**Advisor Recruitment:**

Step 6c: Orientation Agenda/Checklist

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| **Topic** | **Notes** |
| **Welcome!** | * Thank them for their willingness to serve in this capacity and welcome them again to the Beta family! * Review the appointment email: * Did they set up their myBeta account? * Did they reach out to their advisee? * Have they heard from the Chapter Counselor? * If applicable, ask the following questions: * Tell me about your initial contact with your advisee – how did that go? What did you learn about him or the chapter? * What questions do you have after talking with your chapter counselor? |
| **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. |
| **Important Things to Know** | Review the following items with the advisor:   * Review structure of Beat (Board of Trustees, RC, DC, ADC) * Review SCOE report for the chapter * Overview of Beta website (where to find information) * Review Keystone and need for advisors to be in attendance |
| **Respond to any Questions** | * No explanation needed! |

