NORTHERN NEW ENGLAND
SCHOOL OF BANKING

MEMORANDUM

TO: Students at the Northern New England School of Banking
FROM: Chris D'Elia, Registrar
DATE: June 15, 2026
SUBJECT: 2026 Written Assignment

One of the requirements of any school is student accountability, i.e., some evidence of what learning has occurred. At the Northern New England School of Banking, student accountability is writing a short paper on one of five suggested topics (see **Written Assignments** document on VBA website for list of topics). Select one to write about. Your exposure to the subject matter at the School, plus your bank experience, should provide the necessary background.

The paper should be short; three to five pages is ample. Your submitted report should have a title page which includes:

- ✓ The topic
- ✓ Your name
- ✓ Bank and address in upper right-hand corner
- ✓ Your bank President's name and mailing address in the lower right-hand corner

The content of your paper should be typed and double spaced with the following margins:

- ✓ Top – 1 inch
- ✓ Bottom – 1 inch
- ✓ Left – 1 ½ inches
- ✓ Right – 1 inch

Number the pages once completed and email to the attention of Rebecca Kilian at vtbanker@sover.net.

DO NOT WASTE YOUR MONEY BY SENDING IT FEDEX OR UPS – Email is fine!

MAKE SURE YOU KEEP A COPY FOR YOUR FILES.

Your paper will be evaluated and returned to you with comments. The evaluation will be made on the basis of *content, organization and execution* – i.e., the use of grammar: sentence structure, spelling, punctuation, etc. The use of AI to write your paper for you is not permitted and will result in a failing grade.

For your information and use, there is a copy of ***Tips for Readable Writing*** available on VBA's website which may be of assistance to you as you prepare your paper. You may wish to discuss your paper with other members of the class. You may also confer with others in your banks who work in the area of the subject matter you have chosen. However, you and you alone must write your report. Once written, it is often helpful to have someone review it who can read it with a fresh perspective.

Your paper is due at the Vermont Bankers Association office no later than Friday, November 20, 2026; 4 weeks after the completion of the School. Please email your paper to vtbanker@sover.net

You may expect the return of your graded paper via email in January 2027. You will receive your Certificate of Completion from the School upon satisfactory completion of your written assignment. It will be sent to your Human Resources Department who will then present it to you.

If you have questions, please feel free to call me or Rebecca Kilian at 802-229-0341.