Panhellenic Recruitment Manual



For now. For tomorrow. Forever.

Information Compiled by the Panhellenic Council Updated March 2010

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The Panhellenic Creed

We, as Undergraduate members of women's fraternities, stand for good scholarship, for guarding of good health, for maintenance of fine standards, and for serving to the best of our ability, our college community. Cooperation for furthering fraternity life, in harmony with its best possibilities, is the ideal that shall guide our fraternity activities.

We, as Fraternity Women, stand for service through the development of character inspired by the close contact and deep friendship of individual fraternity and Panhellenic life. The opportunity for wide and wise human service, through mutual respect and helpfulness, is the tenet by which we strive to live.

Ball State University Code of Ethics

We, as members of the Panhellenic community of Ball State University, agree to honor and uphold the National Panhellenic Conference UNANIMOUS AGREEMENTS through our thoughts, words, and actions. Our goal is to be models of pride, honesty, and courtesy for all chapters and individuals of the Greek community. Respect for and consideration of individual rights and feelings are the responsibility of every member.

Through encouraging and assisting all Greek members in the pursuit of the Greek community, we will foster an environment of harmony and understanding that further the ideal of every fraternity. While keeping our aim to promote the highest ideals of womanhood, we will hold each other accountable for behavior that is inconsistent with out expected standards of conduct and educate our members fully on these same standards. We will strive to behave in a manner consistent with each chapter's ritual and rounding principles in all interactions with others. By demonstration these ethical* standards, we truly will be "furthering fraternity life, in harmony with its best possibilities."

*We as the Panhellenic Council believe ethical behavior to be the following: We trust each other to be responsible and to conduct ourselves within the realm of high moral standards. We will treat each other with respect and dignity and with the highest amount of fairness and honesty!!

Panhellenic Bylaws (Bits and Pieces)

ARTICLE XI. ADMINISTRATION OF MEMBERSHIP SELECTION (RECRUITMENT)

- A. An early Fall Formal Recruitment shall be held for regular and associate member chapters of the Ball State University Panhellenic Association.
- B. The National Panhellenic Conference (NPC) quota-total system shall be followed.
- C. The preferential bidding system shall be used during Recruitment.
- D. Except during the formal recruitment period, continuous open bidding shall be in effect during the academic year (Fall through Spring) for all eligible female students.
- E. Chapters which do not fill basic quota during formal recruitment may continue to bid and pledge to quota in continuous open bidding even though reaching quota puts them over total.
- F. Every regularly enrolled new member, initiate or affiliate of a chapter shall be counted in the chapter total.
 - 1. A list of new member, initiate, or affiliated members shall be filed with the Panhellenic Advisor by the 10th day of classes in each term. A list of new members taken during formal recruitment shall be submitted by the fifth school day after Invitation Day. A list of new members taken during continuous open bidding shall be submitted no later than one school day after pledging.
 - 2. Any depledging, termination or other change in membership shall be reported to the Panhellenic Association no later than one school day after it has occurred.

G. Summer Contacts

- 1. Initiated members and new members may not host or participate in Summer recruitment parties held specifically by their Greek organization for women planning to attend Ball State University.
- 2. Collegiate members shall be encouraged to attend Panhellenic parties given by City Panhellenic groups.
- 3. Letters, mailing, phone calls or any contact in which a specific fraternity is discussed with a prospective potential member shall not be permitted.
- 4. The Panhellenic Council shall send a brochure to each entering female student with information on all fraternities at Ball State University. An opportunity shall be provided in the brochure for women to express an interest in recruitment.
- H. Formal Recruitment Rules. See Code of Ethics.

ARTICLE XII. PLEDGING AND INITIATION

- A. A student must be a regularly matriculated (full-time) student to be eligible for recruitment and pledging.
- B. A Ball State University Panhellenic Association member fraternity may not issue an invitation to membership or formally pledge a woman during any school recess.
- C. A new member may be initiated whenever she has met the requirements of the fraternity to which she is pledged.
- D. A person who is or has ever been an initiated member of an existing NPC fraternity shall not be eligible for membership in another NPC fraternity.
- E. When a recruitment guest's Membership Recruitment Acceptance Binding Agreement is matched with a chapter's bid list, or when she signs a continuous open bidding acceptance card, she may not be pledged to any other national fraternity on the same campus for one calendar year.
- F. A student who has had her pledge broken by a fraternity or who has broken her pledge to a fraternity, may not be asked to join another fraternity on the same campus for one calendar year from the date she was originally pledged. However, the same fraternity chapter may repledge her at any time within that calendar year.
- G. When a new member transfers to another campus, she shall be eligible to pledge the fraternity of her choice at the earliest opportunity.

Glossary of Recruitment Terms

COB– Continuous Open Bidding. COB is an opportunity for those chapters that do not reach Quota during a recruitment to bid to Quota and/or Total.

CR– Continuous Recruitment, an NPC-recognized recruitment style for a campus.

FSR– Fully Structured Recruitment, an NPC-recognized recruitment style for a campus.

MRABA– Membership Recruitment Acceptance Binding Agreement, a one-year binding agreement signed by a Potential New Member (PNM).

MSR– Minimally Structured Recruitment, an NPC-recognized recruitment style for a campus. "No Frills" Recruitment – an effort to eliminate high cost and time demands for decorating and entertainment. Recruitment focuses on quality communication with Potential New Members (PNMs).

NPC– the National Panhellenic Conference

NPC Area Advisor – the NPC volunteer with direct advising responsibility for the College Panhellenics in a specific geographic region. She contacts all NPC Delegates for the chapters on the campus when important issues arise. The PHC president should keep the NPC Area Advisor informed on all Panhellenic issues. Minutes of each PHC meeting should be provided to the Area Advisor. A list of NPC Area Advisors is on the NPC Web site: www.npcwomen.org.

NPC Resolutions— a formal course of action voted on by the National Panhellenic Conference. Each College Panhellenic (or equivalent organization) and Alumnae Panhellenic should incorporate the resolutions into its own procedure and methods of operation.

One Calendar Year— a calendar year is the period from a given date in one year to a comparable date in the next year. In determining one calendar year, it is not necessary to match exact calendar dates. Consult with your Area Advisor for further clarification.

Parity– being equal or equivalent.

PNM– Potential New Member.

PSR– Partially Structured Recruitment, an NPC-recognized recruitment style for a campus. Ball State uses this style.

Preferential Bidding— mutual selection system for chapters and Potential New Members.

Quota— the number each NPC women's fraternity may pledge on a campus during a Fully Structured Recruitment, Partially Structured Recruitment or Minimally Structured Recruitment.

Snap Bidding— an option available to chapters that did not fill Quota. Chapters may offer bids to

Potential New Members whose preferences were not matched. This process takes place before bids are distributed. Snap Bidding is not intended to fill spaces in the chapter Total and is limited to any woman who participated in the designated recruitment.

Total – allowable chapter size, as determined by the CPH, and includes both new members and initiated members. Total is currently 75.

Unanimous Agreements— agreements to which the member groups of the National Panhellenic Conference have unanimously agreed and that lead to orderly and equitable conduct of their mutual functions. These UNANIMOUS AGREEMENTS are binding on all member fraternities of the National Panhellenic Conference. Each College Panhellenic (or the equivalent organization) and Alumnae Panhellenic must incorporate the NPC UNANIMOUS AGREEMENTS into its governing documents. Here the UNANIMOUS AGREEMENTS that pertain to recruitment:

- No disparaging remarks about other groups
- No men or alcohol in recruitment and Bid Day activities
- No bids implied or given out beforehand before Bid Day
- No negative publicity on Panhellenic matters
- No favors or gifts may be given to PNMs by the sorority and/or individual members
- No buying anything for a PNM
- No sorority members may visit a PNM in her place of residence during membership recruitment.
- No suggesting to any PNM that she refuse a bid from one group in order to wait for a bid from another groups or suggest that a PNM list only one choice on her Membership Recruitment Acceptance.

(A complete list can also be found in the NPC Manual of Information, pages UA1 – UA11)

Goals of Fall Recruitment

- Provide support, friendship and personal guidance to women participating in the recruitment process by sorority members who are educated to represent Panhellenic attitudes and ideals.
- Provide objective and impartial counselors.
- Promote an understanding and explanation of the mutual selection process.
- Promote an understanding of the benefits of sorority affiliation and emphasize the similarities in ideals and goals of all women's fraternities.
- Provide encouragement to the Potential New Members to continue recruitment through the Preference round during Fully Structured Recruitment and to accept the maximum number of invitations possible during each round of recruitment.
- Promote membership recruitment retention and pledging by lessening disappointments and disillusionments.
- Support and mentoring offered by chapter members and alumnae advisors facilitates opportunities for successful adjustment to the college experience.
- Provide opportunities for the greatest possible number of women to become fraternity members while protecting the rights and privileges of both the individuals and the chapters.

