



**Iowa State University
Collegiate Panhellenic Council
Recruitment Rules
2017**

Updated January 12, 2017

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Annual Review of the Recruitment Rulebook

The Membership Recruitment Committee shall consist of a chairman and two representatives from each regular, provisional, and associate member chapters. Alumnae advisors may attend meetings of the committee as one of the representatives, but has no vote. This committee shall review and develop membership recruitment rules and submit them for discussion and approval to the Panhellenic Council before the end of the academic term preceding the membership recruitment period. After each membership recruitment period, the chairman of this committee shall present a full report, including recommendations, to the Panhellenic Council based on an analysis of the recruitment statistics and recruitment evaluations from new members, potential new members who withdrew, each member group, and chapter advisor.

Recruitment Code of Ethics

We, the members of women's sororities at Iowa State University agree to promote honesty, respect, sisterhood, and cooperation within the College Panhellenic and our respective chapters and in our daily lives. This code of ethics is designed to inspire our members, reinforce exemplary conduct and values-based leadership, and perpetuate lifelong membership to enrich the sorority and Panhellenic experience. We, as Panhellenic women of Iowa State University, agree on and commit to:

- A. Uphold and demonstrate the Panhellenic spirit in thought, word and action through our chapters as well as individual members.
- B. Demonstrate ethical behavior and conduct ourselves in a manner consistent with the mission and values of the College Panhellenic, each inter/national organization and our institution.
- C. Respectfully adhere to the Unanimous Agreements and all policies established by the National Panhellenic Conference.
- D. Avoid disparaging remarks about any sorority or collegiate woman and refrain from discussing Panhellenic matters with nonmembers, in accordance with the dignity and good manners of sorority women.
- E. Recognize friendly relations with all collegiate women, both sorority members and nonmembers, realizing the importance of creating and building friendships.
- F. Plan recruitment events that provide opportunities for the greatest possible number of women to become sorority members while protecting the rights and privileges of individuals and the chapters.
- G. Provide a safe, positive and enriching recruitment experience, understanding that membership is a social experience arrived at by mutual selection.
- H. Strive to be truthful, honorable, open, and friendly to all potential new members during all recruitment events.
- I. Be respectful of the rights of every potential new member to make her own choices, including the right not to join the women's sorority community.
- J. Refrain from limiting a potential new member's chances of becoming a member of the Panhellenic community by encouraging her to make a single intentional preference or to limit her choices.

We, as Panhellenic women of Iowa State University, also agree on and commit to:

- A. Respectfully adhere to the bylaws and recruitment rules of the Iowa State University Panhellenic Association.
- B. Abide by all local and federal laws and NPC inter/national member organization bylaws.
- C. Hold one another accountable to these standards, remembering at all times that we represent not only our individual chapters but also the Panhellenic community as a whole.
- D. Understand that the primary recruitment Rules and Code of Ethics will be reviewed and revised as necessary by the fraternity recruitment chairs and approved with a two-thirds vote of the Collegiate Panhellenic Council.

Recruitment Guidelines

- A. All NPC member organizations represented at Iowa State University believe in strictly adhering to NPC Unanimous Agreements and policies. All organizations will follow these valued and non-negotiable policies during the recruitment process.
- B. The Office of Greek Affairs with assistance from the Office of Admissions, the Panhellenic Vice Presidents of Recruitment will provide information about Greek life to incoming students.
- C. An early fall recruitment shall be held. Spirit Week will begin on Monday, August 7, 2017. Primary recruitment activities will begin on Friday, August 11, 2017.
- D. The Iowa State University Quota-Total system as described in “Policies, Rules and Practices” of the National Panhellenic Conference Manual of Information shall be followed.
- E. To allow groups to achieve parity as quickly as possible at the conclusion of primary recruitment, total will be automatically adjusted annual no later than 72 hours following bid distribution of primary recruitment and within one week from the start of the academic term in which primary recruitment is not held. The adjustment will be to median chapter size unless the Collegiate Panhellenic adopts an acceptable alternative formula according to the Manual of Information.
- F. The preferential bidding system shall be used.
 - 1. Release Figures Method (RFM) will be used to establish quota following preference night.
 - 2. All chapters will be highly encouraged to follow the release figures provide to them by the Collegiate Panhellenic Council through consultation with the RFM Specialist. Preliminary release figures will be provided to each chapter prior to the first round of recruitment. Chapters choosing not to follow the release figures should seek the advice of their NPC Delegate.
 - 3. The potential new members registered and participating in primary recruitment will abide by the priority rank method when selecting chapters to attend the following day. chapters will submit invitation lists by the time specified by Collegiate Panhellenic Council and be presented with event lists the following morning, based on priority ranks from potential new members.
- G. A chapter must have at least one collegiate member at all recruitment meetings.
- H. Only Collegiate Panhellenic Council members may participate in running/executing Collegiate Panhellenic Council sanctioned recruitment events.
- I. Each chapter is entitled to pledge the full quota at any time during the fall semester prior to the initiation of the members recruited during primary recruitment, even if by doing so the allowable chapter total size is exceeded and the primary recruitment period is over. For further clarifications refer to the National Panhellenic Council’s Manual of Information, most current edition.
- J. The Collegiate Panhellenic Council prohibits the participation of men in membership recruitment activities. This includes primary recruitment through the completion of Collegiate Panhellenic Council Bid Day activities.
- K. In accordance with the National Panhellenic Conference Manual of Information Unanimous Agreements, each college Panhellenic association shall prohibit the use of alcoholic beverages in membership recruitment and Bid Day activities.

