

| <b>Survival Guide For Earlham College</b>   |  |                |  |                        |                    |
|---|--|----------------|--|------------------------|--------------------|
| <b>Activity</b>   | <b>Department</b>                          | <b>Phone #</b> | <b>Contact Person</b>                      | <b>Building</b>        | <b>Room</b>        |
| Accept Gifts To The College   | Alumni and Development                     | 1624           | Sharon Newton                              | Carpenter Hall         | First Floor        |
| Accounts Payable  | Accounting                                 | 1270           | Marilyn Moore                              | Carpenter Hall         | East Basement      |
| Accounts Receivable   | Accounting                                 | 1625           | Sharon Scaif                               | Carpenter Hall         | East Basement      |
| Admission Paperwork   | Admissions                                 | 1677           | Nancy Fessler                              | Admissions Office      | Basement           |
| ATM Machine   | US Bank                                    |                |  | Runyan Center          | Main Floor         |
| Banner Support/Training   | Computing Center                           | 1203           | Denise Crum                                | Lilly Library          | Lower Level        |
| Brown Bag Concert Series -Fridays   | Music Department                           | 1410           | Connie Haselby                             | Runyan Center          | Orchard Room       |
| Cash Advances/Reimbursements  | Cashier's Window                           | 1212           | Jane Brandenburg                           | Carpenter Hall         | East Basement      |
| Catering Reservations   | Dining Services                            | 1379           | Ginger Scholl                              | Earlham Hall           |                    |
| Club Sports Programs  | Athletics Department                       | 1414 / 1487    | Joan Mikesell / Karen Schroeder            | Wellness Center        | Second Floor       |
| College Closings (Inclement Weather)  | Local Radio Stations                       |                | WQLK 96.1 FM WKBV 1490 AM WFMG 101.3 FM    |                        |                    |
| College Meeting For Worship   | Campus Ministries                          | 1386           | Kelly Burk                                 | Stout Meetinghouse     |                    |
| Color Copy Machines   | Campus Services                            | 1215           | Donna Sykes                                | Carpenter Hall         | East Basement      |
| Commencement Weekend Event Planner  | Registrar's Office                         | 1369           | Julie Stout                                | Carpenter Hall         | First Floor        |
| Computer Log-On Problems  | Computing Center                           | 2000           | Help Desk                                  | Lilly Library          | Lower Level        |
| Convocation & Special Events Information  | Events Coordinator                         | 1373           | Lynn Knight                                | Carpenter Hall         | North Basement     |
| Conference Room Reservations-Accounting Conference Room                                 |  | 1411           | Rachel Kelly                               | Carpenter Hall         | East Basement      |
| Conference Room Reservations-Garden Level Carpenter Hall                                |  | 1211           | Lyn Thomas                                 | Carpenter Hall         | President's Office |
| Conference Room Reservations-Landrum Bolling Center-106                                 |  | 1211           | Lyn Thomas                                 | Carpenter Hall         | President's Office |
| Conference Room Reservations-Landrum Bolling Center-107                                 |  | 1515           | Stacie Perkins                             | Carpenter Hall         | First Floor        |
| Conference Room Reservations-Wellness Center  |  | 1731           | Shanna Nolan                               | Wellness Center        | Second Floor       |
| Copies Made (Large or Small)  | Campus Services                            | 1215           | Donna Sykes                                | Carpenter Hall         | East Basement      |
| Day Care - On Campus  | Pauline Trueblood Child Development Center | 1445           |  | Stout Meetinghouse     |                    |
| Dinning Hall  | Earlham Dinning Services                   | 1329           | Pam Torbeck                                | Earlham Hall           | Dinning Hall       |
| Directory -Faculty & Staff Extension Sheet  | Business Office                            | 1411           | Rachel Kelly                               | Carpenter Hall         | East Basement      |
| Earlham Logo/Souvenirs/Clothing/Gifts   | Bookstore                                  | 1310           | Dee-Dee Cummings                           | Runyan Center          | Main Level         |
| E-mail Issues   | Computing Center                           | 2000           | Help Desk                                  | Lilly Library          | Lower Level        |
| Emergencies-All Types   | Campus Safety and Security                 | 1400           | Campus Safety & Security Personnel         | Earlham Hall           | Main Floor         |
| Employee Council Concerns   |  |                | Contact Department Area Representative     |                        |                    |
| Energy Center   | Wellness                                   | 1734           | Welcome Desk                               | Wellness Center        | Main Entrance      |
