

2016 Winter Break Housing Coach / Supervisor/ Advisor Form

In order for requests for Winter Break Housing to be considered, students must provide a valid reason to be in residence during this time. If your reason for requesting Winter Break Housing involves a varsity sports team, a Senior Thesis, and/or working **for** or **with** others in any capacity, you must ask your coach, supervisor, faculty member, advisor, etc. to fill out this form for you. It will be your responsibility to ensure that this form is received before the deadline (4pm, Monday, December 5, 2016). This form must be received in addition to the **Winter Break Housing Request Form** before the deadline.

Student Name	Student ID
Building & Room #	UNI
Date(s) Requesting to be in Campus Housing	Class Year

Below to Be Filled Out by Coach / Supervisor / Advisor / Etc.

Barnard College's res halls close for Winter Break at 9am on Friday, December 23, 2016, and do not reopen until 9am on Wednesday, January 11, 2017. Plimpton Hall is the only residence hall open for approved students over Winter Break. Students who do not live in Plimpton will be responsible for finding a resident who will give them permission to stay in their room over Winter Break. Approval for residence during Winter Break Housing is not guaranteed and approval should not be assumed. Submission of this form does not guarantee that this student's request will be approved.

Your Name _____

Title / Organization _____

Student's role in your organization _____

Dates you are requesting (b/w Dec 23 – Jan 11, 2017) for this student to report to your location to work/etc.

What function(s) are you requesting this student to perform during this time period?

Why must this function be performed during the time period requested?

Is there anyone else within your organization who can perform this function during the dates requested?

Please explain in detail why you are requesting for this student to be in residence b/w Dec 23 – Jan 11, 2017:
Please attach additional pages or documentation as necessary.

Coach/Supervisor/Advisor/Etc. Signature _____ **Date** _____