



***CELEBRATING 19 YEARS OF MENTORSHIP  
1992-2011***

## ***2011 Sponsorship Packet***

***This packet contains:  
Sponsorship Request  
Merchandise Order Form  
Travel Grant Nomination Award Form  
General Information***

***Questions? Contact:  
Sarah Sudak at [ssudak@mtsu.edu](mailto:ssudak@mtsu.edu)  
(615) 898-5342 or  
Robert N. Page Jr. at [rpage@ku.edu](mailto:rpage@ku.edu)  
(785) 864-4351***

***More information about the Minority & Friends Network is available on-line at  
<http://www.wright.edu/housing/mfn/>***

***Deadline for application is January 10, 2011!***

# Minority & Friends Network Oshkosh Placement Exchange

## Network Sponsorship Request

### University Information:

\_\_\_\_\_  
First Name

\_\_\_\_\_  
Last Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Institution

### University Address:

\_\_\_\_\_  
Street

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip Code

(\_\_\_\_\_)\_\_\_\_\_  
Office Number

(\_\_\_\_\_)\_\_\_\_\_  
Fax Number

\_\_\_\_\_  
E-mail Address

**Sponsorship Fee:** \$125.00

**NOTE:** Please review the Network Sponsor Expectations before submitting your sponsorship.

**\*Additional Contribution:** \$ \_\_\_\_\_ to be used for \_\_\_\_\_ Travel Grant \_\_\_\_\_ Social \_\_\_\_\_ Advice Booth

\*Sponsors may choose to support the Travel Grant program, the Network Social, or the Advice Booth with an additional contribution beyond the \$125.00 sponsorship fee.

**\*M&FN Logo Merchandise Order Total:** \$ \_\_\_\_\_

\*Please complete the following merchandise request form and include the form with your sponsorship request form and method of payment prior to the January 10, 2011 deadline. No merchandise orders will be accepted after January 10, 2011.

**PLEASE MAKE CHECK OR MONEY ORDER PAYABLE TO:** *Minority & Friends Network*

**Method of Payment:** \_\_\_ Money Order \_\_\_ University Check \_\_\_ Credit Card\* **Payment Total:** \_\_\_\_\_

\*If selecting payment by credit card, you will be contacted at the above office number to provide your credit card number over the phone for payment. Your sponsorship will not be complete until payment has been processed.

**Please keep a copy of this form for your records and mail original to:**

Minority & Friends Network  
c/o Sarah Sudak  
Middle Tennessee State University  
1301 E. Main Street, Box 196  
Murfreesboro, Tennessee 37132

**Deadline for submission of request is January 10, 2011.**

- Questions? E-mail Sarah Sudak at [ssudak@mtsu.edu](mailto:ssudak@mtsu.edu)
- Late registration can only be made in writing to: [ssudak@mtsu.edu](mailto:ssudak@mtsu.edu)

**M&FN Sponsorship Application**

# Minority & Friends Network Oshkosh Placement Exchange

## Merchandise Request Form

Please refer to the Minority & Friends Network website for merchandise details.

<http://www.wright.edu/housing/mfn/>

**Please note:** The prices listed below are based upon a minimum cumulative order of 12. If we are unable to secure enough requests to place an order, your advance payment will be refunded in full.

**(A). Pique Knit Sport Shirt (K420):** *26 colors available; sizes available XS-6XL*

Total cost with embroidery: **\$25.00 per shirt**

**(B). Long Sleeve Value Denim Shirt (SP10):** *2 colors available; sizes available XS-6XL*

Total cost with embroidery: **\$26.00 per shirt**

**(C). Short Sleeve Value Denim Shirt (SP11):** *2 colors available; sizes available XS-6XL*

Total cost with embroidery: **\$22.00 per shirt**

**(D). Heavyweight Denim Shirt (S100):** *1 color available; sizes available XS-4XL*

Total cost with embroidery: **\$40.00 per shirt**

**(E). Garment Dyed Cap (PWU):** *11 colors*

Total cost with embroidery: **\$15.00 per cap**

|     | Item Description | Size | Color | Price   |
|-----|------------------|------|-------|---------|
| Ex. | Garment Dyed Cap | N/A  | Stone | \$15.00 |
| 1.  |                  |      |       |         |
| 2.  |                  |      |       |         |
| 3.  |                  |      |       |         |
| 4.  |                  |      |       |         |
| 5.  |                  |      |       |         |
| 6.  |                  |      |       |         |
| 7.  |                  |      |       |         |
| 8.  |                  |      |       |         |
| 9.  |                  |      |       |         |
| 10. |                  |      |       |         |

**Merchandise Total:**    \$ \_\_\_\_\_

**M&FN Merchandise Request Form**

# Minority & Friends Network Oshkosh Placement Exchange

## Network Sponsor Expectations

- Pay attention to dates and deadlines. **Submit your paperwork on time.**
- There will **NOT** be a Network Sponsor Meeting immediately after the OPE Employer Briefing on Thursday evening. We will e-mail all sponsors prior to OPE with a schedule of events, expectations, and updates.
- **Bring your University pennant to the Advice Booth on Friday morning.** If you are a previous sponsor and you requested your pennant be stored at OPE, you do not need to provide an additional pennant. New sponsors will need to provide a pennant.
- **Proudly display your Network Sponsor sign on your interview room door(s).** Sponsor signs will be delivered to your OPE mailbox by Friday morning.
- **Wear your M&FN lapel pin.** Previous sponsors should remember to bring their pin to OPE; new sponsors will receive one pin in their OPE mailbox by Friday morning. Additional pins may be purchased for \$2.00 per pin. Contact Sarah Sudak to place a lapel pin order.

