



2019 MASTER RECRUITMENT SCHEDULE

East Tennessee State University College Panhellenic Council (CPH)

Any questions, comments, or concerns can be directed to:

Jenn Rochelle – CPH President
Peden Massey – CPH Vice President Membership
India Barrett – Lead Rho Gamma
Meagan Yarnall – Panhellenic Graduate Advisor
Maggie Darden – Director of Fraternity and Sorority Life

Infraction reports can be submitted to:

[Savanna Misciagna](#) – Executive Vice President

MAY EVENTS

Saturday, May 5 at 11:59 pm Informal Disaffiliation

- CPH Recruitment Exec team members and Rho Gamma and Logistic Team members will start following the informal disassociation regulations in the Panhellenic Recruitment Guidelines found in section H. 1.

Summer Orientation Dates and Expectations:

- Each Rho Gamma is responsible for working at least one orientation or move in day. A document will be provided in advance for selected Rho Gamma and Logistic Team members to sign up for the orientation dates they are available for.
- For the following dates tabling will be done by Panhellenic representatives ONLY. There will be no individual chapter promotion at these events, but chapters are encouraged to promote attendance of PNMs on social media.

April 27, 2019- By Invitation Only Orientation (*Students receive invitation based on test scores and GPA*)

June 6, 2019-Transfer & Adult Orientation

June 7, 2019-First Time Freshman Orientation

June 20, 2019-Transfer & Adult Orientation

June 21, 2019-First Time Freshman Orientation

July 9, 2019-First Time Freshman Orientation

July 12, 2019-First Time Freshman Orientation

July 18, 2019-Transfer & Adult Orientation

July 19, 2019-First Time Freshman Orientation

August 1, 2019-Transfer & Adult Orientation

August 2, 2019-First Time Freshman Orientation

Potential New Member Registration Dates/Deadlines

Sunday, August 4 at 11:59 pm: \$25 registration fee deadline

Monday, August 5 – Wednesday, August 28 at 11:59 pm: registration fee increased to \$35

Wednesday, August 28 at 11:59 pm: **soft** application deadline

Thursday, August 29 at 11:59 pm: **hard** application deadline

AUGUST EVENTS

Tuesday, August 20 Formal Disaffiliation Begins

CPH Recruitment Exec team members and Rho Gamma and Logistic Team members will begin following the approved formal disassociation regulations in the Panhellenic Recruitment Guidelines found in section H-2.

Tuesday, August 20 – Thursday, August 29 11:59 pm Friendly Contact Period

All Panhellenic members should abide by section I-1 of the Panhellenic Recruitment Bylaws

- *Chapter members may introduce themselves and speak to potential members if the potential member initiates contact or at designated social gatherings.*
- *Chapter members may not seek to contact or meet up with any potential member outside of meetings or activities related to class or student organizations*
- *Contact should promote a “Go-Greek” message rather than a specific chapter.*
- *If a potential member and a sorority woman are roommates, they may certainly have normal contact, but the sorority woman should be careful to only communicate “Go-Greek” messages related to recruitment.*

Tuesday, August 20, 8:30 am - 11:00 am Quest Move-In Day

- *Location:* chapter locations will be assigned by CPH VP-Membership within the week of move in.
- *Number of Participants:* Ten women per chapter
- *Attire:* Casual dress in CPH recruitment shirts, letters, or other recruitment shirts.

Thursday, August 22, 7:30 am – 12:00 pm Preview Move-In Day

- *Location:* chapter locations will be assigned by CPH VP-Membership within the week of move in.
- *Number of Participants:* Twenty women per chapter
- *Attire:* Casual dress in CPH recruitment shirts, letters, or other recruitment shirts.

Friday, August 23, 9:00 am – 1:00 pm Move-In Day for First Year Students

- *Location:* chapter locations will be assigned by CPH VP-Membership within the week of move in.
- *Number of Participants:* Twenty women per chapter
- *Attire:* Casual dress in CPH recruitment shirts, letters, or other recruitment shirts.

Friday, August 23, 10:45 am – 12:00 pm New Student Convocation

- *Location:* Mini Dome
- *Number of Participants:* Five women per chapter
- *Attire:* Casual dress in CPH recruitment shirts, letters, or other recruitment shirts.
- *Other instructions:* Volunteers will meet at the Mini Dome by 10:45 am to usher and distribute university programs. No other may be distributed at this event.

Friday, August 23, 3:00 pm – 4:30 pm Preview Expo

- *Location:* CPA Courts 1 and 2
- *Number of Participants:* Three woman per booth
- *Attire:* outfits determined by chapter, letter shirts recommended
- *Other instructions:* Individual chapter booths are permitted, chapters may only distribute promotional materials and products provided by Panhellenic.
- *Set up:* 2:30 pm

Sunday, August 25, 6:00 pm - 8:00 pm Welcome Back Block Party

- *Location:* Tri-Hall Field
- *Number of Participants:* No set number
- *Attire:* Must wear CPH sorority woman shirts, no letters or buttons may be worn.
- *Other instructions:* No chapter booths permitted at this event. Chapter representatives are encouraged to mix and mingle with each other and other students and/or staff. No promotional materials are permitted.

