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**MEMORANDUM**

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**TO:** SA RECOGNIZED ORGANIZATIONS  
**FROM:** ERIK CALMEYER, VICE PRESIDENT  
**SUBJECT:** ORGANIZATIONAL EXPO  
**DATE:** 8/19/2009

I would like to welcome all of you back from what I hope was a wonderful summer break. My name is Erik Calmeyer and I am the Vice President of the Student Association. After another year of long awaited excitement, the Student Association of Northern Illinois University will be hosting the 14<sup>th</sup> annual Organizational Expo on **Wednesday September 16, 2009 from 10 a.m. – 5 p.m.** in Central Park (Between Stevenson & Grant).

The Organizational Expo is an event which gives the over 200 SA Recognized Student Organizations the opportunity to promote themselves to NIU's student body. The Organizational Expo is also a great opportunity for first year students, to meet and greet some of the best student leaders around campus. Students who participate will have the opportunity to enjoy music, free food, win prizes, play games and get connected with student organizations.

As in last year, student organizations are expected to complete and submit the registration form attached no later than **Friday August 28<sup>th</sup>, 2009**. The registration form can be completed and submitted through email, or submitted in person in the SA office located in suite 180 of the Campus Life Building.

I look forward to meeting all of you and supporting you in having a wonderful year. If you have any questions or concerns, please feel free to contact me at 753-9915 or you can email me at [ecalmeyer@niu.edu](mailto:ecalmeyer@niu.edu).

Thank you,

Erik Calmeyer

Vice President



Organizational Expo 2009  
Official Registration Form  
Wednesday, September 16, 2009  
Central Park  
10:00 AM- 5:00 PM

Name of Organization \_\_\_\_\_

Contact Person \_\_\_\_\_

Contact Email \_\_\_\_\_

Contact Phone # \_\_\_\_\_

Faculty Advisor \_\_\_\_\_

Advisor Phone # \_\_\_\_\_

Do you plan to give away any items at your table? Yes  
No

How many people will you have at your table? \_\_\_\_\_

Will you have a representative from your organization present all day? \_\_\_\_\_

If not, why? \_\_\_\_\_

Is there anyone in your organization that would be interested in helping or volunteering at the  
Organizational Expo? Yes No

If so, please provide the contact information below:

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone# \_\_\_\_\_ Email \_\_\_\_\_

Time Available to work \_\_\_\_\_

\*if there is more than one person available to volunteer, please attach contact information on a separate sheet of paper to this form

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Please return registration form to:  
Student Association  
Organizational Expo Committee  
Campus Life Building 180  
DeKalb, Illinois 60115  
[ecalmeyer@niu.edu](mailto:ecalmeyer@niu.edu)  
815-753-9915