



GENERAL INFORMATION FOR PARTICIPANTS

We look forward to welcoming you to the 34th session of the Buttimer Institute of Lasallian Studies to be held June 23 – July 6, 2019, at Manhattan College in Riverdale, New York. Manhattan College is within the boundaries of New York City and is easily accessible via the Van Cortlandt Park – 242nd Street (last stop) MTA subway stop. What follows is important information as you prepare for an outstanding professional and personal formation experience.

EXPECTATIONS

The Buttimer Institute is a learning and spiritual community in which participants grow and support one another not only in their Buttimer groups, but also in the larger Buttimer community. **Attendance in class, practicum sessions, Mass, prayer services and socials is expected.** Your attendance in all activities is essential to your Buttimer experience and supports members of your group, as well as members of the entire Buttimer community. **If you cannot make this commitment, please reconsider your participation in the Institute.** For these reasons, guests are only permitted to visit during the middle weekend (June 29-30, 2019) and at the end of the second week (July 5-6, 2019).

THE BUTTIMER PROGRAM SCHEDULE

Please see the draft schedule by clicking [here](#). Special elements of the program include the opening banquet and orientation (Sunday, June 23, 2019), the middle weekend during which you have time to explore and enjoy New York City (June 29-30, 2019), and the closing day, graduation and final banquet (Friday, July 5, 2019). Most days are taken up with class sessions followed by time for reading and study. Woven into the program is significant time for prayer and reflection, as well as opportunities for socializing and creating community.

FACULTY AND STAFF

Great care has been taken to select the faculty and staff who will guide and assist you and your fellow students throughout the course of the Buttimer Institute. **Brother John Cantwell, FSC**, will teach classes for Buttimer I; **Dr. Greg Kopra** will teach classes for Buttimer II; **Brothers Timothy Coldwell, FSC**, and **William Mann FSC**, will teach classes for Buttimer III.

THE PRACTICUM

A continuing component of the Buttimer Institute is the practicum, a co-curricular activity that meets four times throughout the two-week program. The practicum gathers participants from across the three Buttimer classes with similar interests in a particular field of Lasallian inquiry: Lasallian Mission Coordinators/Animators; Lasallian Presentation Resources; Lasallian Research; Young Lasallians; and Lasallian Association. You will choose one of these five groups in which to participate, and you will remain with your practicum group for three years. Descriptions of the practica can be located in the Buttimer brochure on pages 4-5.

ATTIRE

Definitely casual! July is the hottest month in New York, with the average high temperature 84° Fahrenheit/28° Celsius and the average low temperature 68° Fahrenheit/19° Celsius. Summers are generally hot and humid. A light jacket or sweatshirt might be needed for an unseasonably cool day or evening. Comfortable shoes are a necessity as getting around campus entails some walking (New York City requires more)! Participants wear “business casual” for the graduation Mass and closing banquet. Members of Buttimer III are encouraged to wear more formal attire for their graduation Mass and the closing banquet.

HOUSING

Participants will be housed in Lee Hall. A pillow, blanket and linens will be provided. The wrapped linen packet includes a fitted sheet, top sheet, pillow case and bath towel. Linens will be changed one time during your stay, on Friday, June 28, 2019. Participants should bring additional bath towels, washcloths or hand towels if desired, as these items are not provided by the college. The color of all linens provided by Manhattan College will be white. Therefore, if you choose to bring your own towels, etc., please bring a color other than white so you may easily differentiate the two. Please separate your personal towels from the linens that Manhattan College provides on the linen exchange day.

The residence hall does not offer accommodations like a hotel. We encourage you to bring an alarm clock, desk lamp and other items you may need for your room. Free washers and dryers are available on each floor for your personal laundry. Detergent will be provided. The mainly double occupancy suite-style residence hall (a few triple occupancy) is equipped with a full bathroom for each suite. Furnished lounges (TV, couches, dining tables) with a kitchenette (stovetop, microwave, sink) are located on each floor. Lee Hall is air-conditioned and has complimentary Wi-Fi.

Please keep noise to a minimum and be respectful of others, especially at night and after socials. Loud noise may disturb others who might be reading for class, enjoying quiet time or sleeping.

You may check into your room beginning at 11:00 a.m. on Sunday, June 23, 2019. You must vacate your room by 1:00 p.m. on July 6, 2019.

WIRELESS INTERNET ACCESS

Complimentary Wi-Fi is available throughout campus, including in guest rooms, classrooms and the dining hall, without the need for a password.

