Electronic Message Board

SL liaison Initials_____
Date_____

Club/Division: _____

Club Officer or Division Contact: _____Phone_____
Advisor:
E-mail address: _____
Run Dates:_____

1. Suggested format for message: EVENT, TIME, LOCATION, and COST.
2. Always use both the day of the week and the date. Example: Monday, Sept. 23
3. Message will appear 24 hours after it has been faxed. Please check for accuracy and report any corrections.

PLEASE PRINT YOUR MESSAGE EXACTLY AS YOU WANT IT TO APPEAR!

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Student Life Staff: _____
Date Message Faxed:_____