



Crew Member Make Up Assignment

Fall 2009

Crew Members are allowed to miss and make up one meeting. It is preferred that they make up the meeting during the same week that they missed by attending another crew meeting during that week. If they are unable to attend another meeting during the week they missed, please provide them with the following make up assignment.

Please file any make up assignments behind your attendance sheet in the Crew Members section of your Crew Binder. There is a 3-hole punch on the Crew Leader desk.

Meeting Make-Up Assignment Email Template

Thank you for letting me know that you were unable to attend a Crew to make up your missed meeting. As discussed during the Registration/Orientation Meetings, you can only miss and make up ONE meeting.

To make up your missed meeting, please do the following:

Write 1-2 page paper (12 point font / 1 inch margin / double space) discussing the 3 recommendations that you'll be implementing for the topic you missed and why they're important.

Please turn your paper in to me at the beginning of our next meeting.

If you have any questions, please contact me or the Sustainable Works office at sustainablecrews@smc.edu