



## ALUMNI ENGAGEMENT ADVISOR FIRST 30 DAYS CHECKLIST

Congratulations on your new role as Alumni Engagement Advisor! Thank you for your commitment to Pi Kappa Phi and ensuring the success of our collegiate chapters. This list will get you started on the tasks you should complete during your first 30 days in your new role to help set you up for success.

- Review the [Council of Advisors Overview](#), specifically your performance expectations, as well as the [Advising Guide](#)
- Gather the names and contact information for your Chapter Advisor and Archon
  - Go to [gateway.pikapp.org](http://gateway.pikapp.org) and click **Create an Account**
  - To access the contact information go to **Member Management → Reports → Council of Advisors & Fraternity/Sorority Life Advisors** and then **Member Management → Reports → Chapter Officers**
- Contact your Chapter Advisor
  - Set up a time to meet/talk in the next two weeks
  - Review your position description and set expectations together
  - Ask for an update on the current status of the chapter including successes, challenges and issues
  - Collect the contact information for the officer(s) you will be working directly with
  - Find out the dates and times for any upcoming Council of Advisors (COA) meetings, and chapter meetings/events so you can make plans to attend
- Contact your Historian
  - Set up a time to meet/talk in the next two weeks
  - Review your position description and set expectations together
  - Ask for an update on the current status of the chapter and their alumni engagement efforts including successes, challenges and issues
  - Collect a copy of the recent communication with alumni (newsletters, email blasts, events etc.)
  - Set up time and method for regular communication
- Visit the [Resource Library](#) on the Pi Kappa Phi website and review the additional resources available for your position