

Black Cat Week Handbook



AGNES
SCOTT
COLLEGE

CENTER FOR
STUDENT
INVOLVEMENT

Information provided by:

The Agnes Scott College Chapter of Mortar Board National College Senior Honor Society

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**IMPORTANT NOTES
FOR BLACK CAT WEEK**

1. During Black Cat Week, all student clubs and organizations must refrain from planning events/meetings, unless given advance permission from the Assistant Dean for Student Development.
2. All communication regarding Black Cat Week events must be sent and received via Agnes Scott College email (eg. list of team members, times of rehearsal, and/or Junior Production



I. A BRIEF HISTORY OF BLACK CAT WEEK

Adapted from the 2006-2007 Student Handbook (p. 16-19):

Black Cat Week began in 1915 as a prank night between first-years and sophomores, one of the oldest Agnes Scott traditions. Mary Sweet, college physician from 1908 to 1937, suggested it as a way to eliminate hazing of the first-year students, in which she offered up her own live black cat as the prize for the winning class to keep for one week. Now, it serves as a homecoming experience for all classes during the fall semester.

Black Cat Week begins with the ringing of the bell at midnight on a Sunday. Each class is assigned a day in which it hosts a party in Letitia Pate Evans Dining Hall and dresses according to its mascot. Black Cat Week progresses with a bonfire on Thursday evening, junior class production on Friday evening, and the formal dance on Saturday evening.

Every year, the incoming class is assigned a color to represent their class during its time at Agnes Scott. The colors alternate among red, green, blue, and yellow. Red and blue are sibling classes and green and yellow are sibling classes. With their own color in mind, each class also chooses a mascot. A long list of mascots, dating back to 1956, are displayed on the red poles in the Alston Campus Center at the Black Cat Café, and the full list can be found in the Student Handbook. Traditionally, first-year students try to keep their mascot a secret until bonfire. The sophomore class will then try to identify the first-year mascot and reveal it to the student body.

II. MORTAR BOARD ORGANIZATIONAL COMMITTEES AND STAFF/FACULTY

JUDGES

Mortar Board members will divide themselves into organizational committees to best manage Black Cat Week. Members may choose to be on as many committees as they feel they can commit to, generally two committees per member, with the exception of those serving on the Junior Production committee. Mortar Board's Black Cat chairs will spearhead the week and provide information and guidance to all Mortar Board members. Remaining as unbiased as possible, Mortar Board members are allowed to participate in their own class activities except for those activities in which they themselves serve as judges.

THE FOLLOWING IS THE LIST OF POSITIONS AND COMMITTEES:

Black Cat Chair(s)

As a new cohort becomes inducted into Mortar Board, the outgoing cohort will distribute details of each leadership position available within Mortar Board. The outgoing Mortar Board executive board will hold elections for the incoming executive board including the Black Cat chair(s). It is highly suggested to



have two people undertaking this position whom will be elected by their Mortar Board peers. If there are two Black Cat chairs, they can coordinate amongst themselves to take turns “off duty” so they may participate in any Black Cat activity while the other can remain the unbiased party. The Black Cat chair(s) is/are responsible for distributing Black Cat Week information, including schedules and rubrics to all Mortar Board members, placing Mortar Board members into organizational committees, supervising the work the organizational committees perform, and collecting scores from each event.

Once elected, the Black Cat chair(s) will meet with the Mortar Board Advisor to discuss a plan to organize, advertise, and reserve spaces for a Black Cat orientation. All Black Cat information will be shared along with rules and guidance to the student body. It is suggested that Mortar Board Black Cat chair(s) designate a committee to ensure the first-year class is appropriately well educated on the Black Cat traditions and customs. Finally, the Black Cat chair(s) will keep records of the week and pass these records onto the following Mortar Board executive board and Advisor.

Black Cat Education Committee

The Black Cat Education Committee needs a minimum of two members; they will likely be engaging with a large number of people at once. There will not be a scoring system for this committee. Their purpose is to ensure first-year and transfer students are aware of Black Cat events, responsibilities, and procedures during Black Cat Orientation. This committee will discuss the handbook with new students.

Specific goals include ensuring these students are aware of how/when to pick a mascot, what/when each event is, and preparation before Black Cat.

A short presentation covering the Black Cat tradition, schedule of events and rules should be distributed. A quick description of room request forms and budget procedures should be delivered. Any items that need to be borrowed from the Center for Student Involvement should be reserved seventy-two (72) hours in advance via the CSI Item Request Form on the Inter-Organizational Council (IOC) website (iocasc.wordpress.com/important-documents-and-upcoming-events/). There will be no reimbursement for items purchased for Black Cat activities. All purchases must be made using a purchasing card (p-card) and approved by the class treasurer as they are responsible for class funds. Finally, any questions should be answered at the end of the orientation meeting. A member of the Center for Student Involvement will be present during this meeting.