Monday, August 26 First Day of Classes

- *Attire:* CPH Sorority Woman shirt

Monday, August 26, 10 am – 2 pm Scoop on Faith and Service

- *Location:* Warf Pickel Plaza
- *Number of Participants:* None, general attendance as a student
- *Other Instructions:* no chapter promotion

Tuesday, August 27, 10:00 am – 2:00 pm Campus Roundup & Academic Fair

- *Location:* Warf Pickle Plaza
- *Number of Participants:* None, general attendance as a student
- *Other instructions:* no chapter promotion

Wednesday, August 28, 10:00 am - 2:00 pm Community Showcase

- *Location:* Quad
- *Number of Participants:* None, general attendance as a student
- *Other instructions:* no chapter promotion

Wednesday, August 28, 5:00 pm - 8:00 pm Rec Fest

- *Location:* CPA
- *Number of Participants:* None, general attendance as a student
- *Other instructions:* no chapter promotion

Wednesday, August 28 at 7:00 pm FSL All Sorority Information Session

- *Location:* Rogers Stout Room 118
- *Number of participants:* Panhellenic Exec, Rho Gammas, and NPHC representatives only
- *Other instructions:* no chapter promotion

Wednesday, August 28 at 11:59 pm: soft application deadline

Thursday, August 29, 10:00 am - 2:00 pm Bucky's Back to School Bash

- *Location:* Quad, Rain location: CPA Court 4
- *Number of Participants:* Four women per booth (chapter is responsible for managing shifts)
- *Attire:* outfits determined by chapter, letter shirts recommended
- *Other instructions:* Individual chapter booths are permitted, chapters may only distribute promotional materials and products provided by Panhellenic.

Thursday, August 29 PNM Meetings with Rho Gamma Groups

- Time and location will be determined by individual Rho Gamma teams

Thursday, August 29 at 11:59 pm: hard application deadline

Thursday, August 29 at 11:59 pm: Limited Contact Period Begins

- All Panhellenic members should abide by section I-2 of the Panhellenic Recruitment Bylaws.
 - *Starts at recruitment application deadline and switches to strict silence when preference begins*
 - *Contact should be brief, incidental, and not related to the sorority recruitment process.*
 - *Outside of recruitment events, any question a potential member asks a sorority member should be directed to the Recruitment Team.*
 - *If a potential member and a sorority women are roommates, they may have normal contact, but the sorority woman should be careful to not to discuss recruitment.*

Friday, August 30th from 10:00 am – 2:00 pm Multicultural Expo and Cultural Remix

- *Location:* Quad
- *Number of Participants:* None, general attendance as a student
- *Other instructions:* no chapter promotion

PRIMARY RECRUITMENT EVENTS:

Room Assignments: Room assignments will remain the same for the duration of Primary Recruitment. Rooms should be reset and left clean after each day of recruitment, no food or drink will be allowed.

- **Alpha Omicron Pi:** Room 303 (Chapter Holding Room 304)
- **Alpha Delta Pi:** Room 302 (Chapter Holding Room 301)
- **Alpha Xi Delta:** Room 202 (Chapter Holding Room 201)
- **Kappa Delta:** Room 403 (Chapter Holding Room 404)
- **Sigma Kappa:** Room 402 (Chapter Holding Room 401)

Friday, August 30 Philanthropy Round

Philanthropy Round Regulations:

- PNMs will attend five events.
- PNMs will most likely not be attending events in their designated small groups.
- Five events lasting thirty minutes each with a fifteen minute break between each party.
- Chapters should coordinate access to their designated spaces with Recruitment Exec.
- Outfits should be casual with either letter shirts or a chapter t-shirt.
- Decorations: chapters will abide by section F of the Panhellenic Recruitment Bylaws.

By 12:00 noon Invitation lists will be available to chapters (at the latest)

1:00 Chapters assist with **Burleson Hall** setup

4:00 – 4:30 Chapters arrive to designated spaces in Burleson Hall

4:00 PNMs arrive to Brown Hall Room 364 and 370

5:30 – 6:00 Event 1

6:00 – 6:15 Break

6:15 – 6:45 Event 2

6:45 – 7:00 Break

7:00 – 7:30 Event 3

7:30 – 7:45 Break

7:45 – 8:15 Event 4

8:15 Chapter Advisor Touchpoint meeting with Maggie in Burleson 203

8:15 – 8:30 Break

8:30 – 9:00 Event 5

9:00 – 9:15 Break

9:15 – 9:45 Event 6

9:45 – 10:00 Break

10:00 – 10:30 Event 7 (if necessary)

10:30 Chapters depart

10:30 – 11:30 PNM ranking Brown Hall Auditorium OR Brown Hall 364/370

11:30 – 11:45 Recruitment Planning Team Meeting in Burleson 203

Saturday, August 31 at 6:00 am first round chapter lists are due in ICS

Saturday, August 31 Sisterhood Round

Sisterhood Round Regulations:

- Potential New Members may attend a maximum of four events.
- Six events lasting thirty-five minutes each with a twenty minute break between each party.
- Chapters should coordinate access to their designated spaces with Recruitment Exec.
- Chapters will wear color coordinating outfits. No matching or bulk ordered outfits.
- For decorations, chapters will abide by section F of the Panhellenic Recruitment Bylaws.

