Project BUILD 2021:

A Parent and Family Member Guide!
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Introduction

Dear BUILD Parents and Guardians,

Hello! My name is Finn, and I am a rising junior here at Duke. I would like to warmly welcome you to the pBUILD family! We are an inclusive community of students dedicated to enhancing the first-year experience and being the best introduction to life at Duke and life in Durham. This guidebook is meant to be a compilation of our program’s ins and outs to maximize understanding, avoid confusion, and mitigate as much worry as possible regarding what goes on during BUILD. We ask that you please share as little as possible from this document with your BUILD participant; we find that the anticipation and surprises we have in-store are part of what makes the program a memorable and positive experience!

We understand that we are taking your kids away from you for the final 7 days of the summer before they head off to college, and we make sure to take that into account when planning our activities and programming. While we are often advertised as a community service-centric program, we are truly a BUILDer-centric program. We design each activity with the experience of the incoming first-years at the forefront of our minds. Our program staff works closely with the professionals in a variety of Duke’s administrative offices, notably the Office of New Student Programs, to ensure that we have organized 7 impactful, memorable, safe, and (most importantly) fun-filled days!

BUILD friendships have an unparalleled value and permanence, which begin at BUILD and lasts through one’s time at Duke, as well as after! This program really has shaped so much of my Duke experience thus far, whether it’s through the extracurricular activities I have become involved in, the relationships I have formed, or the family and support network I have found that I trust to be there for me at any given time. We absolutely cannot wait to welcome your child to this community in August! I hope that this guide is useful and informative – but do please reach out to me if you have any suggestions or if you have any lingering questions.

Thank you!

Best,

Finn Brauer

Program Director, Project BUILD
Mission

Project BUILD is a pre-orientation program designed to be the best introduction for incoming first-year students to life and community service at Duke University and in the city of Durham. We seek to celebrate the diversity of backgrounds and interests of our BUILD community and aim to maintain these values beyond the program’s end as a family of support for each other.

We will work closely with our partners in the Duke and Durham communities through opportunities to be leaders and engaged learners; we will stand up for each other and actively support each other’s initiatives and activities at Duke and beyond; and we will always be prepared to listen to those around us while acting ethically, responsibly, and in line with what our community values.
History & Program Overview

Project BUILD is Duke’s second-oldest pre-orientation program, founded by students in the 80’s. BUILD is an acronym for the “official,” or full, program title – Building Undergraduate Involvement in the Life of Durham, which accurately alludes to the program’s commitment to community service. We are an 7-day program that operates as a student-operated affiliate of New Student Programs, and this year will likely have its headquarters in the Trinity Dorm on East Campus. This headquarters will serve as a hub for our 47 student staffers (“crew leaders”) and our 80 first-year participants (“crewlettes”), and together, all 127 of us are “BUILDers!”

We introduce BUILDers to a breadth of community service opportunities in the Durham area, which is a change from the program’s origins as an affiliate to Habitat for Humanity. We partner with many local service sites such as TROSA, SEEDS, and the Duke Lemur Center. Each day we cater a meal from one of Durham’s popular restaurants and end the day with group activities.

BUILD is planned and run entirely by students, with guidance from advisors in the Office of New Students Program. The BUILD Administrative Team (the “BAT”) is the 7-person executive leadership team tasked with organizing the program logistics. The BAT is aided by 40 Crew Leaders who do much of the program’s staff work and are peer-to-peer mentors to crewlettes. All of us (BAT members and Crew Leaders) are former BUILDers operating on a volunteer basis. Each undergoes a competitive selection process as well as rigorous training. BUILD staffers are among Duke’s best, brightest, kindest, and most knowledgeable!

Crewlettes can expect to leave the program feeling confident about their transition to Duke. They will have strong friendships and a network of 126 fellow students of all ages who are motivated to see them succeed. They will have a robust understanding of community service, extracurricular groups, and academic opportunities at Duke. Our program is intentionally engaging! Seven days of community service, meeting new people, and daily activities may have your child feeling a bit tired, but please note that your child’s health and well-being is our paramount priority during BUILD.

