**Purpose:** This email serves as follow up with campus officials after on-campus meetings. This email should include any completed next steps from the alumni counselor, as well as include when the alumni counselor plans to follow up with the campus official.

* Follow up emails should be sent to campus officials within 24 hours of the campus visit. If the visit is on a Friday, the email should be sent by end of day Monday.

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Hi Erica,

Thank you so much for taking the time to meet with me on Thursday, and I’m so glad you had a chance to meet Travis Nicholson. After our meeting, Travis and I stopped by the ATTIC and he is signed up for an appointment next Wednesday with Sharon Bright .

I thoroughly enjoyed my visit to Lafayette, and was impressed by all of the supports and assistance offered to students – it seems like Lafayette could be a great fit for our scholars! I will reach out again in mid-October, but in the meantime I hope you have a great fall!

Thanks again,

Kathryn

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**Kathryn E. Gallagher**

*Alumni Counselor*

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