

# MAKING THE MOST OF YOUR CHAPTER VISIT

## **Before the Visit**

There are several things a chapter can do to prepare itself for a visit and fully utilize the visit as the helpful tool it is meant to be.

- 1) Prior to the visitor's arrival, the chapter should be making plans. At officer and chapter meetings, discuss areas of concern and make a list of questions you want answered.
- 2) If you wish the visitor to bring any special materials, give the National Headquarters a call before the visit at 816-891-9200. He will be glad to do all he can to provide you with requested workshops.
- 3) Advise your Alumni Corporation to be prepared for the visit. Allow them time to call a meeting to which the visitor can attend.
- 4) Be sure you have made lodging arrangements for the visitor in the Chapter house or at the home of a local alumnus. Inform your chapter adviser, alumni and housemother of the forthcoming visit.
- 5) **The Noble Ruler should make it a point to reschedule the chapter meetings to occur during the visit.** In addition, a separate meeting for new members with the National Representative is desired.
- 6) In preparation for individual meetings with the visitor, key officers should have all financial records, minutes, recruitment programs, scholarship programs, and any records and books prepared and up to date. This will save time during a short visit allowing time for suggestions to be made.
- 7) Make sure travel arrangement schedules are made to and from the airport.

## **During the Visit**

**When he arrives, have an itinerary ready.** Remember, the better the chapter is organized, the better the visit.

Once the staff member has arrived, there are several important events that should take place during his visit.

ð The Noble Ruler should be prepared to meet with the visitor to discuss the situation at the chapter.

Plan times for the visitor to get to know the brothers. Mealtime is one of the best settings. Encourage brothers to stop at the house during the evening hours to talk to the brothers.

Plan time for each key officer to individually meet with the visitor. This will allow the officer to more fully understand his responsibilities and ask the questions he has planned in advance.

Schedule a time when the staff member can visit with your adviser and housemother.

A visit with the area alumni should also be planned. A good idea here is to hold a downtown luncheon, or an informal gathering at the chapter house.

Schedule a meeting with prominent alumni, the campus fraternity adviser, the Dean of the College of Agriculture and other influential people on campus. Continued contact with these people can only strengthen our fraternity.

The chapter meeting should be set for a time when the staff member will be present. Be sure to allow him time to make a few remarks at the meeting.

A new member meeting should also be planned in conjunction with the staff member's visit.

Schedule a time for the Alumni Corporation to meet and discuss corporation and chapter affairs that they have planned.

Plan a group meeting of the Executive Council with the National Staff Representative.

At least once during the visit, invite area alumni and guests to a coat and tie dinner at the chapter house. Though the visit is not a completely formal affair, this is a good opportunity to illustrate the bond that exists between the brothers and the respect they have for their fraternity.

A list of good points, suggestions and a summary of the visit should be made. In this way, good intentions that are soon forgotten can be changed into good habits with long lasting effects. Remind brothers to introduce themselves and encourage them to ask questions; that is why the visitor is there.

## **After the Visit**

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The National representative will follow-up with a phone call within 30 days of the visit and at the end of the semester to evaluate chapter progress.

## CHAPTER VISIT ITINERARY

### FIRST DAY

(Time block for visit set-up)

2:00 PM	Arrive at airport -- met by Noble Ruler -- get his itinerary
2:45 PM	Tour Chapter house and meet some Brothers
3:30 PM	Quick campus tour (indicate meeting locations)
4:00 PM	Meet alumnus host and secure accommodations
5:00 PM	Meet with Noble Ruler, check ritual proficiency
6:00 PM	Dinner at Chapter house
7:00 PM	Meet with Housemother

(Time block for retreat)

8:00-11:00 PM	Chapter retreat/Executive Council meeting/discussion/questions & answers
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### SECOND DAY

(Meetings on campus in one time block)

9:00 AM	Meet with Dean of Agriculture
10:30 AM	Meet with Campus Greek Adviser
11:30 AM	Lunch with Chapter Adviser

(Meet with most Chapter Officers during a time block)

1:30 PM	Meet with VNR-Alumni Relations
2:30 PM	Meet with VNR-Finance
3:30 PM	Meet with VNR-Recruitment
4:30 PM	Meet with VNR-Membership Development
5:30 PM	Meet with VNR-Management & Operations
6:00 PM	Dinner

(Time block for Chapter meeting)

7:00-9:00 PM	Chapter meeting - remarks and discussions with Brothers
9:00 PM	Meet with new members

### THIRD DAY

(Time block for remaining Chapter officers)

9:00 AM	Meet with VNR-Planning
10:00 AM	Meet with VNR-Activities
11:00 AM	Meet with VNR-Scholarship
12:00 PM	Lunch with Alumni Corporation Board of Directors and area Alumni

(Time block for recaps prior to departure)

2:00 PM	Recap with Chapter Adviser
3:00 PM	Recap with Executive Council and/or Noble Ruler

### Hints:

This is only a guide; however, the times shown in blocks will hopefully help you develop the schedule. You can readjust the meetings as long as all of them are included and the time blocks outlined are maintained. Make sure transportation is lined up to and from the airport, if flying.