

## QUICK GUIDE

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### PURPOSE

Off-campus programs provide an opportunity for Columbia alumni to become more involved in the admissions process. By participating in a Columbia-sponsored event or by leading your own, you become connected with students as they make their college choice. Give back by showing one of the things that makes Columbia unique: a committed and engaged community of alumni who are concerned with the betterment of themselves and of the world around them.



*Newly admitted and current students at a send-off at Jets Training Camp in Long Island, Summer 2008*

### CONTACT INFORMATION

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### INTRODUCTIONS TO COLUMBIA

Columbia often holds off-campus information sessions for prospective students and their families at which we invite area alums to join us. They can offer their own perspectives about Columbia and help us answer prospective students' questions. This is a great way for ARC members to familiarize themselves with new initiatives at Columbia while supporting the Admissions Office. Please refer to our calendar for events near you, and contact your regional admissions officer for more information about attending.

[www.studentaffairs.columbia.edu/admissions/events/intro.php](http://www.studentaffairs.columbia.edu/admissions/events/intro.php)

### WELCOME RECEPTIONS

Every April when regular decision admissions decisions are announced, Columbia holds area welcome receptions throughout the United States to welcome admitted students to the Columbia family. These events are coordinated by the local ARC members in conjunction with the Admissions Office. Invitations are sent out with offers of acceptance to Columbia.

### SEND-OFF RECEPTIONS

In late summer local ARC regions hold send-off receptions to celebrate these new students on their way to join the Columbia community, as well as other local students returning to campus. These events are coordinated by the local ARC members, and invitations are sent through Undergraduate Admissions.

## HOW TO HOST A WELCOME OR SEND-OFF RECEPTION

### WHAT IT ENTAILS

- Selecting the location (someone's home, a banquet facility or office)
- Planning the logistics of the reception
- Coordinating with the Office of Undergraduate Admissions to announce the event

### HOW TO VOLUNTEER

If you are interested, contact your regional ARC Chair and the Coordinator of Off-Campus Programming, Kirin Liquori. Give a brief description of the event you are proposing, and any information about previous welcome or send-off receptions that have occurred in your area.