						
10						
11						
12						

### Room Assignments – Residence Halls

- One adult staff member at minimum per suite for supervision of youth in residence halls
- Any two suites that share a restroom will be visibly marked or color coded by your Conference Coordinator
- Reminder: Suites assignments are based on gender identity.

### Room Assignments – Apartments

- Capacity not to exceed the number of bed spaces
- Reminder: Apartment assignments are based on gender identity.

Gender Identity – Gender Identity must be designated with the following types

- M
- F
- X

## Housing Lists for Adult Conferences

Categories that may need to be completed by Adult Conferences

- Participant Status (Overnight, Commuter, Extended Commuter) – This category will help with meal plan counts and check-ins for your conference.
  - a. Overnight – Participants housed on campus in UC San Diego housing facilities
  - b. Commuter – Commuters with the designated Lunch-only meal plan
  - c. Extended Commuter – Commuters with an extended meal plan (beyond lunch only)

Note: You can put your Commuter participants on a separate worksheet tab in Excel. Last Name, First Name, and Participant Status must be included for every person on the designated worksheet. See image:

	A	B	C	D	E	F
1	Last Name	First Name	Gender	Participant Status	Check In	Check Out
2	Bennet	Kitty	F	Day Camper	7/6/2012	7/8/2012
3	Bennet	Lydia	F	Extended Day Camper	7/6/2012	7/8/2012
4						
5						
6						
7						
8						
9						
10						
11						
12						

Room Assignments – Residence Halls

- Any two suites that share a restroom will be visibly marked or color coded by your Conference Coordinator
- Reminder: Suites assignments are based on gender identity.

Room Assignments – Apartments

- Capacity not to exceed the number of bed spaces
- Reminder: Suites assignments are based on gender identity.
  - Understandably there may be two participants who are married attending the conference; often times there are apartments that may be designated for this couple only so that other participants are not in an apartment with mixed gender identities.

Gender Identity – Gender Identity must be designated with the following types

- M
- F
- X

## *Housing Lists for Family Retreats*

Categories that need to be completed by Family Retreats:

1. Age – This column is for the numeral age of the participant
2. Age Range – the age range the participant falls into. This affects your meal counts and guarantees. This can be entered either as the full category (Child) or by the first letter (C)

<b>Age Range</b>	<b>Age Range</b>
Infant	0 to 3
Junior	4 to 11
Youth	12 to 17
Adult	18 and higher

### Room Assignments - Apartments

- One family per apartment, capacity not to exceed the number of bed spaces in the apartment.
- Each person, regardless of age in the apartment, must have their own line for their name
  - If you need to add a line in, please make sure to copy the bed space information
  - Below Bedrooms 2 and 1 were copied to include extra spaces for the young children doubling up with parents

Building	Room No	Last Name	First Name	Gender	Room Type	Age	Age Range	Check In	Check Out
<b>APT: ETN-101</b>									
ETN	ETN-101-4	Bennet	Kitty	Female	Single	17	Youth	7/5/2012	7/8/2012
ETN	ETN-101-3	Bennet	Lydia	Female	Single	15	Youth	7/5/2012	7/8/2012
ETN	ETN-101-2	Bennet	Mr.	Male	Single		Adult	7/5/2012	7/8/2012
ETN	ETN-101-2	Bennet	Child	Male	Single	6	Junior	7/5/2012	7/8/2012
ETN	ETN-101-1	Bennet	Mrs.	Female	Single		Adult	7/5/2012	7/8/2012
ETN	ETN-101-1	Bennet	Baby	Female	Single	1	Infant	7/5/2012	7/8/2012

### Room Assignments – Residence Halls

- One adult staff member at minimum per suite for supervision of youth in residence halls
- Any two suites that share a restroom will be visibly marked or color coded by your Conference Coordinator
- Reminder: Suites assignments are based on gender identity.

Gender Identity – Gender Identity must be designated with the following types without any abbreviations