JASPER CARDS

All Buttimer participants will receive a Jasper Card upon check-in. The Jasper Card is a non-photo ID card that will include the name of the program and the participant’s first and last name printed on the front of the card. The card allows access into the assigned residence hall and into Locke’s Loft Dining Hall. A \$10.00 fee is applied for the replacement of any Jasper Card during your stay at Manhattan College. You are NOT required to return your Jasper Card at check-out.

COMPUTER CENTER AND LIBRARY SERVICES

The library is open and available during the summer months, Monday through Thursday from 8:30 a.m. to 9:30 p.m., Friday from 8:30 a.m. to 4:00 p.m. Meeting rooms, computer labs and study rooms are located in the library and may be requested for private use.

MAIL AND PACKAGES

There is a mailroom located on the lobby floor of Horan Hall, which is adjacent to Lee Hall. The hours of operation are Monday through Thursday from 8:30 a.m. to 4:30 p.m. The mailroom is closed Friday through Sunday. Please feel free to ship yourself a box of items that you don't want to carry in your luggage. Packages should not arrive before **Monday, June 17, 2019**, or after **Friday, June 21, 2019**. To streamline the logistics of shipping and receiving, all mail/packages should be addressed to Mark Freund at the address below:

Mark Freund
2019 Buttimer Institute of Lasallian Studies
Attn: Conference Services
4513 Manhattan College Parkway
Riverdale, NY 10471

EARLY ARRIVAL, LATE DEPARTURE, GUESTS

Manhattan College has limited availability for overnight accommodations beginning the evening of Friday, June 21, 2019. Any requests for early arrivals prior to Friday, June 21, 2019, will need to be reviewed by Manhattan College conference services and approved on a case-by-case basis. Late departures may NOT extend past Tuesday, July 9, 2019. Early arrivals and late departures will be assessed fees based on the overall number of guests and dates of stay. A separate form to request an early arrival, late departure or guest will be sent to all registered participants in early April. Anyone needing to arrive before June 23, depart after July 6, or interested in bringing a guest must complete the Special Request Form and submit payment online by Wednesday, May 15, 2019. **The nightly flat rate is \$40.00 per person.** It is the participant's responsibility to cover all costs. Payment MUST be received by Friday, May 31, 2019. No exceptions will be granted nor will the deadline be extended!

Christian Brothers Conference will grant refunds for early arrival, late departure, or guest cancellations received on or before Friday, May 31, 2019, less a \$25.00 administrative fee and a credit card processing fee. No refunds will be granted after May 31, 2019. Cancellation notices must be in writing and sent to Katie Christensen kchristensen@cbconf.org. Checks will be mailed within three weeks of receipt of the written request.

TRAVEL TO AND FROM MANHATTAN COLLEGE

Please click [here](#) for helpful information on getting to Manhattan College, as well as getting around Manhattan College.

PARKING

Parking is available in the parking garage on campus at no charge. You must request a parking permit in advance by completing the Special Request Form. Parking permits will be handed out at the time of check-in.

RECREATION

Buttimer participants are permitted to use the fitness center so long as a waiver and informed consent form are filled out. These materials will be emailed to you in June 2019. Manhattan College does not have a pool on campus, however [Van Cortlandt Park](#), located across the street (Broadway), has a public swimming pool and running track.

CHRISTIAN BROTHERS CONFERENCE POLICIES

Travel

All travel arrangements and costs, including airfare, train, bus and/or other ground transportation costs, are the responsibility of the participant.

Photography/Video

By attending the Buttimer Institute and its events, participants understand that their image may be captured by Christian Brothers Conference and may be used without compensation in photographs, videos, motion pictures or any other recordings or other record of this event that contains the image for any purpose, including for future advertising for the program.

Registration Cancellation

No participant is registered until Christian Brothers Conference has received an online registration form and full payment.

CANCELLATION AND REFUND POLICY: Christian Brothers Conference will grant refunds for registration cancellations received before Friday, May 31, 2019, less a \$25.00 administrative fee and a credit card processing fee. No refunds will be granted after May 31, 2019. Cancellation notices must be in writing and sent to Katie Christensen (kchristensen@cbconf.org). Refunds for incorrect or duplicate registrations will be granted, less a \$25.00 administrative fee and a credit card processing fee. All refunds will be in the form of a check. Checks will be mailed within three weeks of receipt of the written request.

The Buttimer Institute is a program of the Office for Lasallian Education at Christian Brothers Conference, and we are happy to help you prepare for this experience. If you have questions regarding this information or any other aspect of the Buttimer Institute, please feel free to contact Michele Beauboeuf (michele@cbconf.org) or Sarah Laitinen (slaitinen@cbconf.org) at (202) 529-0047.