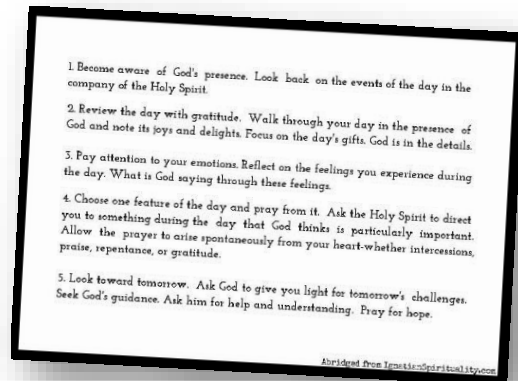


{ Exams and the Examen Template }



- AΣN items to consider:
 - o AΣN Examen postcards
 - o Info brochures/Info flyers *optional
 - o I <3 Jesuits t-shirts for volunteers *optional
- Supplies needed:
 - o Examen postcards (AΣN)
 - o Printed AΣN note (download from website or create your own)
 - o Plastic baggies
 - o Staples or hole punch and string/ribbon
 - o Snacks or goodies
 - o Bags to carry all completed packages
- Volunteers needed:
 - o 2-3 to hand out bags
 - o 2 to assemble the Examen bags

Event goals:

- Increase AΣN name recognition on campus among students
- Support scholarship among students of Jesuit higher education, one of AΣN's core tenets

Planning guide:

- 1) Organize a planning committee. Choose the preferred time and date for your event during mid-term or final exam weeks. Decide who on the committee will tackle each component – logistics, volunteer coordination, etc.
- 2) Contact your Faculty Adviser and/or Coordinator with your event plans. They may be helpful in the next steps. In any event, it should be on their radar.
- 3) Send a mass communication to all AΣN student members to get volunteers for the event. You can also announce the opportunity and have a sign up sheet at an AΣN meeting or event.
- 4) Order necessary supplies from the AΣN Central Office 2-3 weeks in advance of your event to ensure the products arrive in time. Purchase necessary non-AΣN supplies.

- 5) Plan a date and time for bag assembly. Coordinate volunteers, location, and supplies.
- 6) Assemble bags prior to the event date.
- 7) Appoint a photographer for the event to take photos of assembly, finished products, volunteer team, action shots, etc. Then have them send us the photos to kristina.tadeo@marquette.edu or kate.gaertner@marquette.edu.
- 8) 2-3 volunteers divide up the bags to hand out in the library to students studying (or in another high traffic location for studiers). If students have questions about AΣN, be prepared to answer and maybe come equipped with Info Brochures or Info Flyers to hand them. You can always direct them to the AΣN website as well. Bonus points for wearing I <3 Jesuits t-shirts!