Below is some fun lingo useful to know for when your child calls home from BUILD:

- **BAT**: the executive leadership team that organizes BUILD, all of whom are incoming juniors
- **Crew**: 6-person groups of BUILDers organized for service sites and group bonding; composed of 2 crew leaders and 4 crewlettes
- **Crew Leader**: the 40 student staffers that serve as peer mentors for crewlettes
- **Crewlettes**: the 80 first-year BUILD participants (your kids!)
- **Trinity**: the residential dorm that will serve as the hub for BUILD activities
- **WU**: Pronounced “Woo”; the Richard H. Brodhead Center for Campus Life (formerly known as West Union), which serves as the main dining space on West Campus
Details about BUILD 2021

The following pages include information about BUILD 2021 that should help inform you about what BUILDers will be doing during the program.

Dates: The program will take place from Monday, August 9th until the evening of Sunday, August 15th.

Sample Daily Schedule:

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
<th>Additional Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>9:30a</td>
<td>Wake-up &amp; Breakfast</td>
<td></td>
</tr>
<tr>
<td>10:30a-1:00p</td>
<td>Service Site #1</td>
<td>Split into “crews”</td>
</tr>
<tr>
<td>1:00p-2:00p</td>
<td>Lunch</td>
<td></td>
</tr>
<tr>
<td>2:00p-4:30p</td>
<td>Service Site #2</td>
<td>Split into “crews”</td>
</tr>
<tr>
<td>4:30p-6:00p</td>
<td>Free time</td>
<td></td>
</tr>
<tr>
<td>6:00p-7:00p</td>
<td>Dinner</td>
<td>Catering from local Durham restaurant</td>
</tr>
<tr>
<td>7:00p-9:00p</td>
<td>Group activity</td>
<td>Bowling, baseball game, etc.</td>
</tr>
<tr>
<td>9:00p</td>
<td>Crew bonding</td>
<td></td>
</tr>
<tr>
<td>11:00p</td>
<td>All official BUILD activities end for the day</td>
<td></td>
</tr>
</tbody>
</table>
Recommended Packing List

Essentials:
- 7 days’ worth of casual outfits (for hanging out, nighttime activities, dinner, etc.)
- 5 days’ worth of work outfits (t-shirts, shorts, etc. that can get a little dirty – it’ll be hot!)
- 1 pair of long pants/jeans (some service sites may request that you wear pants)
- Socks, underwear, etc.
- Bathing Suit and Beach Towel
- Sneakers & closed toed shoes for service sites
- Flip flops/slides
- Shower Shoes and Shower Towel
- Toiletries (shampoo, soap, toothbrush, etc. – anything you may need on a daily basis!)
- Pillows & Sleeping Bag/Bedding (we really recommend bringing a sleeping bag for BUILD)
- Medications
- Reusable Water Bottle!
- Phone & Phone Charger
- a MASK! All Duke buses and some service sites may require a mask

Recommended:
- Sunglasses/Hat
- Sunscreen!
- Bookbag
- Light Jacket &/ Rain Jacket
- Light Extra Spending Money (~$40) – all program costs are covered, but individual crews will often go out for extra desserts, snacks, etc.

Please Note:

While all your belongings will be locked during the day and our living space is highly secure, BUILD is not liable for any lost or stolen belongings. We therefore recommend you avoid bringing valuable items like laptops, jewelry, etc.
**Entry Testing and Arrival Information:**

All students need to complete an entry test when they arrive at Duke. Entry tests will be done on West Campus at Penn Pavilion. We expect the testing process to be a smooth and quick one and it should take less than thirty minutes - hopefully closer to ten.

Students should sign up for an appointment on August 9 using the following link: [https://outlook.office365.com/owa/calendar/StudentEntryTesting@ProdDuke.onmicrosoft.com/bookings/](https://outlook.office365.com/owa/calendar/StudentEntryTesting@ProdDuke.onmicrosoft.com/bookings/)

After completing their entry test, students can check in with East Campus Housing to move in. You will be able to change your appointment date and time if needed. A parking pass will be sent to you shortly before your appointment date.