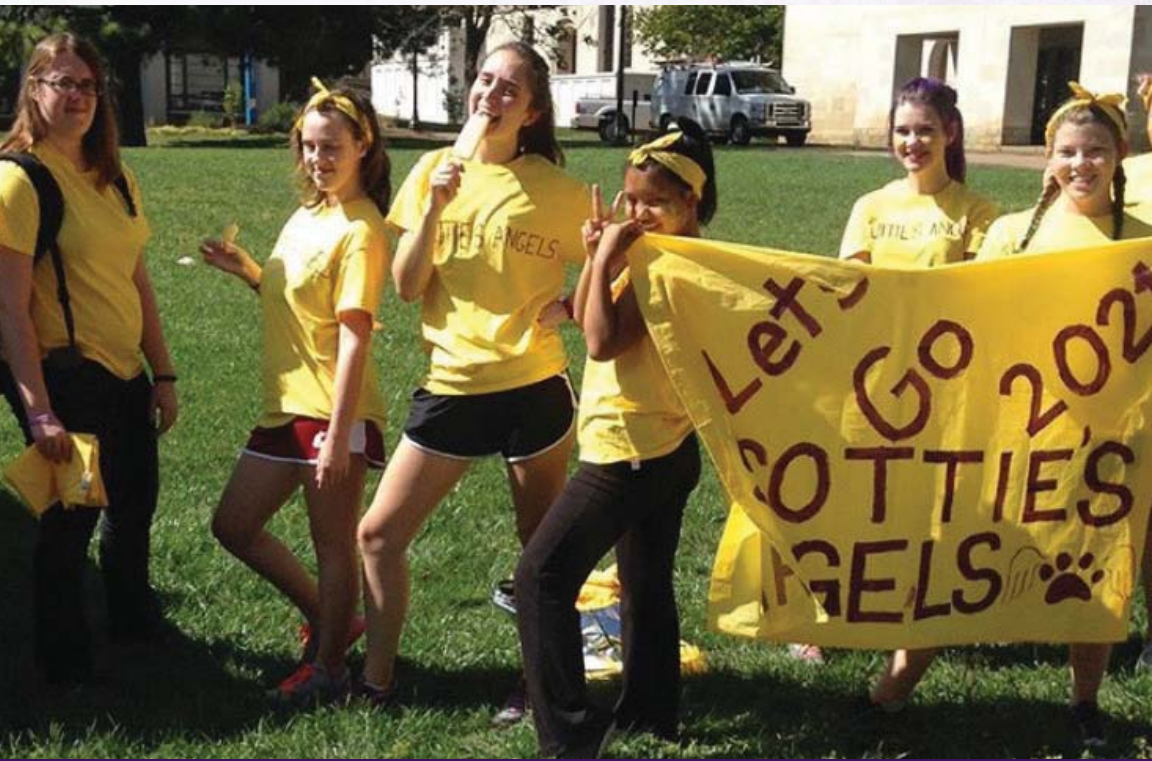
Once Black Cat orientation has concluded, first-years will finalize a list of three to five possible mascots for the class to vote on. A Center for Student Involvement staff member must be present to ensure the process is fair and efficient. Note: this meeting is held immediately following the orientation meeting. This list will be sent out by a Center for Student Involvement staff member along with an electronic ballot. Students will have three days to vote on their mascots, and the winners will be announced to the class president. In the case of a tie, there will be another vote with an electronic ballot consisting of a one-day voting period. The winner of voting will be announced as the mascot.

Students have the option to contest their mascots once and only within their first year at Agnes Scott College. In order to do so, the class president must send out an electronic petition to the class and more than fifty percent of the class must be in favor of changing its mascot (eighty-five to ninety percent of the class must vote in favor of or against in order to ensure a fair petition has been conducted). If less than half of the class is in favor, the mascot shall remain as is. If more than half of the class is in favor, an electronic ballot will be sent out by the class president. Mascot options will be the same as the ones decided upon at the mascot meeting at the beginning of the fall semester. Students of the first-year class will have three days to vote for their potential new mascot. In the case of a tie, the top two choices will be voted on via an electronic ballot with a one-day voting period. Majority rules (even by one vote) and the winner will be announced as the new and final mascot for the class. No more contesting against the mascot shall be allowed. Information about this voting process can also be found in the Student Handbook.

Mortar Board, in conjunction with the Student Government Association, should see it that the first-year class secretary, who also serves as the overall Black Cat chair, appoints students from their class as the Decorations chair, Trivia chair, Field Day chair, Costumes chair, and Songs and Dance chair. Once first-year leadership positions are filled, the first-year class is responsible for their own Black Cat organization and planning.

The sophomore, junior and senior classes will each be responsible for its own Black Cat planning and meetings. These positions will also be filled by class secretaries in the spring semester before Black Cat Week. Each class must turn in room request forms to the Office of Special Events and Community Relations or classroom request forms to the Office of the Registrar, at least three weeks prior to needing these spaces. Additionally, if a class chooses to request special food for its Party Day, the class must contact Dining Services in Evans Dining Hall at least two weeks prior to its scheduled Party Day.

Mortar Board organizational committees, with the assistance of their advisor, must make the necessary room and space requests for the entire Black Cat Week before the beginning of the fall semester. Committee descriptions detail which group is responsible for each space; however, all spaces should be reserved by the Mortar Board advisor.



Decorations Committee

The Decorations Committee requires three to four members. The committee must request, in advance, the help of one staff/faculty member to ensure fairness. The committee must distribute all posting structures, geographic limitations, as well as decorating rules to the Decorations chair(s), as well as the Black Cat chair(s), of each class via email exactly one week prior to the midnight decorating on the Woodruff Quad (Main Quad). Please note that each class must obtain their own monetary funds, either through fees, fundraising or gifts, to purchase decoration supplies after being approved by the class treasurer. Classes may not take items or supplies from offices or buildings on campus without prior permission. Use of profanity is not allowed on any of the decorations.



