**Advisor Recruitment:**

Step 6c: Orientation Agenda/Checklist

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| **Topic** | **Notes** |
| **Welcome!** | * Thank them for their willingness to serve in this capacity and welcome them again to the Beta family!
* Review the appointment email:
* Did they set up their myBeta account?
* Did they reach out to their advisee?
* Have they heard from the Chapter Counselor?
* If applicable, ask the following questions:
* Tell me about your initial contact with your advisee – how did that go? What did you learn about him or the chapter?
* What questions do you have after talking with your chapter counselor?
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| **Review Expectations** | * Review basic advisor expectations (refer to capable & committee checklist).
* Review your expectations of advisors (if they differ or are more specific).
* Review the basic culture of the chapter and what you would like the advisor to focus on in their specific position.
* Ask for and respond to any questions.
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| **Important Things to Know** | Review the following items with the advisor:* Review structure of Beat (Board of Trustees, RC, DC, ADC)
* Review SCOE report for the chapter
* Overview of Beta website (where to find information)
* Review Keystone and need for advisors to be in attendance
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| **Respond to any Questions** | * No explanation needed!
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