

RECRUITMENT STRUCTURE

IU SOUTHEAST PANHELLENIC COUNCIL

Working Document · Last Update: September 3, 2015

Events:

Recruitment Committee Meetings – *At least two members need to be present at every meeting, outside of women who will be disaffiliated throughout recruitment. This may include chapter Presidents, VP Recruitment, Recruitment Assistant or Advisor.*

1. May 14, 2015 at 6:15pm
2. August 2, 2015 at 6:15pm
3. September 8, 2015 at 7:15pm in UC 121 (*Open Meeting: Gamma Chis, Recruitment Chair, Recruitment Advisor, President, and Main Chapter Advisor. No one else may attend.*)

Gamma Chi Training – *All Gamma Chi's are expected to attend all trainings. If they are unable to attend they will need to let the External VP know one week prior to the meeting.*

Date	Time	Location
SUN, 5/31/15	1:00pm-4:00pm	Campus (UC 127)
SUN, 6/7/15	1:00pm-4:00pm	Campus (UC 127)
TUE, 7/7/15	4:00pm-6:00pm	Campus (UC 127)
SUN, 8/2/15	1:00pm-4:00pm	Campus (UC 127)
FRI-SAT, 8/14/15-8/15/15	All day	Campus (UC 127)
SUN, 8/23/15	1:00pm-4:00pm	Campus (UC 127)
TUE, 9/1/15	1:30pm-3:30pm	Campus (UC 127)

Panhellenic Tabling – *Panhellenic PR tank top should be worn with an overall pleasant appearance. No Sweats or PJs!*

Orientations: 11:00AM – 12:30PM in University Commons

Date	Gamma Chi #1	Gamma Chi #2	Gamma Chi #3
THU, 6/4/15	Kelsey	Hayleigh	
TUE, 6/9/15	Brittany	Kira	Hayleigh
THU, 6/18/15	Kelsey	Hayleigh	
TUE, 6/23/15	Brittany	Hayleigh	
WED, 6/24/15	Kira	Kelsey	
FRI, 6/26/15	Lianna	Kelsey	
MON, 7/20/15	Kelsey	Erin	
FRI, 7/24/15 Transfer	Hayleigh		
WED, 7/29/15	Lianna	Erin	
TUE, 8/4/15	Brittany	Hayleigh	
WED, 8/12/15	Hayleigh	Brittany	
MON, 8/17/15 Transfer	Lianna	Erin	

Week of Welcome: 11:30AM – 1:30PM (table reserved)

Date	Gamma Chi 1	Gamma Chi 2	Gamma Chi 3
MON, 8/24/15	Shelby	Carlie	
TUE, 8/25/15	Shelby	Hayleigh	Kelly
WED, 8/26/15	Shelby	Erin	Hayleigh
THU, 8/27/15	Erin	Kelsey	Kelly

Lunches: 12:00PM-1:30PM in University Commons (reserved table).

Date	Gamma Chis
MON, 8/31/15	Erin, Shelby, Kelsey, Brittany, Carlie.

TUE, 9/1/15	Hayleigh, Carlie, Brittany, Kelsey.
WED, 9/2/15	Erin, Hayleigh, Lianna, Shelby, Carlie, Brittany.
THU, 9/3/15	Hayleigh, Kelsey, Carlie, Brittany.

Greek Social – *DATE* Every member for all Greek chapters can attend. All chapters can set up a table. Panhellenic chapters must respect the visual aid statement. Chapters participating can sign up to bring a snack item or must provide a monetary donation of \$50 to attend.

Info Sessions – Each Chapter can have three collegiate members present for Info Sessions. Chapters can set up a table, but must follow the Recruitment Rules statement in regards to visual aids. Chapter members must wear the Panhellenic PR shirt to participate in the info session. UC 122.

Date/Time	Alpha Phi	Phi Sigma Sigma	Sigma Kappa
WED, 9/2/15 @ 1:30			
WED, 9/2/15 @ 7:30			
THU, 9/3/15 @ 1:30			
THU, 9/3/15 @ 7:30			

Date/Time	Panhellenic	GX #1	GX #2
WED, 9/2/15 @ 1:30	Carlie, Brittany, Shelby	Hayleigh	
WED, 9/2/15 @ 7:30	Carlie, Brittany, Shelby	Hayleigh	
THU, 9/3/15 @ 1:30	Carlie, Brittany, Shelby	Hayleigh	
THU, 9/3/15 @ 7:30	Carlie, Brittany, Shelby	Kelsey, Hayleigh, Kelly.	

Meet your GX Night – THURSDAY 9/10/15 in UC 127 at 7:00PM (*Gamma Chis, Panhellenic Executive Board, Panhellenic Advisors and PNMs only. Recruitment explained. Get to know you activities. Etc...*)

PNMs Recruitment Weekend

- FRI, 9/11/15 @ 5:30PM-9:45PM
- SAT, 9/12/15 @ 3:30PM-9:00PM
- SUN, 9/13/15 @ 3:00PM-9:30PM
- MON, 9/14/15 @ 5:00PM-10:00PM

Logistics and Schedules:

Friday 09/11/15 Setup

Chapter	Setup Room 1 (Chairs)	Setup Room 2 (Stage Room)	Paperwork Room*	Recruitment Room
Alpha Phi	Room # 002** - 1:00PM	Room # 009 - 3:45PM	Room # 002 - 1:00PM	Room # 015 - 1:00PM
Phi Sigma Sigma	Room # 115 - 1:00PM	Room # 111 - 3:45PM	Room # 115 - 1:00PM	Room # 107 - 1:00PM
Sigma Kappa	Room # 002** - 1:00PM	Room # 007 - 3:45PM	Room # 003 - 1:00PM	Room # 006 - 1:00PM

*Paperwork room will be available after 3:30PM on Saturday, September 12, because of classes.

