

Instructions For Designating a Catholic Relief Services (CRS) Campus Associate

1. Send an email to Joe Symkowick, Partnerships Officer, CRS West. His contact information is:

Joseph R. Symkowick, Partnerships Officer
Catholic Relief Services (CRS), West
4311 Lockwood Way
Sacramento, CA 95821-4131
(916)484-0315
(916)730-7965 - Mobile
jsymkowi@crs.org

2. Provide the name and contact information for the individual selected as the CRS Campus Associate and any title chosen to designate that person by that is different than "CRS Campus Associate" (E.g. "Assistant Director, Catholic Relief Services" or "Student Coordinator, Catholic Relief Services".)
3. Assure that the selected Associate has or opens up a Facebook account and joins "CRS Campus Associates" Group on Facebook. The Group should then be used frequently to copy all campus communications related to CRS and as an exchange of ideas and events that you decide to initiate or implement as the representative of Catholic Relief Services on campus.
4. Provide the name and contact information of the responsible Catholic Campus or Newman Center staff person who will at a minimum periodically check to make sure that the CRS Campus Associate is performing the responsibilities in the 3 page document entitled "Catholic Relief Services (CRS) Campus Associate At Newman Communities and Catholic Campuses".
5. Officially recognize the designated individual at a communal blessing and installation service.

This is ALL that needs to be done to have an authorized CRS Campus Associate. This position is intended to be self starting and carried out with a bare minimum of supervision. All that is necessary to assist the designated individual should be available on the CRS websites: www.crs.org and <http://campus.crs.org> If there are questions either individuals named on the website or Joe Symkowick (see above) may be contacted.

The Facebook group is intended to be the main means of interchange among Associates so that everyone can learn from everyone else's experiences. Joe will set up a conference call when there are enough members in the group. Then in the '07 – '08 Academic Year we will have other conference calls and hopefully a gathering of somewhere in the West region in early summer '08.

The only limit to what we can make of this project is our own ingenuity and creativity – SO LET'S MAKE IT AWESOME!