Guidelines for Formal Recruitment As Taken from the NPC Manuel

Resolved(2003), That the concept of "No Frills" Recruitment should be used in any form, model or style of recruitment.

A "No Frills" format is appropriate regardless of recruitment style chosen. College
Panhellenics as well as individual chapters remain responsible for ensuring that
recruitment events are values-based and reflective of the women's fraternal experience.
Prior to making a final decision regarding recruitment style, the College Panhellenic
should review the philosophy of No-Frills Recruitment and plan to incorporate it into its
style selection.

Resolved(1991), That all College Panhellenics and their member chapters shall incorporate the following into their recruitment programs as soon as possible:

- Establish guidelines for recruitment budgets and set a cap on recruitment expenses including the value of all donated goods and services in the cap figure.
- Eliminate all outside decorations.
- Confine all recruitment entertainment within the chapter house or other recruitment facility.
- Evaluate all recruitment skits as to length and content.
- Discourage the use of recruitment skits at the first round of events.
- Discourage elaborate costuming and purchase of special outfits.
- Eliminate all gifts, favors, preference letters or notes for PNMs until they have accepted bids.
- Develop conversation and interviewing skills.
- Follow NPC recommendations for release figures.

Focus of Each Round of Recruitment

Open House Rounds:

- Emphasize Go Greek!
- Wear Denim Bottoms and Go Greek T-Shirt
- Inform the PNMs about Greek Life
- Get PNMs excited about the next week
- Similar to a COB event- Game Night

First Rounds:

- Keep chapters and PNMs energetic and positive about recruitment
- Give a clear explanation of your chapter to PNMs
- Wear PHC first round shirts
- Strive for deeper conversations

Second Rounds:

- Emphasize your chapter's PHILANTHROPIC efforts in a clear and meaningful way.
- You are encouraged to talk about finances, academics, and the requirements of your chapter
- Show the dynamics and attributes of your chapter
- Reinforce decision making to continue through recruitment- alleviate any hesitations.
- Increase comfort and feeling of belonging
- Display an adequate perception of your chapter

Preference Rounds:

- Emphasize the deep bond of sisterhood, commitment, and friendship
- Deepen conversations and discussion topics
- Evaluation of PNMs-would she make a good addition in my chapter?
- Portray the more sentimental side of sorority life
- Balance emotions with preference goals
- Make them feel as if you deserve to be friends with them

Criteria for Each Round of Recruitment

First Rounds

- You may decorate with posters and boards about your chapter's philanthropy, grade requirements, sisterhood events, socials etc. It is STRONGLY suggested that you make a poster with a breakdown of your dues
- Everyone must follow the newly renovated Student Center guidelines
- NO themes are permitted
- Picture frames and photos are encouraged. However, do not include any fraternity men, alcohol, bars, Pi Chis, or Panhellenic Exec
- You may have a song OR a slideshow. If you choose to sing a song you may also have a
 continuous slideshow running in your room but you may not sit PNMs down twice in the
 round
- NO FRILLS- crete paper, balloons, excessive decorations
- May display chapter's flower

Second Rounds

- You may sing an entrance and exit song, but no others
- Outfit are allowed to fit a color scheme but are not allowed to match completely
- You may serve a "jazzed up", non alcoholic drink of your choice
- Chapters can decorate minimally (tablecloths, nicer napkins, etc.) A good guideline is that it should not take more than an hour to set up
- You should have pictures/posters of **philanthropic events only**
- You can have a short video/presentation ONLY IF IT IS NECESSARY FOR THE UNDERSTANDING OF YOUR PHILANTHROPY
- You may not serve food
- You may engage the PNMs in a craft centering on your philanthropy
- Suggested spending is \$600

Preference Rounds

- Everyone must follow the newly renovated Student Center guidelines
- Your decorations are your choice, just as long as they are in compliance with the Student Center guidelines
- Food will be served as a buffet style in one location
- Drinks are still to be determined
- You may sing or perform a skit etc. Whatever makes your chapter UNIQUE!
- Suggested spending is \$900

TOTAL SPENDING MAY NOT EXCEED: \$ 1,500

ICS Overview

ICS is the web-based recruitment program used at Ball State. Each chapter is given a username and password to access their portion of the site. They can access names and information for potential new members, print schedules for rounds and submit their invite lists after each day of recruitment through ICS.

Enrollment opens June 1st and the link is made available via the Greek life website. Any woman interested in sorority life should be encouraged to sign up with the online form. PNMs can pay their recruitment registration fee online with a check or credit card or pay with cash or check at any recruitment orientation.

In order to be eligible for formal recruitment a PNM must meet the following guidelines:

Incoming Freshmen:

- Have an Academic Index* of a 2.5 OR
- Be in the top 60% of the high school graduating class OR
- Be in the top 70% of the high school graduating class and have a 1465 on the SAT or 19 on the ACT

Ball State or Transfer Students:

- Completed at least 12 hours of course work
- Have a cumulative grade point average of a 2.5

Once she registers, Office of Student Life staff checks her grades to ensure academic eligibility. This is a time consuming process and multiple people check grades for the same woman to ensure academic information provided to the chapters are 100% accurate. The academic information is provided in a spreadsheet and sent to chapters the day before recruitment begins.

After her grades are checked and she has paid, the woman will be considered an active recruit in ICS. At this point, chapters can access her registration information and be able to print her application if desired.

Further ICS instructions will be distributed to chapters at the August meeting.

L. A. Pittenger Student Center Decorations Policy Agreement

Name of Event		
Location	_ Date	_ Time

Only those items and arrangements specifically described below are authorized for use in the location and at the time and date shown above. The following guide should be reviewed before planning your decorations. The L.A. Pittenger Student Center reserves the right to charge a fee for any damages incurred.

In an effort to conform strictly to All University fire and safety regulations and to prevent damage to the L.A. Pittenger Student Center, we agree that we shall obey the following rules:

- 1. Use only the displays that are free standing or suspended from special moldings. (Pegboards, standards, tables, easels, etc.)
- 2. Keep doorways, halls, and stairs unobstructed by decorations.
- 3. Candles are strictly forbidden no exceptions.
- 4. Absolutely no hanging materials from the fire sprinkler system.
- 5. Use only flameproof material.
- 6. Prohibit from nailing, tacking, or taping materials to walls or woodwork, or fastening display materials to draperies, light fixtures, or ceiling unless approved by the Facilities Assignment Coordinator.
- 7. All painting and major construction work must take place out of the building.
- 8. Arrangements for lighting effects must be cleared with the Facilities Assignment Coordinator.
- 9. All light bulbs over 60 watts must be at least 5" away from any surface. Also, special decorative collars are not allowed at the neck of a bulb in any electrical socket, as they present a fire hazard.
- 10. Remove all display material immediately after the function.
- 11. Water fountains or pools will not be permitted.
- 12. Groups will be charged for decorations remaining up after an event has concluded.
- 13. Whenever there is a question on the use of something not listed above, you should check with the Facilities Assignment Coordinator.

Information for Sororities with Woodworth Suites

Important Woodworth Phone Numbers

Residence Hall Director 285-2718 Asst. Residence Hall Director 285-1038 Front Desk 285-1049

Swipe Card Access to Woodworth

Each sorority member will have their student ID activated to work in the stairwell that their suite is located. Contact the Office of Student Life if your card does not have access.

Sunday - Wednesday

7:00 a.m. to midnight: sorority suite entrance

Midnight to 7:00 a.m.: swipe door off of the main lobby area

Thursday – Saturday

8:00 a.m. to midnight: sorority suite entrance

Midnight to 8:00 a.m.: swipe door off of the main lobby area

*During the overnight hours sorority members will enter through the entrance where the Night Staff community check stations are operating. Members' names will need to be on a list maintained at this station. This list is provided by Student Life.

In the event a card reader that sorority members use is broken, please contact the front desk immediately so that the equipment can be fixed.

Double check bathroom and door access cards prior to recruitment so there is time to fix any problems that may arise.

Use of Common Area Space

Use of main lobby lounges is reserved for residence hall functions. Since residence halls are recognized as learning environments, study lounges should always be designated as study areas. Therefore, sorority members should not use main lobby or study lounges as meeting space or discussing membership selection.

Quiet Hours

The residents who live in the hall define what and when quiet hours are in effect. Additionally, even times when quiet hours are not in effect, courtesy hours are always important to remember. Talking loudly in the hallway at any time, or when large numbers of members are exiting a suite simultaneously, can be loud to people trying to sleep. Do not stomp on the floor or beat on the walls to get your energy level up in between rounds.

