

MEMORANDUM

Date: August 7, 2013
To: All Campus Employees
From: Fran Finch, Spiritual Life Office
Re: Chapel Attendance Taker Volunteer

PLEASE HELP!

I need your help to take attendance in chapel. This is open to any employee who would be willing and available to help. There is a need of 5 people to help scan in students on Mondays and 5 people for Wednesdays. I need 4 people to fill in as needed for both Monday and Wednesday. If you can sign up for the whole semester – Mondays, Wednesdays, or both, that would be great. Also need 4 people who can help during special chapel events other than regular chapel days and times.

Please fill in the form below and return it as soon as possible or send me an e-mail (ffinch@swu.edu) with your response. Your response is needed by Monday, August 19th.

Thanks in advance for you willingness to help.

Please return to Fran Finch in Spiritual Life.

[] Yes, I will be available to check chapel. Here are my choices:

Day
Monday Wednesday

[] Yes, I will be a fill-in as needed. Here are my choices:

Day
Monday Wednesday Special Events other than regular chapel times

NAME PHONE: