

{ Thank You Note Template }

- AΣN items to consider:
 - o Branded notecards (request these 2-3 weeks in advance of your event from the AΣN Central Office)
 - o Table runner (each school has one)
 - o Retractable banner (check if your Chapter has one)
 - o Gratitude flyer (can be printed from the AΣN website)
 - o AΣN stickers or Examen postcards (arriving in communications packages) *optional
 - o 1 <3 Jesuits t-shirts for volunteers *optional
- Supplies needed:
 - o 6 ft table
 - o Table cloth
 - o Table runner (AΣN)
 - o Notecards (AΣN), approx. 250
 - o Pens
 - o Signage for event
 - o Flyers (AΣN)
 - o Swag giveaways (AΣN)
 - o Box or bag to keep completed cards safe
- Volunteers needed:
 - o 2 table staffers, more depending on length of event
 - o 2-4 card deliverers, depending on numbers of cards to be hand-delivered

Event goals:

- Increase AΣN name recognition on campus among students, administrators, and faculty
- Promote the idea of gratitude on campus, a core piece of the Daily Examen
- Recognize faculty (and administrators) who exemplify the best of Jesuit education

Planning guide:

- 1) Organize a planning committee. Choose the preferred time and date for your event. Maybe coincide with a wider campus event, Thanksgiving, or AΣN Week to make the biggest impact. Decide who on the committee will tackle each component – logistics, marketing, 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) Contact the Event Management team on your campus to confirm your preferred date and time and to book a location for your table event. You will need to order a 6 ft table and a plain-colored table cloth through them. You might also ask about an easel for displaying a sign. *Be sure to book a location that is high traffic such as the student center or on a walkway through campus center.
- 4) Send a mass communication to all student members asking for volunteers. Your Adviser or Coordinator should be able to help you get the current list of student members if you do not

already have access to that. You can also make an announcement in a general meeting or at another AΣN event about the volunteer spots and have a sign-up sheet.

- 5) Determine your event marketing plan. Use flyers, campus-wide email or social media, email all AΣN members, use word-of-mouth, etc. If tying into a larger campus event, be sure to get on the marketing materials for the larger event. You might also ask Campus Ministry or Mission and Identity to help you promote the event. Start your marketing campaign at least a week in advance with marketing pieces hitting each day or two for the week leading up to the event.
- 6) At the event, use the table runner from AΣN, bring AΣN swag and perhaps Info Brochures for anyone interested, and print or create a nice-looking sign to set the scene. If your Chapter has AΣN t-shirts (we have some in the online store), have volunteers wear those at the event. The event should be a branding opportunity for Alpha Sigma Nu. A main goal is to raise awareness of the Jesuit honor society on campus.
- 7) Appoint a photographer for the day! Be sure to take some great photos of the table, the volunteers, and some action shots of folks writing their notes. Then send them to us!! (email to kristina.tadeo@marquette.edu or kate.gaertner@marquette.edu)
- 8) After the event, group the completed cards for professors. Divide them among office locations or make a plan for efficient delivery. Have your 2-4 delivery volunteers ready to hand-deliver the cards to professors' offices.