The committee shall create a schedule among themselves ensuring that committee members are available to monitor decoration placement, score decorations according to the rubric, as well as answer any questions the classes might have on decorations night. On Thursday evening after the Bonfire, the decorations must be removed and placed back into their respective sheds behind Winship Hall by 10:30 p.m. The committee must coordinate with the Office of Facilities before decorations night to ensure that rules regarding permanent fixtures, lamp posts, the gazebo and grass are followed. Within Alston Campus Center, the first-year class decorates the third floor, sophomores decorate the second floor, juniors decorate the first floor, and seniors decorate the ground floor including The Hub. Students must not decorate staircases or other areas in any way that prevents movement. Decorations inside or outside elevators is not permitted. The scores from Monday morning must be turned into Mortar Board's Black Cat chair(s) so that final scores may be calculated and announced on Friday.

Party Day Committee

The Party Day Committee needs a minimum of four members. It is highly suggested that members in the Party Day Committee also serve in single-day event committees, such as Field Day or Trivia. The Party Day Committee must also request, in advance, the help of two staff/faculty judges to ensure fairness. This committee must communicate basic rules and rubric details to each class prior to Black Cat Week, and points are to be deducted when those rules are broken. Information regarding rules of decoration placement and size, time constraints, and deadlines for decoration removal must be set and distributed to Party Day chair(s) and Black Cat chair(s) of each class. Special request for food or drinks to be served must be sent to and approved by Dining Services in Evans Dining Hall at least **two weeks** ahead of the Party Day date. One or two committee members and one or more faculty/staff judge must be present at each party day dinner (Monday through Thursday) to judge according to rubric. During the Thursday Party Day, typically assigned to seniors, the clean-up time is after Bonfire. Scores must be turned into Mortar Board's Black Cat chair(s) after the party so final scores may be calculated and announced on Friday.

Service Project Committee

The Service Project Committee needs three to four members. This committee must also request, in advance, the help of one staff/faculty member to ensure fairness. This committee must coordinate a service project with its staff/faculty judge (typically the Director of Community, Civic and Global Engagement) and must obtain space in which this project may occur through permission by an administrator or through reserving space through the Office of Special Events and Community Relations. Often, the service project is a penny war between the classes, which should be counted up daily by committee members with staff overseeing the process. The rules of the penny war are that pennies, checks and dollars count toward the general total of the class, silver coins take away from the class total and can be placed in a class's jar by students from other classes. The amount at the end of the week is calculated into the score for the class and goes to benefit a non-profit organization of the service project chair's choice. Depending upon which service project is chosen, the rubric for this event may need to be amended. Scores must be turned into Mortar Board's Black Cat chair(s) by Friday morning so that final scores may be calculated and announced on Friday evening.

Trivia Committee

The Trivia Committee needs roughly three members and could benefit from two chairs. The Trivia Committee must also request the help of one or two staff/faculty judges to ensure fairness. The committee is responsible for creating trivia questions and answers as well as organizing these questions into various categories ranging from Agnes Scott College history to pop culture. Students are to ask one faculty/staff member to participate on their team and they are responsible for asking that faculty/staff member at least a week prior to Black Cat. The questions shall not be given to any class or trivia participant ahead of the competition. The committee will send an email to the trivia chair of each class to inform them of the topics selected and the rules of trivia at the beginning of Black Cat Week. Each member of the committee as well as the faculty/staff judges must be present on Trivia Night and available to call out the questions and judge the answers received. Scores must be turned into Mortar Board's Black Cat chair(s) at the very end of trivia so that final scores may be calculated and announced on Friday.

Costume Committee

The Costume Committee needs a minimum of three members. The committee and Mortar Board Black Cat chair(s) shall distribute rules regarding dress code and a schedule of when costumes should be worn to the Black Cat costumes chair(s) and Black Cat chair(s) of each class two weeks prior to Black Cat week. First-year students should be warned that if their costumes reflects their choice of mascot that they do not share this information with other classes, lest they wish to have their mascot be revealed by the sophomore class. Since academic classes will remain in session during the week of Black Cat, students must wear appropriate clothing in class and must keep within general standards of modesty outside of class. Please note that each class must obtain its own monetary funds, either through fees, fundraising or gifts, to purchase costume items after being approved by the class treasurer. The committee judges will score the costumes at the Bonfire event on Thursday evening. Scores must be turned into Mortar Board's Black Cat chair(s) directly after Bonfire so that final scores may be calculated and announced on Friday.



Song and Dance Committee

The Song and Dance Committee needs two to three members. The committee must request, in advance, the help of one to two staff/faculty members to ensure fairness. Rules regarding song content, length and performances must be distributed to the Song and Dance chair(s) and Black Cat chair(s) of each class two weeks prior to the week of Black Cat. Obscenities or direct insults may not be included in songs and can result in the loss of points. Each class must compose original song lyrics to new or pre-existing music, one sibling-class song and one class song. These songs must be sung to without the accompaniment of music. The songs will be sung at Bonfire and Junior Production, where they will be judged according to the rubric. Dances will be performed at Junior Production, where they will be judged according to the rubric. Classes are responsible for reserving space for practice well in advance of when they will practice. Seniors are permitted to use lights and effects during their dance. First-year's dance should be no longer than five minutes. During Junior Production, the classes will sing both of their songs in order of their Party Day: (1) juniors, (2) first-years, (3) sophomores, and (4) seniors. Songs should include mention of class mascot. Scores for songs should be turned into Mortar Board's Black Cat chair(s) directly after Bonfire so that final scores may be calculated and announced on Friday.

