



Knock Knock!

What to expect during a chapter visit.

WHAT

NOW?

BE PREPARED

What do you need to
be prepared?



Expectations from IHQ

#1 GREETING

#2 TOUR

#3 ROOM

#4 SCHEDULE

#5 MEETINGS

#6 ON TIME

#7 ALUMNI

#8 FOOD

#9 PAPERWORK

#10 RESPECT

Expectations for IHQ

What are your expectations
(regard something as probable or likely)
during a visit?

Timeline for Visit

3 weeks prior to arrival

- email/mail correspondence about the chapter visit.
- a place to stay
 - If a place is unavailable recommend local hotels or campus facilities he can stay.
- Officers should discuss what they hope to accomplish during the visit.

Timeline for Visit

2 weeks prior

- a call to finalize travel plans.
- make an announcement at a chapter meeting.
- what are your chapter's special needs?
- time and place to meet with the Greek adviser, Chapter Adviser, and Faculty Adviser.

Timeline for Visit

1 week prior

- another phone call finalizing all travel plan
- schedule an appropriate time
- Know who and when someone is arriving
- directions, and where to park.
- 3 names and numbers so the person visiting can get a hold of someone when he arrives

Visit Schedule



Phi Sigma Kappa visit schedule

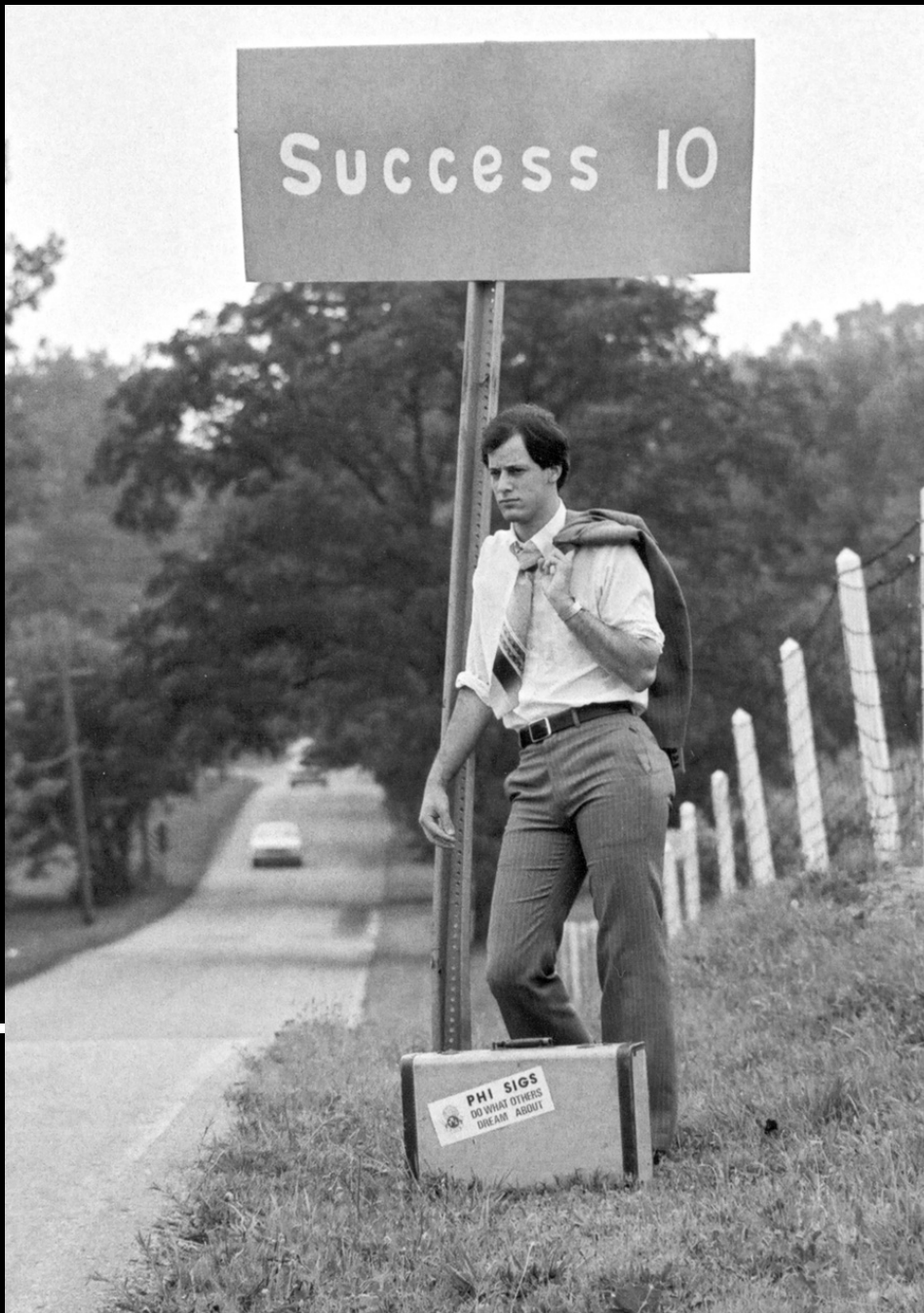


After filling in the chart of the Office/Chair with a name, place the abbreviation into the schedule on the right.

Office/Chair	Abbreviation	Name	Time	Day 1	Day 2	Day 3
President	P		9:00 AM			
Vice-President	VP		9:30 AM			
Secretary	S		10:00 AM			
Inductor	I		10:30 AM			
Sentinel	SENT		11:00 AM			
Treasurer	T		11:30 AM			
Risk Manager	RM		12:00 PM			
Philanthropy/ Community service	PC		12:30 PM			
Social	SOC		1:00 PM			
Scholarship	SCH		1:30 PM			
Recruitment	R		2:00 PM			
House Manager	HM		2:30 PM			
Alumni Relations	AR		3:00 PM			
			3:30 PM			
Chapter Adviser	CA		4:00 PM			
Faculty Adviser	FA		4:30 PM			
			5:00 PM			
			5:30 PM			
			6:00 PM			
			6:30 PM			
			7:00 PM			
			7:30 PM			
			8:00 PM			
			8:30 PM			
			9:00 PM			

After the Visit

- The Leadership Consultant/Brothers will follow up within seven business days of the visit with a:
 - phone call
 - e-mail
 - formal chapter report.
- Be sure to fill out a
- Leadership Consultant /Brothers visit evaluation form and send it to your chapter liaison.



**Knock
Knock!**