

**Guide
to
On Campus Living**



Hello and greetings from the Office of Residence Life! We understand as guardians that you will undoubtedly have questions about your students' experiences in our residence halls, hence the reason for this publication. For those of you new to residence hall living, this handbook can serve as a valuable resource as you search for answers to the many questions you may have about your students' transition to college. It is the expectation of Residence Life that your students have a basic familiarity with all of the information provided on the following pages and the [Student Handbook](#) (available online).

This year is guaranteed to present an abundance of new challenges for you as guardians and for your child as a student at Wilkes University. Residence hall living is what YOUR student makes it. Our residence halls are places to meet new people, develop lasting friendships, and compliment the overall college experience. The Office of Residence Life is committed to creating the best possible living environment for all of our students. We hope that all students have an enjoyable social and academic year and continue to do so throughout their years at Wilkes University.

Best Wishes,

Elizabeth Swantek, Director of Residence Life	elizabeth.swantek@wilkes.edu
Danielle Kern, Assistant Director	danielle.kern@wilkes.edu
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RESIDENCE LIFE STAFF

All of the members of our Residence Life staff are genuinely interested in helping students enjoy and benefit from an on-campus living experience. The residence hall staff has had extensive training in preparation for their positions. We encourage you to become acquainted with the Residence Life staff and do not hesitate to ask them for assistance. All on-campus residential properties are the responsibility of the Dean of Students and are directly supervised by the Directors of Residence Life.

DIRECTORS OF RESIDENCE LIFE

The Director and Assistant Director of Residence Life are full-time live-in professional staff members available for consultation in all areas that involve residential living and general information about the University.

Mrs. Elizabeth (Liz) Swantek is the Director of Residence Life. Liz received her Bachelor's degree in Biology with a minor in Chemistry and her Master's degree in Business Administration from Wilkes University. Liz brings years of experience to the department, having been a Resident Assistant, Resident Director, and Assistant Director during her career at Wilkes. Liz is originally from Colts Neck, NJ and resides in O'Hop Hall!

The Assistant Director is Ms. Danielle Kern. Danielle has a Bachelor's degree in Psychology from Lycoming College and a Master's degree in Education from Wilkes. She has been at Wilkes since 2006 previously working in the offices of Student Development and Community Service. Danielle is from Lehman, PA and resides in Rifkin Hall!

The Resident Director for University Towers is Mr. Justin Astrin. Justin received his Bachelor's degree from King's College. He is pursuing a Master's degree in Business Administration here at Wilkes. He is from Middle Island, NY and resides in University Towers!

The Resident Director for Evans Hall is Ms. Jaimie Osborn. Jaimie has a Bachelor's degree from DeSales University. She is currently pursuing her Master's degree in Business Administration here at Wilkes. Jaimie is from Nazareth, PA and resides in Evans Hall!

Liz, Danielle, Justin, Jaimie, and Roberta are available Monday through Friday from 8:30 a.m. to 4:30 p.m. at the Office of Residence Life, which is located on the 3rd floor of Passan Hall. Our door is always open and we welcome calls from students and concerned guardians. Our office number is (570) 408.4350 and our fax number is (570) 408.5096.

RESIDENT ASSISTANTS

A Resident Assistant (RA) is a full-time undergraduate student whose job is to act as a resource for the residential student population. The RAs are hired on the basis of character, leadership, and their ability to interact with students. All of the RAs have undergone extensive training so they may readily meet the needs of all our residential students.

The main function of the RA staff is to build a community, which is crucial to a successful residence hall living experience. The RAs practice an open door policy and are available day and night should students need them. We encourage our residential students to talk with their RA and be reminded that they are there to help. If they do not have an answer to the student's question or concern, the student will be directed to the most appropriate source.

Throughout the year, RAs will sponsor various social and educational events for those students who reside on-campus. These activities are a great way to get involved with fellow residents and learn something new in the process. In addition, the RAs are responsible for crisis management, documenting policy violations, reporting maintenance requests, and various other administrative tasks.

RESIDENCE HALLS

Wilkes University offers a wide variety of residence halls to choose from. We provide a little bit of everything in an attempt to meet the needs of every residential student. The Office of Residence Life is also excited to offer newly developed learning communities. These communities focus on academics; specifically students take a course together and live together in an effort to create a stronger community.

