

February 2022

Dear Undergraduate Student of the Class of 2022:

At this year's Undergraduate Commencement Ceremony, a representative of the Class of 2022 will be asked to give greetings and a short address to those gathered for the occasion. You are invited to apply to be that representative provided you have graduated in **January 2022** or have a graduation application **on file** for **June 2022 or August 2022**. (**Note: If you plan to graduate in June or August, you must have a graduation application on file before you submit this form.**) If you are eligible and interested in applying for this honor, you should do the following:

1. Prepare a detailed address designed to last no more than **three** minutes. This address should extend greetings to the audience and contain remarks which are relevant to the occasion and **of interest to a wide audience**. You must submit the entire text of the speech. (See below for suggestions regarding things to consider when preparing your address.)
2. The only place your name should be written is on the Commencement Speech Proposal Data Form, which can be found on the [Student Affairs website](#), on the [Commencement website](#) or you can request one by emailing Ivy Payne at: ipayne@ramapo.edu. The speech itself should **NOT** have your name on it. Any speech with a name on it will **NOT** be considered.
3. Complete the Data Form and submit with your speech.
4. Please e-mail or mail a draft of your speech, the Data Form, and an audio recording* of you giving the speech **as you would at Commencement** to me at: ipayne@ramapo.edu or mailed to: Ivy Payne, Student Affairs, Ramapo College of New Jersey, 505 Ramapo Valley Road, Mahwah, New Jersey 07430-1680. The above materials must be received by me no later than **4:30 p.m. on March 11, 2022**.

After the deadline of **March 11, 2022 at 4:30 p.m.**, a Selection Committee will review the submissions. (Note: Members of the Committee review the written texts and are not aware of the writer's name. Only after the group is reduced to a very small number of finalists does the Committee listen to the recordings, and review the personal information provided. The person chosen will be notified via email and will be offered assistance in completing the final draft of the speech.

*** Please note:** If you do not have access to the technology required to make an audio recording of your speech, or if you need a flash drive to save your speech, please contact me at ipayne@ramapo.edu at your earliest convenience and accommodations will be made. If you require disability related accommodations, please contact me at least 48 hours before the submission deadline so those accommodations can be made.

Examples of what the Selection Committee is looking for in a speech:

1. Thoughtful and insightful writing and robust delivery
2. A speech that is no longer than 3 minutes
3. Understanding the mission, culture, & values of Ramapo as embodied in the experiences of the Class
4. Connection between Ramapo experiences and the future
5. Impact Ramapo has had on the lives of those in the Class
6. Relevant humor (no "inside" jokes)

The Selection Committee has not generally chosen speeches that recount personal stories, single out individual faculty or staff for praise (collective praise is good!), or which are directed at only one segment of the Class (e.g. residential students, etc.).

This is a wonderful opportunity. I hope you will consider applying for this honor. If you have any questions, please contact me at (201) 684-7457 or via email at ipayne@ramapo.edu

Sincerely,

Ivy N. Payne
Student Affairs Coordinator