New Member Eligibility

- A. In order for a woman to be eligible to participate in primary recruitment she must be a full-time student at Iowa State University, and sign and follow all guidelines of the liability waiver.
- B. In order for a woman to be eligible to accept a bid from a chapter, she must be a fully matriculated student at Iowa State the semester that the bid is extended.
- C. Potential New Member Rights
 - A. The right to be treated as an individual.
 - B. The right to be fully informed about the recruitment process.
 - C. The right to ask questions and receive true and objective answers from recruitment counselors and members.
 - D. The right to be treated as a capable and mature person without being patronized.
 - E. The right to ask how and why and receive straight answers.
 - F. The right to have and express opinion to the recruitment counselors.
 - G. The right to have available confidentiality when sharing information with the recruitment counselors.
 - H. The right to make informed choices without undue pressure from others.
 - I. The right to be fully informed about the bidding agreements implicit in the preference card signing.
 - J. The right to make one's own choice and decision and accept full responsibility for the results of that decision.
 - K. The right to have a positive, safe, and enriching recruitment and new member period.
 - L. The right to not be persuaded by a sorority member to resign her bid to any sorority during her new member period.

Expectations of Collegiate Panhellenic Council

- A. The Collegiate Panhellenic Council will follow the most current edition of the National Panhellenic Conference's Manual of Information in regards to the quota addition process.
- B. A list of women eligible for snap bids will be given to the chapters who did not reach quota after the initial bid matching process. The Collegiate Panhellenic Council will follow the National Panhellenic Conference's Manual of Information (most current edition) in regard to the snap bidding process.
- C. The Collegiate Panhellenic Council will give the Rho Gamma's bid day cards and they are responsible for the distribution of the bid cards on Bid Day to potential new members.
- D. Evaluation of primary recruitment will be held within two weeks of the last day of primary recruitment.
- E. Statistics for primary recruitment will be available online the morning of Bid Day for chapter use.
- F. Prior to primary recruitment, all information given to potential members must be information about Panhellenic life for the Greek community, not about a specific chapter.

Expectations of Chapters

- A. All NPC member organizations represented at Iowa State University will promote the following practices during membership recruitment
 - 1. Engage in values-based conversations.
 - 2. Choose recruitment activities and behaviors that reflect the core values of our organizations.
 - 3. Make informed choices, based on shared values, about potential new members.
 - 4. Educate potential new members about the values, benefits and obligations of sorority membership.
- B. It is suggested that time spent on specific primary recruitment activities be limited to, at most, 6 hours on the Monday, August 7, 2017 and 8 hours on the Tuesday, August 8, 2017 through Thursday, August 10, 2017. This does not include sisterhood activities, eating, etc.
- C. At no time during primary recruitment sessions shall more than two chapter members surround a potential member at one time.
- D. At no time should a potential member be left alone or unattended during recruitment sessions.
- E. Alumnae may participate in primary recruitment activities, but must be clearly marked as alumnae via nametag and never left alone with a potential member.
- F. At no time shall members' behavior and/or conversation be inappropriate as determined by the Collegiate Panhellenic Council.
 - 1. Acceptable actions would include handshakes or light/minimal guidance.
 - 2. Inappropriate contact would include but is not limited to hugging, handholding, and anything else the Collegiate Panhellenic Council deems inappropriate.
- G. Recruitment session programming shall not include intimidating group activities. This includes, but is not limited to "bursting." No bursting means that each potential member must be greeted and escorted by a chapter member as they walk through the door.
- H. Potential members shall not receive gifts from chapter members until the conclusion of Panhellenic Bid Day activities.
 - 1. A gift is defined as anything given to the potential member by a chapter member. (Example: notes, phone numbers, etc.)
 - 2. Gifts include flowers, nametags, candles, food, and any other objects the Collegiate Panhellenic Council deems as a gift.
 - 3. Should a "gift" be taken out of the house, that chapter will receive a recruitment infraction. The "gift" will then be returned to the appropriate chapter.
 - 4. Items such as napkins, tissues, and plastic cups may be taken out with no infraction but will be disposed of by recruitment counselor.
- G. Members wishing to move into their chapter house after the official start of recruitment may do so only through entrances not visible to any potential member. Any persons affiliated with a chapter must wait 15 minutes after the completion of a recruitment session to leave the chapter and return 15 minutes prior to the next session.
- H. House directors, delivery persons, waiters, persons employed by the chapter house, and alumnae advisors may enter and exit when needed through side or back doors. Alumnae members visible to potential members and/or participating in recruitment parties must follow the 15-minute rule. Extreme circumstances must be communicated to and approved by the Collegiate Panhellenic Council.

