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Welcome Message from President/CEO

Welcome to the #SSFfamily! You were chosen for this opportunity due to your hard work and commitment to receiving a college education. Acceptance into SSF is competitive. Three or four other students applied for the chance you received. Congratulations!

What is the #SSFfamily? Like most families, there are times of celebration, times of tension, times of work, and time to just be together. Like so much in life, you get out of SSF what you invest in it. Leadership opportunities abound with plenty of experiences you can add to your resume.

Your housemates depend on you as much as you depend on them. SSF’s rules are designed to help you succeed by having a safe, clean, and comfortable place to live. The rules help smooth out the inherent complexities of sharing one roof with many other people.

We expect you to demonstrate reliability, accountability, respect, and cooperation. Likewise, you should expect the same from your housemates, other SSF residents—and from the SSF Staff.

The #SSFfamily is community. You are part of a diverse, vibrant group of people who share a unique experience. The #SSFfamily is nearly 10,000 strong—that’s how many people spent time in one of the houses since the early 1950s. Make the most of it, have fun, and get to graduation!

I am glad YOU are here!

Dr. Shawn Woodin

President/CEO
In 1953, an idea was born in Tallahassee, Florida. This idea gave rise to what Dr. Bernard Sliger, Florida State University President Emeritus, referred to as "one of the most effective organizations in the nation" for helping financially challenged and talented students. He was referring to Southern Scholarship Foundation.

What was a good idea in 1953 is a brilliant reality today: building and purchasing houses near college campuses and making these houses available rent-free to resilient students who are eager to attain their college education.

What started with a handful of young men living in an abandoned army barracks in 1953 has grown into a highly respected and sought-after program. Currently, SSF's 26 scholarship houses make it possible for nearly 470 young people to attend college each year. Over the years, more than 10,000 young people have benefited from Southern Scholarship Foundation.
Core Values

Through rent-free housing and cooperative living, Southern Scholarship Foundation supports students who lack financial resources, demonstrate excellent academic merit, and exemplify good character attend institutions of higher education.

Community
SSF fosters personal relationships that are founded on patience, trust, enthusiasm, and responsibility. As a community, we encourage one another to grow, achieve, enjoy and prepare for the future. Community makes the "Education for Life" philosophy a reality.

Empowerment & Respect
SSF embraces and respects the variety of knowledge, skills and abilities possessed by each of the diverse individuals in the SSF community. We seek to create an environment in which our student residents, staff, and board members can excel in broad areas of thought and action as independent, unique participants in the SSF experience and as leaders and vital members of the community.

Diversity
SSF celebrates diversity in thought and culture, and we value greater diversity in our residents, staff, and board membership. We believe that our differences allow us to expand our horizons and achieve a broader understanding of ourselves and the world in which we live.

Stewardship
SSF is committed to the responsible, effective management and utilization of its financial resources and residential facilities. We owe this both to our financial supporters and to our student residents.

Connectivity & Participation
SSF operates on a relationship-building philosophy that includes all club, donors, staff, board members, students, and prospects. Through proactive and consistent engagement, we provide opportunities for individuals to connect and participate with SSF to advance our mission.
The Collaborative Community Framework of Applied Leadership Development approaches leadership as a purposeful, collective process that results in a peer-led community.[1] The framework incorporates the following assumptions:

- Community living is a powerful vehicle for leadership
- Leadership impacts growth of others
- Leadership is collaborative
- Leadership is a process, not a position
- Leadership is inclusive and accessible to all residents
- Leadership is values-based

WHO IS A LEADER AT SOUTHERN SCHOLARSHIP FOUNDATION?

A "leader" is any resident who wants to work with others to make a difference. Southern Scholarship Foundation views leadership as a purposeful, collective process available to all residents. Residents commit to improving the quality of life in their houses, and in the larger SSF community. This collaborative process means that residents must have trust and requires that they act in ways that are consistent with the group’s well-being.

Any resident can journey the applied leadership development pathway. The leadership pathway begins as a resident and is developed as a minor house officer, major house officer, ambassador, and can culminate as a House Manager.

[1] The Collaborative Community Framework of Applied Leadership Development is adapted from these sources:


Collaborative Community Framework of Applied Leadership Development

WHAT QUALITIES FOSTER GROWTH AT SOUTHERN SCHOLARSHIP FOUNDATION?

Consciousness of Self
Awareness of personal beliefs, values, attitudes and emotions.

Compatibility
Thinking, feeling, and behaving with consistency, genuineness, authenticity, and honesty towards others and Southern Scholarship Foundation programming.

Commitment
The energy that motivates a resident to serve the collective effort. Commitment implies passion, intensity, and duration directed toward both the group and its intended outcomes.

Cooperative Collaboration
Working with others in a common effort empowers a resident and housemates through trust. Cooperative collaboration encourages residents to transcend individual interests and behaviors. Cooperative collaboration is best achieved when all residents share in the goal and participate actively.

Conflict Resolution with Civility
Conflict resolution recognizes realities of community living: that differences in viewpoints are inevitable, that differences must be openly addressed with civility, and that bridging differences will foster growth.

Civility implies respect for others, a willingness to hear each other’s views, and restraint in criticizing the views and actions of others. Conflicts need to be resolved and also integrated into the common purpose.

Connectedness
The process whereby a resident becomes responsibly connected to the SSF community through applied leadership development. The practice of connectedness happens at every point during their scholarship years through shared meals, community living, accountability, and participation.
Collaborative Community Framework of Applied Leadership Development

COMPATIBILITY

CONSCIOUSNESS OF SELF

CONNECTEDNESS

CONFLICT RESOLUTION WITH CIVILITY

COMMITMENT

COOPERATIVE COLLABORATION

CONSCIOUSNESS OF SELF
Collaborative Community Framework of Applied Leadership Development

**LIFE SKILLS**

- Personal financial management
- Time management
- Self-care
- Adaptability
- Cooking, cleaning

**Attained by:**
- All residents
- Minor House Officers
  - Social Media Coordinator
  - Safety Marshall
  - Maintenance Representative
  - Secretary
  - House Champion Liaison

**PROFESSIONAL SKILLS**

- Teamwork
- Communication
- Collaboration
- Problem solving
- Household budgeting

**Attained by:**
- Ambassadors
- Major House Officers
  - Treasurer
  - House Cleaning Supervisors
  - Business Managers
  - Social Chair

**LEADERSHIP SKILLS**

- Conflict resolution
- Coaching
- Teambuilding
- Accountability

**Attained by:**
- House Managers
Administrative Offices

Administrative & North Florida Office
Selby Office Complex
322 Stadium Drive
Tallahassee, FL 32304
Phone: 850-222-3833
Fax: 850-222-6750

Central Florida Office
Teresa Turner Learning Center
1065-D SW 9th Street, BLDG D
Gainesville, FL 32601
Phone: 352-337-1282
Fax: 352-337-1290
**General Information**
SSF is a nonprofit organization dedicated to helping resilient students gain their college education in a community living program focused on leadership development.

**Collaborative Community Framework of Applied Leadership Development**
The Collaborative Community Framework (CCF) of Applied Leadership Development approaches leadership as a purposeful, collective process that results in a peer-led community. The framework incorporates the following assumptions:
- Community living is a powerful vehicle for leadership
- Leadership impacts growth of others
- Leadership is collaborative
- Leadership is a process, not a position
- Leadership is inclusive and accessible to all residents
- Leadership is values-based

**SSF Board of Directors**
SSF is governed by a Board of Directors which includes members from various geographic areas of the state of Florida and beyond and a range of professional backgrounds.

The Board has employed a President and staff to be responsible for the daily operations. The staff oversees and coordinates housing, activities, recruiting, fundraising, maintenance, and other SSF endeavors. SSF owns and maintains its houses, providing free room and reduced board for more than 470 residents who live cooperatively in pursuit of their education goals while developing their life, professional and leadership skills.

**Southern Scholarship Foundation Terms**
- SSF - Southern Scholarship Foundation
- CCF - Collaborative Community Framework
- DSA - Director of Student Affairs
- F&S - Food & Services Bill
- HM - House Manager
- BM - Business Managers
- HCS1 - House Cleaning Supervisor 1
- HCS2 - House Cleaning Supervisor 2
- SC - Social Chair
- AMB - Ambassadors
- RAC - Resident Advisory Committee
- HVC - House Violation Committee
- SAI - Student Aid Index
Standards & Expectations
Southern Scholarship Foundation offers a unique community living environment with high academic standards topping the list of expectations. Southern Scholarship Foundation is committed to creating an environment that celebrates and affirms all identities, regardless of race, color, religion, sex, age, perceived or actual sexual orientation, gender identity or gender expression, marital status, national origin, or disability.

