

## Parish Leader Process

Thank you for signing up to connect your graduates to their campus ministry!

Here's an easy process you can follow to get your graduate's information to us <u>quickly</u> and <u>securely:</u>

- 1. Make sure you have the following information first: Student's first and last name, Email address, College attending, City and state of college
- 2. Put your student's information in a Google sheet or Excell spreadsheet.
- 3. Send your spreadsheet to me directly at <a href="mailto:ccampton@newmanministry.com">ccampton@newmanministry.com</a>.
- 4. Once I receive this list, I will notify the campus ministers to connect your graduates.

<u>Here's a spreadsheet</u> you can use to collect you student's contact information. Simply make a copy (File > Make a Copy) and input your graduate's information. Once completed, email directly to ccampton@newmanconnection.com. Let us know if you have any questions!

First Name	Last Name	Email Address	College	Location of College

This is some of the most important work you can do for your graduates. I hope one day they will come back and thank you! (If they don't, I will!)

As always, please let us know if you need a hand with anything!