

(This is a sample timeline developed by the Duke Cru/Faculty Commons team outlining each step to take and a realistic timeframe for a spring FAD)

Timeline for Duke Cru's 2011 Faculty Appreciation Dinner (FAD)

- Early Dec.** Meet with the MTLs to present the idea, gather feedback, and select general dates.
- Mid Dec.** Meet with the staff team and core student leaders to present the idea, select specific potential dates (3), nominate members of the student planning team (4), and brainstorm key students to participate (40).
Research potential on-campus venues to host the event and received price estimates.
- Early Jan.** Invite students onto the planning team and email the key students to elicit their level of interest, identify the optimal date, and find other potential student planners.
Reserve the facility for our event.
- Mid Jan.** Meet with the planning team (6) to formally introduce the idea and gather feedback.
- Late Jan.** Meet with the planning team to finalize the name, date, and location.
Print invitations and FAD explanation and script sheet
Create an online FAD Invitation List (via Google docs) www.dukecru.com/fad
Encourage the planning team members to invite a professor that week.
Meet with the staff team and core student leaders to give them an update and gather more feedback.
Present the idea at large group, give everyone an invitation and explanation sheet, and pass around a sign-up sheet for people wanting to participate.
Ask every leader to present and discuss the idea at the small group that week.
Send an email to Cru's general listserv announcing the idea.
- Early Feb.** Meet with the planning team and focus on how to get students to invite professors.
Present the idea at Cru's student leadership meeting and ask them to invite a professor and to encourage their students to do so as well.
Every week leading up to the dinner, a different student shares at large group about their experience of inviting a professor.
- Mid Feb.** Meet with the planning team to discuss the details of the program.
Ask the staff team and planning team to personally follow-up with every student who said they'd invite a professor.
Send an email to ministry partners asking them to pray for the event.
- Late Feb.** Send a formal email to each professor (and cc student) explaining the details of the dinner.
Send an email to student participants explaining the details of the dinner and their role.
Meet with the planning team to finalize the details of the program and dinner.
Host the actual dinner.
- Early Mar.** Meet with the planning team to celebrate and evaluate the dinner.
Send an email to the student participants to gather feedback.

Student Questionnaire prior to event

This initial email was sent to the 40 likely student participants (and potential planning team members) that the Duke CRU team brainstormed.

Hi Jenny,

Cole McLaughlin suggested that I get in touch with you. I work with Campus Crusade's faculty ministry at Duke. We're in the process of organizing a Faculty Appreciation Dinner as a way to honor and bless our favorite professors.

The basic idea is that Duke Cru students would invite their favorite professors to join them as their guest at this dinner which will be held at the Faculty Commons.

Cole thought this event would be particularly interesting to you and I was wondering if you could help me by answering a few quick questions.

1. On a scale of 1 - 10, how likely would you be to invite a professor to join you for this dinner?
(1 being very unlikely and 10 being very likely)
2. The dinner will cost about \$20 per person. On a scale of 1 - 10, how feasible would it be for you to cover the expense of your professor's dinner using Points?
(1 being "I couldn't afford it" and 10 being "Not a problem, I have plenty of Points")
3. The dinner will be either on a Monday or Tuesday evening (from 5:30 - 7:00) in late February. Could you please let me know if you have a preference for Monday or Tuesday and/or if you have a conflict with either of these nights?
4. Would you be interested in helping us plan this event?

Thank you for your feedback and we look forward to letting you know more about this dinner.

In the meantime, please be thinking and praying about which professor(s) you would like to invite.

Duke Cru's Faculty Appreciation Dinner **Monday, Feb. 28th at the Faculty Commons**

Professors play an important role in our Duke experience; yet, rarely do we take the time to thank them. They work in a very demanding environment that provides little incentive to excel at teaching, and often the only time they hear from students is when they're complaining about a grade. Moreover, it's easy to forget that professors are people too and that they value being appreciated for their efforts. In light of this, Duke Cru has an opportunity to demonstrate Christ's love by doing something special for them, and our hope is that God might use us in our professors' lives to help point them to Christ.

Here's the basic idea...

Duke Cru is hosting a dinner where you can invite one of your professors to be your guest. The event will not include any evangelistic appeal, but the professors will know that the dinner is being put on by a group of Christians. The entire evening will be a time to thank your professor while getting to know them a little better. This will also be an opportunity to let your professor know that you're a Christian by inviting them to the dinner. In this way, God can use your invitation to build a spiritual bridge between you and your professor even if they can't attend the dinner.

Here's how invitations will work...

Grab an invitation. Think and pray about whom to invite. Then go to that professor's office and say something like,

"One of the reasons I'm stopping by is because I want to invite you to a dinner. I'm involved with a Christian group on campus and we're hosting a faculty appreciation dinner. You're one of my favorite professors and I'd like to invite you to attend this dinner as my guest. It's going to be held at the Faculty Commons on Monday, Feb. 28th from 5:30-7pm. Here's an invitation that explains the details. When I heard we were hosting this dinner, you came to mind as someone I'd like to invite. You're a great professor and I've always appreciated how you.... If you can let me know by next week whether you'll be able to attend, that'd be great. I hope you can make it."

[Handwrite your email address and the RSVP deadline date on the invitation.]