Respect for the dignity and worth of each person and the requirements for success requires observance of this Resident Handbook and Community Standards. It is each resident’s responsibility to ensure they maintain academic excellence and are a positive member of their house. SSF takes pride in being a smoke-, drug-, and alcohol-free environment for our scholarship students.

Community expectations promote and maintain an atmosphere conducive to community living. All expectations listed apply for every SSF resident, including but not limited to the consciousness of self, compatibility, commitment, cooperative collaboration, conflict resolution with civility and connectedness.
Resident Rights
All Southern Scholarship Foundation recipients must meet certain expectations. Grade performance, adherence to the Resident Handbook, participation in leadership, treatment of staff, sponsors and other residents will factor greatly into whether scholarships will be renewed from one semester to the next.

All residents have the right to:

- Sleep and study free from undue interference.
- Expect a roommate who will respect one’s personal belongings and communicate when issues arise.
- Expect and create a clean environment.
- Expect free access to one’s room and house without pressure from housemates.
- Be free from fear of intimidation, physical, and/or emotional harm.
- Be free from harassment.
- Live in a smoke, drug, and alcohol-free home.
- Live in a safe, maintained environment.
- Expect their culture and identities to be validated and affirmed.
- Expect to hold control over their own bodies and to honor consent with others.
New Residents

Acceptance Procedures
Students invited to participate in the SSF program must sign a scholarship acceptance form stipulating that they have read, understand, and will abide by the SSF Resident Handbook and Community Standards and live by the tenants of the Collaborative Community Framework.

Scholarship Reservation Fee & Deposit
Acceptance of the scholarship requires a one-time reservation fee of $300 ($150 of which may be refunded when a student leaves SSF) along with the signing of a scholarship acceptance form, and other admissions documents. The reservation fee will not be refunded if the recipient cancels acceptance prior to residency. Once occupancy is established, $150 of the reservation fee becomes a room and key deposit.

Housing assignments are sent out on July 15th & December 15th. In this e-mail, you will be introduced to your House Manager.

Next Steps After Acceptance
You will be introduced to your House Manager. A House Manager (HM) is a resident that is responsible for the day-to-day operations of the house. Your HM will contact you after house assignments are received and request you complete additional documentation, including a Roommate Matching Form. The HM will review your Roommate Matching Form and match you to your new roommate. Once in your room, you and your roommate will complete a Roommate Contract. The Roommate Contract will help you solve problems before they occur — things like borrowing or sharing items, studying with or without music, etc. Both forms are incredibly important to your overall SSF satisfaction so please be as open and honest as possible.

Contact Your Assigned Roommate
You'll find your roommate's name and email address when the House Manager sends you the ‘Welcome To Our House!’ e-mail. Getting in touch when you receive your assignment will give you a chance to get to know each other and coordinate some aspects of your move.

• Tell your roommate about yourself.
• Discuss your expectations and your commitment to the roommate relationship. Decide who will bring what for the room or set a time to discuss it later.
• Discuss whether you want to wait until move-in to shop for some items together.
**What to Bring**
Residents must bring bed sheets (all beds are regular twin), comforters, décor, towels, washcloths, laundry products, personal hygiene and shower products. Additionally, residents may bring small storage bins, a personal TV, computer, and other items for personal use and comfort.

Residents may bring additional items, such as lamps, small shelving units, rugs, curtains, etc. for their shared space. SSF encourages residents to communicate with their roommate once roommate matches are emailed.

Typically, two residents share a room, although this number can increase depending on the room size and house layout.

**What Is Included**
SSF provides a twin-sized bed, mattress, desk, chair, dresser and closet are provided. The mattresses in each room are encased with a protective mattress cover. The shared kitchen is equipped with large appliances, microwaves, pots, pans and eating utensils. General use cleaning and paper products will be provided.

**Mixed Gender Housing**
Southern Scholarship Foundation uses housing labeled female or male. However, from time to time some houses may not have enough residents to maintain an affordable Food & Services bill for each resident. Therefore, SSF may offer mixed gender housing as warranted.
New Residents

**LGBTQ+ Residents**

SSF will, to the extent possible, place students in housing that is most suitable to the gender identity of the respective student. Transgender residents will not automatically be housed according to their sex assigned at birth. SSF staff will make housing decisions for transgender residents based on the individual’s needs and should prioritize the resident’s emotional and physical safety considering their perception of where they will be most secure. It is most appropriate to house transgender individuals based on their gender identity. If necessary, to ensure their privacy and safety, transgender residents shall be provided a single room, if available. Residents will not be prohibited from having a roommate based on their actual or perceived sexual orientation.

Residents are not required to disclose their sexual orientation or gender identity to staff or residents. Employees and HMs will not disclose a resident’s sexual orientation or gender identity to other staff or residents at the facility or to outside parties, individuals, schools, or agencies, such as healthcare or social service providers or a youth’s family and friends, without the individual's permission. Permission should be stipulated for each disclosure and not one blanket disclosure.

Prior to move-in, individuals are encouraged to speak to their DSA to discuss what housing option will best fit their needs.
**Move In**

Within the SSF community, each resident has a house/home. Each resident is a valued part of this system and must fulfill all obligations to the house in order for success. As members of the house, all residents will share in the daily responsibilities of maintaining and operating a home while building strong and lasting friendships.

**Cost to Resident - Food & Service Bills**

Each resident is responsible for sharing the costs of operating the scholarship house with 15-24 other residents (per house) and paying a Food & Services (F&S) Bill each semester.

These costs include, but are not limited to:

- Food
- Utilities
- Streaming services
- Internet
- Fire Monitoring
- Pest Control
- Waste Disposal fees
- SSF Operational Fee
- Socials
- Free Laundry Access

House F&S Bills must be paid in the form of a check, certified funds (money order or certified check), or electronic transfer via an app. All unpaid House monies must be paid by the end of each semester, or the scholarship will not be renewed for the following semester.

Upon check-in, prior to moving in, and prior to residents receiving their house keys, a $275 deposit of the semester F&S Bill is required. In the event a returning resident is unable to pay the full $275 deposit due to extenuating financial circumstances, they must contact their DSA for accommodation at least 10 days prior to moving in. New residents must pay their entire F&S Bills deposit — no exceptions.
House Monies
House monies refer to all payments required by residents, including Food & Service Bills and fines. Each house has its own checking account. Food & Service Bills are submitted to the House Treasurer or HM. The officer then ensures the deposit and spending according to budget. A monthly report to both the House & to the SSF office for review.

Food & Services Bills are estimated at $1200 per semester. However, amounts may exceed the estimate due to various circumstances.

The F&S Bill balance is due by October 15th for the Fall Semester and February 15th for the Spring Semester allowing time for our residents to receive their financial aid. The due dates for the summer sessions will be determined by the DSA.

Summary of Financial Expectations

<table>
<thead>
<tr>
<th>$300 Deposit/Reservation Fee</th>
<th>Payable to SSF along with Scholarship Acceptance Form.</th>
</tr>
</thead>
<tbody>
<tr>
<td>$1,200 (Estimated) Food &amp; Service Bill</td>
<td>Each semester and payable to assigned scholarship house.</td>
</tr>
</tbody>
</table>

Breakdown of Food & Service Bill Payment to Scholarship House
Our example shows an estimated Food & Service bill of $1200.00

<table>
<thead>
<tr>
<th>$275.00 due and payable to your assigned scholarship house.</th>
<th>Move-in day or first day back of following semester.</th>
</tr>
</thead>
</table>
| $925.00 balance of estimated Food & Service Bill | Fall: October 15th  
Spring: February 15th  
(These dates allow residents time to receive financial aid disbursements).  
NOTE: Residents can pay their entire F&S Bill at any time prior to the final due date.  
Summer: TBD based on Summer Term dates |
House Monies, continued
Post-dated checks will NOT be accepted.

Residents are expected to pay their semester Food & Services Bill in full - regardless of internship commitments, clinical rotations, or personal reasons. If their outside commitments involve leaving the house for a long period, that resident may leave their belongings in the house while they are away. All other arrangements (work job responsibilities, cook/clean crew, etc.) will need to be worked out with their House Manager. As all financial responsibilities are shared among the residents, Food & Services Bills are not pro-rated due to a resident’s absence in the house. Please plan accordingly. Failure to meet the F&S Bill obligation penalizes the other residents of the house.

Residents may be dismissed with 24 hours’ notice for any of the following:
- Failure to pay F&S Bill, in full, by the given deadlines.
- Failure to abide by the payment schedule agreed upon.
- Failure to pay by certified funds (money order) within 2 days of notice if the check is returned for insufficient funds.