- M
- F
- X

## *Building Codes and Housing Type*

<b>Residential Community</b>	<b>Building Code</b>	<b>Building Name</b>	<b>Type of Housing</b>
Thurgood Marshall College	TMA	Marshall Apartment - A	Apartment
	TMB	Marshall Apartment - B	Apartment
	TMC	Marshall Apartment - C	Apartment
	TMD	Marshall Apartment - D	Apartment
	TME	Marshall Apartment - E	Apartment
	TMF	Marshall Apartment - F	Apartment
	TMG	Marshall Apartment - G	Apartment
	TMH	Marshall Apartment - H	Apartment
	TMJ	Marshall Apartment - J	Apartment
	TMK	Marshall Apartment - K	Apartment
	TML	Marshall Apartment - L	Apartment
	TMM	Marshall Apartment - M	Apartment
	TMN	Marshall ResHall - N	Residence Hall
	TMO	Marshall ResHall - O	Residence Hall
	TMP	Marshall ResHall - P	Residence Hall
	TMQ	Marshall ResHall - Q	Residence Hall
	TMR	Marshall ResHall - R	Residence Hall
	TMS	Marshall ResHall - S	Residence Hall
	TMT	Marshall ResHall - T	Residence Hall
	TMU	Marshall ResHall - U	Residence Hall
TMV	Marshall ResHall - V	Residence Hall	
John Muir College	TA	Tamarack	Apartment
	TE	Tenaya	Residence Hall
	TI	Tioga	Residence Hall
	TU	Tuolumne	Apartment
Roger Revelle College	AR	Argo Hall	Residence Hall
	AT	Atlantis Hall	Residence Hall
	BE	Beagle Hall	Residence Hall
	BL	Blake Hall	Residence Hall
	CH	Challenger Hall	Residence Hall
	DI	Discovery Hall	Residence Hall
	GA	Galathea Hall	Residence Hall
	ME	Meteor Hall	Residence Hall
	REAPT	Revelle - CDK Apartments	Apartment

Residential Community	Building Code	Building Name	Type of Housing
Eleanor Roosevelt College	AF	Africa Hall	Residence Hall
	AH	Asante House	Apartment
	AS	Asia Hall	Residence Hall
	CU	Cuzco House	Apartment
	ER	Europe Hall	Residence Hall
	ETN	Earth Hall North	Apartment
	ETS	Earth Hall South	Apartment
	GE	Geneva	Apartment
	KH	Kathmandu House	Apartment
	LA	Latin America Hall	Residence Hall
	MDE	Middle East	Apartment
	MV	Mesa Verde	Apartment
	NA	North America Hall	Residence Hall
	OC	Oceania	Apartment
Sixth College	MTHA	Matthews A	Apartment
	MTHB	Matthews B	Apartment
	MTHC	Matthews C	Apartment
	MTHD	Matthews D	Apartment
	MTHE	Matthews E	Apartment
	SA	Sixth A Building	Residence Hall
	SB	Sixth B Building	Residence Hall
	SC	Sixth C Building	Residence Hall
	SC0100	Sixth College - Building 100	Apartment
	SC0200	Sixth College - Building 200	Apartment
	SC0300	Sixth College - Building 300	Apartment
	SC0400	Sixth College - Building 400	Apartment
	SC0500	Sixth College - Building 500	Apartment
	SC0600	Sixth College - Building 600	Apartment
	SC0700	Sixth College - Building 700	Apartment
	SC0800	Sixth College - Building 800	Apartment
	SC0900	Sixth College - Building 900	Apartment
	SC1000	Sixth College - Building 1000	Apartment
	SC1100	Sixth College - Building 1100	Apartment
	SC1200	Sixth College - Building 1200	Apartment
	SC1300	Sixth College - Building 1300	Apartment
	SC1400	Sixth College - Building 1400	Apartment
SC1500	Sixth College - Building 1500	Apartment	
SC1600	Sixth College - Building 1600	Apartment	
SC1700	Sixth College - Building 1700	Apartment	
SC1800	Sixth College - Building 1800	Apartment	

<b>Residential Community</b>	<b>Building Code</b>	<b>Building Name</b>	<b>Type of Housing</b>
Sixth College	SD	Sixth D Building	Residence Hall
	SE	Sixth E Building	Residence Hall
	SF	Sixth F Building	Residence Hall
	SG	Sixth G Building	Residence Hall
	SH	Sixth H Building	Residence Hall
The Village	TW	Village Tower West	Apartment
	VE1	Village East Tower	Apartment
	VE2	Village East Building 2	Apartment
	VE3	Village East Building 3	Apartment
	VE4	Village East Building 4	Apartment
	VE5	Village East Building 5	Apartment
	VW2	Village West Building 2	Apartment
	VW3	Village West Building 3	Apartment
	VW4	Village West Building 4	Apartment
	VW5	Village West Building 5	Apartment
	VW6	Village West Building 6	Apartment
	VW7	Village West Building 7	Apartment
	VW8	Village West Building 8	Apartment
Earl Warren College	BK	Black Hall	Apartment
	BR	Brennan Hall	Apartment
	DG	Douglas Hall	Apartment
	FR	Frankfurter Hall	Residence Hall
	GB	Goldberg Hall	Apartment
	HA	Harlan Hall	Residence Hall
	ST	Stewart Hall	Residence Hall