- I. Each chapter must submit a chapter recruitment budget and financial sheet as specified by the Vice President of Finance; patent and multimedia presentation/skit at the time specified by the Vice President of Recruitment: Programming. For each day that these items are late, a fine of \$20 will be given.
- J. Chapters must be on time for date processing during primary recruitment including information on Campus Director. Tardiness for up to 5 minutes is fined \$25; for each additional 5 minutes late, \$10 will be fined.
- K. Conversation
 1. The subject of boys, money, faith, alcohol, or bad news should not be discussed with a potential member. If the potential member brings the subject up, the chapter member must steer the conversation away from it immediately
 2. Chapter members shall not suggest to any potential member that she refuse a membership invitation from one group in order to wait for a membership invitation from another group, or suggest that a potential member list only one choice on her Membership Recruitment Acceptance Card.
 3. No member or alumnae shall either pressure or obligate a potential member to accept a bid or guarantee a bid to a potential member. This includes insinuating that they will be invited to the next day's round by saying, "I'll see you tomorrow," "I'd love to see you back," or any suggestive or misleading comments.
 4. We will uphold and demonstrate the Panhellenic spirit in thought, word, song, and action. At no time shall chapter members say anything negative about any other Greek chapter. This includes rumors, stereotypes, or any other harmful information. This also includes suggestions and or discussion of the recruitment process.
 5. During primary recruitment, no chapter member or alumna may contact friends and/or family members of a potential member to either gather information about or to influence a potential member's decision.
 6. Chapter members living in the residence halls will not return to the hall starting at 9:00am Friday August 11, 2017 until after bid cards have been distributed. All emergency situations may be brought to the attention of the Collegiate Panhellenic Council for evaluations and approval. This also includes any chapter member that may be living in the residence halls. This also includes communication with the potential member.
- L. Any contact that chapter members have with potential members during the week of primary recruitment in a setting where alcohol is present will be considered an illegal recruitment event and chapter members will be held responsible.
- M. Outside Interaction
 1. We, the women of Iowa State University, will promote Panhellenic-spirited contact with all potential new members throughout the year. Strict silence will begin at 3:00 pm on Wednesday, August 16, 2017 and last until bid distribution at 1:00 pm Thursday, August 17, 2017. No sorority member, including alumnae and new members, may communicate or live with potential new members during this period. Strict silence is defined as verbal, nonverbal, written, printed, text message, and electronic communication or communicating through a third party. If potential new members live in a residence hall with sorority members, only casual greetings and contact are permitted.

2. If conversation is engaged by the potential new member, minimal friendly contact is encouraged. However, during this contact the members may not “recruit” or persuade potential members in any way. Wearing of badges and insignia is encouraged at all times.
 3. No chapter member may distribute or solicit any form of advertising or publication between the times of the conclusion of the spring semester and the commencement of the fall semester, unless given approval by the Collegiate Panhellenic Council. NPC vs. associate member status
 4. Each chapter is responsible for educating their members on appropriate “recruitment conversation” and conversation outside of recruitment as determined by their national organizations, the Iowa State University Panhellenic, and National Panhellenic Conference.
- N. Each chapter member, alumnae, and house director is responsible for knowing and following all Recruitment Rules and Code of Ethics. If any individual member violates these rules, the chapter will be held responsible.
 - O. A chapter is encouraged to have their President, and Recruitment Chairs present at scheduled recruitment related Judicial Board meetings.
 - P. The chapter will provide an invitation for membership to the Collegiate Panhellenic Council for distribution on Bid Day.
 - Q. If applicable, provide Collegiate Panhellenic Council the logistics of how potential new members will line up outside of the chapter house.
 - R. Chapters are responsible for removing all disaffiliated members from social media outlets, websites, and any online profiles. All pictures and last names must be removed.
 - S. The Iowa State University Panhellenic will uphold and use the membership recruitment acceptance binding agreement (MRABA) for each potential new member interested in joining a sorority, whether during formal or informal recruitment. We agree to all policies and steps pertaining to the MRABA.

Expectations and Selection of Recruitment Counselors

- A. Representatives shall be nominated by each member chapter to apply for Panhellenic recruitment counselor.
- B. Those to be nominated and considered for the position of recruitment counselor must have and maintain a 2.5/4.0 G.P.A. throughout their term, as well as, be in good standing academically with their particular chapter and the university.
- C. Members will only be considered for the position of recruitment counselor if they have previously completed primary recruitment up through preference night activities, as well as, have participated in primary recruitment within their own chapter, or by the discretion of the Collegiate Panhellenic Council.
- D. Those to be nominated and considered for the position of recruitment counselor must be available and attend all recruitment activities during Spirit Week, and spring and fall education sessions. In addition, they must be available to assist with Greek Calling Project, Greek Visit Day, and primary recruitment events.
- E. The Vice Presidents of Recruitment will designate a set number of nominees. The final recruitment counselors shall be selected through interviews with the Vice Presidents of Recruitment.
- F. While in the position of recruitment counselor, the Panhellenic Rules of Conduct will be followed and reinforced (refer to the NPC Manual of Information).
- G. Abide by all recruitment rules including but not limited to all local and federal laws
- H. Inappropriate behavior by recruitment counselors may result in a meeting with the Vice Presidents of Recruitment and the Office of Greek Affairs staff.
- I. Recruitment counselors must be disaffiliated from their chapters during primary recruitment.
- J. Recruitment counselors may not participate in chapter or Collegiate Panhellenic Council affiliated recruitment events on behalf of their chapter for the duration of spring and fall semesters.
- K. All recruitment counselors must change all electronic profiles and social media outlets by the Monday before Greek Visit Day to abide by standards and rules set by the council. This includes changing last names, removing indications of specific chapter affiliation, and any other materials that may not agree with set standards. These changes last throughout the duration of primary recruitment.
- L. Potential new members must be in alphabetical order when entering the chapter house during all recruitment events, including Preference Night. Recruitment counselors will follow the guidance of the chapter where potential new members will be lined up outside of the chapter house.
- M. Recruitment counselors are responsible for assisting potential new members with their preference submissions through the Campus Director system by the deadline set by the Collegiate Panhellenic Council each day.
- N. Recruitment counselors are responsible for educating potential new members on the following topics: event logistics, conversation, lining up before an event, gifts and appropriate touching, attendance, iValU inventory, alcohol policy, information in the recruitment booklet, and new member rights.