### ADVICE BOOTH EXPECTATIONS

- **Each Network Sponsor will be expected to work for one hour in the Advice Booth.** Sponsors can submit their preferred staffing time via e-mail to Sarah Sudak before OPE or you can sign up in the Advice Booth on Friday morning.
- **All staff working in the Advice Booth must exhibit inclusiveness and openness to ALL types of diversity.**
- **The Advice Booth is not a recruitment area.** Please do not permit your staff to congregate and socialize in the booth area; do not bring institutional related information to the booth.
- **Be prepared to give professional and ethical advice to candidates.**
- **Be supportive and encouraging to all candidates.**
- **Welcome each person in to the Advice Booth and immediately acknowledge them.** Be prepared to stand in the hallway to encourage candidates to stop in for advice. You may need to sell the Advice Booth services.

### NETWORK and OPE SOCIAL EXPECTATIONS

- **NEW THIS YEAR: The M&FN Network Social and the OPE Social are COMBINED on Saturday night.** Network sponsors are expected to attend the Saturday Night Social at 7:30 p.m. Sponsors should plan to arrive promptly at 7:30 p.m. as introductions and awards will be presented at 7:45 p.m.
- **Network sponsors will be introduced at the Social.** Please have one institutional representative prepared to step forward when your institution is named during the program.
- **The Social is not a recruitment area.** Sponsors are expected to make candidates feel welcome and introduce them to other candidates and employers at the Social.

M&FN Sponsor Expectations

# Minority & Friends Network Oshkosh Placement Exchange

## Network Historical Perspective

The Minority & Friends Network was founded in 1992 at the Oshkosh Placement Exchange. The original purpose was for candidates of color to come together in a social setting to network with veteran professionals. The first Minority & Friends Social was sponsored by Western Illinois University.

In 1993 Illinois State University and Michigan State University joined the Social and more structure was given to the mentor and mentee process.

In 1994 Arizona State University and the University of Wisconsin-Oshkosh, joined the social. That year the event had a record number of candidates attending and provided them with the opportunity to ask questions from the mentors on a variety of issues. The increased participation in the social facilitated its move to the Student Union.

Today what was once only a social is now called the “Minority & Friends Network”. The network includes the following:

- Network Mentors
- Minority & Friends Network Social
- Minority & Friends Travel Grant for new professionals
- Access to positions on the Minority & Friends Network Website
- Advice Booth: Resource room provided to candidates with the availability to ask questions or get advice from network mentors.

M&FN has grown to feature almost 60 sponsoring institutions. We look forward to growing and assisting new and seasoned professionals as we network and celebrate diversity!

NOTE: We invite Colleges and Universities to assist with sponsorship of the Minority & Friends Network. Sponsorship allows individual institutions to participate in the network by supporting this expanding program. The Minority & Friends Network reserves the right to accept sponsorship on an as needed basis; therefore it is beneficial to submit your sponsorship request in early.

Questions: Contact any of the following individuals via email:

Tarome Alford: [talford@spfldcol.edu](mailto:talford@spfldcol.edu)  
Joe Berthiaume: [joe.berthiaume@wright.edu](mailto:joe.berthiaume@wright.edu)  
Leonard Jones: [leonard.jones@ncat.edu](mailto:leonard.jones@ncat.edu)  
Rick Lewis: [rlewis@ilstu.edu](mailto:rlewis@ilstu.edu)  
Carolyn “Waz” Miller: [millerc@mail.ecu.edu](mailto:millerc@mail.ecu.edu)  
Robert N. Page Jr.: [rpage@ku.edu](mailto:rpage@ku.edu)  
Sarah Sudak: [ssudak@mtsu.edu](mailto:ssudak@mtsu.edu)

## M&FN Historical Information

# Minority & Friends Network Oshkosh Placement Exchange

## Travel Grant Nomination Form

### Nominator/Sponsor Information:

\_\_\_\_\_  
First Name

\_\_\_\_\_  
Last Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Institution

### Nominee Information:

\_\_\_\_\_  
First Name

\_\_\_\_\_  
Last Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Institution

\_\_\_\_\_  
Street

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip Code

(\_\_\_\_\_) \_\_\_\_\_  
Contact Number

\_\_\_\_\_  
E-mail Address

NOTE: Only paid sponsoring institutions can nominate a person for the M&FN Travel Grant. All nominations must be submitted by January 10, 2011. Once a person has been nominated by their institution, they must submit an essay and a copy of this nomination form. All materials should be postmarked by January 21, 2011. Each nominee must submit a three page typed essay on their philosophy on diversity and how they have applied this philosophy in their higher education experience. Mail all materials to:

**Minority & Friends Network  
c/o Sarah Sudak  
1301 East Main Street, Box 196  
Murfreesboro, Tennessee 37132**

### Travel Grant Specifics:

- The M&FN Travel Grant was established to assist with travel related costs for new professionals who have displayed a commitment to diversity or multiculturalism as they seek employment.
- The Minority & Friends Travel Grant winners will be selected by the M&FN Committee and will receive a \$500.00 grant.
- Winners will be announced at the M&FN Social on Friday. All winners must be present at OPE to qualify for this award.
- After completing the required paperwork, winners will receive their travel grant check by certified mail approximately three weeks after OPE.

*Remember deadline for nominations is January 10, 2011 and the deadline to submit an essay is January 21, 2011. Questions? E-mail Sarah Sudak at [ssudak@mtsu.edu](mailto:ssudak@mtsu.edu)*

**M&FN Travel Grant Information**