| Faculty & Staff Payroll -Schedules, Questions & Errors *Timesheets available via Portal | Payroll Office                             | 1626           | Jennifer Broncho                           | Carpenter Hall         | Main Floor         |
| Fed Ex/UPS Deliveries-Missing/Packaging Pickup  | Post Office                                | 1529           | Kay Lynch, Theresa Skinner, Charlie Benner | Carpenter Hall         | Main Level         |
| Health Services   | Earlham Hall                               | 1328           | Gail Miller/ Mary Ann Stienbarger          | Earlham Hall           | Main Floor         |
| Hole Punching For Binders   | Campus Services                            | 1215           | Donna Sykes                                | Carpenter Hall         | East Basement      |
| Holiday Time Off  | Human Resources                            | 1619           | Human Resources Director                   | Carpenter Hall         | East Basement      |
| Homecoming Week Event Planner   | Alumni and Development                     | 1439 / 1421    | Gail Clark/ Mae Turley                     | Carpenter Hall         | First Floor        |
| Housing Questions From Students   | Residence Life                             | 1606           | Jerrold Hodge                              | Earlham Hall           | Main Floor         |
| ID cards - New, Replacement, Report of Lost/Missing                                     | Campus Safety and Security                 | 1400           | Loretta Templeton                          | Earlham Hall           | Main Floor         |
| Insurance-Health/Liability Claims & Concerns  | Human Resources                            | 1619           | Human Resources Director                   | Carpenter Hall         | East Basement      |
| International Phone Calls   | Switchboard                                | 0              | Operator                                   | Carpenter Hall         | Main Floor         |
| Intramural Sports Program   | Athletics Department                       | 1414 / 1487    | Joan Mikesell / Karen Schroeder            | Wellness Center        | Second Floor       |
| Keys - Replacement, New, Report of Lost/Missing   | Campus Safety and Security                 | 1400           | Loretta Templeton                          | Earlham Hall           | Main Floor         |
| Lost or Stolen Items  | Campus Safety and Security                 | 1400           | Loretta Templeton                          | Earlham Hall           | Main Floor         |
| Mailing Labels For Mass Mailings - Staff/Faculty/Parents                                | Alumni and Development                     | 1634           | Pat Foreman                                | Carpenter Hall         | Main Floor         |
| Mailing Labels For Mass Mailings -Students  | Registrar's Office                         | 1515           | Stacie Perkins                             | Carpenter Hall         | Main Floor         |
| Mailing Needs- Overnight, Certified & Metered   | Post Office                                | 1529           | Kay Lynch, Theresa Skinner, Charlie Benner | Runyan Center          | Lower Level        |
| Maintenance Concerns For Building/Offices   | Maintenance                                | 1315           | Marlene Penfield                           | Service Building       |                    |
| Media Equipment Needs   | Media Resources                            | 1314 / 2104    | Barbara Miller, Knoll Bendsen              | Lilly Library          | Lower Level        |
| Meetings -Regularly Scheduled   | Earlham Web Page                           | Online         | Web Calendar                               |                        |                    |
| New Faces Books   | Admissions                                 | 1600           | Jeff Rickey/ Nancy Sinex                   | Admissions Office      |                    |
| New Student Orientation Information   | Student Success                            | 1451           | Wendy Seligmann                            | Landrum Bolling Center | First Floor        |
| Off Campus Studies For Students   | International Programs Office              | 1424           | Marcia Sparks                              | Bolling Center         | First Floor        |
| Office & Art Supplies   | Bookstore                                  | 1310           | Dee-Dee Cummings                           | Runyan Center          |                    |
| Paper Shredder  | Campus Services                            | 1215           | Donna Sykes                                | Carpenter Hall         | East Basement      |
| Paper Supply (Colored or White, Multi Sized)  | Campus Services                            | 1215           | Donna Sykes                                | Carpenter Hall         | East Basement      |
| Parent Calls Concerning Student Life  | Student Development                        | 1311           | Kimber Klingmann                           | Earlham Hall           | Main Floor         |
| Parking Tags For Vehicles   | Campus Safety and Security                 | 1400           | Loretta Templeton                          | Earlham Hall           | Main Floor         |

| Activity  | Department                            | Phone #     | Contact Person                  | Building        | Room          |
|---|---------------------------------------|-------------|---------------------------------|-----------------|---------------|
| Phone Directory of Students   | Student Development/Online via Portal | 1317        | Joe Green                       | Earlham Hall    |               |
| Phone Extension -Personal Assignment  | Business Office                       | 1411        | Rachel Kelly                    | Carpenter Hall  | East Basement |
