



UNDERGRADUATE AND ADVISOR COMMUNICATION PLAN

Advisor Name: _____

Advisor Phone: _____ Advisor e-mail: _____

Undergraduate Name: _____

Undergraduate Phone: _____ Undergraduate e-mail: _____

Communication Plan

The goal of this section is to develop a *recurring* communication schedule for both parties to create a consistent line of communication between the chapter and alumni.

Frequency of communication

- Weekly Communication
- Bi-Weekly Communication
- Communication dates: _____

Type of communication

- Email _____ per semester
- Phone call _____ per semester
- In person meeting _____ per semester

Execution

The execution of this model is dependent on all parties taking responsibility to proactively communicate with each other. This communication should be focused on problem solving and creating transparency between the undergraduate members and the alumnus advisors.

It is recommended that calendar invites be set for the entire semester as early as possible so that all parties can budget time for their calls. Additionally, each person should report back to their respective boards (executive board and alumni advisory board) with pertinent updates from each meeting.