UNIVERSITY OF MICHIGAN

Silan Fadlallah <silanf@umich.edu>

Fwd: Response Required! Volunteers for the 2019 UM MLK Provost Breakfast

1 message

Ethriam Brammer <ebrammer@umich.edu> Thu, Dec 20, 2018 at 5:15 AM
To: SCOR-eboard <SCOR-eboard@umich.edu>, nasa exec <nasa.exec@umich.edu>, La Casa Members <lacasa.members@umich.edu>, DEI-GSSAs <DEI-GSSAs@umich.edu>, Islamophobia Working Group <islamophobiaworkinggroup@umich.edu>

FYI

---------- Forwarded message ---------
From: **Gregory Thomas** <gothomas@umich.edu>
Date: Wed, Dec 19, 2018 at 2:59 PM
Subject: Response Required! Volunteers for the 2019 UM MLK Provost Breakfast
To: <mlk-symposium@umich.edu>, oami staff <oami.staff@umich.edu>

We need your assistance - Volunteers for the 2019 MLK Provost Breakfast!

We are in search of 7-8 volunteers (faculty or staff) to assist during the 2019 MLK Provost Breakfast on Monday, January 21st at 8:00am in the Michigan League Ballroom.

Here are the delegations:

- **Name tag assistance (3 volunteers needed)**
  - Manage distribution of name tags according to a grouping of letters
  - Check off names of attendees as they pick up their name tags from the table
  -Keeping track of dignitaries sheet (to give to Greg to give to Provost)

- **Hallway Greeters/Coat Check Assistance (2 volunteers needed)**
  - Direct guests toward coat rack area/ assist with hanging up coats if needed
  - Either stand inside ballroom doors and greet guests as they enter or (depends on if door stop is available)
  - Field questions from guests about seating

Ballroom Decor (2-3 volunteers needed)
- Set up Poster on T Stand
-Put guidebook flyers on each table
- Set up booklets on each table

Michigan League Volunteers Itinerary

- 7:15am - Arrive- Michigan League Ballroom, find your preferred seats
- 8:30am - Join rest of the party inside the ballroom. Will need 2 people to stay until 8:40 or so to catch the stragglers.
- 9:30am - Tell guests to keep nametags for access to reserved seating at the keynote. Breakdown the nametag station, gather extra flyers from tables in the ballroom, put in carts. Assist in bringing materials to van parked in back of Hill Aud.

Please fill out the following form before Wednesday, January 16th to confirm your commitment.

FORM: Volunteers for the 2019 MLK Provost Breakfast

I want to thank you in advance for volunteering and do not hesitate to contact me with any questions!

Best,

Gregory O. Thomas, M.A.

Program Manager & Success Coach, Office of Academic Multicultural Initiatives (OAMI)
MLK Symposium Assistant Coordinator
Men of Color Leading in the Classroom (M-CLIC) & Black Celebratory
The University of Michigan
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Fax: 734-647-8376
Website: http://oami.umich.edu
Pronouns: He, Him, His
"Educating the mind without educating the heart is no education at all." –Aristotle

OFFICE OF ACADEMIC MULTICULTURAL INITIATIVES
OAMI

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Ethriam Cash Brammer, Ph.D.
Assistant Dean & DEI Implementation Lead
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We acknowledge that the University of Michigan, named for Michigami, the world's largest freshwater system and located in the Huron River watershed, was formed and has grown through connections with the land stewarded by Niswi Ishkodewan Anishinaabeg--the Three Fires People, who are the Ojibwe, Odawa, and Potawatomi--along with their neighbors the Seneca, Delaware, Shawnee, and Wyandot nations.