for involvement to slow down as the semester progresses. The important thing is to keep consistent and advertise!

For creating posters, make sure you have the following information: Club name, contact information (name and email), event name, date, time, and location. Canva is a great website to use (and free!!) to make posters for your events. Students will follow the process outlined by the Office for Student Engagement and Multicultural Student Enrichment (SEMSE) for posters.

•

To hang posters around campus, email your poster to <u>studentengagement@lewisu.edu</u> and ask for them to be stamped to hang around campus. SEMSE will digitally stamp your poster and email back the new version for you to print and hang around campus. If you would like your poster in the 12 kiosks around campus, you will need to bring copies of your stamped poster to their office for them to hang up. They are located at the Brother James Gaffney Student Center, in JG104.

To prompt events electronically, students <u>must complete this form</u> by 5 pm on Wednesday for it to be sent out the following week. It will be promoted on: "This Week at Lewis" email

Club sports should require that members pay a fee (dues) to participate. This helps incentivize students to participate and offset some of the costs of running the club. The

forms to become an Approved Driver. Contact a SRFW staff member at the beginning of the semester to start this process as processing paperwork takes a few weeks. Members are