**Move-In:**

Please also note that we advise all participants to only bring belongings necessary for BUILD. When you arrive at BUILD, Duke is not expecting you to move-in, though if absolutely necessary, we may be able to have families moving students in on the 9th after entry testing & check in and before BUILD programming beings at 2:30 PM.
Policies

Rules:

- The consumption of alcohol or use of drugs at any time during Project BUILD is strictly prohibited.
- Duke is a tobacco-free campus, and as such, smoking of any kind (cigarettes, electronic cigarettes, Juuls, etc.) is strictly prohibited.
- All Project BUILD participants must remain with the program until its completion on the morning of Monday, August 16th.
- All Project BUILD participants may only sleep in their designated sleeping area and cannot sleep anywhere else without express permission from the BAT or New Student Programs.
- We will be strictly following the Duke University COVID-19 policies, in accordance with local and state mandates, related to and including, but not limited to entry testing, sequestering, masking, social distancing, and more. Please see https://coronavirus.duke.edu for more info.
- All students are required to abide by all University policies found within the Duke Community Standard. More information can be found by visiting: https://studentaffairs.duke.edu/conduct/about-us/duke-community-standard

Mail / Calls / Visitors: During the week, we strongly discourage any visitation by parents, families, or friends. We ask that participants initiate any calls only during free time.

Questions or Concerns? Family members can get in touch with Project BUILD participants by contacting Finn Brauer (Program Director) or the New Student Programs Office (specifically Jordan Hale, the Director of New Student Programs and advisor to Project BUILD):

- Finn Brauer
  - Phone: (585) 733-1600
  - Email: psb24@duke.edu
- New Student Programs Office
  - Phone: (919) 684-3511
  - Email: studentorientation@duke.edu
- Project BUILD
  - Email: projectbuild@duke.edu

Emergency Information: In the case of a serious emergency, family members can get in touch with Project BUILD participants by contacting the Duke University Police Department (DUPD):

- Duke University Police Department
  - (919) 684-2444
Frequently Asked Questions

Q: How will my student get to campus if arriving by plane at RDU?

A: Students will receive a form via e-mail asking for their arrival information. We will arrange transportation to campus from certified drivers for each student flying into RDU. Please encourage students to fill out the form ASAP once they receive it.

Q: The website states that the program ends on Monday, August 16th; will my student have a place to stay that evening?

A: Students will stay with the program through the night of the 15th. Parents should expect to meet up with their student on the morning of Tuesday, August 17th, which is move in day, and after the program has finished. The 16th is a day that will be used for some rest and recharge before New Student Orientation begins on the 17th! Students will be able to live in their dorm room throughout the entirety of the program, and into Orientation week.

Q: Where can I pick-up my student?

A: Families will be able to meet up with their student on move-in day on August 17th. Feel free to reach out with any further questions about pick-up from BUILD or move-in day!

Q: Because my student will have access to their permanent assignments from the start of BUILD, may I move them in early?

A: It is strongly discouraged to bring all your belongings for the year prior to move-in day. We recommend only bringing what is necessary for BUILD, as we will not have the staff, Duke coordination, or logistical power necessary to coordinate full move-ins. Additionally, we have not planned the program so that students have extensive time to fully move into and completely settle into their permanent dorm rooms. Please reach out to me or the Office of New Student Programs if there are any questions.

Q: What types of safety measures are observed during BUILD?

A: We are fortunate to have a more than 1:2 ratio of BUILD staffers to crewlettes. BUILD staffers are “on-call” 24/7 to ensure there is always an easily accessible staff member should any crewlette require assistance or have any safety concerns, and there will always be a BAT member available to assist with any needs. Furthermore, each student’s Residential Assistant will be present for the program’s entirety. Additionally, the BAT plans BUILD with participant safety in mind. We work with many Duke offices (e.g. Duke Wellness and Duke Community Partners) to ensure our planning is as safe as possible.
Contact Information

Provided is my contact information should you have any questions or concerns about BUILD before, during, or after the program. Email is preferred but always feel free to call me should there be a concern that requires more immediate attention – I will be on-call 24/7 during the program!

Finn Brauer, Program Director
- BUILD Email: projectbuild@duke.edu
- Personal Email: phineas.brauer@duke.edu

Closing Note

Before BUILD even begins, our crew leaders and the BAT will have already put in more than 1,500 volunteer hours (the equivalent of ~63 days) to make this program a success. We do this because we care deeply about BUILD and about our first-year participants. I speak on behalf of all 47 of our staffers when I say we are incredibly happy your child chose BUILD. We are so excited to welcome them to Duke and Durham – and into the BUILD community!

BLAM (BUILD Love and Mine),

Finn Brauer