Field Day Committee

The Field Day Committee consists of five to six members. The committee will request, in advance, the assistance of two or three staff/faculty judges to ensure fairness. The committee will oversee the organization, the exhibition and the scoring according to rubrics for the activity coordinated with the Assistant Director for Recreation and Intramural Programs. Field Day is on Friday afternoon of Black Cat Week. The former cheerleading category has

been merged with participation as part of the scoring rubric. Two weeks prior to the beginning of Black Cat, the committee will distribute rules, a schedule of events, as well as rubric information to the Field Day chair(s) and Black Cat chair(s) of each class. Training and supplies will be organized and accounted for by Mortar Board's Field Day committee. Each class year is responsible for signing up players and cheering participants, and report these names at least an hour prior to the beginning of the competition or sooner, if available. Scores will be reported directly after each event to Mortar Board's Black Cat chair(s) so that final scores may be calculated and announced after Junior Production on Friday. It is suggested that this committee considers activities that are inclusive to all students.



Junior Production “JP” Committee

The Junior Production “JP” Committee needs five to six members; these members will have a large workload, and therefore it is highly suggested that they do not participate in any other committees. At least two Junior Production committee members must be in attendance at every Junior Production rehearsal. The Junior Production Committee must also request, in advance, the help of three staff/faculty judges to ensure fairness during the actual production. Before Black Cat Week begins, Mortar Board's advisor must reserve Gaines Chapel/auditorium in Presser Hall (or other requested performance space) from 7 p.m. to 11 p.m. for the entire week before Black Cat, as well as during Black Cat. There will be no rehearsals later than 11 p.m. All rehearsals are closed and only open to the Junior Production committee members, Junior Production crew and performers, and the advisor or staff representative.

No alcohol is permitted on the premises at any time. Committee members must request the help of Public Safety to unlock rehearsal space and buildings for each evening required. The committee will review the script as soon as it becomes available, preferably two weeks before Black Cat Week by reading it front to back, approving content, making editing suggestions, and timing it for length. All subsequent drafts of the production script must be approved, outside of line edits, by the Junior Production Committee before Friday night's performance. All Junior Production committee members and a staff member must attend the Thursday night rehearsal and make any last changes deemed necessary. The production will be judged according to rubric on Friday evening. The Junior Production scores must be turned into Mortar Board's Black Cat chair(s) at the very end of Junior Production so final scores may be calculated and announced. Calculations will be completed by the Black Cat chair(s) and/or the Junior Production committee during the senior slideshow with staff members present, and the winner is announced after the slideshow with the presentation of the Black Cat trophy.

III. IMPORTANT CONTACTS - ADMINISTRATION'S ROLES

THE CENTER FOR STUDENT INVOLVEMENT:

- meets with Mortar Board to discuss Black Cat prior to occurrence each year
- assists Mortar Board in communicating with student body
- mediates between Mortar Board and student body
- provides advice and assistance to the first-year class
- upholds rules regarding posting/decorating procedures around campus
- grants access to student workroom
- supplies student workroom with decoration supplies (ex. paper, paints, etc.)
- can give students access to helium tank to blow up balloons
- can help classes with ideas for fundraising

- can help classes with budgets to plan for Black Cat expenses
- can give referrals for t-shirt companies and off campus vendors
- keeps budget information for each class year
- signs requisitions for payments to be discussed by Office of Accounting
- will **not** give money to classes to pay off Black Cat debts
- will **not** provide an “excused absence” to faculty for students skipping class for Black Cat
- will **not** tolerate inappropriate/illegal behavior inside or outside of class
- will **not** tolerate hazing of any kind. For more information, refer the Student Handbook regarding the Anti-Hazing Policy

OFFICE OF THE DEAN OF STUDENTS:

- will **not** give money to classes to pay off Black Cat debts
- will **not** be able to prevent theft/vandalism if Black Cat items are not locked up
- will **not** tolerate hazing of any kind. For more information, refer to the Student Handbook regarding the Anti-Hazing Policy

OFFICE OF SPECIAL EVENTS AND COMMUNITY RELATIONS:

- must receive room requests and a space reservation forms fourteen days prior to events
- must receive drawn diagrams of special set ups involving tables, chairs, podiums, etc. at least fourteen days prior to events, submitted through EMS **via emsevents.agnesscott.edu/VirtualEms/BrowseEvents.aspx**
- will **not** accommodate new space requests under 14 days notice
- will **not** be able to change space requests/set up details without appropriate staff notice
- will **not** grant permission to use space/rooms without appropriate staff signature

OFFICE OF FACILITIES:

- will communicate with the Office of Special Events and Community Relations to ensure pre-planned events happen
- must be contacted for work orders involving moving heavy objects, tables, etc. forty-eight hours prior to event
- must be contacted for event set-ups involving chairs, tables, podiums, microphones, speakers, etc.
- will **not** clean up after student decorations/parties etc.
- will **not** provide decoration supplies at no cost (i.e. lumber, yellow tape, etc.)

INFORMATION TECHNOLOGY SERVICES:

- will communicate with the Office of Special Events and Community Relations and the Office of the Registrar regarding A/V requests
- must be contacted regarding A/V equipment needs fourteen (14) days in advance
- supplies CD players, laptops, LED projectors, etc.
- will video record Junior Production upon request
- will assist students in visual operations upon request

DINING SERVICES

- will need to receive correspondence from Black Cat Party Day Chair at least fourteen (14) days prior to their class' party day to discuss specialized menu
- will accommodate catering needs outside of Evans Dining Hall upon request
- must be paid from class budget/funds for certain catering requests
- will **not** clean up decorations/trash after student Party Days

IV. SCHEDULE OF EVENTS

SUNDAY

6:30 p.m. - 7:30 p.m. - Hub Sing

With the assistance of available alumnae, students will have the chance to come together in Alston Hub to gather around the piano and sing college songs as Black Cat Week begins. While no points will be deducted, an extra five points will be given to the class with the most participation.

