

Hi <<SQUAD LEADER NAME>>>,

In this email, you should find the two attached documents:

1. Your Squad List
2. Sample Introductory Email to be sent to your squad by no later than March 22.

There are few items that you need to familiarize yourself with about sending Squad Emails and March Training:

**Squad Emails:**

- a. You need to send an introductory email to your squad at least **4 days** before the training.
- b. Once the 1<sup>st</sup> Squad email has been sent out, the next email needs to go out **every two weeks**.
- c. **ALWAYS** cc your Faculty contacts in your squad emails.
- d. You will be the main point of contact for your squad. There will be very few cases when the O-Team or your faculty contact will send a general email to all Orientation Leaders.
- e. While we encourage originality and creativity in your squad emails, please make sure that you i) **include** information that the O-Team or your faculty contact gives you (ex. Other leadership opportunities, appreciation events, workshops, etc), and ii) not make it too long, distracting from the purpose of the email.
- f. If you receive inquiries or questions that you cannot answer, please forward them to your Faculty contacts...don't guess the answer!

**MUG Leader Buddies:**

You'll see on your squad lists that each of your MUG Leaders has been assigned a MUG Leader Buddy. This is similar to the BOO Buddy arrangement we have for you Squad Leaders. ML Buddies is something new we're trying this year; this system puts more ownership on the leaders to connect with each other if one misses training, and receive missed information from their ML buddy. This will also allow for an informal mentoring relationship to possibly develop between the MUG Leaders through which they can share best practices and ideas for ensuring a strong group experience for the new-to-UBC students. Since this is a new initiative this year, we'll be counting on you to let us know what works well, how you made use of the pairings over the summer, and what ideas you have to maximize the effectiveness of the ML Buddies in future years. **In your squad time at your March Leader Welcome Session, please introduce the ML Buddy pairs to each other, provide framing for the purpose behind it, and give them the opportunity to exchange contact information.**

**March Leader Welcome/Training:**

- a. Prior to the session, if questions arise from your leaders involving not being able to make it to the training:
  - a. Email your Faculty contacts to request instructions.
  - b. **Wait to respond until** you are given specific instructions from your Faculty contacts. (We say this because each Faculty will have a different March session, so in the rare case someone has a conflict, cases will be reviewed individually.)
- b. At the beginning of the session, you need to check attendance of your squad based on the Squad List provided.
- c. Afterwards, email your Faculty contact a list of students who did not show up at the training.

If you have any questions regarding these instructions, please email us 😊.

We hope you are thrilled to finally meet your team, which you helped recruit and select!!!

Good luck at your March sessions,  
The O-Team