**Advisor Recruitment:**

Step 5: Making the Ask – Items to Cover

|  |  |
| --- | --- |
| **Topic** | **Notes** |
| **Review of Chapter/Advisor Introduction Meeting** | * Thank them for their willingness to meet the chapter/advisors.
* Ask for their impressions, feedback, feelings from the visit.
* Ask how the visit impacted their interest in serving as an advisor
 |
| **Make the Soft Ask** | * Indicate that you would like them to serve as an advisor and in which role you see them fitting.
* Ask for their reaction/thoughts about the role.
* Let them know that before they accept the position, you have some things you would like to cover.
 |
| **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.
 |
| **Review Next Steps** | * You will send an official email appointing the advisor. The email will contain the following information:
	+ Instruction on setting up a myBeta account (explain what myBeta is).
	+ Contact information for your advisee and the Chapter Counselor.
* Within the next week I will be in touch to set up a time for us to meet (either in person or over the phone) to conduct your Orientation.
* Confirm you have all of their correct contact information:
	+ Correct spelling of name
	+ Mailing address
	+ Home/Work/Cell number
	+ Email
	+ Greek Affiliation (if any)
* Ask for and respond to any questions.
 |
| **Welcome them to the Beta Family and offer thanks!** | * No explanation needed!
 |