Legal action may be taken by SSF to collect the unpaid portion of the F&S Bill upon withdrawal. The resident is responsible for all collection and legal fees incurred by SSF. If a resident leaves or is dismissed from the house before the end of the semester, the F&S Bill will not be refunded and is still due in full.

Check In/Room Furnishing
When checking in or out of the scholarship house, the HM & resident will complete a Resident Check In/Out Form. This report records the condition of furniture and room surfaces. Each resident is responsible for the furniture, equipment, and general condition of their assigned room. If a resident fails to leave the assigned room and its furnishings in as good a condition as found, appropriate charges will be assessed by SSF. Placement of this furniture in the rooms and public areas has been made with each resident's comfort in mind. Therefore, all furniture must remain in the room to which it is assigned.

Public area furniture may not be taken into individual rooms. Furniture may not be taken outside the house. Pool tables, ping-pong tables, foosball tables, exercise equipment, etc. are prohibited without prior approval from your Director of Student Affairs.

For insurance purposes:
- No beds should be propped on cinder blocks.
- Certified bunk beds are allowed with SSF approval & inspection from the Director of Maintenance.
Move In

Automobiles & Parking
Residents with an automobile, motorcycle or motor scooters are required to register the vehicle with the SSF office and obtain an SSF decal. The cost of the decal is included in the SSF operational fee. A decal is valid for one academic year. Automobiles without decals, unregistered motorcycles or motor scooters may be towed at the resident's expense. The Automobile Registration Form can be found on the SSF website.

Parking lots near the house are reserved for residents and guests of SSF Houses and SSF staff only. You must obtain a parking decal from the office EVERY year to ensure that your car will not be towed.

Guest Parking
Depending on your housing assignment a resident may be given a guest pass at the beginning of the semester for their guests. If the resident loses the pass, the resident loses guest parking privileges and will need to pay a fine of $25 to their house. If the guest pass or the $25 fine are not turned in at check-out, this will be considered an improper check out and the resident will forfeit their deposit (Please refer to the Deposit Clearance Form).

FAMU & FGCU Houses
Residents and their guests must abide by the parking policies of their respective universities and are not required to have SSF parking decals or passes.
House Maintenance

Through the hard work and donations of many friends, SSF has helped thousands of resilient students over the years. SSF houses receive heavy use and require continuous maintenance.

All scholarship recipients are expected to use and maintain the houses in a manner that will allow future residents to benefit from SSF housing.

If and when damage occurs beyond normal wear and SSF cannot identify the person(s) responsible for the damage, residents of that particular scholarship house will share in the payment of those damages, including charges for labor and materials. Charges for damages will be assessed as they occur throughout the semester. Disciplinary action arising out of damage to a house, its contents, or equipment will be taken when appropriate.

Many maintenance needs are identified during performance of work jobs. All house & resident room maintenance needs should be reported through the Maintenance QR Code posted in each house.

All items found throughout the house must stay in the house. The scholarship houses are inventoried each year and residents will be held accountable for missing items. Any household item no longer needed or broken should be reported to Maintenance for reassignment, repair, or disposal.

It is your responsibility to organize your room the way it was when you moved in — including returning the furniture to where it was upon move-in.

Residents are not to remove any SSF-provided furniture from their room. If they do so, they will receive a policy violation and be responsible for the cost of the furniture replacement.
House Modifications
Building shelves, bars, tables, platforms, painting, wallpapering, wall stickers, or other architectural change is prohibited unless authorized and performed by SSF. Other than existing light fixtures, fans, and/or smoke detectors, nothing may be attached to or suspended from the ceiling of any room unless authorized by SSF. Any prohibited modifications will result in a penalty determined by the DSA or Director of Maintenance.

Residents are prohibited from painting and/or drawing on walls or woodwork, except for chalkboard walls. Residents may not use scotch tape on walls as it damages paint and other surfaces when removed. Masking tape, artist tape (preferably), thumbtacks, and straight pins may be used to attach pictures to walls. Nails of three inches or less in length may be used if directed into a wall stud. If there is any doubt of the location of a stud, seek assistance from SSF’s maintenance staff. SSF will provide appropriate nails.

Damage to community property such as living rooms, kitchens, dining rooms, hallways, study rooms, etc., will be the responsibility of all residents in a house unless the responsible party(s) is/are identified.

Bedroom Cleanliness
Residents are expected to maintain good housekeeping in bedrooms. On a weekly basis, the HM, officers, or SSF staff may inspect each bedroom and bathroom. Residents will be required to pay for the cleaning of the carpet for spills, burn marks, etc. in their bedroom per check out procedures.

Lofts
In compliance with safety standards and the recommendations of SSF’s insurance company, residents are prohibited from having lofts.

Extension Cords
In compliance with safety standards and the requirements of SSF's insurance company, residents are prohibited from using ordinary extension cords. Residents are permitted to use a multi-plug extension cord if the unit has a 15-amp fuse and switch to protect against power surges.

Personal Possessions
SSF is not responsible for the loss of, theft of, or damage to a resident’s personal possessions. SSF encourages residents to obtain their own theft and casualty insurance. Often such coverage may exist in the parents’ homeowners’ policy or may be added to that policy for an additional fee.
**Animals**
Animals are not allowed in scholarship houses. This includes, but is not limited to dogs, cats, fish, hamsters, reptiles, etc. Due to allergies & personal boundaries, residents & guests are prohibited from bringing animals over to visit inside the house. Service animals are an exception, but the HM must be notified 24 hours in advance.

**Service & Emotional Support Animals**
There are distinctions between Service Animals and Emotional Support Animals.

A service animal is an animal that performs specific tasks due to the nature of a person's disability. They receive specialized training and typically wear service equipment/uniforms. **With proper documentation, SSF may admit students with Service Animals, unless the animal is a direct threat to the health and safety of other residents which cannot be reduced or eliminated.**

Documentation must address whether the resident has a disability; whether there is a connection between assistance with the animal and the disability and include copies of the animal’s health records to prove the animal is in good health, parasite-free, and immunized/vaccinated.

A resident whose service animal disturbs others, poses a threat to others, or causes considerable damage to the property may receive a warning and/or dismissal from the program if issues cannot be resolved.

Emotional Support Animals cannot be accommodated at SSF due to the unique nature of our program and living arrangements.

**Phones**
Residents are discouraged from having any loud or argumentative phone conversations within the public areas and/or hallways. If a resident disrupts the house, it may result in a Conduct Referral.

The use of phones is prohibited at house meetings. HMs will fine residents if a phone is used during the house meeting.

**Refrigerators & Appliances in Room**
Refrigerators must be the standard “residence hall” size and not exceed 6.0 cubic feet.
- No other appliances are allowed in a room (i.e., hotplates, toasters, coffee pots, microwaves, etc.). The presence of any other appliances will result in a $50 fine.
- SSF reserves the right to check the contents of resident/house refrigerators.
- Refrigerators must be in view and be accessible to the staff and House Managers during room inspections.
Security & Health

Security of the scholarship house is the responsibility of each resident. Outside doors are not to be propped open unattended or left unlocked. If an unlocked door is found, each resident of the house will be fined $25.

Like an unlocked door, open windows could allow unauthorized individuals to enter a house. Open windows are not to be left unattended. For health and safety reasons, residents are not permitted to remove window screens at any time. SSF will replace missing screens and charge the room’s occupants for replacement. If an unlocked/open window is found unattended, the residents of the room will be fined $50 each for the first offense. If the window is found open a 2nd time, the resident(s) at fault will receive a policy violation.

Fire Safety
Residents must vacate the house whenever the fire alarm system is activated.
- Halogen lamps, personal space heaters, candles, candle warmers, incense, and other open flame or open element devices are not permitted on the property.
- The use of gas or charcoal grills is permitted on outside cement patios.
- Gas-powered vehicles, including motorized scooters, must remain in the parking lot, not in or near the house.

Emergency Situations
All houses are equipped with a first aid kit. In case of emergencies and/or natural disasters, the SSF Office will communicate with all residents accordingly and follow appropriate county and state procedures.

Houses are also provided with an emergency folder with information regarding procedures during active shooters, bomb threats, natural disasters, and other unfortunate events.

When in doubt, call 9-1-1. Then notify your HM & SSF Staff accordingly. It is expected that residents will contact law enforcement should a safety concern arise.