MONDAY

Midnight - 2 a.m. (Sunday night/Monday morning) - Rush the Quad (Decorations)

With the permission of the Dean of Students office and assistance of Public Safety, the Mortar Board president, or Senior Class president if Mortar Board president is not available, will ring the bell of the Agnes Scott Main Hall directly at midnight to signify the rushing of the quad. The Mortar Board Decorations Committee shall be present to supervise all classes during the time allotted to decorate the Woodruff Quadrangle (Main Quad) and Alston Campus Center.

11:30 a.m. - 2 p.m. (Monday through Friday during lunch hours) - Service Project

Community service will begin in the reserved area designated (table in Evans Dining Hall) and advertised by the Mortar Board Service Project Committee. In the event of a canned food or clothing drive, Mortar Board must clearly state opening and closing times of the reserved space and an appropriate location where items may be dropped off after hours. The Director of Community, Civic and Global Engagement will assist with collecting and counting donations each day.

5 p.m. - 7 p.m. - Junior Party Day

The junior class, having been allowed into Evans Dining Hall at the appropriate time to decorate and prepare, will host its party in Evans Dining Hall during the normal dinner hours. The Mortar Board Party Day Committee and staff/faculty judges will be present to score by rubric.

TUESDAY

5 p.m. - 7 p.m. - First-Year Party Day

The first-year class, having been allowed into Evans Dining Hall at the appropriate time to decorate and prepare, will host its party in Evans Dining Hall during the normal dinner hours. The Mortar Board Party Day Committee and staff/faculty judges will be present to score by rubric.

7 p.m. - 8:30 p.m. - Trivia

The Hub will be arranged for four teams, and the projector will be set up for the trivia presentation. Teams must be collected fifteen (15) minutes prior for review of rules. Mortar Board Trivia Committee and staff/faculty judges will be present to score by rubric.

WEDNESDAY

5 p.m. - 7 p.m. - Sophomore Party Day

The sophomore class, having been allowed into Evans Dining Hall at the appropriate time to decorate and prepare, will host its party in Evans Dining Hall during the normal dinner hours. The Mortar Board Party Day Committee and staff/faculty judges will be present to score by rubric.

7 p.m. - 8 p.m. - Arts and Crafts

Mortar Board, in collaboration with Programming Board, will host an arts and crafts event during Black Cat Week. This event will not be judged by class participation. Typically, this event will provide items related to the Black Cat formal dance, which is hosted by the Programming Board.

THURSDAY

5 p.m. - 7 p.m. - Senior Party Day

The senior class, having been allowed into Evans Dining Hall at the appropriate time to decorate and prepare, will host its party in Evans Dining Hall during the normal dinner hours. The Mortar Board Party Day Committee and staff/faculty judges will be present to score by rubric.

7:30 p.m. - 8:30 p.m. - Bonfire

A Facilities crew member will begin the fire at the reserved location, typically in front of Alston Campus Center. Each class will arrive on time and take its assigned location around the bonfire. Each class will sing its class song, sibling song, and Agnes Scott songs. During this time, the first-year mascot is revealed. The Mortar Board Costumes Committee and staff/faculty judges will be present to supervise the event, enforce dress code guidelines and score by rubric. See Scoring Rubric & Rules section for line-up details and schedule of songs.

8:30 p.m. - 10:30 p.m. - Cleaning the Quad

After the bonfire has concluded, removal of decorations and placement of decorations in the sheds behind Winship Hall will begin. Each class will be responsible for removing its own decorations from Woodruff Quadrangle (Main Quad), Alston Campus Center, and Evans Dining Hall; and placing them into storage, appropriate waste containers, or re-hanging them in the sheds behind Winship Hall labeled for each class. The Mortar Board Decorations Committee will be present to enforce the time constraints required.

7 p.m. - 11 p.m. (Monday to Friday the week before and the week of Black Cat) - Junior Production Rehearsal

The junior class will perform its production in Gaines Auditorium in its entirety during the final rehearsal night before the day of production. The Mortar Board Junior Production Committee and advisor, or designated staff member, will provide feedback and request any necessary changes to the production at this time. This is a closed rehearsal.

FRIDAY

2 p.m. - Classes End

At this time, all class in session at Agnes Scott College will end in order for students to be able to gather up teams and participate in Field Day activities. Any other activities and/or meetings will not be in session during this time.

3 p.m. - 4:30 p.m. - Field Day

Each class will arrive on time to the reserved location. The Mortar Board Field Day Committee and staff/faculty judges will be present to supervise and referee all events, as well as score by rubric.

5 p.m. - 7 p.m. - Community Picnic

All members of the Agnes Scott College community are invited to attend the Black Cat Community Picnic, prior to the Junior Production. The Center for Student Involvement, in collaboration with Dining Services staff, will be present to ensure the execution and all logistical needs of the picnic.

7:30 p.m. - 10:30 p.m. - Junior Production

The junior class will perform its junior production for a score judged by the Mortar Board Junior Production Committee and staff/faculty judges. Each class will be given the opportunity to perform its own song and dance routine for a score judged by the Mortar Board Song and Dance Committee. At the end of junior production, the final scores of Black Cat Week will be announced by the Mortar Board Black Cat chair(s) and will present the Black Cat trophy to the winning class. This event will be recorded by a student assistant of the Media Services Department and a DVD copy will be produced. The Media Services Department will be responsible for the set up of the projector and screen for use during the senior slideshow. Assistance with the audio system will be provided by the Office of Special Events and Community Relations and senior Facilities manager. Audio services may also be contracted out via an external vendor.

