

2011-2012 Collegiate Leadership Consultants

GAMMA PHI BETA

A CLC is coming to assist your chapter!

Your CLC is highly interested in the growth and development of your chapter! She can assist you with leadership development, membership recruitment, officer training and transitioning, idea sharing, goal setting and so much more. She is looking forward to getting to know the members of your chapter and sharing in the daily life of a Gamma Phi Beta at your school. Her travel schedule is hectic and continuous without many breaks. She lives out of her suitcases so be prepared for a lot of luggage and plan accordingly! Any little extras that you want to provide would be greatly appreciated, but it's most important to remember that your CLC is a friend and a Gamma Phi Beta sister. Treat her as you would any guest in your home!

Please look through this packet to find out more about your upcoming visit including:

What is a CLC? What will ours be like?
{General Information}

What should I do before she gets to our chapter?
{Tips for an AVP to Plan a Successful CLC Visit}

When does she get here?
{Arrival & Departure Information}

What will she need during her stay?
{Information Checklist}

How do I prepare the schedule?
{Regular Chapter Visit}

Important Things to Remember
{Reminders}

What should I do after she leaves?
{Information & Visit Evaluation}

GAMMA PHI BETA



2011-2012 CLC Team



What is a CLC? What will ours be like?

{General Information}

The acronym "CLC" stands for Collegiate Leadership Consultant. Every spring, International Gamma Phi Beta hires a group of recently graduated alumnae to travel around the country and assist our chapters. CLCs go through an extensive training process so they are properly equipped with information and resources to help each chapter that they visit. Below are the answers to some more frequently asked questions regarding the CLC program.

Is our CLC a Gamma Phi Beta?

Of course! CLCs are knowledgeable about every aspect of our Sorority, including educational programming, financial information and ritual, so it's absolutely necessary that she is a member of Gamma Phi Beta!

Does she go home between visits?

Not usually...for the most part, the CLCs travel constantly from one chapter to another in an effort to help as many as possible. CLCs get one three-day weekend off each month and about three weeks for holiday break. Because they travel constantly, they have a LOT of luggage, so be prepared!

Does she get to pick her own schedule?

Nope. All of the CLCs' schedules are created by the CLC/Field Administrator at International Headquarters, with input from the regional teams. Their schedules depend on lots of factors: recruitment, school schedules, regional needs, etc. Your CLC visit may seem to fall at an inconvenient time for your chapter, but odds are that she was sent during that time for a reason!

Is our CLC a lot older than us?

No! All CLCs have just graduated from college, so whichever CLC is visiting, she is probably 1-2 years older than you.

Are CLCs just spies sent by International Gamma Phi Beta?

Absolutely not! CLCs are sent to help your chapter grow and succeed in every area of sorority life. After their visit, your CLC will send you an evaluation to your regional coordinator. She will be commenting on your chapter's strengths and challenges, as well as special achievements and outstanding programs.

Do we have to entertain our CLC all day long during her visit?

Not at all! The CLCs have a lot of paperwork to do and they need some downtime, too! Schedule some long breaks throughout her visit for this reason, but be sure to include some fun activities in addition to all of her meetings! She likes to have fun, too!

What should I do before she gets to our chapter?

{Tips for an AVP to Plan a Successful CLC Visit}

Your CLC is coming to your chapter to help in any way she can. However, her visit will be helpful only if you do some groundwork before she arrives. Below are the things that you, as the AVP, should do to prepare for the visit to ensure you are making the most of the CLC's time at your chapter.



Call your Regional Coordinator (RC)

This will be invaluable because first, you get a chance to connect with your RC, and second, you can chat about expectations of the upcoming CLC visit. If your RC really wants officer meetings to focus on goals and positive reinforcement, then this will be something that the CLC needs to know. Other expectations could be as small as having dinner with the Chapter Advisor to as large as revamping officer transitions.