Once you've invited a professor, add their name to the invitation list at www.dukecru.com/fad. When your professor lets you know whether they're coming, update their status on the list. You can also let your professor know that you'll come by their office around 5:15 on Feb. 28th so you can walk with them over to the dinner. Imagine walking into the Faculty Commons and seeing it filled with Cru students and professors.

Here's what will happen at the dinner...

- You'll sit with your professor as you enjoy a fine meal.
- You'll share with others at your table what you appreciate about your professor.
- A few students will address the entire group of professors and express our appreciation.

Invite your professor soon and have them RSVP within a week of inviting them.

If the first professor you invite can't come, think and pray about another professor to invite.

Follow-up Email to Students

Hi Carrie,

I hope your week is going well. A few weeks ago, you indicated that you were considering inviting a professor to Duke Cru's Faculty Appreciation Dinner.

I wanted to check in with you to see if you've had a chance to invite a professor.

Having invited a professor myself, I know it can be challenging to build up the courage to actually ask them to come. But if God has put a particular professor on your heart, He can provide the courage you need to invite them.

Also, we don't know all of what's going on in our professors' lives, but God does, and perhaps there's a reason why God wants you to invite your professor.

All that to say, the dinner is less than two weeks away and it would be good to invite your professor soon.

I've attached the sheet that explains the dinner and provides a script. If you need an actual invitation, please let me know.

Once you've invited a professor, please add his or her name to the invitation list at www.dukecru.com/fad.

If you have any other questions, feel free to ask.

We are praying for you and your relationship with your professor.

Blessings,

Brad

Email to Professors Asking Them for Dinner Preference

Hi Professor [Last Name]

Congratulations on being invited to Duke Cru's Faculty Appreciation Dinner.

We are delighted to have you attend as one of our honored guests.

The dinner is on Monday, Feb. 28th. It will begin at 5:30 p.m. and conclude by 7 p.m.

It will be held at the Faculty Commons, you will be sitting with the student who invited you, and the dress will be business casual.

For your entree, could you please let me know by tomorrow if you would like chicken, salmon, or ravioli?

If you have any questions about the dinner, feel free to ask me.

Sincerely,

Lauren

Lauren E. Linn
Robertson Scholar '11
Duke Cru Leader
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304.268.6389

Pre-Dinner Information for Student Participants

Hi All,

We are super encouraged by your initiative to invite your professors and by their openness to attend. We're very excited about the format for the evening and we anticipate the professors feeling very honored and appreciated. There are lots of details about the dinner that we need to convey, so we figured that we'd just cover all the points in one email. Please reply to me with your responses to Items #5 and #7.

1. **Showing Up:** The dinner will be at the Faculty Commons on Monday, Feb. 28th and it will go from 5:30 - 7pm. Lauren will be sending an email to your professors (and cc-ing you) to let them know the relevant details for the evening. It'd be a nice touch if you followed up the email letting them know that you're looking forward to the dinner and offer to come by their office at 5:15pm on Monday so you can walk over to the dinner together. Since you'll be sitting together, it'd be nice to show up together. Plus, this will give you extra time to connect with your professor.
2. **Dress:** Business Casual
3. **Seating:** We will likely be sitting six to a table (three students and three professors). If you'd like to sit with any other friends who will be attending, please let us know. We can't make any promises, but we'll try our best.
4. **Introductions:** Toward the beginning of the dinner, you'll be asked to introduce yourself and your guest to the rest of the people at your table. As you introduce your professors, we would like you to share briefly (1-2 minutes) what things you appreciate about them. This will be an opportunity for you to honor your professors in front of their colleagues and it would be great if you could share some specific things rather than just saying, "I invited Dr. Smith because I think she's great." All that to say, *please take some time to think through what you will share.*
5. **Food:** For your entree, *could you please let me know by tomorrow if you would like chicken, salmon, or ravioli?*
6. **Dessert:** During the dessert Robby Helms and Katie Swails will each spend 5 minutes sharing words of appreciation on behalf of Duke Cru, and we will conclude the evening by having a drawing for five \$100 gift certificates to local restaurants.
7. **Cost:** The cost for the dinner is \$20 per person. We're willing to cover the entire cost of the dinner for you and your professor; however, if you're in a position to cover a portion (or all) of the cost for your professor's dinner (via points or cash), that would help offset some of the overall expenses for this event. *Could you please let me know how much of the \$20 (if any) you'd be able to cover?*

If you have any questions, let us know.

Please be praying that God would use this event to build a spiritual bridge between you and your professor and that the professors' impressions of Christians and Christianity would improve as a result.

Thanks,

Brad on behalf of the FAD Planning Team



Lauren E. Linn
Robertson Scholar '11

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February 10, 2011

Dear Magnolia Grill,

On Monday, February 28th, our student group of 100+ students will be hosting a faculty appreciation dinner for our favorite professors. Each student has invited one professor to be an honored guest at the dinner, and 70 people are scheduled to attend.

In addition to providing dinner that evening, we would like to have a drawing in which five professors will receive a very special gift. Given the nature of the event and the distinguished faculty that will be present, we want the prize to be a dinner at the best restaurant in the area. Consequently, we would like to give five \$100 gift certificates to Magnolia Grill; however, we have a limited budget.

In light of this, would you consider giving us the five \$100 gift certificates at a reduced rate of \$50 each (you would be able to claim the difference as a tax deductible donation)? Our hope is to give a gift that both the recipients will appreciate and the others will envy.

Thank you for your consideration.

Sincerely,

Laura E. Linn