SATURDAY

9 p.m. - 1 a.m. - Black Cat Formal

The Agnes Scott College Programming Board hosts and sponsors a Black Cat formal dance to conclude the week of events. The time and location of this event is subject to change. All proceeds of this event will be deposited to the Programming Board budget. The Programming Board is responsible for the following aspects of the Black Cat formal dance:

- Theme
- Decorations
- Venue
- Menu
- Entertainment
- Marketing



- RSVP/Guest List
- Transportation (if the venue is off campus)

V. NOTES ON EDITING

The information in this handbook can be updated and amended at any point with consensus of the current Black Cat chair(s) and the Center for Student Involvement. If edits are required, they should be implemented prior to Black Cat Week within the upcoming academic year. To ensure fairness, updates and edits may not be made during the course of Black Cat Week itself. All updated electronic files and amendments should be kept current and on file in the Center of Student Involvement for future purposes.

VI. SCORING RUBRIC & RULES

Decorations

1. DECORATIONS EVENT

The Black Cat Decorations Event (Rush the Quad) occurs early on Black Cat Monday (midnight - 2 a.m.). During this time, the Woodruff Quad and Alston Campus Center are decorated. Additionally, posters honoring sibling classes are posted in Buttrick. During the event:

- 1.1. Activities commence following the tolling of the bell at midnight and must cease promptly at 2 a.m.
- 1.2. Items or supplies, including furniture, from offices or buildings on campus may not be removed without prior permission.
- 1.3. Unsportsmanlike conduct between classes, profanity, vandalism and the obstruction of another class's efforts will not be tolerated and will result in a loss of points.
- 1.4. If an individual displays unruly behavior evidentially linked to drunkenness, their actions will lead to a severe deduction of points and are subject to a mandatory meeting with the Director of Conduct and Community Standards. Punishment is compounded if the individual in question is under the age of twenty-one. ID must be provided upon request.

1.5. Decorations are allowed only in the following areas, and must follow the rules specified for each area:

1.5.1. WOODRUFF QUAD

1.5.1.1. Woodruff (or Main) Quad decorations must reflect coherent theme.

1.5.1.2. No decorations large enough to damage grass or containing elements that could damage grass are allowed.

1.5.1.3. Paper or cardboard elements are expressly forbidden.

1.5.1.4. Wood, plastic, and cloth are generally suitable alternatives.

1.5.1.5. Decorations will be outside for four days. Therefore, classes should plan accordingly in case of severe weather.

1.5.1.6. No chalking is permitted.

1.5.1.7. The Gazebo and light-posts may only be decorated by the senior class.

1.5.1.8. The senior class may decorate Robert Frost, but this will not factor into their score.

1.5.1.9. In decorating pathways, they must remain accessible.

1.5.2. ALSTON CAMPUS CENTER

1.5.2.1. First-years decorate the third floor, sophomores decorate the second floor, juniors decorate the first floor, and seniors decorate The Hub and ground floor.

1.5.2.2. Fly-space is reserved for the class decorating beneath.

1.5.2.3. No tape of any kind may be used on the floor.

1.5.2.4. Classes may only use painter's tape to adhere decorations to walls and columns.

1.5.2.5. Decoration in the inside or outside of elevators is forbidden.

1.5.2.6. In decorating pathways, they must remain accessible.

1.5.2.7. NO GLITTER is permitted.

1.5.2.8. All supplies must be purchased and provided by the class, with approval from the class treasurer. Taking items from the Student Workroom is not permitted. However, using items to create decorations is permitted.

1.5.3. BUTTRICK HALL

1.5.3.1. Each class must make a sign honoring their sibling class. These are placed on the first floor of Buttrick.

1.5.3.2. Decoration of staircases is forbidden.

1.5.3.3. Classes may only use painter's tape to adhere signs to walls.

1.5.3.4. Unsportsmanlike conduct between classes, profanity, vandalism and the obstruction of another class's efforts will not be tolerated and will result in a loss of points.

2. DECORATIONS REMOVAL

Following Thursday's bonfire, all decorations must be removed from the Main Quad, Alston Campus Center, and Buttrick Hall and placed back in the class sheds behind Lower Winship.

2.1. Decorations removal must be complete before 10:30 p.m. on Thursday after bonfire.

2.2. Classes must follow the rules specified for this area:

2.3. Decorations are to be returned to the sheds behind Lower Winship.

2.4. Decorations should be placed in a neat and orderly fashion back in the storage spaces.

2.5. Classes that do not adhere to this will have points removed from their overall total for Black Cat.

PARTY DAY DECORATIONS

**See the "Decorations" heading under "Class Party Day".*

CLASS PARTY DAY

1. PARTY DAY

1.1. Monday is designated to the junior party day, Tuesday is designated to

the first-year party day, Wednesday is designated to the sophomore party day, and Thursday is designated to the senior party day.

1.2. Special requests for food and drinks to be served must be sent to and approved by dining services in Evans Dining Hall at least two weeks before the party day.

1.3. Unless otherwise noted, dinner activities begin promptly at 5:00 p.m., points will be deducted for parties that are not ready on time due to the class.

2. DECORATIONS

2.1. Decoration occurs between 9:00 p.m. and 11:00 p.m. on the night prior to the party day. After 11:00 p.m., one point will be deducted for every five additional minutes of decoration.