Health Related Concerns & Conditions
Students and applicants for admission will not be excluded from enrollment or restricted in their normal responsibilities and access to SSF due to their physical or mental health status. Records gathered by SSF about a resident’s condition are confidential. If you have any medical conditions or are on specific medications, it is strongly recommended you report these to the office.
Communicable Diseases & General Wellness
Residents are expected to take reasonable steps to minimize the possibility of transmission of communicable diseases such as flu, colds, and other ailments. Steps should include those recommended by the U.S. Center for Disease Control as well as state and local public health agencies.

SSF reserves the right to alter, suspend, or modify policies with this handbook to mitigate the transmission of communicable diseases. Policy changes will be communicated by SSF staff to all residents and leaders when necessary.

The use of personal items, including sex toys, is permitted within individual rooms; however, they should not be visibly displayed. Use of such items must not cause discomfort to roommates.

Residents are responsible for promptly cleaning up any bodily secretions in shared spaces, such as bedrooms, bathrooms, and common areas.

Controlled Substances, Marijuana & THC
Possession, use, consumption, manufacture, sale, or distribution of any drug, (including marijuana,) or drug paraphernalia, misuse of prescription drugs, and devices used for consumption are prohibited by residents and their guests.

Residents and guests with a state-issued medical marijuana card are not permitted to be in possession of or use any medical marijuana products in spaces or events affiliated with Southern Scholarship Foundation.

Residents and guests are not permitted to be in possession of or use any associated paraphernalia or products containing THC or related products, including but not limited to Delta products (8, 9, 10, 11, etc.); THC-A; THC-V+, THCP; HHC; etc.

Prohibited Substances
Smoking & vaping are prohibited on SSF Campuses. Anyone found doing so will receive an SSF Policy Violation placing them on SSF Conduct Improvement.

Residents are not permitted to have alcohol or empty alcohol containers in or on SSF property or SSF events, including house dinners. Empty alcohol containers cannot be used as decoration in or on SSF property or SSF events.

Residents and House Managers will be dismissed with a 24-hour notice if found with illegal substances or alcohol. SSF reserves the right to inform universities, colleges and/or authorities about the possession and/or use of illegal substances.
**House Constitution**

Each house will govern itself within the framework of the Resident Handbook and by a house constitution. This is to ensure the smooth operation of a house of 8-31 diverse people. The HM, with the help of the officers, if needed, will write the constitution. Fines used for disciplinary action will begin at the $10 level. The HM will give the DSA a copy to have on file. If any problem arises in the house in regard to the constitution, the ruling by the DSA will supersede the constitution.

HMs reserve the right to amend the house constitution, with DSA approval, when it is in the best interest and/or safety of the residents.

When in doubt, residents are encouraged to review the Handbook and then review the house constitution.

**House Meetings**

To conduct house business and build community, residents are required to attend and participate in all house meetings in person. House Meetings occur once per month and are a mandatory requirement for your scholarship renewal. All house meeting dates will be provided to you at the beginning of each semester. Excused absences or Zoom attendance are reserved for extreme circumstances and can only be approved by the DSA one week prior to house meeting.

Residents are expected to make their House Meetings a priority. Any resident that misses two meetings in one semester may be dismissed.

At your first house meeting, you'll be required to opt in for SSF communications.

**COMMITMENT**

The energy that motivates a resident to serve the collective effort. Commitment implies passion, intensity, and duration directed toward both the group and its intended outcomes.
Living the SSF Life

Work Jobs & Cook/Clean Crew
Work jobs are designed to ensure that each house member collaborates in the routine cleaning and care of the house. Each resident is responsible for their own duties. Residents are not permitted to hand their duties off for compensation of any kind to other residents. The same expectation holds for anyone with Cook/Clean Crew responsibilities. Residents are expected to take care of the house that takes care of them.

Work jobs are defined in the house constitution and are further defined by the officers and HM of each house. Completed work jobs will be checked by a designated house officer and will be randomly checked by SSF personnel to ensure appropriate housekeeping.

Residents are provided food to prepare their own breakfast, lunch & snacks. Residents work together Monday — Thursday to prepare hot, home-cooked meals for the house. Exceptions may be made for the number of days depending on the number of residents in each house.

Each resident will assist with the cooking or cleaning one night per week. Specific guidelines for mealtimes & prep can be found in your House Constitution.

Spring, Fall, and Summer cleaning days are scheduled at least once per semester and participation is mandatory.

Quiet Hours
An atmosphere conducive to normal living and studying is to be maintained on a 24-hour basis. Loud music, audio, as well as boisterous, disrespectful, and noisy activities are always prohibited. Individual houses establish specific quiet hours.

Quiet hours will be extended to 24 hours per day during mid-term/final exam periods. At these times, all residents are expected to be especially sensitive to other residents' wishes for quiet.
Living the SSF Life

Roommates
Contact your assigned roommate
You'll find your roommate's name and email address when the House Manager sends you the ‘Welcome to Our House!’ e-mail. Getting in touch when you receive your assignment will give you a chance to get to know each other and coordinate some aspects of your move.

- Tell your roommate about yourself.
- Discuss your expectations and your commitment to the roommate relationship.
- Decide who will bring what for the room or set a time to discuss it later.
- Discuss whether you want to wait until move-in to shop for some items together.

Your HM will review your Roommate Matching Form and match you to your new roommate. Once in your room, you and your roommate will complete a Roommate Contract. The Roommate Contract will help you solve problems before they occur — things like borrowing or sharing items, studying with or without music, etc. Both forms are incredibly important to your overall SSF satisfaction so please be as open and honest as possible.

What happens when roommates do not get along?
When roommates have difficulty with one another, we first suggest they talk about the conflict causing the issue. When roommates are unable to resolve a situation on their own, a mediator is called upon to help. In mediation, an objective person, usually your HM, acts as an intermediary to ensure that strong feelings do not hinder the process and that both sides are represented fairly. If mediation fails, the DSA will intervene in the process.

CONFLICT RESOLUTION WITH CIVILITY
Conflict resolution recognizes realities of community living: that differences in viewpoints are inevitable, that differences must be openly addressed with civility, and that bridging differences will foster growth. Civility implies respect for others, a willingness to hear each other’s views, and restraint in criticizing the views and actions of others. Conflicts need to be resolved and also integrated into the common purpose.
Guests
Visitation
Visitation means the periodic visits of guests and does not encompass cohabitation in a room, suite, or house. A guest in a room or scholarship house is any individual who does not have a current housing assignment in that room or scholarship house. In addition, residents of another house are considered guests when visiting with another student at their scholarship house and all the same visitation policies apply.

While guests are welcomed, no more than 3 guests per resident at a time will be allowed without prior consent of the House Manager.

Giving any SSF house key or SSF building entry code to someone (including but not limited to other SSF residents, friends, parents, etc.) is strictly prohibited.

Daily visitation hours in all SSF houses are as follows:
- Common areas between the hours of 7:00 am and 3:00 am.
- Private areas between the hours of 9:00 am and 11:00 pm.
- There will be NO daily visitation between the hours of 3:00 am and 7:00 am.
- Visitations may be shortened by each house per its constitution.

Private area visitation will be permitted under the following guidelines:
- Residents are limited to one overnight guest at a time.
- Residents must have access to their room at all times.
- No visitation is allowed before 9:00 am and all visits will terminate by 11:00 pm.
- Residents will escort guests to and from their rooms without exception.
- Guests must obey all house policies pertaining to residents (i.e., no alcoholic beverages, no smoking, observing quiet hours, etc.).
- Residents and guests may not sleep in common areas.
- Overnight guests must be 18 years or older. Exceptions for family members will be made on a case-by-case basis and must be approved by the DSA.

For overnight visitation, the following rules apply:
- The resident will get prior approval from their House Manager and Roommate to have a guest in the house and approval must be received 72 hours prior to the arrival of the guest. This information will be shared with the office.
  - There is a 2 consecutive night limit per 7-day period for overnight guests.
  - Residents dismissed from SSF may not be guests.

If visitation is abused, your visitation privileges will be suspended or revoked.
Guests, continued

The guidelines established by each house will fall within the following parameters:

- All house members must vote by secret ballot and a unanimous vote is required to determine whether to have visitation in the private areas.
- The house policy remains in effect for the semester and is voted on each semester.
- The resident host must always accompany guests while the guest is present in the house.
- A guest may not be in the house if the resident host is not present.

Enforcement of the visitation policy is the responsibility of the House Manager as well as residents. A resident, by accepting responsibility for a guest, is subject to dismissal from SSF for guests’ violations of SSF policies. SSF reserves the right to suspend visitation privileges of a scholarship house or a specific resident at any time.

Room Entrance

SSF personnel and HMs may enter resident rooms for announced and/or unannounced health and safety inspections, tours, and maintenance purposes. The resident’s personal property is not subject to search without the expressed approval of the resident except when reasonable belief exists that SSF rules are being violated, the room is being used for an illegal purpose or for a purpose which would interfere with discipline and/or personal safety.