**Alpha Phi and Sigma Kappa will be sharing 002 to store the chairs that will originally be in their recruitment rooms. 002 will also be used as Alpha Phi's paper room. Sigma Kappa will be allowed in 002 on Friday morning to put the chairs in the room and on Sunday night when it is time to put the chairs back into the room they were originally in. Sigma Kappa will not have access to 002 at any other time during recruitment weekend.

Recruitment Weekend Attire

Date	Attire	Clothes	Shoes
THU, 9/10/15	Casual	Jeans or khakis, sorority t-shirts.	Simple
FRI, 9/11/15	Casual	Jeans or khakis, sorority t-shirts.	Simple
SAT, 9/12/15	Business	Khakis, dress pants, skirts.	Business
SUN, 9/13/15	Cocktail	Dresses and skirts.	Dressy
MON, 9/14/15	Casual	Jeans or khakis, sorority t-shirts.	Simple

Recruitment Weekend Themes

Date	Theme

FRI, 9/11/15	Basic tables explaining all aspects of chapter life. Pictures, t-shirts, displays and other get-to-know you style tables around recruitment room are expected. Decorations should promote chapter identity, chapter colors and chapter symbols.
SAT, 9/12/15	Focus of this round should be philanthropy. Decorations can/should pertain to theme.
SUN, 9/13/15	This round is reserved for personal and intimate conversations. Women should spend time developing relationships and conveying the responsibility and commitment Greek life entails.

Recruitment Weekend Detailed Schedule

Friday September 11th, 2015	
Time	Detail
1:00PM	3 people can be present
2:30PM	5 additional people present
4:00PM	All present
5:00PM	GXs Arrive
5:30PM	PNMs Arrive
5:45PM	Room Checks
6:00PM	1 st Party
6:30PM	Break
6:45PM	2 nd Party
7:15PM	Break
7:30PM	3 rd Party
8:00PM	Break
8:15PM	4 th Party
8:45PM	Break
9:00PM	5 th Party
9:30PM	PNMs gather to rank
10:00PM	PNMs Dismissed
11:00PM	Nightly Meeting
12:00PM	Evacuate Facilities
2:00AM	List Due

Saturday September 12th, 2015	
Time	Detail
10:00AM	5 people can be present
2:00PM	All Present/GXs Arrive
3:30PM	PNMs Arrive/Room Checks
4:00PM	1 st Party
4:45PM	Break
5:00PM	2 nd Party
5:45PM	Break
6:00PM	3 rd Party
6:45PM	Break
7:00PM	4 th Party
7:45PM	Break
8:00PM	5 th Party
8:45PM	PNMs gather to rank
9:00PM	PNMs Dismissed
10:00PM	Nightly Meeting
11:00PM	Evacuate Facilities
1:00AM	List Due

Sunday September 13th, 2015	
Time	Detail

12:00PM	All Present
2:30PM	GXs Arrive
3:00PM	PNMs Arrive/Room Checks
3:30PM	1 st Party
4:30PM	Break
5:00PM	2 nd Party
6:00PM	Break
6:30PM	3 rd Party
7:30PM	Break
8:00PM	4 th Party
9:00PM	PNMs gather to rank
9:30PM	PNMs Dismissed
10:00PM	Recruitment Wrap Up Meeting
12:00PM	Lists Due/Evacuate Facilities
2:00AM	Chapter will be notified about snap

Monday September 14th, 2015	
Time	Detail
2:00PM	Chapters have access to Hoosier Room
3:00PM	Lists available to chapters/GXs Arrive
5:00PM	PNMs Arrive
5:15PM	Gamma Chi Affiliation Activity
5:30PM	Bid Opening
5:30PM	COB Begins
5:45PM	Presentation of New Members
6:00PM	Gamma Chi Re-Affiliate/Awards
6:15PM	Pictures begin
7:30PM	FUN
10:00PM	Evacuate Facilities

Other:

- Schedule is subject to change.
- For all recruitment questions/concerns please direct correspondence to iuscph@gmail.com.
- MyInvolvement should be up to date by the start of Recruitment.
- Room inspections will take place within 30 minutes of the start of the party. Anything deemed inappropriate will need to be removed prior to the start of the first party or the chapter will pay a fine of \$25.
- Gamma Chis are the official timekeepers. Exceeding the allotted time results in a Recruitment infraction of \$5 for every minute.
- Chapters must submit lists at the end of each night based on the RFM model by the time listed in the schedule. Failure to do so will result in a procedural infraction consisting of a \$5 fine for every minute past the specified deadline.
- Chapters are required to put rooms back exactly how they found them. Council will begin inspecting rooms at 11:00pm on Sunday evening. If a chapter is prepared prior to that time, they may contact Panhellenic to begin the process. Chapters should bring a vacuum cleaner and any necessary cleaning products to ensure the space is clean for classes the following day.
- Chapters will be notified at 2:00AM on Sunday evening by the Recruitment Staff if they have yet to hit quota and will be given their snap bidding options.
- Chapters may pick up their bid list at 3pm on Bid Day in UC 127.
- A summary of total expenses from each chapter is due by the close of the Panhellenic meeting on Tuesday September 22nd, 2015 to the Panhellenic Office/Greek Life Staff with a \$10 fine daily once it is late. The form can be found on the Panhellenic website. (<http://SororityLifeUS.com>) Any chapter who exceeds the set budget will receive a \$50 fine plus 10% of the total amount of expenditures above the set budget. (Example: If a chapter goes over budget by \$100, the chapter will receive a fine of \$50, plus 10% [\$10], making their total fine \$60.)