



ADVISORY COUNCILS
RETIRING FROM TERM OF SERVICE
as of June 30, _____

Department: _____

Please list below the names and current addresses of the members retiring from your Advisory Council. Under the "Notes" column, include information which can be used in writing a personal letter to each individual to thank him or her for service on the Council. (For example: if the member was Chair during years of term, whether the member was active or inactive, etc.) It is extremely important to have correct information on retiring members, and department chairs must be depended upon for this information.

Thank you.

Name(s)

Address(es)

Notes

Signature of Chair of Department

Date

Please return to 301 Nassau Hall by March 31