Requesting a House Transfer

A detailed request must be emailed to the student’s DSA 60 days prior to the end of the semester. Typically, it is SSF policy not to place siblings in the same house.

Not all house transfers will be granted, and residents are encouraged to be the change they wish to see in their house.
SSF provides many opportunities for growth and community building. Socials & volunteer opportunities are offered monthly within the community and within each scholarship house. Leadership positions were created to help you grow as a professional, maintain checks & balances within your house and are key to the development of a strong community.

**Leadership Positions**

**Who is a leader at Southern Scholarship Foundation?**

A “leader” is any resident who wants to work with others to make a difference. Southern Scholarship Foundation views leadership as a purposeful, collective process. Residents commit to improving the quality of life in their houses, and in the larger SSF community.

This collaborative process means that residents must have trust and requires that they act in ways that are consistent with valuing the group’s well-being.

**House Managers**

Each house within SSF functions under the leadership of a House Manager. The HM is a student who has lived at SSF for at least two semesters and is under the direct supervision and direction of the DSA. Within their house, the HM is responsible for promoting a community environment, which is conducive to the personal growth and development of all residents. Up to 100 service hours per semester may be approved by the DSA for serving as House Manager.

The HM is the person responsible for the day-to-day operations of their house. The position of HM provides an opportunity to maximize leadership, self-development, fiscal responsibility, maturity, and confidence during the college years.

HMs must maintain contact with their DSA through individual meetings, journals, officer accountability form and monthly group meetings. Failure to be excused from any of these requirements will result in a $25 fine.

**LEADERSHIP SKILLS**

Residents who attain leadership roles in their houses, such as House Manager, will learn and apply advanced leadership skills including conflict resolution, coaching, teambuilding and accountability.
Getting Involved

House Managers, continued
House Managers will model positive behavior when interacting with all identities, regardless of race, color, religion, sex, age, perceived or actual sexual orientation, gender identity or gender expression, marital status, national origin, or disability. ANY threats of violence, actual violence, or disrespectful or suggestive comments or gestures, will not be tolerated.

Violations of HM Duties & Expectations
Given the administrative relationship that exists between HMs and SSF and being subject to higher standards, an HM is not subject to adjudication by the House Violation Committee. Instead, at the discretion of SSF, a case involving an HM may be heard and decided by the President or designee. Alternatively, the President or designee may call together an ad hoc board consisting of three HMs to hear the case and recommend an appropriate course of action. If the HM fails to comply with the responsibilities of the job, disciplinary action will occur. This may include dismissal from the position and/or SSF.

CONNECTEDNESS
The process whereby a resident and housemates become responsibly connected to the Southern Scholarship Community through applied leadership development. The practice of connectedness should and needs to happen at every point during their scholarship years, from meal preparation and regular cleaning to aspiring House Managers.

House Officers
House officers will be elected by the residents to conduct the business of the house. All voting will be done by paper ballots during a house meeting. The officers’ responsibilities will be determined by each house and stated in their respective house constitution.

The major officers of the house will include House Cleaning Supervisor 1, House Cleaning Supervisor 2, Treasurer, Business Managers, and Social Chairs.

Minor officers include Media Coordinator, Secretary, House Champion Liaison, Safety Marshall, and Maintenance Representative.
**Getting Involved**

**House Officers, continued**
These officers are responsible for the finances and general operation of the house. The job of a major officer is considered to be their resident’s work job and is subject to the same disciplinary procedures as a work job within the guidelines of the house constitution and this handbook.

Failure to complete Officer Duties may result in the following:
- Written warning
- $10 fine
- $20 fine and removal from the position.

**Service hours for Officers may be approved by the HM, but may not exceed the following allotment per semester:**
- House Cleaning Supervisor 1 & 2 (HCS): Up to 50 hours
- Business Managers (BM): Up to 50 hours
- Social Chairs (SC): Up to 35 hours
- Treasurers: Up to 35 hours
- Minor Officers: Up to 20 hours

NOTE: Not all schools or organizations recognize SSF’s officer hours as service hours. Please see your DSA if you have questions or concerns.

Social Chairs must attend monthly group meetings with the DSA & Ambassadors. Failure to be excused from a Social Chairs Meeting will result in a $25 fine.

**Ambassadors**
Ambassadors are exceptional students selected to be the “faces” of Southern Scholarship Foundation. They will represent SSF to prospective residents and donors as well as plan and facilitate activities to enhance student life within the foundation. The Ambassador program provides the opportunity for student leaders to communicate with other students regarding community living and the promotion of a positive living and learning environment.

Up to 50 service hours per semester may be approved by the DSA for serving as an Ambassador.

Ambassadors must attend monthly group meetings with the DSA, meet monthly as a group without the DSA, and lead social chair meetings. Failure to be excused from an Ambassador Meeting will result in a $25 fine.

SSF will make all attempts to select a diverse team of Ambassadors that will mirror the populations residing at SSF and ensure a variety of cultural and life experiences.
Resident Advisory Committee (RAC)
The Resident Advisory Committee was started by the SSF Board of Directors as a way to gain SSF Residents' perspective in identifying areas of improvement and general concerns while also noting the positives; to provide strategic guidance from residents' perspectives. This group of residents serves as a Steering Committee and reports to the Student Affairs Committee Chair.

RAC members review everything from home conditions, policy and enforcement, socializing between houses, recruitment, house technology issues, development of life and academic skills. The RAC prioritizes issues of importance/urgency to our general resident population and recommends strategies for addressing these issues. RAC reports are sent to the Student Affairs Committee on a quarterly basis. The term for this position is for one academic year.

Up to 10 service hours per semester may be approved by the DSA for serving as a member of the RAC.

Student Board Representatives
Student Board Representatives are the student voice on the SSF Board of Directors and the Student Affairs Committee. The 2 residents selected, one from our North Florida Campus (FAMU/FSU/TSC) and one from our Central Florida Campus (FGCU/SF/UF), oversee the Resident Advisory Committee and report directly to the Chair of the Student Affairs Committee. They have full voting privileges at both the Board of Directors & Student Affairs Committee meetings. The term for this position is for one academic year.

Up to 30 service hours per semester may be approved by the DSA for serving as a Student Board Representative.
Residents are reviewed at the end of each semester for overall program adherence, compatibility, and commitment.

**Fall Renewal**
At the end of each Spring semester, current SSF residents will need to submit a “Scholarship Renewal Application” to have their scholarship renewed for the following academic year.

**Scholarship renewal is determined by SSF staff based on the following criteria:**
- Submitting a completed “Scholarship Renewal Application” online by May 15th. In order to be considered completed, each resident will need to upload their updated unofficial transcript, FAFSA confirmation page (or comparable documents for students that are not eligible to complete the FAFSA), additional documents (taxes, medical forms, etc.) as needed, and the completion of an acceptable essay without the use of AI.
- Maintaining the minimum 3.0 cumulative GPA requirement and a course load of at least 12 semester hours or full-time student status.
- Continued financial need. Residents with SAI above 7500 will be re-evaluated each year based on their progress in the program and ability to live cooperatively.
- Adherence to SSF rules and collaboration in the effective operation of the assigned scholarship house (work jobs, cook/clean crew, etc.). This includes being a positive member of one’s house and the SSF community.
- Payment of all monies owed to the house by the end of each semester (including fines).

**Spring Renewal**
At the end of each Fall semester, current SSF students will need to submit their Fall transcripts no later than 48 hours after they are posted by the university.

**Scholarship renewal is determined by SSF staff based on the following criteria:**
- Maintaining the minimum 3.0 cumulative GPA requirement and a course load of at least 12 semester hours or full-time student status.
- Adherence to SSF rules and assistance in the effective operation of the assigned scholarship house (work jobs, cook/clean crew, etc.). This includes being a positive member of one’s house and the SSF community.
- Payment of all monies owed to the house by the end of each semester (including fines).

**SSF reserves the right to terminate a scholarship.**
**SSF reserves the right to change a resident’s house assignment.**
GPAs
Cumulative and semester GPAs will be monitored by SSF.

At the end of each semester, within 48 hours of grades being posted, all residents must submit a copy of their unofficial transcript to their DSA. The unofficial transcript must state semester GPA, cumulative GPA, and total course hours earned for that semester. This is time-sensitive AND required for scholarship renewal.

Course Loads & Drops
Residents are to be enrolled full-time students while at SSF. However, a resident may be granted a one-time only opportunity to drop course(s), resulting in them being under full-time status with permission from their DSA.