2.2. Decorations should not cause accessibility issues.

2.3. The floor may not be decorated.

2.4. There should be enough table-space to eat comfortably.

2.5. Party Day decorations cannot contain material that attacks another class.

2.6. NO GLITTER is allowed.

2.7. Dining hall furniture cannot be painted.

2.8. Decorations cannot go beyond the cashier's station.

2.9. Decorations are not permitted in the bathrooms and Lower Evans.

3. CLEAN-UP

3.1. Clean-up occurs between 7:30 p.m. and 8:30 p.m. after the party. Following 8:30 p.m., one point will be deducted for every five additional minutes of clean-up. *(An exception will be made to the senior class due to bonfire activities.)*



3.2. After Party Day clean-up, furniture should be arranged as it was before decorating.

3.3. No items should be left on the floor, columns, railings or the ceiling, including tape.

3.4. All items associated with decorations must be removed from Evans premises during the clean-up period.

3.5. Points will be deducted for each item left over after each party.

SERVICE PROJECT

1. PENNY WARS

1.1. The service project, Penny Wars, will be located on the upper level of Evans Dining Hall Monday through Friday during the lunch period.

1.2. Donations must be placed in the designated containers in order to be taken into consideration.

1.3. Donations may not be moved from one container to another after they have been donated.

1.4. Each silver coin donation deducts from the total, every penny, check, or bill adds positively to the total for the day. The Director of Community, Civic and Global Engagement will assist in the daily tally after each lunch period.

1.5. Winner of the Penny Wars will be announced at the end of Junior Production. Service project accounts for the total community service score.

1.6. In the event that Penny Wars is not the designated service project, a Giving Campaign will take its place. The Office of Development will assist in the education and execution of this project.

TRIVIA

1. TEAMS

1.1. Each team consists of seven students of the same class year and one faculty/staff member (optional). A team forfeits all points until the seven-student quorum is reached.

1.2. A faculty/staff team member can participate in the regular rounds, but is not permitted to answer the bonus question.

1.3. Team members can be substituted, but only during a break.

2. PLAY

2.1. The trivia contest is made up of three regular rounds, with eight questions per round, and then a final bonus round. The questions of the first round are classified as “easy,” the second as “moderate,” and the third as “hard.”

2.2. There is a seven minute break between rounds.

2.3. Of the twenty-four questions of the regular rounds, four are from the category of mathematics and science, seven from the social sciences, six from arts and humanities, three from Agnes Scott College history, and four from popular culture. The popular culture questions fall under a surprise theme.

2.4. Answers to each question are written on designated sheets, and collected by the head of the Mortar Board Trivia Committee.

2.5. There is a two-minute time limit to answer each question.

3. CONDUCT

3.1. Unsportsmanlike conduct will not be tolerated. This includes jeering, booing, name-calling, and disruptive behavior, among other activities.

3.2. No answers may be announced loudly, by teams or audience members, even in jest. If the committee or judges decide that such behavior has taken place, they reserve the right to discard the question. Repeat offenders will be asked to leave; this may affect the seven-student quorum.

3.3. No use of outside resources: cell-phones, iPads, books, etc. are allowed.

3.4. Players may not consult with the audience.

3.5. Points will be deducted for violations of any of the above.

3.6. Audience attendance by students wearing class colors factors into the final trivia day score.



BONFIRE

1. COSTUMES

- 1.1. Costumes that reflect class mascots should be worn at Thursday night's bonfire.
- 1.2. It is highly suggested that costumes should follow the conventional rule: "no breasts, no buttocks." A string bikini is the absolute minimum. Thongs are prohibited.
- 1.3. If sheer bras are worn, pasties must be present.
- 1.4. Costumes may not include sharp objects.
- 1.5. Attendees should dress and act appropriately, bearing in mind that the event is outside in a public space. Note: this event is closed to the public.
- 1.6. The Center for Student Involvement will be present to monitor the surrounding area and to ensure outside guests remain at a comfortable distance away from the bonfire.
- 1.7. Pictures or videos are prohibited unless there is explicit consent given by those being photographed or filmed.

2. LINE UP AND SONGS

2.1. The yellow class will gather together at the outside of Lower Evans. The green class will gather outside of the ground entrance to Alston. The blue class will gather in front of the library. The red class will gather outside of Lower Winship.

2.2. Beginning at 7:25 p.m., the first-year class will begin walking together towards the bonfire. The sophomore class will follow at 7:26 p.m. The junior class will follow at 7:27 p.m. Finally, the senior class will begin walking together towards the bonfire at approximately 7:28 p.m.

2.3. When all classes have arrived to the bonfire, they may sing traditional Agnes Scott songs or class chants.

2.4. The first-year class will begin by singing their class song, revealing their mascot, followed by them singing their sibling song to the junior class.

2.5. Juniors will then sing their class song. They will follow by singing their sibling song to the first-year class.

2.6. Sophomores will sing their class song, followed by singing their sibling song to the senior class.

2.7. Seniors will sing their class song, followed by singing their sibling song to the sophomore class.

2.8. After each class sings, the Dean of Students will bring the black cat (stuffed animal toy) to the middle of the bonfire in order to create excitement among the crowd. The Dean of Students will then select which class portrayed the most school spirit during the bonfire. If the Dean of Students is unable to be present, they can designate the role to a chosen staff member.

2.9. After the Dean of Students has left the bonfire, classes may continue to sing traditional Agnes Scott songs, with the leadership of the Mortar Board Black Cat chairperson(s) until bonfire ends.

2.10. The Mortar Board Black Cat chair(s) will announce the end of bonfire and beginning of cleaning the Main Quad and Alston Campus Center.