Disaffiliation

- A. Any pictures and/or slides of the Collegiate Panhellenic Council or recruitment counselors are not permitted to be included in any recruitment or marketing to potential new members.
- B. All members of the Collegiate Panhellenic Council and all recruitment counselors must change all electronic profiles and social media outlets 30 days prior to the start of Primary Recruitment. This includes changing last names, removing indications of specific chapter affiliation, and any other materials that may not agree with set standards. These changes last throughout the duration of primary recruitment.
- C. Chapters are responsible for removing all disaffiliate members from any chapter social media outlets, websites, and any online profiles 30 days prior to the start of Primary Recruitment. All pictures and last names must be removed.

Deadlines/Dates to Remember

- April 15, 2017: Recruitment patents due to Vice President of Recruitment: Programming
- Beginning on Friday, May 5, 2017 and Monday, August 7, 2017 at 12:00 noon, any chapter meetings discussing membership selections are strictly prohibited.
- No chapter summer recruitment events can be held between conclusion of the academic school year and Monday, August 7, 2017 at 12:00 pm. These events include but are not limited to: bringing potential members to fraternity recruitment events, holding events with potential members, and so on.
- June 1, 2017: Welcome Weekend shirt and master book order due to Vice President of Recruitment: Programming
- July 15, 2017: Values Showcase presentations due to Vice President of Recruitment: Programming
- July 18, 2017: Disaffiliation period starts for Rho Gammas and Collegiate Panhellenic Council.
- August 7, 2017: Spirit Week schedule and Welcome Weekend shirt payments due to Vice President of Recruitment: Programming
- August 8, 2017 8:00 am: Odysseus roster updated. To be confirmed at the one-on-one meetings on August 9.
- August 9, 2017: Membership invitation cards and envelopes, budget agreements and master book payments due to Vice President of Recruitment: Programming during scheduled one-on-one meetings.
- August 18, 2017: Disaffiliation period ends for Rho Gammas and Collegiate Panhellenic Council.
- August 21, 2017 8:00 am: New members entered in Odysseus.
- August 21, 2017 12:00 pm: Bid cards due to Office of Greek Affairs
- August 22, 2017: Budgets due at the wrap-up meeting

Schedule

- A. Primary recruitment Spirit Week will begin August 7th at 12:00 noon. Primary recruitment activities will begin August 11th and will conclude at 11:00 a.m. August 17th. Continuous Open Recruitment will begin immediately following chapters receiving a bid list.

Iowa State CPC 2017 Recruitment Schedule

Sunday, August 6, 2017

1:00 pm- 4:00 pm Panhellenic Officer Recruitment Retreat

Monday, August 7, 2017

8:00 am- 6:00 pm Rho Gamma Training

8:00 am- 6:00 pm Panhellenic Officer Office Hours

5:30 pm Recruitment Roundup for Rho Gammas and Chapter Representatives

6:00 pm Campus Director Training

6:30 pm Community Meeting and Officer Breakouts

Tuesday, August 8, 2017

8:00 am- 5:00 pm Rho Gamma Training- Values Showcase practice (20 minute visits)

8:00 am- 5:00 pm Panhellenic Officer Office Hours- House tour practice and recruitment rules presentation (15 minute visits)

Wednesday, August 9, 2017

8:00 am- 5:00 pm Rho Gamma Training- House Tour Practice (20 minute visits)

8:00 am- 5:00 pm Panhellenic Officer Office Hours- Values Showcase Practice
Chapter Conferences (15 minutes each)

** Rho Gammas will be split in half for Values Showcase and House Tour Practice. Advisers, House Directors and alumnae will not be able to attend these practice sessions due to space. Visiting consultants will be allowed on the practice tours.

