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To "Torre,F.Jason" <FTORRE@NOTES.CC.SUNYSB.EDU>

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Subject Call for Faculty and Staff Volunteers

April, 2004

Dear Stony Brook Faculty and Staff:

In response to the University Five-Year Plan, we are exploring ways to welcome newly relocated faculty and staff to their new community. In order to implement this initiative, we are reaching out to you for volunteers who may be interested in being a contact person.

The contact person's role is to contact a newly hired faculty or staff member who will be relocating from outside of Nassau or Suffolk County. Perhaps, you yourself have relocated in the past, and can recognize what could be helpful to faculty, staff, and their families as they become Long Island residents. Even if you were not "transplanted" to this area, you still may be able to provide helpful information.

This is a voluntary process for both parties. It is not expected that you will have all the answers to the questions that might be asked of you, only that you serve as an initial point of contact to help our new faculty or staff member become oriented to Stony Brook and the greater community. Also, you may be able to refer him or her to other colleagues or friends (with their permission) who have helpful information. For example, topics that may be of interest to new arrivals might encompass housing, childcare, schools, and cultural or recreational activities. The goal is to welcome our new faculty and staff members by helping them begin the process of settling into their jobs and their community. This outreach effort is separate from the formal New Employee Orientation Program that all new employees are invited to attend.

The amount of time you devote to this is entirely up to you, as these are volunteer activities that would not be part of your regular work time or duties.

If you would like to be part of this volunteer group, please complete the online form at <http://www.stonybrook.edu/volunteering>

Questions about volunteering can also be directed to Donna Buehler, Employee Assistance Program, at extension 2-6085, or at [Donna.Buehler@stonybrook.edu](mailto:Donna.Buehler@stonybrook.edu) .

We thank you for taking the time to read this letter and hope that you or a colleague will become a volunteer!

Sincerely,

George Meyer  
Assistant Vice President for Presidential Initiatives/  
Deputy to the President, and

The Committee to Welcome New Faculty & Staff