

March 6th, 2009

Alcohol and Drug Education Program

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Dear *New Jersey Peer Institute 2009* Attendees,

Greetings! We are looking forward to your attendance at the NJ Peer Institute 2009. The event will be filled with entertaining and educational presentations on a variety of topics. As always, one of the main spotlights of the Institute will be student groups and the program(s) they plan to share. All attendees are encouraged to bring any informational flyers and /or materials that will enhance the presentation and explanation of their program(s). These materials may be utilized to promote sharing and creative brainstorming; there is tremendous potential to develop new programming/presentation ideas that can be brought back to and utilized on respective campuses.

This letter serves as confirmation that you are interested in attending the *NJ Peer Institute 2009*, sponsored by the NJ Division of Highway & Traffic Safety, and hosted by The College of New Jersey. The event will be held from Tuesday, June 2nd 2009 – Thursday, June 4th 2009 at The College of New Jersey in Ewing, NJ. The *2009 NJ Peer Institute* is free to all individuals that attend, including overnight rooms and all meals. As always, free Certified Peer Educator certification is also offered.

In order to verify participant counts/information, we ask that each attendee (both advisors and students) complete the on-line registration form. This general registration form can be accessed at:

<https://jedi.tcnj.edu/webteam/cgi-bin/formgenie/formgenie.pl?form=28462>

Please make sure that each person who will be participating in the Peer Institute signs up at the above website. It is imperative that we have this information as early as possible to increase the fluidity of the event and make sure meals, rooms, and other services are provided.

If a student cannot attend, it is important for you to substitute another interested student in his/her absence. Following the receipt of online registration from each attendee, we will have set the budget for the event and will require **advanced notification** (prior to May 10th) if students decide to no longer attend the event. **Please feel free to distribute this letter among your students.**

As previously mentioned, we will be inviting high school students to participate on the final morning of the Institute, Friday, June 5th. The purpose of inviting these high schools is for high school students to interact with your college Peer Educators. We hope that this will allow the high school students to both learn strategies to bring back to their high schools as well as spark their interest to consider becoming Peer Educators in the upcoming years as they begin their college experience. Finally, we hope that this will allow your college Peer Educators to see their skills in action! **Along with interacting with the high school students, we ask that ALL colleges prepare a topic to discuss/present to the high school students.** As advisors, we ask that you discuss with your students what topic they would like to prepare to discuss/present to the high school students. Please remember that our college students will be working with a high school population, so topics and content must be age-appropriate. Please choose from topic examples on the registration form or request another topic for approval. You will be asked to describe this topic on the above listed general registration form.

Please note that the above mentioned presentations are *separate* from the usual optional peer group presentations given during the other times at the Peer Institute. The optional presentations can be registered for on the presentation request form below:

<https://jedi.tcnj.edu/webteam/cgi-bin/formgenie/formgenie.pl?form=29185>

Directions and a map to The College of New Jersey in Ewing, NJ are attached. Check-in with Peer Institute staff will be from 9:00-10:00a.m. on Tuesday, June 2nd at the New Residence Hall. Please note that dress throughout the event is casual & comfortable.

On Wednesday night, we will be hosting the Peer Institute Talent Show. We will be giving fun prizes to top performers who will be judged by staff & peers. Please have your students bring their best talent and/or cultural performances to be shared in 5-10 minutes and any accessories/props/costumes needed to accentuate their performances. Participants can enter individually or as a group.

Advisors will be requested to assist in this activity; please contact us if you would like to volunteer!

A note to advisors: *You* will be our main contact to your attending students (as opposed to our being in contact with each student directly). If you have any questions, please contact us. **Act quickly, as space is limited!!!**

Sincerely,

Matt Leibowitz

Peer Institute Coordinator

Joe Hadge

Coordinator of ADEP

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