

*Diversity Council's*

GUIDE FOR

# MULTICULTURAL COMMISSIONER RESOURCES



From [diversity.nd.edu](http://diversity.nd.edu):

*“Residence Hall Multicultural Commissioners include a representative from each hall on campus. Each commissioner’s role is to raise awareness about different cultures and traditions within their respective halls.”*

Why is this important?

The sense of the Notre Dame family often begins within the dorm. Bringing to light the diversity in the dorm and ensuring the inclusion of such members in the dorm community is especially vital to the formation of the Notre Dame family.

# SIGNIFICANCE

# HALL PROGRAMMING AS A MULTICULTURAL COMMISSIONER

Here are a few ideas to get your Brainstorming started:

## Movie Night/Film Screening

This can include movies such as Coco, Moana, or Queen of Katwe. See what your dorm has to offer in terms of movie selection, and Netflix is also a good resource to use. You can pair these screenings with a relevant food of choice or discussion session post-movie, or craft, or some combination or all of the above!

## Food & Cooking

Food nights can be a chance to do a presentation or discussion session while eating or making then eating a cultural dish. The food can be catered in from one or multiple restaurants, brought in/made by residents, or cooked at the event (just be sure to get rector permission for space and resources for cooking). Some ideas include:

- Multicultural potluck of catered or homemade food (also a good way to advertise off campus restaurants)
- Make your own ramen night: have different ramen flavorings and toppings

## Events & Walk Overs

Keep up-to-date on diversity events on campus through MSPS emails, the Week@ND, and your hall council. If you are particularly interested in an event, advertise it to your section and dorm through your section group chat, dorm-wide emails, or your RA. Remember to leave enough time for people to arrive 5-10 min later than your proposed meeting time, and don't forget to account for ticketing if applicable. Use the presence of food to your advantage!

## Club Collaboration

Reach out to applicable clubs to help with resources and funding for your events! This way people can get involved and make connections to new clubs.

- For example for make your own ramen night reach out to AAA.
  - For a Luau themed night with a Lilo and Stitch movie watch reach out to Hawaiian club
- These clubs can give presentations about the history of different dishes or the preparation of how to make it, provide, instructions on how to make a particular craft, teach useful phrases of a different language, teach a dance or song.

## International Thanksgiving

Around November you can plan an International Thanksgiving/Friendsgiving. This would ideally involve homemade dishes that remind people of home/traditional family dishes. You can encourage people bringing in a dish to have a story associated with it or general background information about the dish.



## Prior Year Feedback (and problems we are addressing with this guide):

### What Worked Well?

- ♣ “Hosting food events was very popular”
- ♣ “Initial correspondence from MSPS in offering assistance to commissioners through event brainstorming”

### What Didn't Work Well?

- ♣ “Lack of accountability from MSPS or dorm system to set up events as commissioner”
- ♣ “Planning events on Thursdays”
- ♣ “Not even food incentivized attendance, other commissioners not willing to plan events/didn't take position seriously”

### Did you use sources outside the dorm?

- ♣ 100% responded “no”

### If you did not plan events, what prevented you from doing so?

- ♣ “I would like to receive funding from the Notre Dame Diversity Council. Using funding from the dorm makes our multicultural commissioners less inclined to host events”
- ♣ “Lack of effort, lack of coordination of commissioners with hall government”

### Any other feedback?

- ♣ “Template on how to set up initial events, brainstorming session of past events or collaboration between different dorms”
- ♣ “More ideas about what events to do that will engage more students as well as more contact with MSPS”
- ♣ Holding of MCs accountable by hall council

# ETHNIC EATS

FOR STUDENTS WHO ARE NOT FROM THE SOUTH BEND AREA OR OF CULTURAL DECENT IT IS OFTEN DIFFICULT TO FIND FOOD FROM A DIFFERENT CULTURAL BACKGROUND. THE DIVERSITY COUNCIL WOULD LIKE TO OFFER SOME SUGGESTIONS FROM LOCAL AREA BUSINESSES WHERE THE MULTICULTURAL COMMISSIONER WOULD BE ABLE TO PURCHASE FOOD AS WELL AS CATER FOR DIFFERENT EVENTS. IT IS HIGHLY ENCOURAGED THAT THE COMMISSIONERS REACH OUT TO STUDENTS IN THEIR DORMS FOR ADVICE ON COOKING AS WELL AS VENUES.

## LOCAL MARKETS.....

### SAIGON MARKET (LOCAL ASIAN GROCERY STORE)

Address: 208 W Colfax Ave, South Bend, IN 46601

Phone Number: (574) 289-7623

## LOCAL RESTAURANTS.....

### LA ESPERANZA (MEXICAN RESTAURANT)

Address: 1636 N Ironwood Dr, South Bend, IN 46635

Phone Number: (574) 273-0345

### J.W. CHEN'S (CHINESE RESTAURANT)

Address: 1835 S Bend Ave, South Bend, IN 46637

Phone Number:(574) 271-2777

### MANGO CAFE (VENEZUELAN RESTAURANT)

Address: 1740 S Bend Ave, South Bend, IN 46637

Phone Number: (574) 703-7334

### JAVIER'S BISTRO (PUERTO RICAN RESTURANT)

Address: 2007 Miami St, South Bend, IN 46613

Phone: (574) 222-2917

### PALETERIA Y NEVERIA LA ROSITA (ICE CREAM/RESTAURANT)

Address: 2909 W Western Ave, South Bend, IN 46619

Phone: (574) 246-0445.

### PITTS BBQ (SOUTHERN STYLE)

Address: 1526 E Mishawaka Ave, South Bend, IN 46615

Phone: (574) 232-0667.