All rooms come equipped with a bed with an extra-long twin mattress, desk & chair, dresser, and wardrobe if there is no closet space provided. Bathroom accommodations vary from hall to hall, as are the common spaces (lounges & kitchens). Laundry services are free to our residential students.

Evans Hall is a co-ed first year residence hall. The capacity of this building is 200 beds with a support staff of seven Resident Assistants (RAs) and one Resident Director (RD). Singles and doubles are offered as housing options. The hall will house our learning communities, *Learning through Leadership, Sustainability & MOSAIC*.

Roth Hall is a co-ed first year residence hall. The capacity of this building is 72 beds with a support staff of 3 RAs. Singles, doubles, and triples are offered as housing options.

Sullivan Hall is a co-ed upperclassmen residence hall. The capacity of this building is 33 beds with a support staff of two RAs. Singles and doubles are offered as housing options.

Sturdevant Hall is a co-ed living environment. The capacity of this building is 40 beds with a support staff of two RAs. Singles, doubles, and triples are offered as housing options, for first year students.

Catlin Hall is a single-sex living environment (male only) for first year students. The capacity of this building is 20 beds with a support staff of one RA. Singles and doubles are offered as housing options.

Waller North/South is a single-sex living environment (female only) for first year students. The capacity of this building is 39 beds with a support staff of two RAs. Singles, doubles, and triples are offered as housing options.

Schiowitz Hall is a single-sex environment (female only) for first year students. The capacity of this building is 32 beds with the support staff of one RA. Singles, doubles and triples are offered as housing options.

Weiss Hall is a single-sex living environment (female only). The capacity of this building is 21 beds with a support staff of one RA. Singles, doubles, and triples are offered as housing options for upperclassmen.

Sterling Hall is a single-sex living environment (male only) . The capacity of this building is 22 beds with a support staff of one RA. Singles, doubles, and triples are offered as housing options for upperclassmen.

Apartment-Style

Rifkin Hall is a co-ed efficiency-style living environment. The capacity of this building is 34 beds with a support staff of one RA. Doubles, triples, and quads are offered as housing options. Authentic fireplaces and stained glass windows make each room unique. Included in each suite are a refrigerator, kitchenette, and bathroom. Few larger apartments provide a living area as well.

University Towers is a co-ed high-rise apartment complex where upperclassmen reside. The capacity of the building is 312 beds with a support staff of thirteen RAs and one RD. Doubles (1 bedroom), triples (2 bed-

RESIDENTIAL SERVICES

Listed below are just a few of the services provided to our residential students. Clarification and/or questions regarding these services should be directed to the Office of Residence Life, either through an RA or the office directly at (570) 408.4350.

Mail Services – Student mail is received and distributed in the Henry Student Center on the 2nd floor. Box numbers are sent with housing assignment letters (end of July). The proper address for student mail is:

(Student Name)

(Box #) Wilkes University

84 West South Street

Wilkes-Barre, PA 18766

Parking– Limited parking is available to students through the Inter-Residence Hall and Commuter Councils. Students must apply for a parking permit at the end of **each** semester. Permits are assigned on the basis of seniority and academic need. If requests for parking permits are denied, parking is available at Ralston Field via a lottery system or on the first come first serve basis.

Telephone Service and TV Service – All residence hall rooms are equipped with telephone service and cable TV. The phone service offers free calling to Wilkes University extensions and local calls. If students would like to receive long distance calling, they must purchase a long-distance calling card.

Health Services – University Health Services is located on the 1st floor of Passan Hall. Health Service hours are: Monday through Thursday 8:30 am to 7 pm and Friday 8:30 am to 4 pm University Health Services is affiliated with the Family Practice Residency Center located at 540 Pierce Street, Kingston. Upon completing a thorough assessment, Wilkes University nurses will call Family Practice for referral if necessary. In addition, a resident physician is available in Health Services Mondays from 1 pm to 4 pm and Wednesdays from 9 am to 12 pm. Students can make an appointment at Health Services by calling x4730 from on-campus or 570-408-4730 from off-campus. An ambulance service is also available for after hours and emergency situations.

Repairs and Maintenance – Any repairs or room issues should be reported to the Campus Call Center at x2FIX (2349). Maintenance will be dispatched accordingly. When necessary, students may receive a bill for damages done to their room, as they are responsible for the condition of their room beyond normal wear and tear. Common area (i.e. lounges, bathrooms, and hallways) damage may also be assessed when vandalism occurs and the culprit is not identified.