Fire Alarms

It is expected that all sorority members will vacate their sorority suites during fire drills. Members should not re-enter the hall until the "all clear" has been given by hall staff or University Police. Reentry in to the hall will be through designated entrances. If a fire alarm sounds during recruitment, the rounds will be adjusted accordingly.

Door Propping

Never prop doors even when setting up or tearing down decorations in the suite. It is not safe. Station a member at the door to open it if you have heavy or large items to carry in and out of the building.

Trash Removal

Each suite is responsible for removing its own trash. For smaller bags, suites may place the bagged trash in the designated trash area on the residence hall floor. If hosting a larger event or meeting in the suite where multiple bags of trash or larger items need thrown away, members should not use the floor trash area to avoid overfilling them. Instead, these items should be taken to the outside loading dock and dumpster area located between Woodworth and the Emens

Hall Staff Assistance - Emergencies

There is a hall staff member accessible 24 hours a day. When assistance is needed, contact the front desk (during normal operating hours) or the night staff worker at the check station (once the desk is closed). The student staff will be able to determine if a Residence Hall Director, Assistant Residence Hall Director, or RA on Duty should be notified. For medical emergencies it is appropriate to immediately call University Police at 285-1111 or 911.

Restroom Access

Your ID card is coded to work in the. Do not ask a resident of the hall to swipe them into the restrooms. Additionally, a limit of 5 sorority members should be in the restroom at one time.

Repair Requests

Report all maintenance issues using "Fix My Home" http://fixmyhome.bsu.edu/. Repairs are usually taken care of within 3-4 working days.

If the sorority needs non-university repair personnel, arrangements should be made during the weekday business hours for these personnel to have access to areas of the hall outside the sorority suite. Additionally, at times when a non-university repair personnel should need access to the suite to repair items, a sorority member should escort the repair representative at all times.

Hall Relations

It is recommended that sororities do something for the residence hall floor where your suite is located. Maybe give each floor resident candy, a welcome card or something similar. At a minimum it would be a GREAT idea to do something nice for the women living right by your suite, the RA on the floor, and the hall and assistant hall directors. A little hall relations could go a long way!

Do NOT under any circumstances let anyone into the building that you do not know. You should not be letting anyone in but sorority members.

Please do not have members outside of the suite in lounges or hallways. All members should remain inside the suite during the events and membership selection.

Parking During Recruitment

- During Open House and 1st Rounds parking will be limited. After 7pm M-F you may park in any Restricted (Red) parking spot. These would include Campus Drive, which weaves through the quad, the McKinley Avenue Garage, the Student Center Garage lower levels and the lots directly north and south of the West Quad Building. After 5pm M-F you may park in the Faculty/Staff (yellow) lots that surround the Student Center, the lot on McKinley next to the village, the lots east of Lucina and the lots on the south side of Gilbert Street. You may also park in the Commuter (Green) lots on the south side of Gilbert Street and on the west side of the Student Center Garage after 5pm M-F.
- If you will be using the suites or need extra parking for chapter houses parking is available in the Emens garage and commuter lot near Worthen Arena. It is recommended that you avoid parking in the First Presbyterian Church lot on Sunday and Wednesday evenings. They have services that night. Park at your own risk in lots other than those specifically designated.
- There will be absolutely no special exceptions for parking. All members are expected to follow the parking regulations according to Ball State University.

Knock & Attendance Procedures During Recruitment

- Pi Chi's will give a 5-minute warning knock before each round begins! There is no 1-minute final warning knock only the initial 5-minute knock. The recruitment chair should open the door at this time so they know that the round will be starting soon.
- Pi Chi's will not knock when the round is over. Recruitment chair's are responsible for letting the PNMs out on time. This is out of respect for the other chapters that the women are attending next.
- Attendance will be as follows: PNM's will be in Alpha order. During first rounds two groups will be separated for ease. The Pi Chi will let you know who is MISSING; if she arrives late, the Pi Chi will knock on the door and let you know she has arrived.

Banquet and Catering

- All of the food and drinks that are to be used during a round that is on campus MUST go through Ball State University Banquet and Catering.
- Contact William (Bill) Kimes: General Manager of University Catering

E-Mail: <u>bkimes@bsu.edu</u>Phone Number: 765- 285-3500

o Fax: 765- 285- 3713

- Through University Catering linens for the tables will also need to be ordered. The number of these will be based off of the number of tables a chapter may need during preference rounds.
- Ball State University Banquet and Catering MUST be contacted before school lets out in May.

Tables, Pipe and Drape, Etc

- All table reservations, pipe and drape, etc need to be placed through Ball State University.
- Contact Charlie Scofield

E-mail: <u>cscofiel@bsu.edu</u>Phone Number: 765-285-1850

- There MUST be contact before school lets out in May.
- If your chapter would like to request a specific room to practice in for recruitment, all reservations will also go through Charlie Scofield.

Suggestions for Reserving Space & Ordering Drinks

- Make contact early!
- Contact individuals in several different ways! Try e-mail, calling, and personal visits!
- Take a diagram to Charlie Scofield so he knows exactly what you want and how the room should look.
- If possible do all business face-to-face and obtain written confirmation of your requests. This will help to ensure you get what you want.
- Have any reservations of any sort written down to prevent any confusion!
- Do follow up visits when school is back in session in August to confirm that all specific reservations have been made!
- Be polite and keep a smile on your face!
- Read your contracts from banquet and catering!!! Make sure everything you need is listed...right down to the napkin!!

Dos and Don'ts of Relaxed Silence

Dos

- Stress Go Greek! That we as a community are different, but respectful and supportive of one another.
- Feel comfortable speaking with PNMs about the dates, times, locations, and other logistics of recruitment prior to the start of recruitment.
- Pass out flyers, cards, magnets, and any other promotional objects given to chapters to help promote recruitment.
- Collaborate with sisters as well as members of other sororities to go out into the community to spread the word about recruitment.
- During recruitment, be comfortable saying hello or having a normal conversation with a PNM or Pi Chi outside of recruitment.

Don'ts:

- **DIRTY RUSH-** including, offering or promising a PNM a bid, purchasing anything for a PNM, transporting a PNM anywhere.
- Speak negatively about another sorority or fraternity, Panhellenic Council, or the recruitment process.
- Promote your sorority as being better than the others.
- Use any media- including AIM, Facebook, Myspace, phone calls, text messages, emails etc.
- Do not hang out with PNMs on a social level.
- Do not hang out with Pi Chi's on a social level.
- Have any communication at all between the time of preference rounds and bid day.

Things to Remember:

- Women are considered PNMs as soon as they enter campus whether they sign up for recruitment or not. You never know the affect your words and actions will have on those around you, even if you do not realize you are influencing them.
- Not talking to a PNM may be perceived as ignoring or shunning them, reinforcing the negative stereotype of sorority women.
- Not talking to a Pi Chi may be perceived by PNM as ignoring or shunning a fellow sorority member, reinforcing the negative stereotype of sorority women.
- Infractions can still be administered to those who violate Recruitment Policy.

Quota Additions and Snap Bidding

Quota Additions occur immediately following bid matching. The unmatched potential new members (PNMs) are matched to chapters that have already filled Quota and the PNM must be listed on the chapter's preference list.

PNMs' Eligibility for Quota Additions:

- This procedure shall never include a PNM who lists one chapter if she attends two preference events.
- PNM must have participated in all possible events each round to which she had received an invitation and had accepted.
- PNM must have listed the chapter on her Membership Recruitment Acceptance Binding Agreement (MRABA).

Chapter Eligibility for Quota Additions:

- Chapter must have followed the RFM throughout recruitment.
- Chapter must have already filled quota.
- Chapter must be the smallest chapter listed on the PNM's MRABA.
- Chapter must have the PNM listed on the chapter's bid list or the snap bid list.

Resolved(2007), That Quota Additions shall be placed by the Release Figure Specialist in collaboration with the fraternity/sorority advisor in a manner that is optimal for the system, Potential New Members and situation even if such placement exceeds Quota by more than 5 percent;

That in placing Quota Additions, the Release Figure specialist and the fraternity/sorority advisor shall consider and balance preference for chapters with smaller total membership, for placing potential new members with chapters with lower relative recruiting strength, for potential new members' first choice, for even distribution of potential new members, and for potential new member position on a chapter's bid list;

That this Quota Addition procedure shall never include a woman who has failed to accept or attend any membership recruitment event for which there was room in her membership recruitment schedule (with a Fully Structured or Partially Structured Recruitment), or has failed to list on her Membership. Recruitment Acceptance Binding Agreement (MRABA) all fraternity chapters appearing on her Preference schedule; and

That the goal of Quota Additions is to achieve as much parity as possible while matching the remaining potential new members who completed the membership recruitment process in good faith.

