

# SIGMA PI ALUMNI CLUB/ASSOCIATION VOLUNTEER RECRUITMENT GUIDELINES

## Description

The following process can be followed when approaching alumni to become volunteers for a Chapter. This should be seen as an outline to help guide the overall process of volunteer recruitment. Do not forget to involve the Province Archon, active Chapter, and Chapter Management Associate in this vital process.

- 1) Assess the needs of the Chapter
- 2) Educate the Chapter on an Alumni Advisory Board and solicit feedback and buy-in from undergraduate members.
- 3) Identify alumni pool
  - a) Alumni Association
  - b) Province Archon recommendations
  - c) Area alumni list from Executive Office
    - i) [Membership Record Request](#)
- 4) Create potential volunteer database
- 5) Create the Face-to-Face with potential volunteer
  - a) Alumni Reception
  - b) Alumni Association meeting
  - c) Annual alumni gathering (i.e. homecoming or Greek week)
- 6) Creating the atmosphere for volunteer commitment 'asks'
  - a) Open with Chapter success stories or Chapter goals and how alumni volunteers are needed to fulfill these goals and continue success
  - b) Undergraduate asks
  - c) Current volunteer asks
- 7) Have a follow-up meeting
  - a) Should happen ASAP within a reasonable time
  - b) Organization of board
  - c) Address issues from the needs of the Chapter



**SIGMA PI**