**Advisor Recruitment:**

Step 6BA: Advisor Appointment Template



Month, Day, Year

Dear <insert name>:

Welcome to the Beta Theta Pi volunteer family!

It is my pleasure to appoint you to the Advisory Team for the <insert name> Chapter at <insert school>! I have thoroughly enjoyed getting to know you and learning more about your talents, experiences and desire for involvement in Beta. Therefore, you will be serving as the <insert advisor position>. Please read below for some important information related to next steps and action items.

**myBeta (my.beta.org):** I have officially appointed you in our database and you will now need to set up a myBeta account (follow the link above to set-up your account). This account will provide you with access to all of the chapter’s information including grades, chapter size, officer/advisor rosters and contact information, etc. Please take a few minutes to set up your account in the next week. If you have any difficulty accessing myBeta, please contact the Administrative Office (800.800.BETA).

**Communication with Advisee:** You will be working with <insert officer’s name> in his role as <insert officer position>. He is copied on this email. I would suggest reaching out to him as soon as possible to begin conversations about your working relationship. In addition, the Chapter Counselor (lead advisor for the chapter) is <insert name> and he/she will be in contact very soon.

I will be in touch with you via phone within the next week to set up a time to conduct your Advisor Orientation. Until then, if you have any questions, don’t hesitate to contact me. Again, welcome to the family!

Sincerely and in \_\_\_ *kai* \_\_\_,

<Full Name>

<Volunteer Position>

<email Address>

<Phone Number(s)>