Resolved(1991), National Panhellenic Conference continues to recommend that bids be matched to Quota only. The Conference recognizes, however, that unusual campus conditions may indicate that some women whose bids fail to match in the normal Bid Matching process may be placed even if this puts a chapter over Quota.

If it was determined that the Panhellenic would use quota additions, then snap bidding follows the completion of quota additions. If quota additions are not used, then snap bidding immediately follows bid matching.

Snap bidding is an option for chapters that did not fill quota.

- Chapters should have a prepared list of women they would bid should they not be matched during the regular bid-matching process.
- The procedure is used only to fill quota spaces and not spaces in total.
- All PNMs, who attended at least one event during formal recruitment, are eligible for snap bidding.
- Women listing intentional single preferences on their MRABA are also eligible for snap bidding.

A woman not receiving a bid is immediately eligible for recruiting and pledging.

The Panhellenic advisor works with the chapters not making quota, and contacts the PNMs to extend these invitations.

- A PNM may be offered more than one snap bid at a time.
- It is important for the PNM to understand that she is receiving more than one opportunity to pledge if that should be the case.
- During this time the Panhellenic advisor monitors who has accepted the snap bids and presents the binding agreement for the PNM to sign.

If none of the woman's preferences has matched a fraternity's bid list, the Panhellenic Advisor may contact the woman and ask if she will accept a bid from a fraternity not previously listed among her choices, provided the fraternity has her name on its regular bid list or that chapter's Snap Bid List.

Once snap bidding is over, bids are distributed and Bid Day activities may begin. Continuous open bidding (COB) begins as soon as the bids are distributed or at a previously agreed upon and designated time.

Bid Day

Bid Day is the culmination of the recruitment process. All College Panhellenics, regardless of the recruitment style used on campus, should use Bid Day as an opportunity to welcome new members to the Panhellenic community. Although each fraternity will plan individual activities for its new members, Bid Day is an opportunity for College Panhellenics to build Panhellenic spirit and unity that will affect the new members as they continue through the college years and beyond.

Each College Panhellenic Association shall prohibit the use of alcoholic beverages in membership recruitment and Bid Day activities.

Each College Panhellenic Association shall prohibit the participation of men in membership recruitment and Bid Day activities.

(UNANIMOUS AGREEMENTS)

Panhellenic Counselor (ΠX)

What is a Panhellenic counselor?

• A one-on-one guidance by an experienced fraternity woman who is committed to offering her talents and service to the Potential New Members. Enthusiasm and sincere interest in the welfare of the PNMs by well-trained impartial recruitment counselors enhances the Panhellenic community and by extension the entire fraternity/sorority community.

Goals of a Panhellenic counselor:

- Provide support, friendship and personal guidance to women participating in the recruitment process by sorority members who are educated to represent Panhellenic attitudes and ideals.
- Provide objective and impartial counselors.
- Promote an understanding and explanation of the mutual selection process.
- Promote an understanding of the benefits of sorority affiliation and emphasize the similarities in ideals and goals of all women's fraternities.
- Provide encouragement to the Potential New Members to continue recruitment through the Preference round during Fully Structured Recruitment and to accept the maximum number of invitations possible during each round of recruitment.
- Promote membership recruitment retention and pledging by lessening disappointments and disillusionments.

Expectations of a Panhellenic Counselor

- 1. Explain all procedures and answer questions concerning the mechanics of Recruitment and Recruitment activities.
- 2. Stimulate and maintain interest in going Greek. Make the potential new member feel that she has a friend in the Panhellenic community who is ready and capable of guiding her through the Recruitment process.
- 3. Promote a positive attitude towards every sorority through your own words and behavior.
- 4. Hold meetings regularly and frequently with your Pi Chi group in a relaxed and convenient location. Meet at least once before recruitment begins to answer all general questions. Prior to each meeting, prepare an agenda to make sure all topics are covered.
- 5. Be in constant communication with your partner at all times.
- 6. Make sure your PNM's have several ways in which to contact you. Hand out your phone number, screen name, etc. Make sure your partner does the same.
- 7. Be available at all times to handle problems and offer guidance in a one-on-one counseling situation with a potential new member. If you are busy at the moment, make sure to schedule a time to listen.
- 8. Handle all invitations and assist with computer ranking (ICS) throughout recruitment.
- 9. Handle all excused absence forms and encourage women to fill them out. If a woman is absent, then call her to make sure she is okay and reassure any doubts about recruitment.
- 10. Handle all withdraw forms, and counsel the women who decide to leave recruitment.
- 11. Accompany your group to all Panhellenic functions and to recruitment activities.
- 12. Talk, listen, assist, explain, help, and be a friend!
- 13. Try to keep women in the recruitment process and stop the spread of harmful rumors.
- 14. If there is a problem that you do not know how to handle, don't be afraid to ask the Pi Chi Director.
- 15. Report all recruitment infractions through the Panhellenic Judicial Procedure.
- 16. Disaffiliate from your sorority during the set time frame and do not disclose your affiliation to anyone until after Bid Day.

Panhellenic Recruitment Counselor Contract

т	- Fell 2010 Pell State Deal allowing Community (Di Chi)
to the fo	, as a Fall 2010 Ball State Panhellenic Counselor (Pi Chi), agree ollowing Panhellenic Recruitment expectations.
I WILL	:
1.	Completely disaffiliate from my chapter until Bid Day starting August, 16, 2010.
2.	Ensure that my chapter has a full understanding of my disaffiliation.
	Attend all Pi Chi meetings and fundraisers. If I am not able to attend, I will receive prior approval at least one week in advance.
	Respect the confidentiality associated with my role with my chapter and potential new members.
5.	Remain Panhellenic, be impartial, fair, and objective during my term.
	Be knowledgeable about the recruitment rules, recruitment schedule, Code of Ethics, and chapter information.
	Fully understand my responsibilities as a Panhellenic Recruitment Counselor while being approachable, enthusiastic, and positive throughout recruitment.
	Be on call 24 hours a day during recruitment and be responsible, dependable, and supportive of my Panhellenic Recruitment Counselor sisters, Panhellenic Executive Board, and potential new members.
9.	Serve as a positive role model by representing the best qualities and values of Greek women.
10.	I will follow all National Panhellenic Conference and Ball State University policies
Recruitr am four	nderstand my role and the responsibilities associated with being a Panhellenic Council ment Counselor. I commit to fulfilling these obligations over the course of recruitment. If I and violating and/or do not adhering to the above mentioned items, I agree that this ent, effective immediately, will serve as my official resignation.

Disaffiliation Guidelines

Pi Chi and Panhellenic Exec will be disaffiliated from .

- o Relaxed Silence Guidelines will be followed during disaffiliation.
 - Relaxed silence is for the PNMs, not to allow Pi Chi's to hang out with their sisters.
- o Any aspect of recruitment will NOT be discussed with sorority sisters.
- o Affiliation will not be told to anyone (Greek or non-affiliated).
- You may not enter your suite/house or participate in any sorority events (such as chapter, etc) unless given specific, written permission from the Pi Chi Director or other member of Panhellenic Exec.
- o No partying at fraternity houses or satellite houses.
- No display of your sorority letters anywhere. This includes, but is not limited to, the following places:
 - Clothing, shoes, or any accessories (lavaliers)
 - Window decals or bumper stickers
 - Bags, backpacks or pins on them
 - School supplies, such as notebooks, pens, pencils, key chains, etc.
 - Displayed in the windows of your house/apartment
 - Pictures and paddles in your room
 - Instant Messenger Profile or Buddy Icon
 - Social Networking Web Sites, such as Facebook or MySpace
- o If a PNM will assume that the Pi Chi and another woman are sisters, then the Pi Chi should remove herself from the situation immediately.

Do's:

- Deactivate facebook, myspace, twiter, etc (make sure that the chapter women do not have pi chi's/ exec in their profile pictures)
- Take down care stickers, key chains, lavalieres, paddles, etc in own home and around home.
- Talk to the Pi Chi/ PHC members around you
- Go out with Pi Chi/ PHC members around you.
- Help PNMS' as best you can. If the Pi Chi cannot answer a question let them know "Sorry I can't answer that, but I will find out and get back to you about it." Ask a PHC member. Take the PNM's info and GET BACK TO HER ASAP!!!
- Answer e-mails to PNM's and PHC members as quickly as you can. Or if you can't write back immediately, just let the person how you received the e-mail and take care of it when you can.
- Pi Chi's can talk to sisters, but just the basic, "hello, how are you, ask about classes, etc"
- Disaffiliate from everyone not just your own sorority/

Rule of Thumb: If you are going out to class, the bars, ANYWHERE IN MUNCIE, and your sisters will be there, get another Pi Chi to go with you.

