



September 13, 1973

Memo to New College Students, Faculty, and Administration

The Sunshine Daily will be printed beginning Tuesday, September 18. The purpose of this free bulletin is to inform students, faculty, and administration of events taking place each day. It will be published four times a week (Monday-Thursday), and will be available every morning at 8 am at the reception desk in Hamilton Center. Copies will also be delivered each morning to administration and faculty offices, with additional copies being posted on bulletin boards around the campus.

This bulletin will contain announcements of meetings, conferences, and recreational activities.

There will be limited space only for emergency personal messages. This section is for communication problems, e.g., members of the college community who have not been able to contact a second party through the normal channels (inter-campus mail or main bulletin board). Emergency lost and found notices will also be accepted. This bulletin is not for general lost and found or classified ads. Please make all notices concise and clear, as this will save time and increase the effectiveness of the bulletin.

To contribute to the Sunshine Daily, look for labeled boxes in Hamilton Center, division offices, and South Hall. Please remember that all announcements will appear only on the day of the activity. However, we will file announcements received in advance. Notices must be received in contribution boxes by 2:30 p.m. in order to appear in the bulletin the following morning. When our phone is installed, we will begin to accept last-minute announcements or changes. The phone number will be announced as soon as possible. This telephone will operate only between 2:30-3:30 pm on Monday, Tuesday, Wednesday, and Friday.

I hope this bulletin will help improve communication, and let everyone know what's going on on campus. But in order for the Sunshine Daily to be an effective publication, we need your support. Please do not hesitate to let us help you. If you have any questions at all, feel free to contact me! (Box #49, Rm. 223, East Campus)

Maureen Cannon, Editor