



# A GUIDE TO CHAPTER VISITS

## Purpose:

Every chapter/colony will receive a chapter visit from the National Office at least once an academic year. This visit is done with the purpose of assisting the chapter members and the chapter. The visitor is there to assist, not scold or point out failures. It is a great opportunity to work on the goals as a chapter and work on fixing internal issues.

## Before the visit:

Be sure to prepare the living accommodations (no couches or futons) - if you have a question about what reasonable accommodations are for your campus, contact the visitor PRIOR to arrival. Don't forget about a parking pass and internet access. Your campus Greek Advisor should be able to help you with these.

## How to prepare:

Inform the chapter about the upcoming visit! Help them understand the purpose of the visit and what they can expect that day. Be sure to schedule all of the required meetings for the visitor and help the officers/chairmen prepare for those meetings.

## During the visit:

The visitor is most likely not a native of your campus, help them feel comfortable! Help them navigate campus and understand your chapter. Be on time for meetings! Be open and honest about your chapter - the visitor is not visiting to "police" your chapter, but to help and be a resource. The chapter visits are your time to meet face to face with a National Office staff member or volunteer. Be respectful and positively represent your chapter!

## After the visit:

Within a few days of the visit, the chapter officers and advisors will receive a visit report documenting the meetings the visitor had and an assessment of the chapter. The officers should share this information with the chapter and work to implement the goals/ideas discussed. There is a visit evaluation that the executive board should complete following the visit and send that to the National Office.

## Don't Forget:

### Required Materials

- Schedule for the day
- Living accommodations
- Meals
- Parking pass (if needed)
- Internet Access
- Who to contact upon arrival

### Chapter Documents

- Updated roster
- Recruitment plan
- Scholarship plan
- Chapter budgets
- Risk management program
- Judicial by-laws
- Chapter Constitution
- Chapter calendar

### Required Meetings

- Entire membership
- Chapter Advisory Board
- Campus Greek Advisor
- Executive Board
- Chairmen
- General members

## Questions?

- Contact your visitor directly
- Contact the National Office at HQ@phimudelta.org



# SCHEDULING WORKSHEET

This worksheet is due to the visitor, at least, 1 week prior to the visit

## BASIC INFORMATION

Visitor Name: \_\_\_\_\_ Visit Date: \_\_\_\_\_

Living Accommodations: \_\_\_\_\_

Arrival Contact (Name & Number): \_\_\_\_\_

\_\_\_\_\_

## CHAPTER ASSESSMENT

What do you think the chapter/colony is doing well?

What are your biggest areas of concern?

Is there anything the visitor should know prior to arrival?

## SCHEDULE FOR THE DAY

Meeting	Time	Location	Notes (who to expect, topic, etc.)

## Don't Forget:

### Required Materials

- Schedule for the day
- Living accommodations
- Meals
- Parking pass (if needed)
- Internet Access
- Who to contact upon arrival

### Chapter Documents

- Updated roster
- Recruitment plan
- Scholarship plan
- Chapter budgets
- Risk management program
- Judicial by-laws
- Chapter Constitution
- Chapter calendar

### Required Meetings

- Entire membership
- Chapter Advisory Board
- Campus Greek Advisor
- Executive Board
- Chairmen
- General members

## Questions?

- Contact your visitor directly
- Contact the National Office at [HQ@phimudelta.org](mailto:HQ@phimudelta.org)

*If you need additional space, Please use the back of the sheet.*