



Friday, September 30, 2011

To Whom it May Concern:

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

<<LEADER NAME>> was a Squad Manager for the 2011 Imagine UBC Orientation program held on Tuesday, September 6th, 2011.

A Squad Manager works with the Imagine UBC Squad Leader and the MUG (My Undergraduate Group) Leaders of his/her Squad to coordinate their Imagine Day. They are the coordinator, timekeeper, and Squad organizer.

A Squad Manager's Role included:

- Support of MUG Leader training
- Management and organization of the Squad logistics during Imagine UBC
- Ensuring that all MUG Leaders submitted the required paper-work and documentation
- Ensuring the Squad moved through the day smoothly and on time

Some of the skills and experiences <<LEADER NAME>> gained through the Squad Manger role included:

- Problem-solving and trouble-shooting experience
- Workshop and presentation development and facilitation skills
- Written and oral communication skills (email correspondence, public speaking, etc)
- Active listening skills and awareness of the needs of students in transition
- Experience working with diverse teams, including peers, staff, and faculty

This was a volunteer position, requiring at the minimum 35 hours of commitment.

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 NAME>>!

Sincerely,

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

Shannon Sterling
Student Development Officer, Programs
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