

## **RECRUITMENT RULES OF FLORIDA GULF COAST UNIVERSITY PANHELLENIC ASSOCIATION**

All fraternity/sorority members, including alumnae, advisors, and volunteers are responsible for understanding and upholding the recruitment rules. Failure to uphold these recruitment rules will either result in a fine (of the amount listed in this governing document) or the judicial process being set in motion if no fine is mentioned.

### **I. Statement of Positive Panhellenic Contact**

We, the women of Florida Gulf Coast University, will promote Panhellenic-spirited contact with all potential new members throughout the year.

- i. There will be no suggesting and/or Bid Promising or Oral Bidding to any new, or potential, new member at any time (pre-recruitment, during recruitment, or post-recruitment) by any Panhellenic chapter member, alumnae, and/or recruitment counselor/recruitment team member. Bid Promising can be defined as but is not limited to, any statement that would suggest that you or your chapter wants a PNM to become a new member. Oral bidding is defined as the promise of a bid or specific invitation to visit a sorority. Oral bidding is forbidden during Formal Recruitment, during the winter vacation before Recruitment, and in the Fall semester. Pre-recruiting is prohibited by any active woman's fraternity or sorority at Florida Gulf Coast University, and potential new members are not permitted to enter sorority women's housing pre-recruitment and/or during recruitment.
  - a. Examples of Bid Promising/Oral Bidding include, but not are not limited to:
    - i. Any statement involving "we" that leads the PNM to believe that the whole chapter wants her as a member.
    - ii. "We really could see you as a sister."
    - iii. "I will see you tomorrow."
    - iv. "I think you will make a great addition to my chapter."
    - v. "I want you for my little sister."
    - vi. "We have a place for you."
    - vii. You will be on our bid list."
    - viii. "You'll have your choice of sororities."
    - ix. "You'll make a great (sorority name)."
    - x. Anything that implies the PNM will be offered a bid at the jurisdiction of Panhellenic Council or Recruitment Counselor Team.
    - xi. "We really could see you as a sister."
    - xii. Any statement involving "we" that leads the PNM to believe that the whole chapter wants her as a member.
    - xiii. "I will see you tomorrow."
    - xiv. "I think you will make a great addition to my chapter."
    - xv. Anything that may suggest seeing the PNM again.
- ii. All Panhellenic women must exhibit a "Go Greek" attitude starting when registration for Primary Recruitment Registration opens. This includes, but is not limited to verbal, written, typed, printed, and electronic communication, advertising, and social media posts on all platforms (Instagram, Facebook, Tiktok,

Snapchat, Twitter, etc.). There also should be no mention of Continuous Open Bidding or “Spring Recruitment” to any new member by any Panhellenic woman (chapter member, alumnae, recruitment counselor/staff), since there is no guarantee that all, or any, chapter(s) will be participating.

- iii. Sorority members may not buy anything for a potential new member (e.g. meal, soft drink, etc.) or have them run errands.
- iv. No sorority members, including new members and alumnae, may visit a potential new member in her place of residence or vice versa during membership recruitment.
- v. Sorority women should not touch PNM’s inside or outside of rounds unless it is initiated by the PNM. This excludes picking up potential new members at the door.
- vi. Limited contact will begin 30 days prior to the start of the primary recruitment period. Limited contact is defined as friendly contact with potential new members that do not involve Panhellenic matters, including, but not limited to, recruitment or the selection/bid process. In between and outside of recruitment rounds, active members will be limited to casual hellos with PNMs, but may not touch or speak to them outside of the recruitment rounds.
- vii. Strict silence will begin at the conclusion of preference round and last until bid day reveal. No sorority member, including alumnae and advisors, 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.
- viii. There shall be no discussion between Panhellenic chapter women and potential new members pertaining to membership selection or chapter preferences at any point (pre-recruitment, during recruitment, or post recruitment). Further, there shall be no discussion between recruitment counselors/recruitment staff and any Panhellenic women pertaining to membership selection and/or prospective members at any point (pre-recruitment, during recruitment, and/or post recruitment).
- ix. Post-recruitment conversations with new members and potential new members should not involve the Panhellenic recruitment process, chapter and potential new member selections/preferences, bid matching processes, bid lists, etc. Should new members have concerns with their selections after bid day, they should be directed to the Vice President of Membership for Panhellenic or the Panhellenic Advisor.
- x. Chapters should not use derogatory language to describe PNMs, including, but not limited to, “babies.”

