

**Stewards Check-in:**

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Department: \_\_\_\_\_ Office Location: \_\_\_\_\_

Phone: \_\_\_\_\_ Office Hours: \_\_\_\_\_

**How are the grads doing in your department?** Common issues people care about:

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**Organizing Plan** (organizing volunteers, active members, service fee, no cards):

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**STEWS TO DO LIST:**

- Department GEO meeting

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**Follow-up** with staff/organizing committee:

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**Next Check-in:** \_\_\_\_\_