

PREPARING FOR THE CHAPTER CONSULTANT'S VISIT

1. Make all requested appointments (including Dean of Students and Advisers) and have the appointed schedule readily available upon his arrival. Allow time for him to get settled and meet the other brothers, etc., before scheduling the first meeting.
2. If the Chapter Consultant is flying to reach your chapter, be on time at the airport if he has asked you to pick him up.
3. Have a campus map available for him if he has never visited your campus before. It may be necessary for him to get around when brothers aren't available to help him.
4. Try to spread his appointments out over the duration of his visit. Do not schedule them all for one day. Remember, each Chapter Consultant works differently, but no one likes to have all interviews in one day.
5. Attempt to hold a chapter meeting and an executive council meeting during his visit. This allows him to observe the chapter in action and gives the brothers a chance to question him about chapter problems, Alpha Gamma Rho National Fraternity policies, etc.
6. Make sure that the Chapter Consultant has access to: a shower, bed, pillow, blanket, telephone, etc. Try to accommodate him as comfortably as possible in the chapter house or in a brother's apartment or dorm room. Exercise good judgment; often after traveling hundreds of miles and working seven days a week, he may not appreciate being the fourth person in a three man room.
7. Discuss the areas in which you desire help before he arrives. Make sure that all officers and brothers have their questions ready. It does not do any good to complain about chapter problems after the Chapter Consultant leaves; take advantage of his knowledge. He is a professional and your chapter deserves his services--make the most of his visit.
8. The Noble Ruler should check to see that the following are available for inspection during the visit...
 - a. Officers' records-notebooks, chapter manuals, etc.
 - b. VNR-Finance's ledger, budget, checkbook, and other financial information.
 - c. Written Recruitment program and Recruitment records from the past two years.
 - d. Written New Member program and chapter's copy of the National Fraternity's "Brotherhood Excellence" program (for review).
 - e. Ritual books.
 - f. Chapter Constitution and By-laws.
 - g. Copy of most recent Crescent and other alumni communications.
9. Inform the Home Office of the needs you have prior to the Chapter Consultant's visit. He will be able to bring the appropriate materials with him this way. With these few simple things in order, your chapter will benefit more from his visit.
10. All accounts receivable owed to Alpha Gamma Rho Home Office will be collected in full amount before the conclusion of the Chapter Consultant's visit.