## **II. Statement of Adherence to NPC Unanimous Agreements and Policies Regarding Recruitment**

All NPC member organizations represented at Florida Gulf Coast 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.

## **III. Statement on Social Media**

- i. Chapter members and individual chapter accounts are allowed to accept friends requests or friend/follow potential new members on social media. A potential new member is defined as any unaffiliated woman at Florida Gulf Coast University. If a chapter member or individual chapter account be in contact with a PNM, they must uphold positive panhellenic contact. This means to promote the sorority experience, being friendly, and answering any questions they may have. Listed below are some examples of what it is ok to say to a PNM:
  - a. Following a PNM and asking if they have signed up for primary recruitment
  - b. Encouraging them to go through primary recruitment
  - c. Promoting sorority membership and experience as a whole.
- ii. A chapter member and individual chapter accounts may not promote their particular organization or say anything that may put the other chapters at a disadvantage. When answering questions, members must keep a positive panhellenic attitude. Members should be answering questions as it relates to Panhellenic as a whole, not just their particular information. If a member is found not upholding positive panhellenic contact, it will result in a \$50 fine.
  - a. There should be no upfront mention of what organization the member is in
  - b. All questions that are answered should reflect Panhellenic as a whole
    - i. Ex. "Each organization has their own time commitments but typically it is about 5-10 hours a week."
    - ii. Ex. "Each organization has their own events throughout the year, you can follow any of the social media pages to find out more about them!"
  - c. If there is ever a question or conversation that is questionable, contact your chapters recruitment chair and they will be in contact with the VPM.
- iii. Chapter members are encouraged to utilize social media to promote registering for Primary Recruitment, going Greek, and/or joining Panhellenic, but not joining/promoting a specific organization.
  - a. "Join a sorority!" "Join Panhellenic!" "Alpha Alpha Alpha encourages you to go Greek!" are all examples of acceptable phrases.
  - b. "Rush/GO Beta Beta Beta" or "Become a diamond" are examples of phrases that are not acceptable.
- iv. No pictures, posts, messages, and/or videos shall put down or negatively allude to another NPC organization.

#### **IV. Statement on Publicity**

- i. All individual chapter/member publicity must maintain a "Go Greek" attitude.
- ii. Individual chapters will not be permitted to have individual tables during the summer semester prior to recruitment starting or assist with freshman move-in. In exception to sibling assisting with move in, if this were to happen please let the chapter recruitment chairman know.

- iii. All official chapter social media accounts must include a Primary Recruitment registration link at the end, and/or in the biography section of account.

## **V. Statement of Values-Based Recruitment**

*The purpose of values-based recruitment is to focus on meaningful conversations with potential new members and recruiting/pledging women who will have a positive impact on chapters and the Panhellenic community. NPC has a policy on values-based recruitment and encourages Panhellenic to incorporate this concept into all recruitment styles. Nonessential features and decorations will be removed from the recruitment process and rooms, and the focus of membership recruitment will be on the values, benefits and obligations of membership for each organization.*