| Phone Extensions - Campus Reference Sheets  | Business Office                       | 1411        | Rachel Kelly                    | Carpenter Hall  | East Basement |
| Pool Hours and Programs   | Wellness                              | 1732        | Jayne Arnold                    | Wellness Center | Lower Level   |
| Printer Problems/ Laser or Inkjet   | Computing Center                      | 2000        | Helpdesk                        | Lilly Library   | East Basement |
| Purchase Vouchers For Office Supplies/Equipment   | Campus Services                       | 1215        | Donna Sykes                     | Carpenter Hall  | East Basement |
| Recreational Sports   | Athletics and Wellness                | 1899        | Cathryn Craig-Dickman           | Wellness Center | Second Floor  |
| Rental Property Management Earlham Personnel  | Campus Services                       | 1215/1677   | Donna Sykes / Alice Lafuze      | Carpenter Hall  | Main Floor    |
| Reservation of Campus Vehicles ( <a href="http://www.earlham.edu/security/content/vehicle_form.html">http://www.earlham.edu/security/content/vehicle_form.html</a> )        | Campus Safety and Security            | 1400        | Loretta Templeton               | Earlham Hall    | First floor   |
| Reunion Weekend Event Planner   | Alumni and Development                | 1439 /1421  | Gail Clark/ Mae Turley          | Carpenter Hall  | First floor   |
| Room Reservations - All Others ( <a href="http://www.earlham.edu/events/requestform.html">http://www.earlham.edu/events/requestform.html</a> )                              | Runyan Center                         | 1580        | Kris Ashenfelter                | Runyan Center   | First floor   |
| Room Reservations - Classrooms During Day   | Registrar's Office                    | 1370        | Carol Goss                      | Carpenter Hall  | Second Floor  |
| Runyan Coffee Shop  |                                       | 1347        | Alexis Marcum                   | Runyan Center   | Main Level    |
| Self-Serve Copy Machines  | Campus Services                       | 1215        | Donna Sykes                     | Carpenter Hall  |               |
| Semester Schedule   | Earlham Web Page                      | Online      | Web Calendar                    |                 |               |
| Sending UPS packages (Faculty/Staff & Departments Only)   | Bookstore                             | 1241        | Traci Johnson                   | Runyan Center   | Main Level    |
| Shuttles To Airports For Students ( <a href="http://www.earlham.edu/~sas/reslife/travel_and_tourism.html">http://www.earlham.edu/~sas/reslife/travel_and_tourism.html</a> ) | Student Development                   | 1317        | Joe Green                       | Earlham Hall    | East Basement |
| Sick Pay - Medical Leaves   | Human Resources                       | 1619        | Human Resources Director        | Carpenter Hall  | Lower Level   |
| Sound Systems For Campus Functions  | Media Resources                       | 1278 / 2104 | Wes Miller/ Knoll Bendsen       | Lilly Library   | Main Floor    |
| Staff On Campus-Luncheons   | Human Resources / Student Development | 1317        | Joe Green                       | Earlham Hall    | East Basement |
| Student Accounts  | Accounting Office                     | 1333        | Mandy Roell                     | Carpenter Hall  | Main Floor    |
| Student Conduct Issues  | Student Development                   | 1607        | Kevin Schaudt                   | Earlham Hall    | East Basement |
| Student Insurance   | Business Office                       | 1411        | Rachel Kelly                    | Carpenter Hall  | Main Floor    |
| Student Meal Plan Changes/Issues  | Residence Life                        | 1317        | Joe Green                       | Earlham Hall    | East Basement |
| Student Payroll (Schedules, Questions & Errors) *Timesheets available via Portal  | Accounting Office                     | 1896        | Lisa Six                        | Carpenter Hall  | Main Floor    |
| Suspicious Behavior, Packages/Vehicles  | Campus Safety and Security            | 1400        | Loretta Templeton               | Earlham Hall    | East Basement |
| Telephone & Voice Mail Services   | Business Office                       | 1411        | Rachel Kelly                    | Carpenter Hall  | Main Desk     |
| Tickets For Special Events -Pickup  | Runyan Center                         | 1580        | Kris Ashenfelter                | Runyan Center   | East Basement |
| Vacation Days - Paid/ Unpaid  | Human Resources                       | 1619        | Human Resources Director        | Carpenter Hall  | Second Floor  |
| Varsity Athletic Programs   | Athletics Department                  | 1414 /1487  | Joan Mikesell / Karen Schroeder | Wellness Center | East Basement |
| Vending Machine Issues  | Campus Services                       | 1215        | Donna Sykes                     | Carpenter Hall  | Lower Level   |
| Video Equipment   | Media Resources                       | 1314        | Barb Miller                     | Lilly Library   | East Basement |
| Voice Mail Issues   | Business Office                       | 1411        | Rachel Kelly                    | Carpenter Hall  | Main Desk     |
| Web Calendar of Events-Sports, Music & Religious  | Runyan Center                         | 1580        | Kris Ashenfelter                | Runyan Center   | Lower Level   |
| Wellness Programs (Fitness Schedules, Questions etc)  | Wellness Center                       | 1734        | Welcome Desk                    | Wellness Center | Main Entrance |
| (The) Word-Earlham Newspaper Office   | Runyan Center                         | 1569        |                                 | Runyan Center   | East Basement |