Technology Services – All rooms on campus are equipped with Internet connection. In most areas, there is one wired connection per student in each room. In buildings where there is only one connection, a hub to link more than one computer is available through Residence Life. Please note that students may only use the hubs provided by the University. Wireless access to the Internet and campus resources is also available throughout most residence halls.

Need Technology Help? In-person support is available during the day at the new Help Desk in the lower level of the Farley Library. Walk-in for help connecting your laptop or other device. For telephone support dial xHELP from any campus extension or 1-866-264-1462 or go to <http://wilkes.edu/pages/909.asp>. Telephone support is available 24/7, weekends and holidays included! For more information visit: <http://wilkes.edu/pages/639.asp>

Meal Plan Options

Colonel Gold – \$2,290/ Semester—Unlimited access to Henry's Food Court Sunday through Saturday, \$150 Dining Dollars & \$50 Flex Dollars. **Colonel Gold Plus** – \$2,340/ Semester—Unlimited access to Henry's Food Court Sunday through Saturday, with \$150 Dining Dollars and \$100 Flex Dollars.

Colonel Blue – \$1,993/ Semester—Unlimited access to Henry's Food Court Monday through Friday with \$100 Dining Dollars and \$50 Flex Dollars. **Colonel Blue Plus** – \$2,093/ Semester—Unlimited access to Henry's Food Court Monday through Friday with \$100 Dining Dollars and \$150 Flex Dollars.

***Senior Value Plan** – \$1,021/ Semester—100 Block meal Plan plus \$300 Dining Dollars and \$75 Flex Dollars. (Only available to resident students that have completed 90 credits or more by the first day of classes.)

What are Dining Dollars and Flex Dollars? Dining Dollars offer cashless spending at all dining locations on the Wilkes University campus. Use them to bring guests to Henry's Food Court, Rifkin Café, or the Stark Hall Cart. Flex Dollars work like Dining Dollars, but they work at the Barnes & Noble Campus Bookstore or any of the food vendors on campus.

What's For Dinner? The menu for Henry's Food Court, current dining specials and lots of other great information will be on-line at our Weekly Menus page.

Dietary Requirements – If you have any special dietary needs, our Campus Dining Services Program can accommodate your special dietary requirements. For more information, please contact Dining Services at dining@wilkes.edu. If you are feeling under the weather and would like a roommate or friend to bring back a meal for you, please call Medallion Dining at (570) 408.4991.

For more information visit: <http://www.wilkes.edu/pages/3120.asp>

Security – It is the student's responsibility to protect his/her own belongings. Each student is issued a room key specifically coded for his/her room. Responsibility falls upon the student to lock his/her room. The University cannot be held responsible for the loss of or damage to the student's personal property either while the University is in session or during vacation/break periods. Therefore, each individual is advised to take valuable possessions home during vacations/breaks and to carry personal property insurance. The Office of Residence Life does not offer storage service during breaks or at the end of each semester.

Personal Property Insurance – The University cannot be held responsible for damage or theft of personal property. Therefore, we recommend purchasing personal property insurance. A brochure will be mailed with your housing assignment from our office at the end of July.

Lockouts – Students who find themselves locked out of their room at any time during the day should contact their RA. If the RA is not available, contact Public Safety at x4999. On the weekends, the On-Call RA is available for assistance. The on-call schedule is posted weekly and can be found on the door of every RA on campus.

Lost Keys – If students' keys are lost, please contact the Office of Residence Life immediately. Residence hall keys will be replaced at the cost of \$25.00 per key and \$50.00 for a core. The student who lost his or her key will also incur the cost of replacing his or her roommates' keys. A lock change may be warranted to ensure continued security measures.

Public Safety – The Public Safety Office is located on the ground level of the parking garage on Main Street. You can pay for parking passes or tickets or get a new ID picture taken if you lose your ID. Public Safety officers are available to escort students around campus during evening hours. Call the Service Center at x2FIX (2349). In the event of an emergency, please call x4999 from on-campus or (570) 408.4999 from off-campus.

HOUSING POLICIES

The following is a portion of the policies that have been established by the University to ensure that the residence halls are run in a safe, fair, and orderly manner for the benefit of all residential students. Please consult the Student Handbook, which can be found on the University website. The handbook provides a complete listing of policies that all students and guardians should be familiar with.