Thursday, August 10, 2017

8:00 am- 4:00 pm Rho Gamma Training

8:00 am- 5:00 pm Panhellenic Officer Office Hours

7:30 pm Spirit Rally

Friday, August 11, 2017

9:00 am- 4:00 pm Potential new member check in

9:00 am- 12:00 pm Residence Hall check in

5:00 pm Recruitment group meeting

6:00 pm Dinner/Welcome presentation

7:00 pm Evening Activities

Saturday, August 12, 2017 Welcome Weekend (24 events/17 PNM stops)

10:00 am-5:00 pm Recruitment Events (20 minutes with 10 minutes between)

9:30 am	Inside Chapter House
10:00-10:20 am	Event 1
10:30- 10:50 am	Event 2
11:00- 11:20 am	Event 3
11:30 am	Exit chapter house
11:00-12:15 pm	Lunch
12:10 pm	Inside Chapter House
12:30 – 12:50 pm	Event 4
1:00 -1:20 pm	Event 5
1:30- 1:50 pm	Event 6
2:00 – 2:20 pm	Event 7
2:30- 2:50 pm	Event 8
3:00-3:20 pm	Event 9
3:30 -3:50 pm	Event 10
4:00- 4:20 pm	Event 11
4:30 - 4:50 pm	Event 12
5:30 pm	Exit Chapter House
5:00- 6:30 pm	Dinner

Sunday, August 13, 2017 Welcome Weekend (24 events/17 PNM stops)

10:00 am-5:00 pm Recruitment Events (20 minutes with 10 minutes between)

9:30 am	Inside Chapter House
10:00-10:20 am	Event 13
10:30- 10:50 am	Event 14
11:00- 11:20 am	Event 15
11:30 am	Exit chapter house
11:00-12:15 pm	Lunch
12:10 pm	Inside Chapter House
12:30 – 12:50 pm	Event 16
1:00 -1:20 pm	Event 17
1:30- 1:50 pm	Event 18
2:00 – 2:20 pm	Event 19
2:30- 2:50 pm	Event 20
3:00-3:20 pm	Event 21
3:30 -3:50 pm	Event 22
4:00- 4:20 pm	Event 23
4:30 - 4:50 pm	Event 24
5:30 pm	Exit Chapter House
5:00- 6:30 pm	Dinner
6:30 pm	PNM Preferences Due
7:00 pm	Release figures available
9:00 pm	Chapter lists due

Monday, August 14, 2017 Values Showcase (13 Events/ 11 PNM stops)

8:30 am- 10:05 pm Recruitment Events (35 minutes with 15 minutes between)

8:10 am	Inside chapter house
8:30- 9:05 am	Event 1
9:20-9:55 am	Event 2
10:10- 10:45 am	Event 3
11:00- 11:35 am	Event 4
11:45 am	Exit chapter house
11:30-1:30 pm	Lunch
1:10 pm	Inside chapter house
1:30-2:05 pm	Event 5
2:20-2:55 pm	Event 6
3:10 – 3:45 pm	Event 7
4:00- 4:35 pm	Event 8
4:50- 5:25 pm	Event 9
5:35 pm	Exit chapter house
5:30-6:45 pm	Dinner
6:40 pm	Inside chapter house
7:00 – 7:35 pm	Event 10
7:50- 8:25 pm	Event 11
8:40- 9:15	Event 12
9:30-10:05 pm	Event 13
10:15 pm	Exit chapter house
12:00 am	PNMs Preferences Due
12:30 am	Release Figures Due
2:30 am	Chapter lists due online

Tuesday, August 15, 2017 Living Greek (10 events/7 PNM stops)

11:00 am- 10:15 pm Recruitment Events (45 minutes with 15 minutes in between)

10:40 am	Inside chapter house
11:00-11:45 am	Event 1
12:00-12:45 pm	Event 2
1:00-1:45 pm	Event 3
2:00-2:45 pm	Event 4
3:00-3:45 pm	Event 5
4:00-4:45 pm	Event 6
4:55 pm	Exit chapter house
5:00- 6:15 pm	Dinner
6:10 pm	Inside chapter house
6:30-7:15 pm	Event 7
7:30- 8:15 pm	Event 8
8:30-9:15 pm	Event 9
9:30-10:15 pm	Event 10
10:25 pm	Exit chapter house

12:15 am	PNM Preferences Due
12:45 am	Release Figures Online
3:15 am	Chapter lists due online

Wednesday, August 16, 2017 Preference Night (5 events/2 PNM stops)

4:00 – 10:00 pm	Recruitment Events (60 minutes with 15 minutes in between)
2:30 pm	MRABA Session 1
3:00 pm	MRABA Session 2
3:40 pm	Inside Chapter House
4:00- 5:00 pm	Event 1
5:15 – 6:15 pm	Event 2
6:30- 7:30 pm	Event 3
7:45- 8:45 pm	Event 4
9:00- 10:00 pm	Event 5
10:10 pm	Exit chapter house
11:30 pm	PNM Preferences Due
12:30 am	Chapter lists due online

Thursday, August 17, 2017

1:00 pm	Bid Day Celebration
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Tuesday, August 22, 2017

6:00 pm	Wrap Up Meeting, Gold Room, MU
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Budgets

- A. The \$550 per chapter budget for primary recruitment will also include money spent on the philanthropy and sisterhood multi-media presentations.
- B. If a professional videographer is hired and footage is included in over 25% of the presentation, the cost of the videographer and production must be included in the recruitment budget.
- C. Preference Night will be handled separately with \$5 per potential new member, plus \$100. All donations will be assessed on value and included in the Recruitment budgets. This will include, but is not limited to flowers, plants, food, etc.
- D. All monetary donations and donated items must be included in the budget
- E. The following is not included in the primary recruitment budget: Welcome Weekend shirts, meals, master books, bid cards, Bid Day activities.
- F. Any violation of the budget guidelines will result in a recruitment infraction and be handled in accordance with the recruitment rules and National Panhellenic Conference Manual of Information, current edition.