Don'ts:

- Do not wear your letters, lavalieres, socks, flip flops, etc.
- DO NOT scream and hug your sisters in public.
- Do not talk to your sisters about recruitment AT ALL.
- Do not go to your Sorority house or suite.
- Do not walk to class with your sisters at all. If you have a class with a sister, you may sit near them and talk to them but NOT about recruitment.
- You may MAY NOT have sisters at your house OR go to a sister's house. *see further explanation below
- Do not walk with a sister anywhere (to the bookstore, grocery store, tanning, movies, shopping, etc). (Your sisters have 40 other women to hang out with until September 16 and you have 30 new friends).

Specific Situations:

- If you are going out to the bars, DO NOT go with your sisters. If your sisters are going to be there please remind them you can say hi and chat, but DO NOT talk about recruitment or anything about your chapter. (This goes for guy friends too, make sure they do not talk about your affiliation or chapter around/with you)
- If you are at a house party and your sisters show up, please make the appropriate arrangements for you to leave, hang out in another area of the house, etc. It is a case by case situation. Best judgment. If a PNM will assume that you are sisters then you should remove yourself form the situation immediately.
- If you are at a house party and a PNM shows up, you should leave immediately.
- Do not party or drink at the fraternity houses. If you go to hang out there during the day that is fine, but DO NOT WEAR your letters to the house. If a PNM is there, you should remove yourself from the house.

- * If you live with sisters and they have guests over, please remove yourself from the situation- go into your room, go to the library, go to the gym, or go hang out with your new Pi Chi friends.
- *If you invite a Pi Chi over who is also your sorority sister, this is it is OK to go to their house or have them to yours.

Disaffiliation and Electronic Media

It is important to keep your affiliation secret during recruitment because it makes you more approachable to Potential New Members and helps you remain neutral and unbiased. As a Panhellenic Counselor, or Pi Chi, you have chosen to temporarily step aside from your sorority and become a larger part of the Panhellenic Council. In an age where personal information is easily accessible to everyone on the Internet, these guidelines must be followed on the following social networking web sites or instant messengers:

Instant Messenger

- No sorority letters in buddy icon or profile
- No away messages about sorority or sorority sisters
- Do not give PNM's your screen name if it includes your letters or refers to your sorority

MySpace

- Set profile to "Friends Only"
- No letters or reference to sorority in letters or byline
- Minimalize all reference to your sorority on your page
- Remove all pictures of yourself that are overtly sexual, mimicking inappropriate activities, or participating in illegal activities such as drinking if you are underage

Facebook

- Set profile to "Friends Only"
- Uncheck "View Your Friend List" under 'How Can People Contact You?' in Privacy Settings
- Remove Screen Name, Phone Number, and Address from 'Contacts'
- Set "Pictures Tagged of Me" and "Videos Tagged of Me" to 'Only Me' in Privacy Settings
- Set all photo albums to 'Only Me'
- Remove "Greek Family Tree" application
- Un-join or set to 'Only Me' all groups with letters or sorority reference
- Delete Bumper Stickers with letters or sorority reference

Potential Members' Bill of Rights

- The right to be treated as an individual.
- The right to be fully informed about the recruitment process.
- The right to ask questions and receive true and objective answers from recruitment counselors and members.
- The right to be treated with respect.
- The right to be treated as a capable and mature person without being patronized.
- The right to ask how and why and receive straight answers.
- The right to have and express opinions to recruitment counselors.
- The right to have inviolable confidentiality when sharing information with recruitment counselors.
- The right to make informed choices without undue pressure from others.
- The right to be fully informed about the binding agreements implicit in the acceptance card signing.
- The right to make ones own choice and decision and accept full responsibility for the results of that decision.
- The right to have a positive, safe, and enriching recruitment and pledging experience.

(Adopted at the 1989 Biennial Session)

Frequently Asked Questions

Do I have to go to all rounds each night of recruitment?

You do have to attend all rounds that you have been invited to. This helps you to meet as many sorority women as possible and gives the chapters a second or third look so you know more about the organization. (Pi Chi's - women who do not attend all rounds in a given night or refuse to list a sorority on their ranking card after first rounds and philanthropy rounds are automatically withdrawn from recruitment).

Do I have to go back to a sorority that I do not like?

You do have to attend all rounds that you have been invited to. This helps you to meet as many sorority women as possible and give the chapters a second or third look so you know more about the organization. Some women who attend a chapter's round during the first night don't click with the people they talk to, but they go back during second rounds and hit it off with someone! (Pi Chi's - women who do not attend all rounds in a given night or refuse to list a sorority on their ranking card after first rounds and philanthropy rounds are automatically withdrawn from recruitment).

What happens if I don't get an invitation?

Unfortunately some women who participate in recruitment do not receive invitations. However, the number is very small. The best thing to do is talk to lots of members during the rounds and attend as many rounds as you can. This will help to maximize your possibility for getting an invitation.

Do I have to live in the house?

Each sorority determines if members are required to live in the house – they also establish rules that govern the house. The four sororities with houses are Alpha Gamma Delta, Phi Mu, Kappa Delta and Sigma Kappa. I recommend asking each one of those sororities if they have a requirement to live in the house.

Why do some sororities have suites and some have houses?

In fall 2007, DeHority complex closed for renovations and when the building reopened in fall 2009 it no longer had suites. This left a few sororities without a place to call home so the university decided to lease them small off campus houses. These houses are university owned and operated and house 3-6 members. The sororities will be in these houses until the sorority community determines a long range plan for all of the sororities. There are 4 sororities with houses and 6 sororities with suites in Woodworth.

How can I learn more about each sorority's stereotypes?

Visiting the sororities and talking to as many sorority women during the recruitment rounds is the best way to learn more about them and what they have to offer. It also helps them get to know you better. Visiting local and national websites is also a good way to learn more. (Pi Chis – try to get them to ignore rumors/stereotypes that they may have heard about the sororities)

I attended 2 preference rounds. Do I have to list all of them on my Membership Recruitment Acceptance Binding Agreement (MRABA)?

No. Even if you attend all preference rounds on Sunday, you can still choose to not sign your card that night. (Pi Chis – this is why we want to encourage encourage encourage them to stay in the process! PNMs who give sororities another look tend to find a chapter that fits them. Keeping them in the process increases this chance and they are not committed to anything until they sign that card on Sunday night.)

What is COB/informal recruitment?

Chapters who are able to still take new members after formal recruitment participate in an informal recruitment process often known as COB/COR or CR (continuous open bidding/continuous open recruiting or continuous recruiting). Not all sororities are able to participate in this process. It typically occurs right after formal recruitment is over or at the beginning of the spring semester.

Do I have to sign my MRABA?

No. Even if you attend all preference rounds on Sunday, you can still choose to not sign your card that night. (Pi Chis – this is why we want to encourage encourage encourage them to stay in the process! PNMs who give sororities another look tend to find a chapter that fits them. Keeping them in the process increases this chance and they are not committed to anything until they sign that card on Sunday night.)

What happens if I get a bid and I don't want to accept it?

If a sorority that you listed on your MRAbA extends you an invitation to membership and you turn it down, you are not eligible to join a sorority for another year. It is extremely important to only put sororities on your MRAbA that you are willing to join but keep in mind you need to balance that decision with the desire to maximize your potential of receiving an invitation. (Pi Chis - This is a rule that all of the sorority's national organizations agree to so we can't grant exceptions here at Ball State.)

When will I find out how much it costs to be in a sorority?

Information on sorority dues for the first 2 years of membership is included in your Go Greek informational book. This is just an overview. The information varies so much from sorority to sorority so you should definitely ask questions during the rounds to make sure you fully understand the financial obligations associated with joining and remaining a member. They can also explain what the money goes towards.

I have to miss a round of sorority recruitment. What do I do?

You should try to make every effort possible to attend all recruitment rounds. This helps you meet as many different sorority women as possible and helps the sorority members learn more about you. If you have to miss a round of recruitment or an entire day, you can write a letter explaining why you have to miss the round/day. We will make copies of the letter and distribute them to the sororities. (Pi Chis – good reasons for this option would include weddings, family functions, etc. Make sure she completes an absenteeism form as well)

What is a legacy? A legacy is a woman whose mother, sister or grandmother is an alumna or initiated member of a sorority. Because each woman is considered on an individual basis, the sorority is not obligated to extend an invitation to a legacy.

Do you like being in a sorority? Why? Before the recruitment process, think about what being in a sorority means to you. Be prepared to be specific.

Why shouldn't I list a single preference on my preference card? When only one sorority is indicated on the preference card, the potential member is reducing her chances of receiving an invitation.

What is Panhellenic? The governing body of all sororities on campus.

