Hello Tulane RAs:

Thanks for checking out the Newcomb College Institute Bulletin Board materials! We hope you will use these to create a bulletin board for your hall this month. The materials have been designed to fit on both small and large bulletin boards. They are formatted for 8.5 x 11-inch paper, so you should be able to print the materials on a regular printer.

Here are specific instructions for the various sections:

• **Come Visit the Newcomb College Institute!**
  
  There are 2 versions of this “title” for the blackboard, a 1-page version for smaller bulletin boards and a 3-page version for large bulletin boards.

  Please post the short info section near the header.

• **Get Involved with Newcomb Student Groups**
  
  We currently have 13 student organizations. For small bulletin boards, cut all 13 descriptions out and stack them, creating a booklet that students can flip through. For a large bulletin board you can have each organization’s information posted separately.

• **Upcoming Newcomb College Institute Events**
  
  This is just a heading. We did not include specific events here so that you can post this bulletin board any time of the school year that you’d like. We suggest you come by the Newcomb College Institute and grab some flyers from the front desk or check out the Newcomb News, posted on our web site at tulane.edu/newcomb, for a list of upcoming events.

• **Check Out the Nadine Vorhoff Library**

  This section gives a short description of the library for students. If you want the librarian to come to your floor and do a book talk, e-mail Librarian Bea Calvert at bcalvert@tulane.edu.

If you have any other questions about the bulletin board or the Newcomb College Institute, we’d love to hear from you! Call 504-865-5422 or e-mail newcombleads@tulane.edu.

Best,

Cordelia Heaney

Director of Student Leadership and Engagement

Newcomb College Institute of Tulane University