Event Logistics

- A. At the beginning of the sessions on Welcome Weekend, Values Showcase, and Living Greek, three minutes are allowed to enter (the three minutes start at the designated start time) and three minutes to exit (the three minutes start at the designated end time) the chapter house.
 - 1. Example: If an event begins at 6:00 the chapter must open its door at 6:00 and will have until 6:03 to have all potential members/chapter members inside the chapter house with the door shut. If the event concludes at 6:30, the chapter must open its door at 6:30 and will have until 6:33 to have all potential members out of the chapter house and all chapter members inside the chapter house with the door shut.
- B. Eight minutes will be allowed to enter the house for all potential members on Preference Night. Eight minutes will be allowed to exit the house for all potential members on Preference Night.
 - 1. Example: If the round begins at 6:00 the chapter will have until 6:08 to have all potential members/chapter members inside the chapter house. If the round concludes at 6:30, the chapter will have until 6:38 to have all potential members out of the chapter house and all chapter members inside the chapter house
- C. Open Door/Close Door Logistics
- D. A maximum number of three people may leave the chapter house during the time allotted for potential new members to enter and exit the chapter house (3 minutes the first four days and 8 minutes on Preference Night) to greet or bid farewell to the potential members (this includes preference night) or for any other reason (e.g. to light luminaries).
- E. Opening and closing songs are allowed as long as chapter members accompany potential members and conversation is continuing while the potential member is seated. Opening and closing songs are to be sung in the background. There is to be no singing outside of the chapter house.
- F. House lighting, luminaries, and candles may be used for sidewalks/steps leading to the main entrance of the chapter houses for Preference Night events. No other outside decoration is allowed, i.e. signs and banners. Luminaries may not be used on public sidewalks. Traditional holiday (Christmas) lights for outside lighting may not be used for any recruitment session.
- G. Chapters will provide a table, maximum 6 ft. in length, and two 2-5 gallon water dispensers outside of their chapter house for potential new members during the Welcome Weekend, Values Showcase, and Living Greek. Chapters will fill the dispensers with ice water at the start of the day and Collegiate Panhellenic Council will refill them throughout the day as necessary.
- H. In the event of inclement weather, chapters will provide a tent for potential new members and recruitment counselors outside of the chapter house. Inclement weather shall be defined at the discretion of the Collegiate Panhellenic Council, and chapters will be notified when they need to have the tent set up. The tent shall not exceed 20 ft. X 20 ft.
- I. In accordance with NPC policy, Iowa State University recruitment events do not include skits, elaborate decorations and costumes. A “no frills” recruitment will be stressed and encouraged at all times. A “frill” is considered anything not essential to the recruitment process that is not present year round. “No frills” means that no elaborate decorations,

costuming, glitter, or entertainment shall be part of the recruitment sessions. Elaborate is defined by the Collegiate Panhellenic Council.

- J. No person shall be outside of the chapter house, visible through windows or doorways, and potential new members should not hear any noise starting Saturday, August 12 through Wednesday, August 16.
- K. Before each recruitment event, recruitment counselors will line up all potential new members attending that event outside of the chapter house in alphabetical order, located in a specific area identified previously by the chapter. The recruitment counselor will take attendance and highlight any woman who is missing. At one minute before the start of the event, the recruitment counselor will knock on the front door to give the chapter the list of names. If any highlighted women arrive after the list has been provided to the chapter, they will be placed at the end of the line. If a woman arrives after the event has begun, the recruitment counselor will escort her to front door and knock. The recruitment counselor will call the Vice Presidents of Recruitment if a woman is still missing halfway through the recruitment event. The Vice Presidents of Recruitment will notify chapters of any known absences via Message of the Day on Campus Director.
- L. Recruitment counselors will be responsible for bringing the chapter water coolers to the main entrance of the chapter at the chapter's last recruitment event of the day.

Welcome Weekend

- A. First round is designated as Welcome Weekend.
- B. Each event is 20 minutes long with 10 minutes between each event.
- C. A maximum of 15 NPC chapter events can be attended on this weekend.
- D. Only tap water will be served.
- E. Sorority women inside the house during this weekend will wear "casual" attire which will be a mass purchased t-shirt provided by the Collegiate Panhellenic Council.

