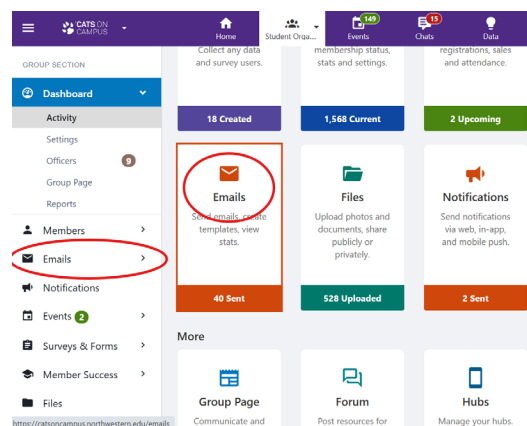


Northwestern

SENDING A MEMO REGARDING HAZING PREVENTION RESOURCES TO YOUR MEMBERSHIP

1. Once your membership roster is updated, the officer responsible for sending out the Hazing Prevention correspondence should visit the group page (and click 'manage' if necessary).
2. In either the left-hand navigation column or in the tiles of the main frame in the browser, click 'emails.'



3. Click 'Compose email' in the upper right. On the next screen you will select recipients. Select all members and then proceed to 'compose email for selected groups.' Select 'Email Composer' to advance.
4. The next screen has a series of instructions for you to finalize your message.
 - a. The 'Review the list of recipients' should already be according to what you selected on the prior screen and require no edits.
 - b. In the 'Choose a "From" email address,' select either your personal email or the group main email address. The group email address is imported from whatever group email is listed in the page's settings.
 - c. Under 'Compose Your Email,' please type in the subject line: "Hazing Prevention Resources at Northwestern" Ignore the introduction/template options. Paste the following into the body of the email. Preview and send:

In accordance with the annual Student Organization Agreement with Northwestern, officers of this registered student organization or chapter are required to send hazing prevention resources to its membership. If you are on the roster of more than one group, you may receive this message more than once. There is no action needed as a recipient to fulfill a requirement, but Campus Life encourages all students to explore the information available on [Northwestern's Hazing Prevention](#) website.

The site includes the latest information regarding hazing and state law, responsibilities and rights, resources for prevention and reporting, and more. For any questions, please email: hazingprevention@northwestern.edu

It is the responsibility of all students/student organizations to encourage an atmosphere of learning, social responsibility, and respect for human dignity and to provide positive influences and construction development for members and aspiring members. Students/organizations are expected to use good judgment to determine the abilities of individual students as they related to organization activities and requirements.