### ROSALES SUPER MERCADO

Address: 1518 S Michigan St, South Bend, IN 46613

Phone: (574) 234-5587

### ICHIBAN GOLDEN DRAGON

Address: 1733 S Bend Ave, South Bend, IN 46637

Phone: (574) 272-8888

# **CLUB COLLABORATION**

## **TAKING ADVANTAGE OF FUNDING**

- See Budget Funding page
- Fill out funding email template

## **PLANNING EVENTS OR MEETINGS WITH MULTIPLE GROUPS OF PEOPLE**

- Determine what kind of event you would like to host and its purpose (performance, food, panel discussion, movie, etc.)
- Check first for "umbrella" group or consult guide to see what other clubs you would like to coordinate with (AAA, LSA, etc.)
- Fill out Club Collaboration email template
- Set budget and cover expenses
- Set meeting times and dates
- Encourage collaboration between different hall MCCs and interhall/quadwide events

## **REACHING OUT TO DIVERSITY COUNCIL**

- Email us at [diversnd@nd.edu](mailto:diversnd@nd.edu)
- Diversity Council Schedule : <https://tinyurl.com/dcndcalendar>

# BUDGET FUNDING

**A great multicultural event doesn't have to be expensive! As long as it is authentic and meaningful, the event will be a success. But if you have a big idea or you find that your dorm allocation is running a bit low, here is a list of additional resources that you could apply for:**

## ***CLUBS***

If you collaborate with a club for an event, they may be able to split costs with you. Many cultural clubs have unspent money, and they would be excited to share their diversity with a larger community.

The Club Coordination Council has funding set aside specifically for collaborations, and this is often not taken advantage of. The FMB Collaboration Fund is particularly well-suited for dorm-club relationships.

<https://ccc.nd.edu/appeals/>

## ***MCDONALD CENTER FOR STUDENT WELL-BEING***

McWell provides special "mini-grants" up to \$250 for late-night weekend events that function as alternative-alcohol programming.

<https://mcwell.nd.edu/services/mini-grants/>

## ***DEPARTMENTS AND INSTITUTES***

Many departments love getting involved with student initiatives, and institutes in particular have large budgets! They also can connect you with faculty for talks, discussion groups, etc. So consider reaching out to any that are relevant to your event, including, but not limited, to:

- Liu Institute for Asia and Asian Studies  
Patrick Deegan: pdeegan1@nd.edu

- Institute for Latino Studies  
latino@nd.edu

- Multicultural Student Programs and Services (MSPS)

Yvette Rodriguez: yrodrig2@nd.edu

- Office of Student Enrichment  
Marc Burdell: mburdell@nd.edu

- The Center for the Study of Languages and Cultures  
cslcstaf@nd.edu

# HELPFUL EMAIL TEMPLATES FOR OUTREACH



## *For Funding*

Dear \_\_\_\_\_ (Leader of Organization/Organization being asked for funding),

I am the Multicultural Commissioner for \_\_\_\_\_ (dorm hall) and I am interested in hosting \_\_\_\_\_ (event name) to \_\_\_\_\_ (goals of event). The event will include \_\_\_\_\_ (additional activities and descriptions if necessary).

This event will take place \_\_\_\_\_ (date, time, and place) and \_\_\_\_\_ people are expected to attend. (Provide additional information: other clubs you are working with, other organization you are asking for funding).

I would like to request funding in the amount of \$\_\_\_\_\_ to purchase \_\_\_\_\_ (supplies, food, materials, etc.). \$\_\_\_\_\_ for \_\_\_\_\_, \$\_\_\_\_\_ for \_\_\_\_\_, ... (Be specific!). Your contribution would greatly assist in the success of \_\_\_\_\_ (event name).

Please don't hesitate to get in touch if you would like any more information. Thank you for your consideration.

Sincerely,

\_\_\_\_\_

## *For Club Collaboration*

Dear \_\_\_\_\_ (Leader of Organization/Organization being asked for funding),

I am the Multicultural Commissioner for \_\_\_\_\_ (dorm hall) and I am interested in hosting \_\_\_\_\_ (event name) to \_\_\_\_\_ (goals of event). The event will include \_\_\_\_\_ (additional activities and descriptions if necessary). This event will take place \_\_\_\_\_ (date, time, and place) and \_\_\_\_\_ people are expected to attend.

I am interested in working with \_\_\_\_\_ (name of collaborating club) because \_\_\_\_\_ (reason for connection/need for outreach and how it would be mutually beneficial).

I would like to request funding in the amount of \$\_\_\_\_\_ to purchase \_\_\_\_\_ (supplies, food, materials, etc.). I am able to contribute \$\_\_\_\_\_, and am asking to see if \_\_\_\_\_ (name of organization) is able to contribute the remaining \$\_\_\_\_ (remaining balance after your own contribution).

Your contribution would greatly assist in the success of \_\_\_\_\_ (event name).

Please don't hesitate to get in touch if you would like any more information. Thank you for your consideration.

Regards,

\_\_\_\_\_

# CONTACTS

## **MSPS**

→ **msps@nd.edu**

→ **Iris Outlaw: ioutlaw@nd.edu**

→ **Yvette Rodriguez: yrodrig2@nd.edu**

→ **210 LaFortune Student Center**

→ **(574) 631-6841**

## **Diversity Council**

→ **Email: diversnd@nd.edu**

→ **Facebook: Diversity Council of Notre Dame**

→ ***Diversity Council Calendar:***

◇ **<https://tinyurl.com/dcndcalendar>**