

**Instructions for Campus Life staff who did not receive a polo shirt at the
Welcome to Fall 2021 event on August 4**

Hello, Campus Life Staff!

We enjoyed connecting with colleagues on August 4 over breakfast and commemorating it with a group photo. It was great to see everyone and celebrate getting ready for the fall semester!

Thank you for your patience as we distributed Emory Eagle shirts. And thanks to Athletics and Recreation for finding cool shirts! We want to ensure that everyone who ordered a shirt gets one and also that everyone who wants to order a shirt can do so. We apologize if you ordered a shirt and your name didn't show up on our list. Tracking over 200 orders was a challenge. We promise to get you a shirt soon! Please complete the form below and return to **Brenda Kinchen** at brenda.f.kinchen@emory.edu by September 10.

We will order the next set of shirts after that deadline and will hope to receive them by late September. If you were not able to come to pick up your shirt at our event, you can come to the Campus Life suite, Room 318 of AMUC, between 9 a.m. and Noon on Monday, August 9 to retrieve it. Also, if you have new staff coming, please reach out and ask them their shirt preference so you can order on their behalf. We will notify you when the next order arrives.

Again, thank you all for coming out yesterday and for all you continue to do for our Emory community!

Sincerely,

Bridget and Paul (on behalf of the Executive Leadership Team)