

# Peer Visit Questionnaire

The AILG Peer Visit Program provides teams of FSILG alumni/ae to meet with the alumni/ae and undergraduate leadership of each living group each year. The visiting team seeks to understand and share best practices with the whole community and to provide advice and support where it can. The meetings are focused on issues and challenges that the living group would like to address with particular emphasis on how the alumni/ae organizations can help. The discussions are confidential. We hope to foster an environment of trust where people feel comfortable discussing the challenges they face.

## Instructions to the FSILG

- Fill this out with assistance from your undergraduate members, before the team comes to your house.
- Identify topics that you would like to focus on during the visit.
- Below is a list of topics with a set of suggested questions for each topic. The suggested questions are simply that: prompts to encourage thinking and discussion. Please answer them if you feel they are helpful to the discussion. The order of the topics below is arbitrary: you should provide the set of issues for discussion at the meeting
- After the visit the PVP visit team will send a proposed summary which will include 1) best practices, 2) requests for assistance, and 3) three proposed goals for the coming year. You may edit the summary if you want before it is shared with the PVP committee and the FSILG office

## Contact Information

- Who from your organization is filing out the document?

(Add name and contact information here)

## Goals for this year

- What goals have you identified for your group in the coming year?
- How can your alumni/ae organization help meet these goals?

- Is there any help you need? We can refer you to various resources/experts/advisors/etc.

## Best Practices

- What experiences or best practices does your group have that you could share with the community? (e.g., fundraising, alumni/ae relations, house upkeep or renovation, conflict management, ...)

## Occupancy and Membership

- How do you feel about your capacity?
- Do you have any problems attracting members to live in your house?
- Is your membership sufficient?
- Are you worried about trends?

## Recruitment and Retention

- What works for you for recruitment? What doesn't work?
- Are you meeting your recruitment goals? How? Why or why not?

- Where do you struggle?
- What is your recruitment structure / strategy?
- Is there a priority/desire to change the culture of your house? Why? How are you planning to make that change appealing to the chapter?
- Do you have different cultures for housed vs. unhoused members?

## Values

- What are your organization's values? How do you live them?
- How would you describe your organization's identity or culture?
- How do you feel about your values? Are there any differences between local vs inter/national culture?

## Member Development and Retention

- Do you have any issues or concerns with member retention?
- Are there parts of your new member education program that work? That don't work?
- Do you have an effective process for officer transitions?
- Do you have an effective process for alumni/ae membership development?
- How do recruit alumni/ae as advisors, board members, or volunteers? How do you keep them engaged?

## Governance

- Do you have a well-defined governance structure?
- How do you train your alumni/ae officers?
- Do you have separate entities for an advisory board and house corporation?
- How are these groups managed?
- Are you aware of the alumni/ae resources made available through MIT, FCI, and the AILG?

## Alumni/ae-Student interaction

- Regarding maintaining your facility and your organization: What are the alumni/ae responsible for? What are the undergraduates responsible for? Is the separation of responsibilities clear?
- Do you have any issues with officer transitions?
- Do you use a facility management service?

## Financial Information

- Do you have adequate reserves?
- Do you have a budget for maintenance?
- Do you have a long-term capital plan?
- How do you engage your alumni/ae for fundraising?
- What could be improved in financial planning?

- Do you use a billing service, tax service, or other outside resources?

## Scholarship

- Do your alumni/ae provide career mentoring?
- Do you have any concerns about academic performance or graduation rates?
- What would you like to change, if anything?

## Behavioral and Judicial

- What is your current Party Safe participation?
- Do you have any risk management / health & safety concerns about your chapter? (no need to document them)
- Do you have an Emergency response plan for medical emergency or overdose?
- Do you have an Emergency response plan for sexual assault?
- Do you have a Crisis Management Plan?
- How are your neighbor relations?
- Do you have requirements from your inter/national that you need to fulfill? Do you have concerns about these?

## Physical Plant

- Do you use the SLI dashboard? Any issues/questions about it?
- How are you doing re: facilities improvement?

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