Full-Time Status
The minimum full-time course load for undergraduate students is 12 credits and 9 credits for graduate students (unless otherwise stated by their graduate program) in the Fall/Spring. Be aware that an incomplete class, withdrawal, repeated class, remedial class, change of major, or transfer of credits from another school can affect financial aid and full-time status.

Any course drop that results in a student being under full-time status requires prior permission from the DSA.

If a student drops without prior permission from their DSA, they will receive a policy violation and will be on conduct improvement the remainder of the Academic Year. Students who drop under the mandated requirement more than once whether with or without consent of their DSA will receive a 2nd policy violation and may be dismissed.

Course drops are meant to occur due to extenuating circumstances. A graduating withdrawing resident who drops a course without prior permission will forfeit $25 of their $150 deposit.

Part-time status exceptions may be granted for a resident in their final semester who needs less than 12 credit hours to graduate. These exceptions must be requested in writing to the DSA and must be supported by documentation from a student’s advisor.
**GPAs, continued**

**Online Courses & SSF**
Residents are permitted to take online courses while living in SSF. Requirements include they are full-time students with one of our partnering institutions (FAMU, FGCU, FSU, Santa Fe College, Tallahassee State College & UF). If a resident is taking their full course load online, they must disclose this to their DSA at the onset of each term.

**Medical Withdrawals**
Students withdrawing from classes and seeking a medical withdrawal from their college/university must inform their DSA at the onset of the medical withdrawal process. Depending on the time of the withdrawal the resident may be asked by SSF to return home for the duration of the term as all students must be enrolled full-time to remain at SSF. Once the process has been reviewed, the decision from the college/university must be shared with SSF.

**Academic Improvement**
While your scholarship requirement is a 3.0 cumulative GPA, students who fall below that will be granted an improvement period with SSF.

A resident on Academic Improvement cannot fall below a 2.0 cumulative GPA during the improvement period.

A resident on Academic Improvement must achieve a 3.0 cumulative GPA within two consecutive semesters.

Any resident that receives a 1.50 semester GPA or lower will be dismissed.

If a resident is unable to achieve a 3.0 cumulative by the end of their second term on Academic Improvement, a semester 3.0 GPA can be considered for renewal.

**Students who are placed on academic improvement are encouraged to utilize campus resources and communicate with the DSA to discuss their individual situation.**
**Conduct Improvement**

Students receive multiple improvement opportunities prior to receiving a Policy Violation.

**All houses are to follow this procedure regarding in-house expectations:**

- 1st Step: Verbal warning
- 2nd Step: Written warning (no fine)
- 3rd Step: $10 fine
- 4th Step: $20 fine and a Policy Violation
- 5th Step: Written warning (no fine)
- 6th Step: $10 fine
- Final Step: 2nd Policy Violation and dismissal from SSF

**Note:** The steps are cumulative, not isolated to one specific issue or event. Residents begin each semester with a blank slate when it comes to the fine process.

Similar to academic improvement, a student may be granted two semesters of conduct improvement (the semester of receiving a violation and the semester immediately following) if they receive a policy violation or conduct referral.

During a student’s immediate semester during which they were placed on conduct improvement, they must demonstrate appropriate conduct and cooperative living within their house. If the student receives an additional policy violation or conduct referral during their improvement period, is disruptive in the house, fails to communicate with HM and/or DSA, or fails to follow their Conduct Improvement Plan, they will be dismissed from SSF.

In addition, Residents on either Conduct or Academic Improvement must:

- Pack up all of their items at the end of every Fall Semester (Winter Break)/Spring Semester (Summer Break) and will not be allowed to sign up or stay in the house over the break unless their scholarship is renewed.
- Submit transcript to their DSA within 24 hours of grade postings.

**Residents dismissed due to conduct are not permitted to visit SSF properties or attend SSF events after their dismissal.**
Non-Renewal of Your Scholarship
Notification to the resident of dismissal due to failure to re-qualify as stated above will be given within seven days after a decision by the Director of Student Affairs (DSA). A resident dismissed under this policy may be readmitted for a later academic period if they meet the requirements and re-qualify at that time. SSF may allow exceptions to this policy due to extenuating circumstances.

Exceptions
A student who has submitted documentation to support the following situations may be given special consideration:
- The student is in a graduate program utilizing a different grade scale system.
- The student has been classified by the institution as having a learning disability.
- The student has experienced extreme financial, medical, or personal hardship.

Stipulations
Academic/Conduct Improvement prohibits any student from applying for or holding a House Manager or other leadership position within SSF.

Your scholastic standing should take priority during your time in college and SSF. Residents who are Academic or Conduct Improvement are strongly discouraged from joining time-intensive organizations due to the likelihood of it causing further challenges for the student. Please be advised that joining organizations or rushing during an improvement period may likely result in further underperformance, both in school and in your house, and could ultimately lead to dismissal.

Membership in Student Organizations
SSF residents are encouraged to join student organizations, however, all core SSF requirements must be met. This includes, but is not limited to, maintaining a 3.0 GPA, adhering to all SSF policies, attending mandatory SSF events, and SSF community/house involvement and/or responsibilities.

Notifying SSF if Pledging/Rushing
If you intend to pledge or rush a fraternity or sorority or any other organization with a pledging process (ex. SISTUHS, PBM) you must notify your Director of Student Affairs by email prior to beginning the process. Failure to do so will result in a policy violation. During the process, you will still be responsible for your scholarship requirements. Please be mindful to ensure you continue prioritizing your scholarship house during the pledging/rushing process.

Students on Academic or Conduct Improvement may not participate in pledging/rushing.

NOTE: This scholarship program is incredibly competitive, and you were selected...
Scholarship Renewal

...over hundreds of other applicants. Maintaining your academics & scholarship house as a priority is important. If a resident’s involvement in a student organization or work compromises their SSF residency, their scholarship may be revoked.

Financial Aid & FAFSA
An updated FAFSA Confirmation Page (or compatible documents for students that do not qualify for FAFSA), is required by all residents and part of their Renewal Application.

SAI Exception Students
All residents whose SAI is over 7500 are not guaranteed automatic scholarship renewal. At the end of each Spring semester, their individual file will be reviewed, and their scholarship renewal decision will be made.

Residents with SAI exceptions are expected to conduct themselves in a positive, grateful, and appreciative manner. Any resident who receives an SAI exception and does not live cooperatively with others will be dismissed.

Resident Evaluation
Residents will be evaluated each semester by the House Manager. The evaluations will be read by the DSA and used in determining scholarship renewal. House Managers will be evaluated each semester by their residents and the results will be discussed with the DSA as well.
Sponsor Letters
Sponsors donate to the Foundation making the “rent-free” portion of the scholarship possible. The sponsor may be an individual donor, an alumnus of SSF, a foundation, business, or club. Each resident may be assigned a sponsor and may be expected to write a letter each semester.

Sponsor letters are mandatory and a critical component of your scholarship. Not submitting a sponsor letter by the deadline may result in a fine of $10 per day, up to a maximum $50. Residents who do not submit a sponsor letter within 5 business days of the deadline will receive a policy violation.

All sponsor letters must include the following introductory paragraph:

Dear (Sponsor Name),

My name is (insert your name here) and live in the (insert your SSF house name) Scholarship House. I am a (insert major) at (insert your university/college here). Thank you so much for your generous donation to SSF which makes living here possible. I am originally a resident from (insert hometown) in (insert hometown county) county. (NOTE: This is the county you are from, NOT the country.)

This introductory paragraph is incredibly important because most sponsors are very specific about the type of student they would like to sponsor. It is critical that you share this information with them. Thank you for valuing the importance of this.

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SSF Mandatory Participation Events
The following SSF events are deemed mandatory as a scholarship requirement:

- New Resident Orientation
- Fall Kick-Off
- Trainings (HM, Ambassador, and Officers)
- Monthly House Meetings
- Weekly work jobs and cook/cleaning crews as assigned
- Fall/Spring/Summer House Cleanings
- HM, Ambassador, and Social Chair Meetings
- Designated SSF fundraising event
- Minimum of one SSF-wide social per semester

Houses may deem additional events or socials mandatory per their House Constitution or House Manager. Houses & House Officers are provided with the autonomy to decide which events they prioritize for full house participation. These House-deemed activities encourage relationship-building, as well as social interaction between residents.

Staying Over Winter Break
Residents staying over the Winter Break must check-out with their House Manager to make sure their rooms are clean, and their work jobs are done. The House Manager will make a cleaning list that will include the residents that are staying during the break. Failure to complete their assigned cleaning duties might affect their return to the house for the spring semester. In case the House Manager and one of the HCS are not there for Winter Break, the House Manager will assign one of the residents as the HCS.

