REPLY REQUESTED: **Involvement Rosters Due** to the Student Programs Office

*by March 23, 2010 (before Easter Recess)*

Dear Club President and Advisor:

It’s that time of year again, please submit your Student Organization Involvement Roster for Fall 2009-Spring 2010 to our office by March 23, 2010. Please use the attached data collection PDF template and include ALL requested information as well as identify those students who have served as a leader in the respective organization.

You are listed as the contact person for at least one of the student organizations listed below. **If you are not the correct contact, please promptly forward this information to the correct contact person. If this organization no longer exists or has a different name, please contact our office with the correct information.**

In an effort to more accurately track student involvement in college life, the Student Programs Office is requesting that you submit a roster of students who have participated in an approved organization/club during the Fall 2009 - Spring 2010 academic year. We will enter the data you provide into the College’s data base. This information may be used for years to come to organize reunions, fund raisers and special events, allowing us to respond to both internal and external inquiries related to student involvement.

As we move ahead with using the Banner system for this process, we ask that each organization be conscientious about submitting their roster by the deadline, March 23, 2010. Please campus mail your Involvement Roster to the Student Programs Office, Box 3050, BY WEDNESDAY, MARCH 23, 2009. **REMINDER:** Any Rosters given to our office which do not include ALL requested information will be returned promptly to the contact for proper completion.

If you have questions or concerns regarding this request, please contact me at (717) 796-5240 or by email at studentprogramsoffice@messiah.edu

Thank you,
Cindy Secrest x5240
Student Programs Office
Larsen Student Union
Official Organization/Club Name:______________________________________________

Student Contact:____________________Extension:________________________

Advisor: ____________________________Extension:________________________

<table>
<thead>
<tr>
<th>Student ID #</th>
<th>Last Name</th>
<th>Proper First Name</th>
<th>M.I.</th>
<th>Box #</th>
<th>Office Held</th>
<th>a/o Spring 2010 term</th>
</tr>
</thead>
<tbody>
<tr>
<td>00333111</td>
<td>Student</td>
<td>Nancy</td>
<td>R.</td>
<td>4325</td>
<td>President</td>
<td>3 (junior)</td>
</tr>
</tbody>
</table>

Please forward completed Roster to Student Programs Office, Box 3050, by 3/23/10

Date: Rec’d______________