What are recommendations or references, and should I get one? Recommendations are letters or statements written by an alumna to the chapter recommending a woman. It is the responsibility of the chapter, not the potential member, to obtain these. Recommendations are neither required nor necessary.

What happens if I don't get invited back to any rounds? You will still have several options; either to go through open recruitment or to get involved on campus in other ways.

What qualifications are sororities looking for? They are looking for scholastic success and involvement in a variety of activities; however, the final decision is made after getting to know you.

What are my chances of getting in? Discuss with the potential member that very few women in the past few years have not received invitations as long as they attend all parties they can.

What do I do if I want to drop out of recruitment Discuss her reasons for wanting to drop out, and make sure the potential member is absolutely sure. (Pi Chi's - be sure that she lets you know of her decision and fills out a withdraw form.)

How to Handle Recruitment Infractions

Infraction & Myth?

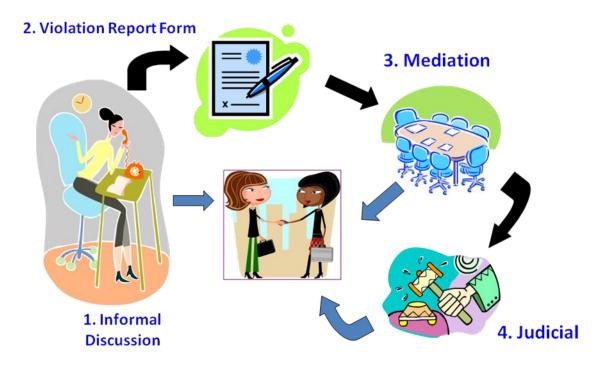
- A PNM leaving a recruitment round with a cup/ napkin/ flower in their hand.
- Calling a PNM's boyfriend to see what she thinks of your chapter.
- A chapter letting PNMs in earlier than the round start time or going over the scheduled end time of a round.
- Violating rounds criteria (i.e. putting a lime in water when it should be plain water.)
- A chapter member talking to a PNM about their chapter before recruitment (i.e. at a fraternity house, party or in class.)
- Saying see you later to a PNM before she leaves the first round or philanthropy round.
- Saying see you tomorrow to a PNM before she leaves your chapter's preference round.
- A chapter member is a roommate of a pi chi and she asks what new members are thinking about the chapter.

Process to Report an Infraction

Let's assume a general chapter member witnesses an infraction...

....that member needs to notify her chapter president with as many details of the situation as possible (who, what, when, where, etc). NOTE: General members should not to talk to any other members about the situation to avoid creating drama and spreading information around the chapter/Greek community.

The following flow chart illustrates what happens next:



Step 1: Informal Discussion

- If accusing chapter president is comfortable confronting the president of accused chapter, NPC/PHC encourages informal discussion between the disputing chapters.
- If a mutual understanding exists, then the accusing chapter must contact the PHC to inform her of the discussion. No mediation will take place.
- If a mutual understanding cannot be achieved, or the conflict cannot be resolved, then move to STEP 2.

Step 2: President completes the Violation Report Form (p. 36)

- If the accusing chapter president does not feel the accused chapter president handled the situation appropriately or she feels the situation is serious, she can complete the Violation Report Form.
- Potential New Members, Chapter Presidents, Panhellenic VP of Recruitment, Pi Chis and the Panhellenic Advisor can complete the form.
- The accusing chapter/individual has 30 days from the day of the incident to fill out a Violation Report Form.
- The form should be turned into the PHC who will give a Notice of Infraction Form to the accused chapter.
- In most cases, completing this form will require the scheduling of a mediation (Step 3).

Step 3: Mediation Occurs

What is Mediation?

- Mediation is a facilitated discussion between two parties where a dispute exists.
- It is a process of assisted negotiations.
- The outcome of a mediation is entirely dependent on the parties involved.
- There are no "sanctions," rather the outcome is an agreement.

Who Attends?

- Both the accusing chapter representative and the accused chapter representative need to be at the Mediation.
- The representatives need to have the authority to make decisions on behalf of the chapter.
- Each chapter may have two representatives. An advisor may be present.
- The Mediator is an unbiased third party (usually not the Panhellenic advisor).

What Occurs During Mediation?

- The accusing chapter will state its opinions.
- The accused chapter will present its opinions.
- The chapters will negotiate appropriate actions to be taken.
- Everything discussed in the mediation is CONFIDENTIAL, including the final agreement.
- The accused chapter representative may provide a letter or have a conversation with the individual who committed the infraction so that her opinions are expressed at the mediation.
- The PHC will not issue sanctions. In some cases, the PHC may have recommendations. However, the goal of mediation is the satisfaction of the complainant and the accused.

Step 4: Judicial Hearing Occurs (if applicable)

- If no mutual agreement can be reached during the Mediation, then a Judicial Hearing will be scheduled.
- This process is explained in the Manual of Information.

Step 5: The Appeal Process

- If any involved party is not satisfied with the outcome of the Judicial Hearing, the party can appeal to the NPC Judicial Appeals Committee.
- The process is further explained in PHC Judicial Board Policy which is based upon the NPC Manual of Information (green book).

Infraction Form



COLLEGE PANHELLENIC VIOLATION REPORT FORM

To be filled out and submitted to the College Panhellenic within 30 days of the alleged infraction. (The 30 calendar day timeline even applies during university/college breaks.)

University/college:				
Against (name of fraternity):				
For violating:(List specific rule, Code of Ethics, NPC UNANIMOUS AGREEMENT, etc.)				
/iolation reported by: (Reports may only be filed by one of the following:) ☐ Chapter President ☐ Panhellenic Officer in Charge of Recruitment ☐ Recruitment Counselor ☐ Potential New Member ☐ Panhellenic Advisor				
Date/time/location of alleged infraction:				
Witness(es) to the incident (include affiliation/Panhellenic office and phone numbers):				
Description of the incident (use additional sheets if necessary):				
Names and affiliations of cited individual(s) and fraternity involved:				
Names, addresses and phone numbers of individual(s)/fraternity reporting incident:				
Signed by: Date				
To be completed by the College Panhellenic President or Panhellenic Advisor				
Date submitted:				
Form properly submitted?				
Notification of Infraction form sent to:				

^{*}Recruitment Infraction Violation Forms can be found by going to the website: http://cms.bsu.edu/CampusLife/GreekLife/currentmem/~/media/DepartmentalContent/GreekLife/pdfs/Judicial/CollegePanhellenicViolationReportForm.ashx

Information about Total & Rosters

Overview

Total is the allowable chapter size as determined by the College Panhellenic and includes both new members and initiated members. The Panhellenic reviews Total each year to ensure that the existing Total reflects current campus conditions and the Panhellenic goal of growth and parity.

Total is reviewed following formal recruitment when chapters are at their largest. Each fall a vote is taken on whether or not to increase total.

The purpose of Total is to provide opportunities for growth of the Panhellenic community and parity among the chapters and to allow the maximum number of women to participate in the fraternity experience.

When Total is too low, the Panhellenic community is unable to grow because of lack of sufficient spaces to accommodate women interested in membership. When Total is too low, the smaller chapters are unable to close the size disparity with the larger chapters.

When Total is too high, parity is also difficult to achieve. Potential New Members (PNMs) have incentives to withdraw from a structured recruitment and join during COB when they do not receive an invitation from one of the perceived "popular" chapters on campus. This trend can suppress Quota as well and create wide gaps in size among the larger and smaller chapters.

Vacancies in Total Chapter Size

Vacancies in the chapter membership roll can be filled only if the chapter is below Total. A chapter may exceed Total as a result of its participation in a Panhellenic recruitment when Quota/Total and Preferential Bidding are used.

Resolved(2002), That vacancies in chapter Total are not created by the granting of inactive status or alumnae status to a member who has less than a full college year remaining before graduation where there is no other good faith reason for granting a change in status.

Resolved(1978), That vacancies in chapter Total are not created by the granting of alumnae status to undergraduate members except when a member group is recolonizing.

Resolved(1977), That a new member who has fulfilled the requirements for initiation before the expiration of the one-year new member term, but who has not yet been initiated, is not included in the year's new Quota but is counted in the chapter's Total.

Resolved(1977), That if a chapter is at Total and wishes to affiliate a transfer member, it may do so even though the addition of that member will put it over Total.

Resolved(1971, 1994), That student members off campus for an entire academic year need not be counted on the chapter list (membership role) for the chapter Total.

Status of Members

It is important to make sure the Office of Student Life has an updated roster list for your chapter. That will determine the number of women your chapter can invite to join if you are under total. This must be submitted prior to formal recruitment. A specific date is determined each fall.

A chapter must consider the inactive status of their members when determining their roster.