CONNECTEDNESS
The process whereby a resident and housemates become responsibly connected to the Southern Scholarship Community through applied leadership development. The practice of connectedness should and needs to happen at every point during their scholarship years, from meal preparation and regular cleaning to aspiring House Managers.
**Summer Housing**
A reservation fee of $75 is required for every resident who is staying for the summer. The due date for the summer housing fee & contract will be determined by the DSA — it is usually around April 1st. The summer fee will be made out to SSF and then transferred to the summer house. This fee will be applied to the summer F&S bill.

All residents staying for summer must vacate their SSF summer house over the short break between the end of the last summer session and Fall. This will allow for last-minute detailing of your house by SSF Maintenance and outside vendors.

Residents staying for the specific sessions or the whole summer may remain if they are working, taking classes during each session, or registered to take a professional licensing exam. A resident may not request summer housing for the whole summer but only be working or taking courses for half of the summer.

Summer housing is limited and not guaranteed for all residents. Summer housing is granted on a first-come, first-serve basis. Summer housing F&S bills are (on average) the same as F&S bills during the Fall or Spring. Residents are encouraged to plan accordingly.

Space permitting, residents may request a single room during the summer. Single rooms cost an additional $50 per 6-week summer term.

Residents who withdraw in the Spring will be permitted to stay during the Summer on a case-by-case basis.

**Summer Cancellation**
If the resident does not arrive as scheduled for the summer session, the summer house will retain the reservation fee to offset the cost of the vacancy. SSF may allow exceptions to this policy if there are extenuating circumstances. These exceptions must be given, via email, to the DSA by the required deadline of April 15th.

**Transferring to a Community College**
An SSF resident attending FSU, FAMU, FGCU, or UF must consult and receive approval from the DSA prior to transferring to an approved community college (TSC or SFC). If a resident transfers to a community college without consulting SSF, they may be immediately dismissed.

If a resident transfers from TSC or SFC to an approved major university (FSU, FAMU, UF, FGCU), they must notify their DSA and provide a copy of their acceptance letter.
Leaving SSF

Study Abroad/Internship/Innovation Academy

Internships and studying abroad are encouraged by SSF. One semester prior to departure from SSF, residents must inform the DSA if they wish to return to SSF after their internship, study abroad, or Innovation Academy semester ends. Please note, a scholarship house placement cannot be guaranteed. Completion of the Online Withdrawal Form by the deadline is required. In order to return to SSF, all withdrawn students must re-apply using the Returning SSF Resident Application found on the SSF website.

Returning to SSF after Withdrawing

To return to SSF, all withdrawn students must re-apply using the Returning SSF Resident Application found on the SSF website. The application requires returning residents to submit:

- an updated transcript
- FAFSA
- and essay.

Deadlines for these forms to be submitted:

- November 1st (for Spring return)
- April 1st (for Summer or Fall semester return).

If approved to return, the resident must submit a new scholarship acceptance form and a $150 refundable deposit.

Withdrawal from SSF

Residents must complete the online withdrawal form by the designated deadlines: April 1st for Fall and November 1st for Spring. They should also submit the Deposit Clearance Form at check-out. If a resident does not check out properly (i.e., work jobs, bills, submit parking decal & visitor decal if assigned, keys, form deadlines, etc.), the resident will forfeit a portion of their refundable deposit. If a resident is withdrawing and they fail to complete their weekly responsibilities, such as lockout, workjobs, etc., in the final 30 days of living at SSF, fines will be doubled and, if unpaid, will result in dismissal with 24 hours’ notice. If the resident is planning on returning, the $150 deposit must be re-submitted before moving back.

A $150 of your original deposit is refundable if the resident provides SSF all of the following:

- A completed online withdrawal form and online exit survey by the specified deadline. See the SSF website for the withdrawal form link.
- Full payment of all Food & Service Bills and other charges verified by the House Manager and/or House Treasurer.
- Clearance by SSF staff and the House Manager (HM) upon check—out, including turning in house keys, car decals, providing a Deposit Clearance Form, and completing final work jobs.
- A final unofficial transcript via email to your DSA within one week of grades being released as part of appropriate Check-Out Procedures.
Withdrawal from SSF (Continued)
The $150 deposit is not refunded if a resident is not renewed by SSF, is dismissed, or does not complete all required check-out procedures accordingly.

**Note: A graduating or withdrawing resident who drops a course without prior permission will forfeit $25 of their $150 deposit.

Wish Lists
When residents withdraw from SSF, they are given the option of donating some or all of their deposit to SSF or to their house’s “wish list fund”. The house may use this fund to assist with socials and to purchase needed items such as new pots and pans, glassware, silverware, etc. All wish list purchases must have prior approval from the DSA.

Abandoned Property
After moving out of SSF, residents who abandoned property have 10 days to retrieve their belongings. Retrieval must be coordinated with an SSF staff member, not the House Manager or other resident. If the property is not claimed within this period, SSF may dispose of the property according to state law.
Residents are expected to conduct themselves as responsible members of the community, upholding and actively fostering the highest standards of honor and integrity. SSF’s Community Standards and disciplinary processes are intended to emphasize the development of the individual’s acceptance of personal and social responsibilities and to maintain an atmosphere conducive to academic pursuits.

The primary goals of the SSF disciplinary process are the protection of personal and institutional rights and property, the safety of all residents and staff, and the education and accountability of all community members.

SSF reserves the right to dismiss a resident in circumstances when the safety and welfare of individuals and the preservation of property are in the best interest of SSF and its residents.

If dismissed during a semester, a resident will not have their Food & Services bill refunded and are responsible for paying any outstanding balance.

Prohibited Conduct
The following list of prohibited conduct, while not all-inclusive, details activity for which adjudication by the House Violation Committee is not an option and may result in immediate dismissal (24-hour notice), non-renewal, or other sanctions:

- Possessing, consuming, distributing, or using alcoholic beverages, illegal drugs, related paraphernalia or any controlled or illegal substance on SSF property or at an SSF event.
- Appearing on SSF property under the influence of alcohol or a controlled or intoxicating substance, when there is a danger to self, others, or property, or when there is an unreasonable annoyance to others.
- Unwillingness or inability to live cooperatively. This includes, but is not limited to:
  - Repeated accrual of house/SSF fines
  - Repeated confrontations with fellow residents
  - Purposefully ignoring or not speaking to a housemate
  - Unwillingness to participate in a mediation with another resident
- Failure to respond to email communication from your DSA within 48 hours and phone/text communication within 24 hours.
- Failure to opt in for SSF communications, including MailChimp
- Failure to maintain communication with HM and house group chat.
- Stealing property.
- Destroying or damaging SSF property or the property of others.
- Being on the roof of any SSF house or building.
Prohibited Conduct, continued

- Giving any SSF house key or SSF building entry code to someone (including but not limited to other SSF residents, friends, parents, etc.).
- Knowingly initiating or causing any false report, warning, or threat of fire, explosion, or other emergencies.
- Possessing firearms, weapons, fireworks, or other incendiary devices in an SSF building. The term “firearm” includes, but is not limited to, rifles, shotguns, handguns, pellet guns, BB guns, and pistols. The term “weapons” includes, but is not limited to, knives (used as a weapon), bows, arrows, and martial arts equipment.
- Failing to comply with Federal, State, and local laws for the locale in which the house exists. Harassing, disrespecting, and/or verbally abusing SSF staff (including HMs) or residents in person or on social media.
- Causing physical harm to any person or causing reasonable apprehension of such harm. Engaging in conduct that seriously alarms or intimidates others. Such conduct includes, but is not limited to, explicit or implicit threats, including gestures that place a person in reasonable fear of unwelcome physical contact, harm, or death.
- Knowingly misrepresenting information or furnishing false information to or about SSF. Forging, altering, misrepresenting, counterfeiting, or misusing any document, form of identification, or access devices.
- Attempting, assisting, or encouraging any conduct prohibited by these standards.
- Failing to intercede in any act prohibited by these standards.
- Violating SSF visitation guidelines.
- Behaving in a manner that includes but is not limited to, actions or language generally construed as vulgar, racist, sexist, profane, bullying, harassing, lewd, or indecent.
- Using SSF facilities for outside business purposes.
- Having any device that promotes irresponsible or illegal behavior.
- Having halogen lamps, candles, candle warmers, incense and other open flame or open element devices on the property.
- Not adhering to the SSF animal policy and/or having an animal overnight on SSF property.
- Committing a computer-related offense, as prescribed by Chapter 815, Florida Statutes, and/or the University Conduct Code for the school of attendance. Prohibited activity includes but is not limited to damage to equipment or programs, illegal activity, and/or accessing obscene or indecent sites.
- Committing or being accused of any felony charges regardless of the verdict or if the case goes to trial. Any situation would be evaluated on the impact it has on our residents and the community. This may include but is not limited to armed robbery, rape, murder, etc. Our priority is the safety of our residents, always.