Contracts- By signing a housing contract, students accept all the conditions and terms set forth in the agreement. Failure to abide by the conditions of the housing contract will result in disciplinary action, which can include termination of the housing contract. Housing agreements are binding contracts for the entire academic year unless a student withdraws or is dismissed from the University. If you wish to terminate your contract during the course of the academic year, permission must be granted from the Office of Student Affairs. Consult with the Office of Residence Life regarding the withdrawal process.

Smoking- All University buildings are smoke-free. No smoking is permitted in student bedrooms, lounges, kitchens, etc. Students may only smoke outside of the building, at least six feet away from the entrance or exit.

Hall Opening and Closing- Students must vacate residence halls for vacation/break periods according to the schedule published by the Office of Residence Life. Exceptions to these closing hours are made for University commitments only and must be approved by the Office of Residence Life. If you are required to stay or have an academic/athletic commitment, please note that you may only stay in Evans Hall or University Towers as these are the **only** 2 buildings open year round. Contact the Office of Residence Life to learn more about vacation/break residency.

Alcohol- The Wilkes University alcohol policy is in compliance with Pennsylvania State law, which states that no one under the age of 21 may consume, possess, or be in the presence or under the influence of alcohol. The University does not encourage the use of alcoholic beverages by students. The University respects the rights of individuals who are 21 years of age or older who decide to consume alcoholic beverages, but, is greatly concerned about the misuse and abuse of alcohol. Students who choose to drink are urged to drink responsibly. Be reminded that intoxication is not an excuse for irresponsible behavior and that you will be held accountable for your actions. If you are not over 21 years old, you are not permitted to possess, consume, transport, or be in the presence of alcohol.

If students are of legal drinking age, they are permitted to consume alcohol in the confines of their room or the room of other students of legal drinking age. Alcohol is not permitted in common areas (lounges, hallways, porches, bathrooms) within the residence halls. The University prohibits common supplies of alcoholic beverages. This includes any size keg, open punch bowls, or any common source from which alcoholic beverages may be served. The possession or consumption of grain alcohol is prohibited. If students are found in violation of the alcohol policy, they could be subject to judicial sanctions (refer to the Student Handbook).

Guests- Students should advise their RA and roommate(s) in advance of any overnight guests. Any guests staying longer than two nights must be cleared through the Office of Residence Life. For more information about guests and visitation, see your RA or the Student Handbook. Additionally, students are responsible for the behavior of their guests. If vandalism or disruptions occur, the Wilkes University student is responsible for the problem his/her guest(s) caused.

Room Entrance/ Inspections- While the University respects a student's right to privacy, the University also reserves the right to inspect rooms at any time, especially for reasons of maintenance, health, and safety. While the RA does not have direct permission to search a student's room, the Dean of Student Affairs and Director of Residence Life can authorize searches as needed or deemed appropriate.

Room Change- *Please note that no room changes will be made in the first three (3) weeks of the semester. This “freeze” period allows the Office of Residence Life to verify occupancy before entertaining change requests.* If a student is considering a room change, he/she should begin by discussing the situation with his/her roommate(s). Consultation with the RA or other University personnel may be helpful when problems exist between roommates. If after discussion, a room change still seems necessary, students should contact the Office of Residence Life to coordinate the move and sign the necessary documents supporting the move. The forms must be completed and approved by the Office of Residence Life before any changes are made. Unapproved room changes are not permitted. Should students change rooms without the written permission of the Office of Residence Life, they will be moved back to their original spots and will be subject to disciplinary action.

Evacuations- If the fire alarm is sounded, students must vacate the building using the closest exit available to them. It is imperative that every person responds to the alarm and exits the building in which the alarm is sounded and does so in an expedited and orderly fashion. Students who fail to vacate the building when an alarm is sounded will be subject to disciplinary action. For more information about what to do, students should contact their RA and/or the Student Handbook. At the beginning of each semester the RA will go over, in detail, all evacuation procedures as well as establishing a “safe zone” outside of the building where students should meet. If students are found tampering with fire equipment (i.e. fire extinguishers, hoses, alarms) they will face disciplinary action and significant fines. Such behavior will not be tolerated in the residence halls, as it endangers the safety of other students and is a federal offense.

Possession of Weapons- The possession or use of firearms, explosives, and other lethal weapons on University property by all persons is strictly forbidden.