Talk to the Chapter Advisor

The Chapter Advisor should also be meeting with the CLC, but it will be important to touch base beforehand so that you can set goals for the visit. Maybe you want the CLC to host a sisterhood event, a recruitment workshop or work on the elections process. You could also want her to facilitate exercises between the executive council or even help with efficiency at chapter meetings.

Organize the Officers

Each officer that is on the list in this packet should be scheduled for a meeting if at all possible (unless directed otherwise by the RC or Chapter Advisor). Remember that you can schedule meetings with any other officers as time permits. Make sure that the officers are signing up for appropriate meeting times (so they aren't rushing to the meeting or leaving early to get to class or another meeting). Remind each officer to come prepared to the meeting with her working notebook and officer manual. Also make sure that the officers have prepared any questions or concerns that they may have in advance; that way, the officer is preparing herself to have the most effective meeting, and you can make the most of the CLC visit!

When does she get here?

{Travel Information}

The CLC will forward her travel information to the AVP in a separate email. Use this template to make travel arrangements for her to get to the chapter.

ARRIVAL

Date: _____ Time: _____

Airline: _____ Flight #: _____

Airport: _____

Meeting Location (if driving between chapters):

AVP USE ONLY:

Member(s) responsible for arrival: _____

****Remember to print driving directions****

****Remind the member to wear a Gamma Phi Beta T-shirt so she can be easily identified!****

DEPARTURE

Date: _____ Time: _____

Airline: _____ Flight #: _____

Airport: _____

Meeting Location (if driving between chapters):

AVP USE ONLY:

Member(s) responsible for departure: _____

****Remember to print driving directions****

****Make sure that the CLC has everything when she leaves****

What will she need during her stay?

{Information Checklist}

Use this checklist to prepare for your upcoming CLC visit. **Remember: Your chapter provides and pays for all of the CLC's lodging and food.** Please be sure to tell all the chapter members that they need to pay for the CLC's food if they are taking her out for a meal, and that they can turn in the receipt to the FVP to be reimbursed afterward.

Information to be provided to CLC before her arrival (via email)

- CLC Visit Schedule (see example)
- Name and contact information of chapter member responsible for arrival transportation

Information/Items to be provided to CLC upon her arrival

- Chapter bylaws, goals, standing rules, policies, programs, and house rules
- Chapter contact list and list of officers
- Chapter composite
- Campus Map
- Access Information (keys, codes) for the space where CLC will be staying
- Any mail that may have been delivered for her to the chapter
- House/facilities tour, introduction of house staff and explanation of meal and security procedures
- Internet setup (password, network name, etc.)
Be sure to set this up with the university **before** the CLC's arrival if a user name or Internet setup CD is required

CLC Visit Accommodations

The CLC would appreciate her own room for her stay if at all possible, including the following items:

- Clean sheets and blankets
- Two clean towels and washcloth
- Two clean pillows
- Bottled water and snacks

How do we prepare the schedule? {Regular Chapter Visit}

Use this checklist if your CLC is not visiting during formal recruitment. It will serve as a guide to help you plan for the upcoming CLC visit. If you have any questions regarding the schedule, please contact your CLC right away!

The following officers *must* be scheduled for one hour meetings:

- President (one hour at beginning of visit and one hour at end)
- Administrative Vice President
- Education Vice President
- Financial Vice President
- Standards Chairwoman
- Panhellenic Affairs Vice President
- Public Relations Vice President
- New Member Educator
- Scholarship Chairwoman
- Membership Vice President

The following officers *must* be scheduled for 30 minute meetings:

- Collegiate-Alumnae Relations Chairwoman
- Ritual Chairwoman
- Social Chairwoman
- Safety and Wellness Chairwoman
- PACE Chairwoman
- Philanthropy Chairwoman

The following officers are *suggested* for 30 minute meetings:

- Crescent Classic Chairwoman (If applicable)
- House Manager

Additionally, the CLC should be scheduled to meet with the following people (preferably in the middle of her visit):

- Chapter Advisor
- Panhellenic/Greek Advisor

As soon as the schedule is completed, you should then send it to the CLC for approval. This should happen no later than four (4) days prior to the visit. That way, if anything needs to change, everyone has enough time to plan.

