

Small Staff Meeting (2.25.26)

- **Icebreaker: Rose, Thorn, Bud**

- What's one thing that's been good, one thing that's been not so good, and one thing you're excited for?

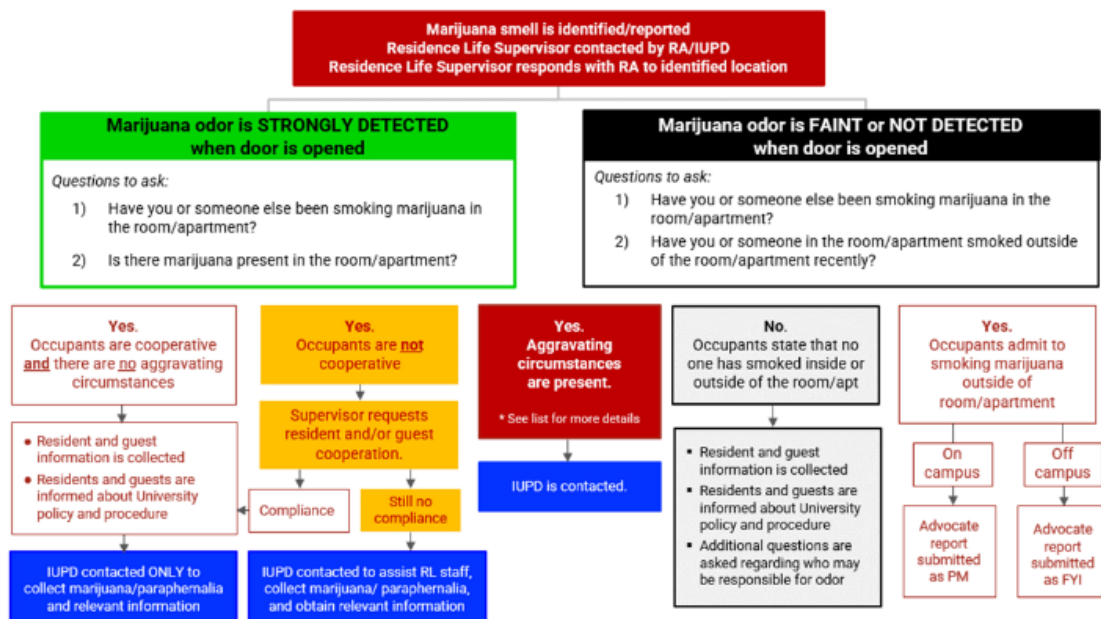
- **New Expectation Document**

- "IR Writing Expectations"
- O365-Read Residence Center -> RA Materials -> Shared -> RA Materials -> Expectations -> IR Writing Expectations.
- Please remember to include police badge numbers in reports that involve them.
- Please make sure that the titles of individuals are correct (can be found in the document).
- Write in the past tense.

- **Rounds Update**

- As long as there is no fire alarm tonight, we can return to the regular round schedules.

- **PMI Updates**



- Grad is always called unless it's an FYI report because the smell is faint and cannot be pinpointed to one room.
- If you ever find items or paraphernalia, IUPD must be called.
- If a grad is combative with you when you reach out for assistance, let us know via email and make note of it in whatever report you're writing regarding the situation.

- **Supervisor March 1:1 Sign Ups**
 - Due today for March meetings.
 - How to Find the Link: Microsoft Teams -> O365 Read Residence Center -> Weblinks -> Jay's Booking Page.
 - [Booking Link](#)

- **Spring Break Duty Sign Ups**
 - Due date is tonight at 11:59pm.
 - If you plan on staying in Bloomington over spring break, you may consider signing up for Spring Break Duty.
 - Shifts are from Saturday, March 14th at 8:00am to Sunday, March 22nd at 8:00pm.
 - Each shift is 12 hours and pays \$75 for the whole shift. No holiday pay dates.
 - [Sign Up Here](#)

- **Cover Letter/Personal Statement Workshop**
 - Would people be interested if we offered this to you?

- **Off Days**
 - March
 - Thursday, 3.5.26 - Thursday, 3.12.26.
 - Saturday, 3.28.26 - Thursday, 4.2.26.
 - April
 - TBD
 - May
 - Friday, 5.8.26

- **CUE Updates**

- Darius Event: The Unseen Truth of Systemic Racism (Friday, 2.27.26 from 2:30pm - 4:30pm in the Read Hoosier Den). Free Boba will be provided. You have posters in your mailbox, so please get those posted ASAP!
- Micro-lesson: Large staff on Wednesday, 3.4.26.

- **Timelog Dates:**

- Submission Date: Sunday, 3.1.26 (2.15.26 - 2.28.26)
- Submission Date: Saturday, 3.14.26 (3.1.26 - 3.14.26)
 - This is the last time log before spring break.
- Submission Date: Sunday, 3.29.26 (3.15.26 - 3.28.26)
 - The first week of this time log should have no time because you are on break.
- Submission Date: Sunday, 4.12.26 (3.29.26 - 4.11.26)
- Submission Date: Sunday, 4.26.26 (4.12.26 - 4.25.26)
- Submission Date: Sunday, 5.10.26 (4.26.26 - 5.9.26)

- **Upcoming Deadlines:**

- Supervisor March Sign Ups: Today at 11:59pm.
 - [Booking Link](#)
- March Bulletin Boards: Thursday, 3.12.26 at 9:00am.
 - Remember to send a photo to me as your receipt of completion!
 - Theme for Board: St. Patricks Day OR Study Tips
- Time Log: Sunday, 3.1.26 at 11:59pm.
 - Please double check dates (literally right above this section), and the hours line up with what's on the document and fire form.