Quiet Hours- Conduct and noise interfering with study or sleep of residents is unacceptable. It is expected that after 8 p.m. from Sunday through Thursday, quiet hours will be in effect. On weekends, quiet hours will be enforced after midnight. During final exams, a 24-hour quiet period will be in effect. During quiet hours, students should be able to sleep or study in their room without disruption.

Selling/ Solicitation- Off-campus individuals and organizations are not allowed to solicit on the campus. Exceptions to this policy must be cleared through the Office of Student Affairs. In addition, students are not permitted to run a business from a student room. This includes using a Wilkes account or phone line.

Property Damage- Rental of a residence hall room does not imply ownership of that room, nor does it give students license to alter or destroy the room. Therefore, students will be assessed for damages such as defaced plaster or woodwork, broken windows, broken furniture, lost door keys, or the deterioration of property resulting from misuse on part of the occupant. Any property damage to hallways, lounges, or bathrooms (common areas) will be charged to each of the residents of the living unit if the culprit cannot be identified. Room Condition Forms (RCF's) are documents that serve as insurance for residential rooms. Every residential student will fill out an RCF in the beginning of the year based on the current conditions of their room. At the end of the year, residential students will revisit the document and make any necessary changes based on the condition of the room. If the room appears destroyed or unclean, said student(s) will be charged based on the pricing that appears on the RCF.

Residence Hall Regulations- Please refer to the Student Handbook for a more comprehensive list of “dos and don'ts” while living on-campus. These rules and regulations are presented to all residential students by the RA in the form of floor/hall meetings, bulletin boards, flyers, notices, and word of mouth throughout the year. To ensure that you and your student arrive with all the necessary items to live on-campus, listed on the next page is a list of things that are **NOT PERMITTED** in the residence halls. Please note that if any of these items are found, the appropriate University personnel may confiscate them.

Not Permitted in Residence Hall

1. Candles, incense, or other open-flame devices
2. Pets, other than fish
3. Firearms and other weapons, chemicals, fireworks and explosives
4. Paintball guns and slingshots
5. Flammable liquids
6. Resistance coil appliances (i.e. hot plates)
7. Toaster ovens or electric skillets
8. Liquid-filled beds
9. Traffic or other public signs
10. Electric blankets
11. Refrigerators over five cubic feet in capacity
12. Halogen lamps
13. Dartboards
14. Air Conditioning Units



OPENING/CLOSING INFORMATION

While we enjoy the time spent with students during the year, we truly love those breaks when they go home to you! Listed below is the schedule of holidays and breaks. Students **MUST** vacate the building by the time indicated below and may not return until the halls officially reopen. If a student needs to stay during break, he/she must contact the Office of Residence Life immediately so that proper approval can be established. Only students with University related activities/needs may be permitted to stay (contact the Office of Residence Life for the full list of those exceptions) and would be relocated to Evans Hall or University Towers during that period. Notices will be posted throughout the residence halls weeks prior to the break to prepare students (well in advance) for campus closings.

Fall Semester, 2011

Classes Commence	Monday, August 29, 2011	8:00 a.m.
Labor Day Recess Begins	Friday, September 2, 2011	5:00 p.m.
Classes Resume	Tuesday, September 6, 2011	8:00 a.m.
Fall Recess Begins	Wednesday, October 12, 2011	10:00 p.m.
*Halls Close	Thursday, October 13, 2011	12:00 noon
*Halls Re-open	Sunday, October 16, 2011	12:00 noon
Classes Resume	Monday, October 17, 2011	8:00 a.m.
Thanksgiving Recess Begins	Tuesday, November 22, 2011 (Thursday schedule)	10:00 p.m.
*Halls Close	Wednesday, November 23, 2011	12:00 noon
*Halls Re-open	Sunday, November 27, 2011	12:00 noon
Classes Resume	Monday, November 28, 2011	8:00 a.m.
Classes End	Monday, December 12, 2011 (Friday schedule)	5:00 p.m.
Final Examinations Begin	Monday, December 12, 2011	6:00 p.m.
Final Examinations End	Wednesday, December 21, 2011	4:30 p.m.
*Halls Close	Thursday, December 22, 2011	12:00 noon