Saturday, August 31 at 6:00 am first round chapter lists due in ICS

By 12:00 noon Invitation lists will be available to chapters

1:00 Chapters arrive to designated spaces in Burleson Hall
2:30 PNMs arrive to Brown Hall Auditorium
3:00 – 3:35 Event 1
3:35 – 3:55 Break
3:55 – 4:30 Event 2
4:30 – 4:50 Break
4:50 – 5:25 Event 3
5:25 – 5:45 Break
5:45 – 6:20 Event 4
6:20 Chapter Advisor Touchpoint meeting with Maggie in Burleson 203
6:20 – 6:40 Break
6:40 – 7:15 Event 5
7:15 – 7:35 Break
7:35 – 8:10 Event 6
8:15 Chapters depart
8:15 – 8:45 PNM ranking in Brown Hall Auditorium
8:45 – 9:15 Recruitment Planning Team Meeting in Burleson 203

Sunday, September 1 at 6:00 am second round chapter lists due in ICS

Sunday, September 1 Preference Round

Preference Round Regulations:

- Potential New Members may attend a maximum of two events.
- Two events lasting forty-five minutes each with a fifteen minute break between each party.
- Chapters will wear color coordinating outfits. No matching or bulk ordered items.
- For decorations, chapters will abide by section F of the Panhellenic Recruitment Bylaws.
- **Strict Silence Period:** All Panhellenic members should abide by section I. 3. of the Panhellenic Recruitment Bylaws.
 - *Begins with the first preference party and ends when bids are distributed.*
 - *Except for inside recruitment events, there will be no contact between sorority members, or anyone acting on their behalf, and potential members.*
- **Snap Bidding:** Definition and guide are located on page 9.

Sunday, September 1 at 6:00 am second round chapter lists due in ICS

By 11:00 am Preference round invitation lists posted

12:00 Chapters arrive to designated spaces in Burleson Hall

12:30 PNMs arrive to Brown Hall Auditorium

Strict Silence Begins

1:00 – 1:45 Event 1

1:45 – 2:00 Break

2:00 – 2:45 Event 2

Chapters responsible for cleaning Burleson Hall classroom

2:45 – 3:00 Break

3:00 – 3:45 Event 3 (if necessary)

3:45 Chapters depart

4:00 PNM ranking

Sunday, September at 6:30 pm preference round chapter lists due in ICS

7:30 – 8:00 Recruitment Planning Team Meeting Burleson 203

9:30 Final advisor touchpoint and bid signing (advisors only) CPA Conference Room

Snap Bidding Begins

Monday, September 2 Bid Day

Bid Day Regulations:

- Chapters will pre-submit Bid Day themes. Once themes are selected, they may not be changed.
- Chapters are not allowed to have glitter, streamers, powder, or any items that may damage or permanently be stuck to the floor.
- Chapters are not allowed to bring balloons filled with helium or any items that may be unretrievable if released in the facility.
- Chapters will line up in alphabetical order in designated location for the celebration.

12:00 p.m.	Snap bidding concludes PNMs arrive to <u>Brown Hall Auditorium</u> COB period begins Chapters arrive and line up in <u>Dome</u>
12:30	Bid distribution <u>Brown Hall Auditorium</u>
1:00	Bid Day Celebration
1:15	Chapter Bid Day celebrations being at individually selected locations

SNAP BIDDING: [Manual of Information page 126](#)

Snap bidding is an option only for chapters that did not match to quota.

- Chapters should have a prepared list of women they would bid should they not be match to quota during bid matching.
- The recruitment chairman or the recruitment advisor of each chapter not matching to quota will be notified to submit their snap bid list to the fraternity/sorority advisor.
- The procedure is used only to fill quota spaces.
- All potential new members who attended at least one event during primary recruitment are eligible for snap bidding.
- Women listing intentional single preferences on their membership recruitment acceptance binding agreement (MRABA) are eligible for snap bidding.
- The fraternity/sorority advisor works with the chapters not matching to quota, and either the fraternity/sorority advisor or a Panhellenic officer contacts the potential new members to extend snap bid invitations.
- A potential new member may be offered more than one snap bid. For this reason it is advisable for the fraternity/sorority advisor or a Panhellenic officer to contact the potential new member, and it is important for the potential new member to understand she is receiving more than one opportunity to pledge if that should be the case.
- During this time the Panhellenic monitors who has accepted the snap bids and presents the MRABA for the potential new member to sign.
- Careful attention must be given to ensure there are not more snap bids offered than places available in quota.
- When contacting a potential new member about accepting a snap bid, provide a time limit or deadline for when the potential new member must respond to accept or decline the snap bid offer.

Snap bidding ends when bids are distributed. Continuous open bidding (COB) begins as soon as Bid Day begins.