

Dear Faculty, Staff, and Students of UTSA:

The Office of Housing and Residence Life and Campus Living Villages are very excited to kick off the 2010-2011 Academic year in welcoming its newest members of the Roadrunner community to campus. With “Move-In Day” rapidly approaching, *Chaparral Village, Laurel Village, Chisholm Hall, and University Oaks* would like to request your help in assisting our new students with their arrival to campus.

We are looking for enthusiastic volunteers to bring their biggest Roadrunner Pride and donate their time to help the “On-Campus Roadrunners” move into their new home. This is an opportunity that allows you to meet new students, showcase your organization, and show your pride as a UTSA student, faculty and staff member. Although this is *not* an opportunity to recruit for your organization, it does provide new students with the access to learn more about campus life and the importance of getting involved at UTSA through your support.

**The official move-in dates for Fall 2010 are August 20<sup>th</sup> and August 21<sup>st</sup>.**

**We will need volunteers from 9:00 a.m. – 5:00 p.m. on Friday, August 20<sup>th</sup> and Saturday, August 21<sup>st</sup>. The volunteers will be asked to help students and their families move personal items into their rooms and assist with other move-in duties as needed.**

If you would like to volunteer, please complete the attached Move-In Volunteer Form and email it to the respective contact person below.

Chaparral Village & Laurel Village
<b>Christine Bachman</b> Administrative Associate II Office of Housing and Residence Life 210-458-6207 (Phone) 210-458-6201 (Fax) <a href="mailto:Christine.bachman@utsa.edu">Christine.bachman@utsa.edu</a>

Chisholm Hall & University Oaks
<b>Anna Boyer</b> Residence Life Coordinator Campus Living Villages 210-877-4000 (Phone) 210-877-2176 (Fax) <a href="mailto:Anna.boyer@clvusa.com">Anna.boyer@clvusa.com</a>

Also, if you are volunteering as a group, please include the total number of volunteers participating from your area.

As always, we appreciate your on-going support and are thrilled to start another school year! Please feel free to forward this email to others within your department, students, and organization/groups you may advise.

Thank you for help!

Sincerely,

Housing & Residence Life  
Campus Living Villages

# UTSA Housing Move-In Volunteer Form

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**Name of Contact Person:**

**Title or Position:**

**Email:**

**Phone Number:**

**Department/Organization:**

**\*Availability**

Place an "X" next to the time slots where you are available to work and leave blank those time slots where you are not available. (Partial shifts are not available)

Also, please indicate how many shifts are you interested in working? \_\_\_\_\_

**\*You will be required to arrive at your shift 15 minutes early to go through a brief volunteer orientation. Please remember to wear your organizational shirts to help identify your group.**

Friday, August 20 # Of People for per Shift

___ 9:00-11:00 AM	_____
___ 11:00-1:00 PM	_____
___ 1:00-3:00 PM	_____
___ 3:00-5:00 PM	_____

Saturday, August 21 # Of People for per Shift

___ 9:00-11:00 AM	_____
___ 11:00-1:00 PM	_____
___ 1:00-3:00 PM	_____
___ 3:00-5:00 PM	_____

You will receive an email confirmation on August 17<sup>th</sup>, with your volunteer assignment and further instructions.

For Chaparral Village & Laurel Village,  
please email this form to [Christine.bachman@utsa.edu](mailto:Christine.bachman@utsa.edu)

For Chisholm Hall & University Oaks,  
please email this form to [Anna.boyer@clvusa.com](mailto:Anna.boyer@clvusa.com)