**All students must be out of the hall, 24 hours after their last final!*

Spring Semester, 2012

*Halls Re-open	Sunday, January 15, 2012	12:00 noon
Classes Commence	Monday, January 16, 2012	8:00 a.m.
Spring Recess Begins	Friday, March 2, 2012	5:00 p.m.
*Halls Close	Saturday, March 3, 2012	12:00 noon
*Halls Re-open	Sunday, March 11, 2012	12:00 noon
Classes Resume	Monday, March 12, 2012	8:00 a.m.
Holiday Recess Begins	Wednesday, April 4, 2012	10:00 p.m.
*Halls Close	Thursday, April 5, 2012	12:00 noon
*Hall Re-open	Monday, April 9, 2012	12:00 noon
Classes Resume	Tuesday, April 10, 2012	8:00 a.m.
Classes End	Wednesday, May 2, 2012 (Friday Schedule)	5:00 p.m.
Final Examinations Begin	Friday, May 4, 2012	8:00 a.m.
Finals Examinations End	Saturday, May 12, 2012	4:30 p.m.
*Halls Close	Sunday, May 13, 2012	12:00 noon

**All students must be out of the hall, 24 hours after their last final!*

INTERNET RESOURCES

Whether this is your first experience or your next in a series as a guardian of a college-bound student, please take a moment to review the links we have compiled for you. We feel that these sites/articles can help in your transition and help ease the anxiety that many guardians deal with when they send their children away to school. While we don't profess to have all the answers, we would at least like to provide you with options to resolving your issues. If you have any questions/concerns regarding your student's residential experience, feel free to contact our office. Please note that in keeping with the Federal Privacy (FERPA) we will be unable to disclose specifics regarding your student as it relates to their stay at Wilkes University. However, we are free to speak in general terms and address any questions you may have. For more information about your students, please see our official Residence Life newsletter that contains campus updates and important housing information. The newsletter will be available shortly on our University website under the Campus Housing section at <http://wilkes.edu/pages/133.asp>.

ARTICLES

On-Campus/Residential Living <http://www.reslife.net/html/president.html>

Preparing for College <http://www.reslife.net/html/ppreparing.html>

The First Year Experience <http://www.reslife.net/html/pfirstyear.html>

WEBSITES

College Parents of America www.collegeparents.org

ED.gov www.ed.gov/parents



Appliances

<input type="checkbox"/>	Can Opener
<input type="checkbox"/>	Desk Lamp
<input type="checkbox"/>	Vacuum
<input type="checkbox"/>	Extension Cord/ Adapter
<input type="checkbox"/>	Hair Dryer
<input type="checkbox"/>	Iron/ Ironing Board
<input type="checkbox"/>	Radio/ CD Player
<input type="checkbox"/>	Surge Protector
<input type="checkbox"/>	Telephone/ Answering Machine
<input type="checkbox"/>	Television
<input type="checkbox"/>	Computer



Other Important things

<input type="checkbox"/>	Alarm Clock
<input type="checkbox"/>	Area Rug
<input type="checkbox"/>	Back Pack
<input type="checkbox"/>	Bathrobe
<input type="checkbox"/>	Batteries
<input type="checkbox"/>	Blankets
<input type="checkbox"/>	Bowls/ Cups/ Plates/ Silverware
<input type="checkbox"/>	Camera
<input type="checkbox"/>	Cleaning Supplies
<input type="checkbox"/>	Drying Rack
<input type="checkbox"/>	Fan



Other Important things (cont'd)

<input type="checkbox"/>	First Aid Kit
<input type="checkbox"/>	Flashlight
<input type="checkbox"/>	Flip Flops (Shower shoes)
<input type="checkbox"/>	Garbage can
<input type="checkbox"/>	Hangers
<input type="checkbox"/>	Laundry Basket
<input type="checkbox"/>	Laundry Detergent/ Dryer Sheets
<input type="checkbox"/>	Message Board (Dry Erase)
<input type="checkbox"/>	Microwave
<input type="checkbox"/>	Paper Towels
<input type="checkbox"/>	Pillow

<input type="checkbox"/>	Prescription Medication
<input type="checkbox"/>	Quilt/ Comforter
<input type="checkbox"/>	Sewing Kit
<input type="checkbox"/>	Sheets for Extralong bed
<input type="checkbox"/>	Shower tote
<input type="checkbox"/>	Snacks
<input type="checkbox"/>	Stationary/ Stamps
<input type="checkbox"/>	Tape
<input type="checkbox"/>	Tissues
<input type="checkbox"/>	Towels/ Hand Towels
<input type="checkbox"/>	Umbrella