

Follow-Up Email Guidelines

Advisors, you or a student will want to send a follow up email to all of the students on the Roll Call Log.

We recommend you send the email by the end of the week after your Meeting.

What to include in your Follow-Up Email:

1. Thank students for coming to the meeting.
2. Summarize what was talked about in the meeting.
 - a. New Member Registration Forms
 - b. Chapter Officer Elections
 - c. Fall Forum
 - d. Choose a committee (pick three top choices in case your first or second choice are full)
3. Invite them to the next meeting. (include date/time)