When a student's actions/behaviors affect the safety, health, general welfare, or property of a student, the community, and/or SSF, immediate dismissal without 24-hour notice may occur according to the President’s or designee’s discretion.
Violations of the Law & SSF Standards
A resident is accountable to both civil authorities and SSF for acts that constitute violations of law and/or of SSF’s Community Standards. Residents accused of violations of these standards are subject to SSF’s disciplinary proceedings while criminal, civil, or University proceedings regarding the same conduct are pending.

SSF will refer matters to Federal, State, and local authorities for prosecution when appropriate. Residents accused of criminal charges, civil actions, or University proceedings, may not challenge SSF’s disciplinary proceedings on grounds that such actions, charges, or proceedings are pending, were terminated, dismissed, reduced, or are not yet adjudicated.

Residents are always encouraged to come forward and communicate with house officers, HMs, or SSF staff if involved in any prohibited conduct. If a situation arises in which a resident has allegedly engaged in prohibited conduct, the resident will be given notice of the alleged violation, an opportunity to respond and be heard, and will be informed of the basis for any disciplinary action.

The intent of SSF staff is to gather information regarding the alleged violation and fully understand the situation, including the resident’s perspective. This may include speaking to other residents involved in the situation.

While SSF residents’ information is considered confidential, SSF Administration will cooperate with the authorities when mandated to comply.
## SSF DSA Fine & Policy Violation Guidelines

<table>
<thead>
<tr>
<th>Infraction</th>
<th>Consequence</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mandatory Fall Kick-Off</td>
<td>Policy Violation and/or $50 fine</td>
</tr>
<tr>
<td>Mandatory House Meetings</td>
<td>1st Unexcused: $50 Fine</td>
</tr>
<tr>
<td>*All missed meetings must have DSA Approval 1 week prior to house meeting</td>
<td>2nd Unexcused: Policy Violation or Dismissal</td>
</tr>
<tr>
<td>Mandatory Officer Training</td>
<td>Unexcused = $25 fine</td>
</tr>
<tr>
<td>House Manager and Ambassadors Monthly Group Meeting</td>
<td>Unexcused = $25 fine</td>
</tr>
<tr>
<td>House Manager Journal &amp; officer accountability form</td>
<td>1st Time = Warning</td>
</tr>
<tr>
<td>House Manager failure to submit Policy Violation within 72 hours of signing</td>
<td>2nd Time = $25 fine</td>
</tr>
<tr>
<td>House Manager missing 1-on-1 session with DSA</td>
<td>$25 fine</td>
</tr>
<tr>
<td>Social Chairs Missed Monthly Meeting</td>
<td>Unexcused = $25 fine</td>
</tr>
<tr>
<td>Social Chair - Not showing up to assist with socials, end of semester potlucks/banquet</td>
<td>$25 fine</td>
</tr>
<tr>
<td>Officer Fines - Officers not completing their required duties by given deadline</td>
<td>Written warning, $10 fine, $20 fine and removal from position</td>
</tr>
<tr>
<td>House fines for unclean house/common areas including kitchen/living room</td>
<td>$10 per person per DSA or Maintenance</td>
</tr>
<tr>
<td>Not participating in kitchen cleaning as mandated by HM</td>
<td>Policy Violation &amp; $25 fine</td>
</tr>
<tr>
<td>Failure to participate in the mid-semester cleanings</td>
<td>$25 fine &amp; penalty work job</td>
</tr>
<tr>
<td>DSA walk through for bedroom’s if not meeting basic cleanliness standards</td>
<td>$10 per resident</td>
</tr>
<tr>
<td>Not holding a Fire Drill — Fire Marshall &amp; HM</td>
<td>$25 fine each</td>
</tr>
<tr>
<td>Not completing Student Survey by deadline</td>
<td>$10 fine</td>
</tr>
<tr>
<td>Not submitting sponsor letter by deadline</td>
<td>Fine: $10 per day late, up to $50. No letter submitted within 5 business days of the deadline will result in a policy violation.</td>
</tr>
<tr>
<td>The presence of any appliance other than dorm refrigerator in bedroom</td>
<td>$50 fine</td>
</tr>
<tr>
<td>Loss of room key</td>
<td>$10 fine</td>
</tr>
<tr>
<td>Loss of Bed Cover</td>
<td>$10 fine</td>
</tr>
<tr>
<td>Loss of house key</td>
<td>$75 fine</td>
</tr>
<tr>
<td>Finding house doors unlocked</td>
<td>$25 fine for each person living in the house</td>
</tr>
<tr>
<td>Opened, unlocked windows in an unattended room in bedrooms</td>
<td>$100 room fine ($50 each) — 1st offense</td>
</tr>
<tr>
<td>Opened, unlocked windows in an unattended room — common areas</td>
<td>Policy Violation — 2nd offense</td>
</tr>
<tr>
<td>Screen down or missing in bedroom</td>
<td>$10 if taken off but not broken. If missing or broken, residents pay for new/repair.</td>
</tr>
<tr>
<td>Visitor/Guest Parking Passes</td>
<td>$25</td>
</tr>
<tr>
<td>Any fine not paid by the given deadline</td>
<td>Doubled. Then Policy Violation or dismissal depending on the level of infraction</td>
</tr>
</tbody>
</table>

Fines given by the DSA are not included in considering a resident for a Policy Violation
**Overview of the House Violation Committee**

The House Violation Committee (HVC) is an option residents may request when charged with minor house infractions. This is like a Peer-Review Board. Minor house infractions include, but are not limited to, house fines, roommate conflicts, etc. Note that the HVC is not an option for behaviors included in the “Prohibited Conduct” of this document.

A resident charged with a minor house infraction has the option of requesting their case be heard by the student comprised HVC or by the DSA. If the DSA imposes sanctions on a resident, the decision may not be appealed to the HVC. The request for an HVC hearing will be reviewed by the DSA based on whether proper procedure was followed when the infraction was issued. The HVC will hear certain cases and recommend actions regarding disciplinary sanctions to the DSA. The HVC will make a recommendation(s) to the DSA, who will in turn review these recommendations and make a decision. However, a resident charged with an infraction has the option of waiving their right to an HVC hearing and opt instead to have their case decided by the DSA. On campuses where only one SSF house exists, the HVC option is not available, and the DSA will handle all infractions.

NOTE: HVC reviews may only be conducted:
1. Within the same semester of the incident
2. Before the DSA has decided on any sanction on the resident

**House Violation Committee Composition:**

The HVC consists of one SSF: HM, Ambassador, and Officer. These committee members are selected based on their (1) participation and (2) leadership within the SSF community. Upon request and approval of an HVC hearing, three names will randomly be chosen by the DSA to serve on the HVC. Three selection pools will be created and separated by position for qualifying SSF: HM’s, Ambassadors, and Officers. The name selected from each pool will become the representative for their position within the HVC. Serving on the council is not required, and selected representatives have an option to decline the invitation. In such a circumstance, an additional name will be randomly selected from the selection pool. Representatives may not serve on the hearing if:

- They reside in the same house as the accused
- Are involved in the incident
- Witness the incident leading to the accused receiving a violation

To protect the privacy of all residents, their names will be replaced by a number for the hearing. Once the HVC has been chosen, a hearing will be scheduled at the most convenient and opportune time not to exceed 7 days. A copy of procedures is available from the HM or the DSA upon request.

**Amendments & Additions:** SSF reserves the right to amend and/or add policies at any time.
How to Use the House Violation Committee

**HOUSE OFFICER OR MANAGER ABUSES THEIR AUTHORITY**

You receive a verbal/written warning, fine, or Policy Violation from the HM or HCS for a house violation and can prove it was given unjustly (i.e., the violation isn't in the Resident Handbook, HM or HCS repeatedly picks on you).

**FORMATION OF THE COMMITTEE & APPEAL HEARING**

Your DSA approves the appeal hearing, then randomly selects three local SSF Resident Leaders. Together, your DSA and the three selected residents become the House Violation Committee (HVC).

The newly formed HVC fully assesses the situation, taking into account your side of the situation, the HCS or HM who gave you the verbal/written warning, fine or Policy Violation and any evidence provided as it relates to the situation.

**RELIEF & RESOLUTION**

After the hearing, the HVC will gather to make a final decision. The HVC will provide the individuals involved in the incident with a written notice detailing that decision and will disband upon its acknowledgment.