Values Showcase

- A. Second round is designated Values Showcase Day.
- B. Each event is 35 minutes long with 15 minutes between each event.
- C. A maximum of 11 events can be attended on this day.
- D. This day may include a video, live testimonials, or a presentation that are limited to 10 minutes. All menu items must be approved by the Collegiate Panhellenic Council. Productions such as these shall not be allowed on first or third rounds of recruitment.
- E. Only tap water may be served.
- F. Each chapter must choose at least one of the following menu items to execute during the Values Showcase day of recruitment. Menu items can be combined but should be treated as separate entities.
 - 1. All menu items must use only the talent of the active chapter members or already be created by the chapter's national organization. Use of other outside sources will not be permitted.
 - 2. Any music you would like to use should be turned in no later than June 15 for approval prior to executing one of the following menu items.
 - 3. Each menu item has a maximum of 10 minutes allowed during the event round.

4. Budget for any of the following menu items cannot exceed \$200. Proof of expenses are due at time of content evaluation by the Vice Presidents of Recruitment turned in no later than July 15.
5. Chapters are also required to submit one of the following menu items fully executed by July 15, 2017. At that time the Vice President's Recruitment will perform an audit and task out any necessary revisions by July 30, 2017. Revisions are required to be made by and returned to the Vice Presidents of Recruitment by August 7, 2017.
6. Menu items approved by the Vice Presidents of Recruitment cannot be altered after approval and must be shown as approved. If you would like to make revisions a case must be made the Vice Presidents of Recruitment. The Vice Presidents of Recruitment must approve requested changes.
7. Each menu item follows the NPC Recruitment Guideline of a no frills policy (examples include, glitter, costumes and/or decoration outside of a special event, etc). If you have a question on what that entails reach out to the Vice Presidents of Recruitment.
8. NPC policy also dictates that no men are to be present in any aspect of recruitment, this includes all menu items.
9. No comparative language may be used in any menu item.
 - i. Video – An example of things to include in your video are outlined below.
 - ii. The idea is that these videos are developed around the importance of predetermined sorority values with the addition of the ISU Greek Community core values of the Panhellenic community (academics, civic engagement, sisterhood, social justice, leadership).
 - iii. Philanthropic events, Sisterhood events, Member interviews, Everyday campus interactions, Facility walk-around, Picture slideshow, Greek traditions, Organization history
 - iv. Live Testimonials - Live testimonials are to be given in person using the personal experiences of one or a handful of active members. Topics of focus should include pre-determined sorority values with the addition of the ISU Greek Community core values of the Panhellenic community (academics, civic engagement, sisterhood, social justice, leadership).
 - v. Presentation – Presentations must be executed using Powerpoint, Google Slides, or Prezi (similar technology can be pre-approved by the Vice Presidents of Recruitment). Pictures can be included but video cannot. Presentations must be presented by active chapter members. Like the above menu options, the presentation should include pre-determined sorority values with the addition of the ISU Greek community core values of the Panhellenic community (academics, civic engagement, sisterhood, social justice, leadership).
 - vi. Philanthropy Activity – Philanthropy activity may include interactive activity stations or a craft to be donated to your philanthropy. Activity may not exceed \$200. Activity must align with your organization's respective philanthropy.

Living Greek

- A. Third round is designated Living Greek Day.
- B. Each event is 45 minutes long with 15 minutes between each event.
- C. A maximum of 7 events can be attended on this day.
- D. House Tours should be given on this day only. Financial, GPA requirement, and Housing obligation information sheets will be distributed to potential members.
- E. Only water-based beverages may be served.

Preference Night

- A. Preference Night is the last round consisting of 2 events.
- B. Each event is 60 minutes long with 15 minutes between each event.
- C. Food and beverage may be served at all events of the night.

Bid Day

- A. All chapter members attending Bid Day activities should wear their letters promoting their chapter. They should also bring two signs indicating their chapter. One sign with Greek alphabet letters and one sign with chapter name.
- B. Quota will determine the maximum amount of chapter members who can attend the Bid Day activities along with the New Member Educator and Assistant, President, Recruitment Chair, and House Director or chapter advisor. If a chapter has made quota plus, they can bring that number of chapter members to Bid Day.
- C. Every chapter member permitted to attend will walk to and from the Bid Day activities at the location set by the Collegiate Panhellenic Council to meet and leave with their new members.
- D. Chapter members should not bring gifts, photographers, etc. to the Bid Day activities at the location set by the Collegiate Panhellenic Council.
- E. No bids shall be extended or conversations had about joining a specific chapter from the conclusion of the academic school year till 11:00 a.m. on Bid Day.
- F. All chapters will receive a list of eligible women for COB when bid lists are distributed.

Campus Director

- A. Campus Director is the online recruitment management tool selected by the Collegiate Panhellenic Council to use for primary recruitment.
- B. Each chapter will be provided a username and password to log into Campus Director on or before July 1, 2017.
- C. Campus Director Message of the Day is the preferred method of communication for all recruitment related messages from the Collegiate Panhellenic Council to chapters during primary recruitment.
- D. Each chapter is required to submit preference lists after each event round via Campus Director.
- E. Campus Director training for chapters will be held no later than Monday August 7.
- F. For an updated Campus Director Chapter User Guide please contact the Vice President of Recruitment: Programming.

iValU/weValU

- A. iValU is a program purchased by the Collegiate Panhellenic Council through PhiredUp Productions. This program begins with potential members taking a personal values assessment prior to primary recruitment. They are then guided through a group discussion and personal reflection to develop and understand that their values mean to them and how to use them to find the sorority that is right for them.
- B. weValU is a program that is similar to those of the potential members. Chapters are led through a discussion to identify the core values the chapter wants in a potential member. Then the chapter discovers how they can determine within the process of recruitment if a potential member possess those values.
- C. The Collegiate Panhellenic Council will provide the potential members access to the inventory upon registration.
- D. The Collegiate Panhellenic Council will provide chapters the weValU curriculum no later than April 1 and chapters must have it completed prior to August 11, 2017.

