**Advisor Recruitment:**

Step 4: Chapter Introduction Email Template



Month, Day, Year

Dear <insert chapter> Executive Board & Advisors:

For those of you who I have not had a chance to meet or interact with, my name is <insert name> and I serve as your <insert volunteer role>. One of the strategic priorities of the Fraternity is to ensure that every chapter has a team of local advisors who are engaged in assisting our undergraduate members in both the execution of their officer positions/chapter goals and their own personal and leadership development, and therefore, one of my responsibilities is to identify, recruit and place those advisors.

I am writing to you today because I am excited to announce that we have identified an outstanding advisor candidate that is interested in learning more about working with your chapter! <Insert name> is a <either Friend of Beta OR Beta from the XXX Chapter> and currently works as <insert professional position>. I am eager for you to meet <insert name> and to determine if he/she is a fit for the chapter and advising team, and for you all to give <insert name> a chance to learn more about the needs, wants and expectations of the chapter and advising team.

I would like to invite <insert name> to the next chapter meeting or major chapter event. I will be in touch with <insert President’s name> and <insert Chapter Counselor name, if applicable> to determine the most convenient time for the visit. When the visit is scheduled, I am confident you will all make an effort to extend the hand of fellowship and make <insert name> feel welcome!

If you have any questions, don’t hesitate to contact me. I will be in touch very soon to finalize our arrangements.

Thank you in advance!

Sincerely and in \_\_\_ *kai* \_\_\_,

<Full Name>

<Volunteer Position>

<email Address>

<Phone Number(s)>