- i. All NPC member organizations represented at Florida Gulf Coast University will promote the following practices during membership recruitment:
  - a. Engage in values-based conversations.
  - b. Choose recruitment activities and behaviors that reflect the core values of our organizations.
  - c. Make informed choices, based on shared values, about potential new members.
  - d. Educate potential new members about the values, benefits and obligations of sorority membership.
- ii. In accordance with NPC policy, Florida Gulf Coast University recruitment events do not include skits, elaborate decorations and costumes.
- iii. Values-Based Decorations
  - a. In order to maximize space as well as ensure that women are basing their preferences off of chapter values and conversations and not materialistic items, decorations will be limited to two six-foot-long tables inside of their recruitment rooms that may have composites, pictures, tri-folds, and small and values-based memorabilia showcasing their chapter and its values and/or accomplishments (i.e. awards, trophies). Chapters may also have one easel to showcase a bigger values-based item; however, chapters must purchase the easel with their own funds and count it towards their recruitment budget. Due to the decorations being limited to two tables and one easel (maximum of 22 inches wide, 63 inches height), pipe and drape will not be permitted in the recruitment rooms
  - b. All decorations must be values-based, and confined to the interior of the room, and confined to two six-foot-long tables and one easel that is maximum of 22 inches wide, 63 inches high.
  - c. Values based decorations are items that in all aspects are directly & explicitly relevant to the organization's values. Decorative accents (i.e. tulle, burlap, marbles, etc.) should be eliminated.
  - d. Potential new members will have access to food outside of rounds, therefore it is not essential during rounds and will be considered a decoration. During recruitment rounds there should be no food in the rooms, and only flat, clear water may be served in effort to reduce overheating. If a chapter wishes to provide water bottles, then the water bottle must be a generic brand (i.e. Dasani), and it should not be decorated (i.e. chapter label instead of the original brand label) and should be collected from PNM's prior to them exiting the room.
  - e. All decoration items must be included in the recruitment packet and approved by the Panhellenic Vice President of Membership. No decoration item will be permitted in the room if not approved.
- iv. Bulk Ordering

- a. There will be no bulk ordering of any type of clothing (shirts, dresses, etc.) for the use of Primary Recruitment. The goal of this rule is to ensure our chapters and members are focusing on conversations with PNMS instead of the attire.
- b. Chapter Badges/Pins are exempt
- c. Materials to make name tags or customized bulk ordered name tags must be paid for by each organization and included in the recruitment budget.
- d. The only exception to bulk ordering will be the Panhellenic Unity T-shirt that all chapters will wear on the first day. This is in effort to minimize competition and maximize uniformity between organizations on the first day. This shirt will be ordered by the Panhellenic Vice President of Membership and paid for by each chapter.

v. Videos

- a. To maximize time for PNMs to have values-based conversations with sorority members, videos will not be permitted during any round of primary recruitment.
  - i. The only exception that will be made will be Nationally mandated philanthropy videos, and the chapter must provide a letter on official letterhead from the Inter/National Office stating the chapter's requirement to play the required video during the philanthropy round of recruitment in order for it to be approved.
- b. In order to allow PNM's the opportunity to get a glimpse of Sorority and entice them into registering for Primary recruitment the Panhellenic Vice President of Membership and Vice President of Communications will work with the chapters to make one marketing video, that shows the true meaning of being in a Panhellenic sorority. The footage will be taken by either the Vice President of Membership and/or Vice President of Communications to ensure that all video quality is the same throughout the whole thing. .

The video should be values-based and reflect realistic experiences within the chapter (i.e. the chapter meeting and other highlights shouldn't be staged but should work to have footage of real events that have happened).

vi. Furniture

- a. On sisterhood, there will be no furniture in the rooms besides the two six-foot tables, an easel, and a singular high-top table. The high-top table will only be used to place the water that the PNMs receive during the round and nothing else.
- b. On Philanthropy day, in addition to the two-six-foot-long tables, easel, and water high-top table, chapters will be permitted up to 10 standard high-top tables (30"-inch round and 42" high) from a vendor approved by the Panhellenic Vice President of Membership. Chapters must have an approved activity in order to have high-top tables in their room. The price per table should not exceed \$12 per table, and the cost for the high-top tables (plus delivery/pick up, etc. fees) must be included towards the chapter's recruitment budget. A small values-based philanthropy item may be placed on the table as centerpiece. Each organization is responsible finding storage for their tables if the vendor is unavailable to pick them up on the same day. The tables may not be stored in the chapter's designated rooms.
- c. On preference day, in addition to the two six-foot long tables, easel, and water high-top table, each organization will be permitted up to 8 round tables (provided by campus reservations) with the coinciding number of chairs per table (provided by campus reservations), or furniture that is required for the ritual ceremony.

