

MEMORANDUM

DATE: June 15, 2006

TO: NU Club Presidents & Alumni Admission Council Directors
cc: Alumni Regents

FROM: Allen V. Lentino, Senior Associate Director of Admission and Financial Aid
Jeff Velis, Director-Clubs, Northwestern Alumni Association

RE: New Student Welcome Parties for 2006

The incoming Class of 2010 is finalized and the regional NU Clubs and AAC Directors can complete plans for the annual New Student Welcome Parties. Club presidents should contact an AAC counterpart in your city or region, if you haven't already done so. If you do not know the AAC director in your area, contact your NU Club Liaison directly or via the Club Line at 847/491-3317, then consult with this person and advise the Office of NU Clubs of the following:

1. Is the club or council planning a new student party in your city/area?
2. Who is the party host and how can we contact that individual? (name, mailing address, phone and fax numbers and e-mail if available)
3. What will be the time, date and location of the party?
4. Do you need invitation labels for incoming freshmen and their parents only? Or for returning students and their parents too?
5. What is your projected attendance? We need this count to send party supplies. (determined by number of students, parents, AAC directors and club members invited)

The designated party host will receive NU name badges, napkins, mailing labels and a list of the names, addresses, emails and phone numbers of new and current students and their parents. The host is responsible for mailing invitations to the party (although club volunteers can help if needed). Area alumni and/or the local NU Club, as mutually agreed by the club and council reps, cover expenses related to each party. New Student Welcome parties should be a minimal expense, \$100-150 (maximum), to the NU Club of the area and are best suited to potluck dinners, dessert and coffee receptions, or pizza parties, as opposed to spending \$700 on a catered event or picnic events.

The best time to schedule a party is August. Since new students move to campus on Friday, September 12, 2006, a party after Labor Day may be impractical. An electronic version of the mailing labels will be sent to the person who ordered them. These labels will be formatted in an Adobe PDF version and they will be ready for immediate printing on Avery 5260 label type. If the party host hasn't been determined, the club president or AAC director should forward any labels they receive to the individual responsible for mailing the party invitations.

Please complete the online form located at: www.alumni.northwestern.edu/clubs/nsp/ or return the enclosed form by Friday, July 11 to verify your supplies request and the official contact person for the new student party. If you have questions, contact the Office of NU Clubs at 847/491-3317. The toll free number is 1-800-NUAlums. In areas where we have both active clubs and alumni admissions council directors, this is a great opportunity to work together and show our future alumni what it means to stay connected to Northwestern University.

2006 Northwestern New Student Party
Response Form

Please provide the following information, preferably by FAX to 847/491-3038, or by mail to NU Clubs - NSP, 1800 Sheridan Road, Evanston, IL 60208.

Response by: AAC Rep NU Club Rep Other

Name _____ Phone () _____
Address _____ FAX () _____
City _____ ST _____ ZIP _____
E-mail _____

We will have a new student party: Order new student and parent labels. Order returning student and parent labels. We will not have a new student party: We could not identify a party host. Resources are not sufficient to cover costs.

Please forward the following party supplies: Cocktail napkins. Name badges Projected attendance is Electronic list of students' and parents' names/addresses .

The date of our new student party is _____ Time _____

The host's name is _____ E-mail _____ Phone: _____ Fax: _____

The location is _____

Questions? Call: Office of NU Clubs
847.491.3317
Toll Free: 1-800-NU-ALUMS

The club president, AAC director or party host should be designated as the one official contact person for communication with this office regarding the new student party.