Alumna/Inactive Status

Resolved(1955), That for All Panhellenic Purposes:

Every regularly enrolled undergraduate woman who is a new member and/or initiated member of a chapter on that particular campus shall be counted as a member of the college chapter on this campus, except as provided for in this resolution.

Every regularly affiliated undergraduate transfer shall be counted as a member of the college chapter on that campus, affiliation to be defined as meeting the constitutional requirements of the individual member groups.

When the regulations of an individual national fraternity provide for granting inactive status, the following requirements shall be observed:

- The inactive status extends over the period of the entire college year during which inactivity is granted.
- That inactive members may not participate in membership recruitment and shall not be counted on membership selection total.
- That grades of inactive members shall not be counted in comparative scholastic ratings.
- That inactive members shall have limited social privileges.
- When any national fraternity grants inactive status to any member on a given campus, that chapter shall place a copy of that permission on file with the local College Panhellenic and the Panhellenic Advisor's office.

Continuous Open Bidding

Each NPC fraternity chapter has the right to COB to reach Quota or its total allowable chapter size during the regular school year as defined by the school calendar. To accommodate the colonization of a chapter or to allow a chapter to build its membership, the College Panhellenic may vote to suspend COB for a period not to exceed three weeks. (UNANIMOUS AGREEMENTS)

The purpose of COB is to enable those chapters that did not pledge Quota, or pledged Quota but did not reach Total, to take additional new members immediately following the designated membership recruitment period. The intent of COB is to provide maximum opportunities for membership to the greatest number possible. Continuous Open Bidding is not intended to precede or take the place of the regular membership recruitment period, nor is it intended that Continuous Open Bidding begin prior to fall membership recruitment.

I Heart Recruitment

Three Recruitment Secrets:

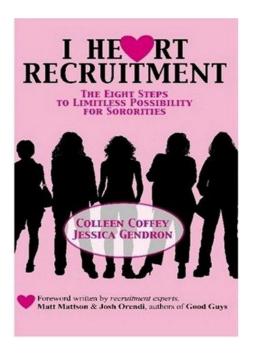
- 1. You Can't Recruit Who You Don't Know
- 2. People Don't Join Organizations, People Join People
 - 3. You Scare People... BE MORE NORMAL

" QUANTITY DRIVES QUALITY"

The 8 Steps to Limitless Possibility:

"The 8 Steps are much more than a model for successful recruitment....It is a system to build a healthy, self-sustaining, values-based organization that will achieve great success!"

- 1. Know the Basics
- 2. A.C.E. Your Values
- 3. Get Motivated
- 4. Know your Audience
- 5. Know your Product
- 6. Develop Skills
- 7. Grow Wiser
- 8. Repeat



Step One:

Know the BASICS

- So, what are the basics?
- What makes your chapter run?
- What basic needs do you have as a chapter?
- What has kept our sorority around for so long?

Knowing the BASICS means:

- To live our purpose of friendship, character and conduct
- To recruit quality women to be a part of our sisterhood

Ah Ha Questions for Step 1:

- Does your chapter focus on people and purpose?
- Ask you chapter officers and then the chapter to think about focusing on these basic ideas of fulfilling your purpose while having meaningful recruitment activities.

• Evaluate your recruitment efforts during the 10 weeks following formal recruitment. Are you still meeting potential new members?

Step Two:

A.C.E. Your Values

- Doing what you say you will do is crucial for a strong chapter and for successful recruitment.
- Our words and actions speak volumes. If we say one thing but act and show another we are not "A.C.E."ing our values!
- **Achieving:** In order to achieve your values, you must first know what they are and live them.
- Communicating: Both your words and your actions communicate what you believe.
- **Expecting:** You must expect the members of the chapter to uphold the values of the organization. This means holding each accountable to the oath we all took.

When we ACE our values as a chapter:

- We create a better campus and community image
- We have more sisters involved in recruiting new members
- Our potential new members have a better understanding of who we are

Ah Ha Questions for Step 2:

- Is your chapter achieving what the Founders hoped for?
- What exactly is your chapter communicating?
- Do you confront sisters that are not living the values of your chapter?

4 Competencies of the Dynamic Recruitment Process

- **Skills:** Having the ability to communicate effectively
- **Product:** Understanding and selling who we are
- Audience: Awareness of who, where and how
- **Motivation:** The drive to get the desired results

Step Three:

Get Motivated

- Motivation is NOT something you fix in an instant.
- Motivation is something you build over time.

Build a Dream

- Think of a dream you have had that you worked tirelessly to achieve.
- When we create and believe in a dream, we are motivated to achieve it.
- Ask the question: Wouldn't it be great if our chapter....then fill in the blank.

Motivation

• Who recruited you?

- Think of the name of the woman that is responsible for you?
- The Power of ONE
- It only took one person to recruit you.

Apathy

- We can't talk about motivation without addressing apathy.
- What do we do with the women in our chapter that don't participate or buy into the chapter dream...

A Motivation Parable:

Once upon a time, a farmer gave each of his three daughters a baby mule and a plot of land. Years later the sisters sat together discussing the lazy, stubborn disposition of their animals. The first sister complained, "I got so fed up, I bought a whip and beat my mule until he obeyed me"

The second sister replied, "I tried the whip, but learned that dangling a carrot in front of him was slightly more effective."

The youngest sister calmly interrupted, "I use neither the whip nor the carrot and enjoy pleasant rides to and from the marketplace."

"How is that possible?" cried the elder sisters.
"I traded my mule for a horse."

How does this relate to your chapter?

- Do you endlessly prod members to do things?
- Do you dangle incentives to encourage members to do things?

What can we learn from this story?

- Stop trying to motivate the mules in your chapter and start recruiting with your horses.
- Ask "How do I recruit WITH my motivated members?"

Identifying the "Horses"

- Who are the horses in your chapter? They are the women that are always present, never complain, often volunteer and always follow through.
- Find and encourage your chapter "horses" to be the recruiters during recruitment. Why? Because horses recruit horses and mules recruit mules!

Back to the Mules

- Leave the "door open"
- Invite them to be involved and say thank you when they do something good
- Focus on the Horses

Ah Ha Questions for Step 3:

- What is your chapter dream?
- What if everyone in the chapter recruited one new member?
- How do you motivate the chapter with your horses?

Step Four:

Know Your Audience

- You can't recruit who you don't know!
- Recruitment is about building relationships with women outside of your organization in an effort to get to know them and eventually ask them to join you in membership.
- There are a lot of women on your campus right now that might be interested in joining, they just need to be asked.

We know there are 3 types of women on campus:

- 1. Always joiners (15%)
- 2. Maybe joiners (70%)
- 3. Never joiners (15%)

Quantity Drives Quality

- The higher number of potential members you have to choose from, the more selective you can be.
- In order to increase the quality of your membership, you have to increase the quantity of potential members you meet and get to know.

So, how do we find these women?

- Names List
- Mind Jogger Activity
- Shopping for Names

Ah Ha Questions for Step 4:

- Does your chapter know your recruitment potential?
- Do you have a names list? If you don't, start by doing the Mind Jogger activity with the entire chapter. You will be amazed at the number of names you will put on the list.
- How does your chapter find names for the names list?

Step Five:

Know Your Product

- Your chapter needs to understand and talk about the values your chapter adds to the campus community.
- Potential new members want to join an organization that is going to benefit them in some way.
- We need to identify our benefits and learn to communicate them effectively to potential new members.

Product Knowledge

• Imagine this: You step onto an elevator at the top floor of the tallest building on campus. Behind you, the one woman you want more than anything to be in your organization steps on. This women is President of student government on campus and she is always on the Dean's List! The doors close behind her with only the two of you on the elevator.

She turns to you and says, "Hey, you're in ABC right? Tell me about it." You have about 30 seconds until the elevator reaches the bottom floor. What do you say?? Go!!!

Feature vs. Benefit

Feature	Benefit	Supporting Statement
Scholarship	Tutors	My sophomore year I was not doing well
	Study hours/tables	in biology. Every day a sister who was a
	Scholarships	biology major tutored me and I got an A
		in the class.
Philanthropy	Help other people	Last year we raised \$10,000 for a local
	Impact our community	children's hospital and I got to deliver the
	Makes you feel good	check. You should have seen the look on
		their faces when they saw the check

Excuses, Excuses:

• Think of the top ten excuses for not joining a sorority:

Feel, Felt, Found

- Respond to excuses using the 3 F's:
- I know how you **fee**l. I **felt** that way too before I joined. I was really worried about my grades and that they might suffer. What I **found** was a great support network and tutor program to help me with my academic life.

Ah Ha Questions for Step 5:

- Do your members have a 30 second commercial ready to go when needed?
- Does the chapter know the difference between features and benefits?
- Can members identify what sets your chapter apart from other organizations on campus?

