

ΑΣΦ

ALPHA SIGMA PHI FRATERNITY

alphasigmaphi.org

5 STEPS TO BUILDING A CHAPTER COUNCIL

CONTACT THEM, INTEREST THEM, VET THEM, COMMIT THEM, THANK THEM!

1. Obtain a list of alumni names from Headquarters/other alumni/undergraduates
2. Contact the people on the list. (use a, b, or both)
 - a. Email to introduce yourself and gain interest
Resources: Sample emails (Available through HQ)
 - b. Telephone cold call to introduce yourself and gain interest
Resources: Script for specific school or general Alpha Sig alumni. (Available through HQ)
3. You may need a second call after you have their interest to allow them to ask questions after they have thought about the opportunity. They should choose an open, needed position. (The second call should be no more than one week after the initial contact)
Resources: Sample questions, vetting process, and bullet points in Volunteer Handbook.
4. Submit the committed person and their desired position to the Chapter Council for a vote.
5. When approved (simple majority) send them a copy of the Volunteer Handbook, FIPG policy, and Annual Report. Give them contact information for their corresponding undergraduate officer and encourage them to begin building the relationship and advising the officer using the Annual Report as a start.
Resources: FIPG Policy, Volunteer Handbook, Annual Report, Sample Talking Points, Sample Undergraduate Call Agenda. (Available through HQ)