Sample schedule

{Use this as a reference}

Friday, September 23, 2011

1:00 PM: Arrival Time

Airport: GPB International Airport, United Airlines

Picking Up from Airport: Mary Smith, (303-555-0000) and

Susie Jones (303-555-0000)

3:00-4:00 PM: Time to get Settled

4:00-4:30 PM: House Tour with Mary Smith (303-555-0000)

6:00-7:00 PM: Dinner at the House, escorted by Gretchen Gamma (303-555-0000)

7:30-8:30 PM: Meeting with Carol Crescent, President

8:30 PM through the rest of the night: Administrative/Personal Time

Saturday, September 24, 2011

9:00-10:00 AM: Meeting with , Sally Sisterhood, EVP (303-555-0000)

10:00 AM-11:00 AM: Meeting with Betty Beta, MVP (303-555-0000)

12:30-1:30 PM: Lunch with chapter members, escorted by Patti Phi (303-555-0000)

1:30-2:30 PM: Campus tour with Addie Jones

2:30-4:30 PM: Administrative/personal time

4:30-5:30 PM: Meeting with Minnie Marshall, PRVP (303-555-0000)

5:30-6:00 PM: Down time/Time to get ready for dinner

6:00-7:30 PM: Dinner with Sandy Sorority, Chapter Advisor (303-555-0000) at her favorite local restaurant

8:00-9:00 PM Dancing with the Stars in the TV room with chapter members if you would like!

The other days the CLC is at your chapter should be scheduled similarly to the example above. Also, it is very helpful to include some general information, like the things listed below, at the end of her schedule. Don't hesitate to contact your CLC with questions!

Departure flight: Leaves @ 9:30 PM on Tuesday, September 27, 2011, from GPB International Airport, United Airlines

Breakfast is every morning from 7:00-10:30 am in the kitchen. There is cereal, yogurt, coffee, etc. Please help yourself! Cups are in the cabinet above toaster.

All members will escort you to and from your room. Meetings will be held in the executive office.

Staff you may see around the house:

House Director: Jane Smith (room is on the first floor by front door)

Cleaning Services: Ruth

Handy Man: Dennis

Chef: Thom

House Boys: Will, Luke, Joey, Brandon

TV Room is open to anyone, please join us when you are available!

Internet Password: GPB1874

House Code: 12387

Important Things to Remember

{Reminders}

The CLC wants to be a part of your chapter, so include her in all chapter events and activities (including chapter meetings, new member meetings, retreats, etc.). Be sure to note those events on the schedule you prepare for her!

Show your CLC a good time! Include some fun activities (trip to the mall, local attractions, sporting events, sightseeing, etc.) as well as down time in addition to her scheduled meetings and events. She will really appreciate it!

Do not schedule officer meetings during meal times. Officer meetings should always be conducted in private meeting areas. Meals are a great time for her to get to know other sisters, including seniors who are interested in applying for the CLC position or younger members who are emerging leaders.

Please ask the CLC what time of day she would like to begin and end officer meetings. Some CLCs are early risers and others are night owls! Asking her about this will help make the very best of her time at your chapter.



What should we do after she leaves? {Information and Evaluation}

Shortly after the CLC visit is complete, your CLC will be sending you information about her visit. This will include a letter to the chapter, officer suggestions for each officer she met with during her stay, and any documents or examples that she thinks could assist the officers.

In addition to these documents, your CLC will email you a link to an online CLC visit evaluation form. Any officer or advisor is encouraged to complete this survey to provide valuable feedback for the CLC and the CLC program. Contact the CLC/Field Administrator, Brandy Cunningham (bcunningham@gammaphibeta.org) with questions or concerns about the evaluation.



*Thank you so much for
planning the CLC visit.
With this preparation,
the visit will be both
helpful and successful!*

