



AIB Advisor Expectations and Preparation

What it Means to be an Advisor

Expectations

You are the face of AIB – Always carry yourself in a professional manner

- What you say and do and how you carry yourself speaks volumes about the organization. Keep the expectations of our communities high

You are agreeing to complete all aspects of the advising process including but not limited to:

- Working closely with your co-advisor
- Travel to all communities
- Giving 100% of your attention to the communities
- Writing up all evaluations and award nominations
- Attending the Symposium
- Respond to all phone calls, emails, and texts from AIB, fellow Advisors, and communities on time
- Complete what you have committed to complete

If there are any issues in your life that would keep you from advising and completing your assignments, DO NOT sign up to be an Advisor that year.

Getting Started

Start by providing AIB with your available dates

Accept the cities that are assigned to you

Once you have received your assignments:

- Contact your co-advisor
- Determine how you will handle the categories

Book travel with staff

Contact the communities (Lead Advisor)

- Once right away
- And again, two weeks out
- Confirm your travel arrangements with the community

What to Bring

- Your best/professional behavior
- Your positive, encouraging, and can-do attitude
- Phone only as backup camera
- Nametag
- Suntan lotion
- Hat
- AIB Shirts
- No jeans
- Jacket with hood if possible for rain/cooler weather
- Travel umbrella
- Extra bag that folds up to carry items that might not fit in your luggage

Review Itinerary for anything outstanding that you will need to bring

- Daytime Wardrobe
- Evening Wardrobe

Advising Needs

Create a folder for each community and include:

- Community Profile
- Blank evaluation
- Blank Special Awards Nomination Form
- Description of special awards
- Blank Outstanding Achievement Nomination Form
- Thank you notes
- Symposium brochures
- City tour Itinerary
- Hotel confirmation
- Flight information
- Any additional information the city sent

Additional Needs to carry in a backpack:

- Writing notebook
- Name Tag
- Pens
- Highlighters
- Sticky Notes
- Laptop
- Camera
- Download Cord
- Extra Memory Cards
- Paperclips
- Business cards
- Phone
- Community contact information

Travel

- Arrive early at the airport
- Travel early
- Be aware of connections

Things to help make travel easier:

- TSA precheck
- Frequent Flyer
- Airline Credit Card
- Sweater/Jacket

What if you get stuck?

- Call the airline
- In a weather situation, call the airline **AND** wait in the customer service line at the airport
- Contact your co-Advisor and leave a message for Laura to let her know the situation.

When you leave your home

- Check the weather and dress accordingly.
- Make sure you have your license or passport and a credit card with you
- Make sure you have all luggage/purses, backpacks, etc. packed in the car before leaving
- Park your car in long-term at the airport.
- If you will be out for a considerable amount of time, consider taking a different mode of transportation to the airport that may be more cost effective or get a ride.

During the tour:

- Pay attention
- Be positive
- Put your phone away
- Be on time
- Write notes
- Take Pictures
- Keep up with the tour
- Careful of the language you use
- No politics
- No scathing jokes
- Stick to the topic. A few examples are good to have but remember, this is their time
- Dress appropriately based on weather and activities
- Watch your actions
- Drinks?
- Complete the tour
- Accept changes
- Showtime

During your breaks

Make the most of your downtime to write:

- Bullet points
- Download pictures onto your laptop
- Highlight important information in your notes
- Score the metrics
- Write thank you notes to leave with community
- Write down additional questions

Before you leave the community

- Gather all needed Information from the community
- Leave nothing in the room where you are staying
- Take all literature provided by the community with you
- Take with you any gifts provided by the community
- If you are staying as a guest in someone's home, tidy up the room before leaving, hang wet towels
- Write and hand out thank you notes

When you arrive home

- Contact your co-advisor
- Determine any awards that will be written for each community
- Review once again who will be responsible for which write ups to avoid unnecessary duplication
- Set deadlines and keep them
- Start on the evaluation right away - the longer you wait, the more you lose
- Write and submit a Letter to the Editor for each community

Writing the Evaluation

- Start by listing the big picture
- Fill in the details
- Briefly write the known information about the community
- State the situation, then the resolution and then the details
- Research topics and recommendations and provide websites for examples
- Be careful not to plagiarize
- Make sure all recommendations are in the proper category
- Check spelling and grammar
- Share with your partner
- Make any necessary changes
- Drop in pictures
- Adjust and then pin photos
- Compress photos
- Lead advisor puts final touches on the evaluation and sends off to the Executive Director as a packet
- Deadlines are not suggestions

Writing the Awards

- Should you write awards for each community?
- This is the fun part of the write ups
- Speak about all the great things going on
- Provide details including the difference it has made in the community
- Add photos, snap into place and compress
- Send as part of the complete packet to the Executive Director

Symposium

- Register for the Symposium and book flights with staff assistance
- Attend all sessions
- Be on time or early
- Interface with your communities and others
- Provide assistance to all speakers, AIB team members and fellow Advisors.
- Wear your name tag