

BU|BeWell Implementation Guide

Infusing Wellness into Programs and Events

Butler has committed to holistic, campus-wide well-being through BU|BeWell as part of our Boldly Butler strategic direction. This commitment extends to the classroom, our workspaces, and the places where we create programming and events for the campus community to enjoy. Infusing well-being into these programs and events is often easier than you might think. This guide serves as a starting point to help you think about how to implement BU|BeWell in projects you already do.

Intellectual

1. **Create intentional learning outcomes for your event** and tailor event content to the information you want attendees to gain as a result of participation.
2. **Make overt connections between your event and classroom activities** so students can see the importance of participation.
3. **Empower students to get involved in running events** or creating new opportunities across campus.

Social

1. **Encourage participation in learning or enrichment opportunities offered frequently across campus:** Attend [Staff Training and Enrichment Program \(STEP\)](#) or [Center for Faculty Excellence \(CFE\)](#) events/workshops, or performances, lectures, work groups, affinity group meetings, etc. that are always taking place. There are SO many opportunities constantly offered throughout the year. Shared learning or enrichment experiences are invaluable for helping you find peers and build relationships you feel comfortable leaning on when you have questions, need advice, or just need a friend are invaluable! Opportunities abound - allow yourself to explore and find the right fit for you.
2. **Encourage participation in Butler-centric opportunities:** Feel connected Butler itself by attending the State of the University, fall picnic, [STEP](#) or [Center for Faculty Excellence](#) workshops/events, [Staff Assembly](#), [Faculty Senate](#), [Day of Giving](#) events, holiday party, transition week at the cafeteria, [homecoming](#), etc. So often feelings of unhappiness at work occur when you feel excluded, but there are many opportunities to feel connected if you make the effort.
3. **Student Involvement:** Many of the involvement opportunities and activities hosted on campus from Athletics, DEI & Student Affairs, academic colleges, etc. all provide social opportunities for students, staff, and faculty to connect with one another. No matter the format of the program/event, allow a social or networking opportunity as part of the

schedule. For staff and faculty, consider serving as a student organization advisor. Students can find involvement opportunities through [Butler Engage](#).

4. **Inclusive Program Development:** Be mindful to curate opportunities for multiple entry ways for folks to be social. Some minoritized groups would prefer meeting in smaller settings with those who share similar identities prior to entering larger social settings with the majority population.
5. **Program Collaboration:** Take the opportunity and collaborate with our many of our campus partners who work directly with students such as, but not limited to: Butler Arts & Events Center, The Compass Center, Efroymson Diversity Center, Health and Recreation Complex (Intramurals, Club Sports, Fitness Classes, etc.), Residence Life, and the Department of Student Development and Experiences (Offices of Fraternity & Sorority Life, Service & Community Engagement, and Student Activities – SGA, UPC, RSOs).

Meaning & Purpose

1. **Design programs with reflection before, during, or after the experience:** Add a brief reflection question to events, workshops, retreats, service opportunities, and leadership programs. This does not need to be lengthy or formal. Possible prompts include: “What value did this experience clarify for you?” “What did this help you notice about yourself or others?” “How does this connect to the kind of community we want to build?” or “What is one meaningful next step you want to take?”
2. **Connect involvement to identity, belonging, and purpose:** Help participants understand that campus involvement can be a place to explore meaning, friendship, leadership, faith, service, and vocation. Program planners can include short moments of intention-setting, storytelling, or reflection that help students connect participation with who they are becoming. Participants looking for additional ways to get involved can be connected with [Student Involvement](#).
3. **Include service, community engagement, and civic responsibility:** When programs invite participants to engage Indianapolis or the broader community, help them reflect on reciprocity, justice, responsibility, and contribution. Consider adding a pre-service reflection, a post-service debrief, or a conversation about how the experience connects to personal values and community needs. Programs can partner with the [Center for Citizenship and Community](#) or the [Office of Service and Community Engagement](#) to deepen the meaning of service experiences.
4. **Make spiritual, religious, secular, and philosophical exploration visible and accessible:** Programs should recognize that students, faculty, and staff make meaning in many ways, including through religious traditions, spiritual practices, secular commitments, cultural identities, relationships, service, and personal reflection. Event planners can connect participants with [The Compass Center](#), [Spiritual Life and Practices for Well-Being](#),

[religious accommodation and holiday resources](#), and the [BU|BeWell Meaning and Purpose resource page](#).

Sustainability

1. **Review the [Green Event webpage](#) and checklist** to understand how you can make your event more sustainable.
2. **Meet with the Office of Sustainability to discuss your event and get support.** Even if it doesn't qualify for a certification, you can still take steps to green your event and save costs.
3. **Advocate for reusable tableware** from Bon Appetit catering, when possible.
4. **Apply to get your event certified as a [Green Event](#)** and use the seal in marketing and promotions.

Diversity & Inclusion

1. **Consider who has access to your programs, services, facilities, or events.** Are people with mobility, auditory, and visual disabilities all able to participate? Are people with sensory processing, chronic health, or other ongoing issues able to participate?
 - a) If any of these groups are not able to access your offerings as they currently stand, think about ways to open up access to a wider range of people.
2. **Are there voices that aren't at the table when you're planning events?** Consider characteristics like age, racial identities, gender identities, sexual orientations, religious affiliations, etc.
 - a) If any voices aren't present in your current planning processes, think of ways you can get input from a wider range of groups to ensure that all people feel welcome.
3. **If your event includes food, consider potential dietary restrictions and allergies** among your attendees. Keep in mind [religious observances](#) and other days/times when attendees may not be able to be present. When ordering group or event clothing, offer sizes XXS-3XL.
4. **Seek out organizations, offices, or departments to co-sponsor your programs**, bringing in participants who may not usually attend your events.

Career & Life Skills

1. **Encourage attendees to make one new connection during the event** to help practice networking skills in a low-stakes environment.

2. **When possible, explicitly make the connection between the activities happening at the event and the [NACE professional competencies](#)** so that attendees understand the career and life skills being supported.
3. **Provide opportunities for students to develop and lead aspects of the event**, including creating a budget, working with vendors, coordinating logistics with Butler staff and faculty, assessing the event, and analyzing assessment results to inform future programs.

Mind & Body

1. **Ensure that people with various abilities have an opportunity and access to an equivalent experience**, by referencing [Student Disability Services online resource](#).
2. For lectures or events that are primarily seated, **create moments for attendees to stretch, get outside, move, or interact with others in engaging ways**.
3. **Partner with any one of the staff in [Student Well-being](#) or [BUBeWell](#)**, to host, collaborate, promote, or help fund any number of special events, tabling sessions, guest speakers, or programs. Staff are always looking for innovative and collaborative ways to enrich the lives of our community through engagement.
4. While it is often easier (and sometimes cheaper) to provide unhealthy food options, consider serving fresh fruit and vegetables, granola, yogurt, or other light snacks, if serving refreshments. Highly processed foods, like pizza, can have unpleasant side [effects on energy and cognitive capacity, among others](#). You'd be surprised to see how popular healthier options are – and the positive response from guests.

Service & Community

1. **Use your event to meet a practical need in the community**. Choose an initiative that aligns with the work you are already doing, or that you desire to pursue for future endeavors, and seek ways to support it through a program, workshop, or social event.
2. **Incorporate education about community needs** within your program or event. Help students see the broader picture beyond Butler's campus.
3. **Bring in community guests to participate or facilitate**. Build a pipeline of community liaisons who can guide the work we are doing and be strong advocates in meeting community needs.