Step Six:

Develop Skills

Skill development is truly teaching our members how to make a friend in a normal way. No chanting, singing, etc. but focusing on normal conversations that build friendships. Wro

- Meeting people skills
- Conversation skills
- Normal Friend Activities
- Sealing the Deal
- PR Skills

Meeting People

- Handshakes (firm, whole hand, make eye contact)
- Remembering Names (after you meet someone, repeat her name in the next sentence)

5 Fabulous Conversation Starters

- 1. **Family/Friends:** How do you know Kate? Tell me about your family and/or your roommate.
- 2. **Favorites:** I love John's Pizza, what do you order? What are your favorite classes? I love music too, what is your favorite song?
- 3. **From:** Where are you from? What is your hometown like?
- 4. **Fun:** What do you do for fun outside of classes? Have you seen any good movies lately? What did you do over the summer?
- 5. **Future:** What are you going to do over break? What classes are you registering for? What is your major?

Normal Friend Activities

- TV Night
- Lunch or Dinner together
- Studying
- Movie Night
- Game Night
- Just hanging out

Sealing the Deal: The Pre-Close

- The keys to the Pre-Close are:
 - 1. You MUST be absolutely certain that your chapter is going to extend this woman a bid
 - 2. You CAN NOT Pre-Close in the formal recruitment process or in the weeks leading up to formal recruitment.

PR Skills

• All PR should accurately reflect who you are as an organization. Posters, T-shirts, banners, Facebook, all communicate to the community who you are.

Ah Ha Questions for Step 6:

- What skills does your chapter need to develop to be better at recruitment?
- Do you schedule a lot of normal friend activities rather than large programmed events?
- Do you have a good understanding of your panhellenic rules?

Step Seven:

Grow Wiser

- Ask questions of your resource team:
 - Chapter Advisor
 - o Membership Coordinator
 - Regional Director
 - Campus Greek Advisor
- They are in place to help you be successful!

Ah Ha Questions for Step 7:

- Do you encourage your chapter to attend campus and regional leadership development opportunities?
- Seek out campus and community members that are great "recruiters" and ask them to do a program for the chapter (coaches, salespersons, communication faculty members). Why not, they are the best at what they do.

Step Eight:

Repeat

- Recruitment is an endless cycle and to get better at it you must
 - Learn skills
 - o Practice
 - o Repeat

Review of Important Concepts from Phired Up

- Eight Steps to Limitless Possibility
- Skills Product Audience Motivation
- Building your Dream
- Names List and Mind Jogger activity
- Features vs. Benefits
- 30 second commercial

99 Small Activity Ideas

Social

Mixers, campus programs, poker/card games, video games, cookouts/pig roast, road trip, restaurant meal, board games, blind dates, lake/beach/creek, camping/hiking, party, downtown, tubing/boating, bon fires, putt-putt, pedicures/manicures, movies, comedian/entertainer, homemade dinner, go-karts,

Coffee, drive in movie, tailgate, pottery painting, pay-per-view event, local bands

Scholarship

Study groups, campus programs, tutoring, honor society event, traditional smoke, debate, lectures, book club/reading groups, jeopardy

Athletic

Intramurals, tournaments, workout, major/minor league sport, train for a competition, yard games, campus sports, games, bowling nights, walk or run, swimming, paintball/laser tag, billiards, biking, dodgeball/kickball,golf

Service

Random acts of kindness, partner w/sorority or fraternity hospital visit, partner w/student services, ask a local church "how can we help?", spontaneous fund raisers, clean-up or chalk campus

Leadership

Ropes course, student senate meetings, team builders, campus programs, community council meetings, adventure trail, capture the flag, mastermind group

Cultural

Theatre, non-mainstream band, concert, chorus/serenades, religious service, museum, prayer groups, political, rally, step show, shows (cars, art, tech, etc), state fair, history tour, campus speaker, poetry/coffee house, ballet, formal dinner w/alumni dance club/line dancing symphony

Other

Interest meetings, build something, hang out, create something (arts), prank a friend, shopping, break a world record, pre-game rally, fireworks, favorite TV show night, student union, just hang out, snow/sand sculptures, haunted house, laundry

Other Resources

- Phired Up Website with Free Resources: www.phiredup.com
- A copy of "I Heart Recruitment" can be checked out of the Office of Student Life. There is one copy available for each chapter.
- Recruitment Workshops off of the Ball State Greek Life website:
 - o <u>Home</u> » <u>Campus Life</u> » <u>Greek Life</u> » <u>For Current Members</u> » <u>Forms, Policies, Handbooks and Applications</u> » Recruitment and Intake
 - Password is phcrecruitment

Office of Student Life Interfraternity, Panhellenic and National Pan-Hellenic Councils Recruitment Grade Release Form

I hereby authorize Ball State University to disclose the following information contained in my education records to Student Life Staff and to one or more Greek organizations: high school GPA, academic index, high school rank, SAT and/or ACT score(s), midterm deficiency information, semester and cumulative GPA at BSU and all previously attended institutions. This authorization shall remain effective so long as I am enrolled at Ball State University unless rescinded by me in writing.

Print Full Name	Signature	Year in School	BSU ID#
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20		<u> </u>	
Chapter:	Contact Person/Email	.	

New Member Reporting Form

Full Name:	Email:
BSU ID #:	Year in School: F S J Sr. Grad
not only harmful but also have no be hazed nor will I tolerate the haz	(print), have been informed of both the University's and a policies against hazing. I understand that these practices are place in Greek-letter organizations. I will not allow myself to zing or harassment of any fellow members. If my individual work, I promise to notify the proper authorities of the hazing
University Anti-hazing Policy (A. A. Hazing by students, student of prohibited. Hazing is defined as for obligation placed upon any person affiliate, prospective member, gue health and/or welfare of the person or which has an adverse effect on federal, state, or local laws or University covered by the foregoing of	Code of Student Rights and Responsibilities and the Appendix D): organizations, groups or teams of Ball State University is ollows: Any mental or physical requirement, request, or a (including but not limited to a pledge, associate member, est, initiate or team member) which could be harmful to the an, or which is personally degrading to the individual involved, the academic progress of the person, or which violates any versity policy. Individual acceptance of or acquiescence to any definition in no way validates or excuses the activity. Student in writing that they are in compliance with this policy.
disciplinary action as provided in a Any organization which violates the coordinating body of which the organization which which the organization which which the organization which w	nizations, groups or teams who violate this policy are subject to Section V, of the Code of Student Rights and Responsibilities. his policy is subject to sanctions which may be imposed by the ganization is a constituent member, the Vice President for /or the Student Activities Committee.
a proper authority. At Ball State U	with knowledge of hazing activities to report that information to University, that report should be forwarded to the Office of om 133, 765-285-2621) or the Department of Public Safety
in my education records to Studen high school rank, SAT and/or AC previously attended institutions. I a of scholarship awards, recognition	tate University to disclose the following information contained at Life Staff and to my chapter or Greek affiliate organizations: T score(s), semester and cumulative GPA at BSU and all also authorize the release of grade information for the purpose a, educational needs, midterm deficiencies and class attendance. fective so long as I am enrolled at Ball State University unless
Organization: New Member/Member Signature: Chapter President Signature:	

Continuous Open Bidding Acceptance Binding Agreement

Name:			
Campu	ıs Address:		
Campu	us Phone Number:		
By sig	ning this Acceptance Agreer	nent, I understand a	nd agree to the following conditions:
1.	I accept the invitation of :		
	(name of NPC member group)		per group)
	to pledge its chapter at:		
	to pleage its enapter at	(name of college or u	university)
	on:		
		(date pledged)	
2.	Once I sign this Acceptance Agreement, I may not pledge any other NPC chap campus for one calendar year.		
	Signature		Date
		Attest:	
	(Signature of Witness		(Signature of Witness)

Tips for Submitting Paperwork:

- Grade Release Forms do not need to be filled out for every potential woman that attends a chapters COB recruitment event. The use of this form is up to the discretion of each individual chapter.
- New Member Reporting Forms must be filled out and completed for every woman that chooses to accept her bid during continuous open bidding. They must be submitted to the Office of Student Life within 72 hours of acceptance.
- COB Acceptance Forms must be filled out and completed for every woman that chooses to accept a bid from a chapter during continuous open bidding. They must be submitted to the Office of Student Life within 72 hours of acceptance.
- To download an official copy of this form please go to http://cms.bsu.edu/CampusLife/GreekLife/currentmem/policies/recruitment.aspx

The purpose of this sorority shall be to unite its members in the bonds of sincere and lasting friendship, to stimulate one another in the pursuit of knowledge, to promote the moral and social culture of its members and to develop plans for guidance and unity in action; objects worthy of the highest aim and purpose of associated effort.

~Unknown