3. CLEAN THE QUAD

**See the “Decorations Removal” heading under the “Decorations” section.*

SONG AND DANCE

1. SONGS

- 1.1. Every class will perform both class and sibling-class songs at bonfire.
- 1.2. Songs cannot contain material that attacks another class, or include any other type of obscenity or direct insult.
- 1.3. The lyrics must be original, but can be set to either new or pre-existing music.
- 1.4. Songs will be performed, unaccompanied, by their respective class.
- 1.5. Class songs must include mention of the class mascot and sibling-class songs must include mention of the sibling class mascot.

2. SONG PERFORMANCE

- 2.1. Songs will be performed in the order of their party days: (1) juniors, (2) first-years, (3) sophomores, and (4) seniors.
- 2.2. Songs must conform to the same standards set forward at bonfire:
- 2.3. Songs cannot contain material that attacks another class, or include any other type of obscenity or direct insult.
- 2.4. The lyrics must be original, but can be set to either new or pre-existing music.
- 2.5. Songs will be performed, unaccompanied, by their respective class.
- 2.6. Class songs must include mention of the class mascot, and sibling-class songs must include mention of the sibling class’ mascot.
- 2.7. Classes will be judged partly on class participation.

3. DANCE PERFORMANCE

- 3.1. Dances will be performed during Junior Production.

3.2. Dances cannot contain material that attacks another class, or include any other type of obscenity or direct insult.

3.3. Dances are not to include the use of Alcohol.

3.4. First-years, sophomores, and juniors are limited to five minutes.

3.5. Only seniors are limited to ten minutes, and may use lighting changes.

3.6. Classes will be judged partly on class participation.



FIELD DAY

Rules of Engagement

1. FIELD DAY

1.1. Unsportsmanlike conduct, in word or deed, will not be tolerated. Points will be deducted for violation of this.

1.2. Participation points will be factored into the final score, based on the number of attendees in class colors.

2. FIELD DAY GAMES

2.1 The type of field day games are to be determined by the field day committee of Mortar Board. Alternate activities should be considered for those unable to perform physical activities.

2.2. Each team consists of eight players, otherwise the team is disqualified.

2.3. The team roster for each class must be submitted to the chair of the field day committee at least one hour prior to competition. Alternates are encouraged, and should also be included in the roster. Unlisted players cannot compete.

2.4. Play begins at 3:00 p.m. the Friday of Black Cat Week. The team with the highest score at the end of each event is declared the winner. There is a short break before the final event.

3. CHEERING

3.1. Each cheering squad consists of at least five students, otherwise the team is disqualified.

3.2. The squad roster for each class must be submitted to the chair of the field day committee at least one hour prior to competition. Alternates are encouraged, and should also be included in the roster.

3.3. All cheerleaders must appear in class color, and be ready to present an organized routine during the break before the final activity.

3.4. Cheerleaders will be judged on the originality and uniformity of their cheer and support.

JUNIOR PRODUCTION “JP”

1. SCRIPT

1.1. The script may contain nothing insulting to individuals or groups. This production should be funny, not crude.

1.2. If any member of the campus community (faculty/staff/students) is referred to directly or strongly suggested, then expressed permission (signature, e-mail) from the individual in question is required.

1.3. The Mortar Board Junior Production Committee will review the script as soon as it becomes available. Script Submission should be, at a minimum, three weeks prior to Black Cat Week, which is two weeks prior to the beginning of rehearsal. The committee will read it front to back, in order to approve content, making editing suggestions, and timing it for length. All subsequent drafts of the production script must also be approved by the Committee.

2. REHEARSALS

2.1. Mortar Board advisor must reserve their rehearsal space and space for the day of the Junior Production performance. Note that the Agnes Scott College Community Chamber Orchestra requires the use of Gaines Auditorium as well as Maclean Auditorium on Monday evenings, 7 p.m. - 10 p.m. The stage must be cleared of all items and props after every rehearsal.

2.2. Two members of the Mortar Board Junior Production Committee must be present at every rehearsal. Juniors must communicate their rehearsal schedule to the chair(s) of that Committee via email. The Mortar Board advisor, or designated staff member, will be present for the final rehearsal for the entirety in order to make any suggestions before the performance day.

2.3. This is a closed rehearsal. No alcohol or guests are permitted.

3. SENIOR SLIDESHOW

3.1. The senior slideshow is a series of pictures illustrating the experiences of the graduating class, set to music created by the junior class.

3.2. During this time, the Mortar Board Black Cat chair(s) will tally the scores amongst all classes from the entire week.

3.3. The slideshow should be set at random, to reflect a multitude of senior pictures.

4. PERFORMANCE

4.1. Junior Production is judged according to Sticking to Original Script (X/10), Originality (X/10), Humor (X/25), School Spirit (X/25), Tact (X/10), Execution (X/10), and the Senior Slideshow (X/10).

4.2. Since JP accounts for twenty-one percent (21%) of the junior class's total Black Cat score, other events will be judged on a unique score curve.

AGNES SCOTT ATHLETICS GAMES

1. EXTRA POINTS

1.1. In the event that there is an Agnes Scott Athletics home game during Black Cat week, classes will have the ability to earn an extra five points to their overall Black Cat score by dressing in their class colors and attending any home games during the week.

CONTACT INFORMATION

For questions, concerns, and/or feedback,
please email Mortar Board at
ascmortarboard@agnesscott.edu
or the Center for Student Involvement at
csi@agnesscott.edu.



AGNES SCOTT
C O L L E G E

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