

TO: _____

FROM: Alex Louis, Assistant Director Student Life
& Leadership Development

RE: **NEW MEMBER EDUCATION PROGRAM STATUS**

DATE: _____

Below, I have indicated the current status of your new member education program. Should your paperwork not be in order at this time, please follow up as soon as possible since you **MAY NOT** begin new member education activities until you do so.

_____ Your new member education program, new member contracts, new member orientation session attendance, and new member information sheets have been approved as is. You may begin the new member education activities as of _____.

Have a Successful Program.

_____ Either your new member education program, new member contracts, new member orientation session attendance, and / or new member information sheet is incomplete. **BEFORE** you begin new member education activities you **MUST** make the changes or corrections indicated below.

EXPLANATION:

If you have any questions you can contact me in the Student Life & Leadership Development Office at (908) 737 – 5170 or UC 219.