



**ALPHA SIGMA PHI FRATERNITY**  
alphasigmaphi.org

## **NEW GRAND CHAPTER ADVISOR CHECKLIST**

### **CHECKLIST:**

**Meet with Chapter President to get the basic facts on the chapter before your first official meeting:**

- Membership level
- Financial status
- Relationship with the educational institution
- Relationship with the community
- Chapter history
- Individual chapter officers, Fraternity and Sorority Advisor, and Headquarter's Staff can be resources

**Review the following documents:**

- To Better the Man
  - Volunteer Handbook
  - Risk Management Policies
  - Position Statements
  - All Chapter Officer Guides
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- Meet with chapter officers individually. Discuss and understand how each officer views his job and how it relates to the chapter overall.
  - Meet with prudential committee, as a whole, to define roles clearly. Initially, you will need to win their support and confidence.
  - Review chapter ends, goals, and objectives. Provide feedback on strengths and areas for improvement. Balance your feedback! Offer to help them design an action plan for improvement.
  - Meet with chapter membership to introduce yourself and give overview of your role. Set expectations of your involvement and support. Whatever happens at this meeting will set the tone for everything that happens going forward. Remember, you never get a second chance to make that critical first impression. Do it well!
  - Complete an Advisor/Student Organization Statement of Understanding
  - Use this first meeting as time to give them a pep talk. Encourage them to take new challenges.... assuring them that if they work together they can turn any challenge into a reality.
  - Never stretch the truth or lie to the chapter. Offer discreet confidence.
  - Review the Crisis Management Guidelines.
  - Update the Chapter Council roster on Portal.

