

Initiate Advisor Training Worksheet

Use the checklist and worksheet provided to make the transition of the Initiate Advisor position from the outgoing to the incoming Officer smooth. Take notes as needed during the process.

- Review:
 - [Initiate Advisor Training Guide](#)
This is an overview of the responsibilities and tools for the position
 - [Recruitment Kit](#)
 - [SURGE - National Membership Marketing Program](#)
 - National Initiation Program
 - [Curriculum Guide](#)
 - [Online Initiation Program](#) (sample)
 - Any additional local resources needed for the position
 - National Office's [Chapter Admin Portal](#) and how to [add Initiates](#), [move Initiates to Members](#) and the [CSE: Recruitment Form](#)

- Share resources:
 - [Due Dates](#)
 - [Leadership Training for Bigs](#)
 - Contact Information for people related to the position
 - Faculty Advisor, University Support
 - Leadership Development Coordinator, Phi Sigma Pi National Staff

- Additional talking points related to the position