Greek Visit Day

- A. Any woman who is attending Greek Visit Day must be registered through the Collegiate Panhellenic Council in order to participate in the Greek Visit Day. Only senior and junior high school women, transfer women, and current ISU women are allowed to attend.
- B. All rules regarding Recruitment behavior apply during from 4 PM Friday, April 7, 2017 through 12 PM Sunday, April 9, 2017.
- C. Conversations between members and potential new members occurring between the conclusion of Greek Visit Day and Bid Day, outside of recruitment activities, cannot be focused on recruitment related topics.

Continuous Open Bidding

- A. Upon receiving a signed bid card from a new member through continuous open bidding (COB), a chapter must have their Odysseus updated with the new member's information and turn the signed bid card into the Greek Affairs Office within 72 hours.
- B. Except for primary recruitment periods, COB shall be in effect during the academic term for all eligible women students.
- C. Every regularly enrolled new member, initiate, or affiliate shall be included in the chapter total except women designated by the chapter as inactive members and/or mid-year graduates.
- D. A list of pledged, initiated, and affiliated members shall be filed with the Office of Greek Affairs at the beginning of each semester.
- E. Any de-pledging, termination, or other change in membership shall be reported to the Office of Greek Affairs no later than twenty-four hours after it has occurred.
- F. Chapter COB activities must follow these recruitment rules and Code of Ethics
- G. A Collegiate Panhellenic Council Open House will be held only if deemed necessary by the Collegiate Panhellenic Council after the completion of primary recruitment. If held, chapters will agree upon minor rules involving the open house.
- H. The Iowa State University Panhellenic will uphold and use the membership recruitment acceptance binding agreement (MRABA) for each potential new member interested in joining a sorority, whether during formal or informal recruitment. We agree to all policies and steps pertaining to the MRABA.

- I. Collegiate Panhellenic Council Continuous Open Bidding guidelines
 1. The Vice President of Recruitment: Programming will notify the chapter president and recruitment chair from chapters who are below Panhellenic total as soon as the new campus total is announced offering to schedule a meeting to review recruitment resources with the chapter.
 2. If a meeting is held, the Vice President of Recruitment: Programming and Vice President of Recruitment: Education will provide feedback and suggestions to enhance the chapter's plan. If needed, the Vice President of Recruitment: Programming may request that a recruitment event be submitted through the Iowa State Event Authorization Committee. It is recommended that all recruitment events be submitted through this system to ensure the chapter can promote the event on campus. All events held on campus are required to be approved by the Events Authorization Committee. An Office of Greek Affairs staff member will approve the event on behalf of the council via this online system.
 3. The Vice President of Recruitment: Programming will maintain a list of all chapter recruitment events and communicate events to the Vice President of Recruitment: Education to ensure prospective members have accurate information regarding upcoming events. The Vice President of Recruitment: Education will collaborate with the Vice President of Public Relations regarding all social media posts or promotions for chapter's events. Chapters who are actively recruiting will be listed on the Office of Greek Affairs website and upcoming recruitment events will be promoted through the Office of Greek Affairs student workers and secretary for recruitment inquires.
 4. The chapter president and/or recruitment chair will communicate with the Vice President of Recruitment: Programming when they have reached Panhellenic total. This number will be verified through Odysseus and the submission of bid cards to the Office of Greek Affairs.

Judicial Process/Infractions

- A. Chapters are encouraged to communicate with each other.
- B. Chapters must report violations within 30 days of the incident.
- C. Collegiate Panhellenic Council must file all infractions within 30 days. The chapter must be notified immediately and the infraction is to be processed within ten days.
- D. Refer to the NPC Manual of Information for clarifications and more information.
- E. All violations of the Iowa State Panhellenic Recruitment process will be referred to the judicial procedure as outlined in the NPC Manual of Information unless the violation is subject to the University Rules and Regulations handbook
- F. All sanctions for violating the Recruitment Rules and Code of Ethics will be determined by the Panhellenic President, the Vice President of Judicial Affairs, the Assistant Director of Greek Affairs and the graduate Collegiate Panhellenic Council advisor. Mandatory programming and service projects are examples of possible sanctions.

Contact Information

Collegiate Panhellenic Council

Name	Position	Phone	Email
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Office of Greek Affairs Staff

Name	Position	Phone	Email
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Chapters (In order of chapter's calling preference)

Chapter Name			
Name	Recruitment Chair	Phone	Email
Name	Recruitment Assistant	Phone	Email
Name	President	Phone	Email
Name	Adviser	Phone	Email

Rho Gammas

Name	Email	Phone	Blanket Assignment
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Campus Director Hotline: 317-821-7441