

WEEKLY ADVISOR REPORT

This Advisor Report is designed to enhance our communication process and to proactively address any challenges, issues, problems and/or concerns that you may have in your work. This report should be concise but thorough. It should be sent via email attachment and is meant to take you no more than 15 minutes.

Name _____ Week Ending _____

1. How did you help the chapter this week?

2. Please share successes and challenges of the week.

3. What meetings/events did you attend? What Chapter Council involvement occurred?

4. What do I need to know about next week?

5. What do you need from me? How can I help?