



## SAMPLE EMAILS FOR BUILDING A CHAPTER COUNCIL

### SAMPLE EMAIL TO AN ALUMNUS OF THE CHAPTER

Good (morning/afternoon), Brother (Last name)!

The (Chapter Designation) Chapter (at College/University) needs your help achieving its goals! Your experience as an undergraduate with this chapter, combined with your professional experience, could be of significant value to our undergraduate men.

I am the current Grand Chapter Advisor of the chapter and I am recruiting volunteers and mentors to serve on the (Chapter Designation) Chapter Council. If you are interested in learning more, I would love to set up a call this week, or early next week, to discuss the impact you can have on your chapter as an alumnus.

Some of the qualities we are seeking in a potential volunteer advisor are:

- Interest in serving as a positive mentor to undergraduate Brothers
- Has 2-3 hours per month to participate in advising conversations
- Can attend a meeting or event 1-2 times a semester

If you are unavailable to volunteer at this time, I would love your helping in identify other Alpha Sigs in the area that you think might be a good volunteer. Please send me any referrals and encourage your network of brothers to contact me regarding opportunities. I can be reached at (Insert Phone Number) and my email is (Insert Email).

In Phi,

Name  
Grand Chapter Advisor

## **SAMPLE EMAIL TO AN ALUMNUS NEAR THE CHAPTER**

Good (morning/afternoon), Brother (Last name)!

The (Chapter Designation) Chapter (College/University) needs your help achieving its goals! Your experience as an undergraduate with the (Brother's Chapter Designation) Chapter, combined with your professional experience, could be of significant value to our undergraduate men.

I am the current Grand Chapter Advisor of the chapter and I am recruiting volunteers and mentors to serve on the (Chapter Designation) Chapter Council. If you are interested in learning more, I would love to set up a call this week or early next week to discuss the impact you can have on this chapter as an alumnus.

Some of the qualities we are seeking in a potential volunteer advisor are:

- Interest in serving as a positive mentor to undergraduate Brothers
- Has 2-3 hours per month to participate in advising conversations
- Can attend a meeting or event 1-2 times a semester

If you are unavailable to volunteer at this time, I would love your help identifying other Alpha Sigs in the area that you think might be a good volunteer. Please send me any referrals and encourage your network of brothers to contact me regarding opportunities. I can be reached at (Phone Number) or (Email Address).

In Phi,

Name

Grand Chapter Advisor for (Chapter Designation)



## **SAMPLE EMAIL TO PARENTS OF THE UNDERGRADUATE MEN OF THE CHAPTER**

Good (morning/afternoon), (Parent's name)!

We are looking to you to help the Alpha Sigma Phi Fraternity chapter at (College/University). Your son has been a part of a great organization that has shaped his college experience for the better, but I am looking for alumni and parents that could be of significant value to our undergraduate men.

I am the current Grand Chapter Advisor of the Chapter and I am recruiting volunteers and mentors to serve on the Chapter Council as advisors. If you are interested in learning more, I would love to set up a call this week or early next week to discuss the impact you can have on your son's fraternity experience.

Some of the qualities we are seeking in a potential volunteer advisor are:

- Interest in serving as a positive mentor to undergraduate members
- Has 2-3 hours per month to participate in advising conversations
- Can attend a meeting or event 1-2 times a semester

If you are unavailable to volunteer your time, the chapter would love for you to get involved in another capacity. I am more than happy to discuss those other options that benefit the fraternity! I can be reached at (Phone Number) or (Email Address).

Thanks for your time,

Name  
Grand Chapter Advisor

