



**a place of mind**  
**THE UNIVERSITY OF BRITISH COLUMBIA**

**UBC Orientations**  
Centre for Student Involvement  
1002 - 1874 East Mall  
Vancouver, BC Canada V6T 1Z1  
[www.involvement.ubc.ca](http://www.involvement.ubc.ca) | @ubc\_csi

Friday, September 30, 2011

To Whom it May Concern:

Re: <<LEADER NAME>>'s involvement with Imagine UBC and the UBC Orientations program.

<<LEADER>> was a MUG (My Undergraduate Group) Leader for the 2011 Imagine UBC Orientation program held on Tuesday, September 6<sup>th</sup>, 2011. As a MUG Leader, <<LEADER>> guided new-to-UBC students through their orientation and transition into the UBC community and will also continue to support them in the year ahead. On the Imagine Day, they led new students on a campus tour, contributed to a workshop that provided tips on strategies for student success, answered questions from new students about courses and campus life, and, most importantly, ensured that the students in their MUG felt welcome to our community.

This was a volunteer position, requiring at the minimum 40 hours of commitment. As part of the MUG Leader role, training was provided in the following areas:

- Coaching and group facilitation skills
- Problem-solving and trouble-shooting experience
- Experience working with a diverse group of students
- Communication skills, including presentation skills

Welcoming over 7000 new-to-UBC students to campus is no small feat and we couldn't have done it without the energy, enthusiasm and commitment of students like <<LEADER>>!

Sincerely,

A handwritten signature in cursive script that reads "Shannon Sterling".

Shannon Sterling  
Student Development Officer, Programs  
[shannon.sterling@ubc.ca](mailto:shannon.sterling@ubc.ca) | 604.822.0136