- d. Each organization is responsible for providing white or black tablecloths for each table throughout recruitment, and they will be included in the recruitment budget.
- vii. Outfits
  - a. Outfits must be submitted to the Vice President of Membership by June 1<sup>st</sup>, 2022
  - b. Chapters may not be informed of outfits before getting approval
  - c. Recruitment event attire for chapter members should be general enough for women so that it reduces individual financial burden and eliminates costuming. (i.e. Blue dress and neutral shoes)
  - d. Recruitment event attire for chapter members should allow options for comfortability. (i.e. Heels and Sandals)

## **VI. Statement on Timely Submission of Information**

- i. All recruitment and bid day plans must be submitted to the Vice President of Membership and the Panhellenic Advisor in advance of Primary Recruitment by August 1<sup>st</sup> 2022 by the Vice President of Membership. Any late submission will be fined. Consideration will be given if changes are mandated by respective Headquarters.
- ii. All chapters will be required to submit to the Vice President of Membership their academic and financial obligations on May 1<sup>st</sup> 2022. Further, chapters are required to present and explain this information to the potential new members in either the first or second round. Failure to comply will result in the judicial process being set in motion.

## **VII. Statement of Membership Recruitment Acceptance Binding Agreement (MRABA)**

*NPC member organizations want every potential new member to be informed about her options for joining a sorority. To be certain that each woman has this information, Panhellenic must use the MRABA script immediately prior to a potential new member signing the MRABA.*

The Florida Gulf Coast 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 primary recruitment or continuous open bidding. We agree to all policies and steps pertaining to the MRABA.

## **VIII. Statement of Automatic Reset of Total**

Total is the allowable chapter size as determined by the College Panhellenic.

To allow chapters to achieve parity as quickly as possible, total will be automatically adjusted every regular academic term. This is to be done no later than 72 hours following bid distribution in the academic term that primary recruitment is held and within one week (no more than seven days) from the start of the academic term in which primary recruitment is not held. Total will be median chapter size unless an alternative is approved in advance by the College Panhellenic.

## **IX. Statement on Alcohol and Drugs**

We, the women of Florida Gulf Coast University, want to promote safe and values-based primary and informal recruitment processes, and therefore will eliminate alcohol and drugs from the primary and informal recruitment processes altogether. Starting one week prior to the start of Bid Day until 24 hours after the conclusion of bid day, sorority women are required to abstain from alcohol and illegal drug use. Failure to adhere to this rule will result in the judicial process being set in motion.

- i. Sorority women may attend establishments in which alcohol is served (restaurants), as long as alcohol is not served as its primary use (i.e. bars, taverns, pubs, etc.), but may not consume alcoholic beverages.
- ii. No initiated fraternity woman, alumna, or advisor should provide, or be around, any potential new member with alcohol inside or outside of the rounds.
- iii. Potential new members who consume alcohol or partake in drugs and/or other illegal substances at any point during the recruitment process (in or outside of rounds), will be removed from the Panhellenic Primary Recruitment process.
- iv. Potential new members are also required to sign a contract that requires them to abstain from alcohol and illegal drug use. Failure to sign or comply with the contract will result in removal from the primary recruitment process.

#### **X. Statement on Recruitment Team Affiliation**

- I. Allowing the recruitment team to remain affiliated with their respective organization can result in several different desired outcomes:
  - a. Chapters will take steps to ensure that their most qualified members are nominated for consideration as recruitment counselors.
  - b. Recruiting violations or the influence of a recruitment counselor on a PNM is easier to track. It might also reduce the number of judicial infractions filed related to a recruitment counselor's affiliation.
  - c. It can promote and model appropriate Panhellenic behavior and positive Panhellenic contact on a campus.
  - d. It will eliminate the considerable energy and time spent hiding or masking recruitment counselor affiliation on social networking sites as well as on campus and within the chapters.
  - e. It will remove the desire of PNMs to exert significant effort to determine their recruitment counselor's affiliation.
- II. Parameters and Expectations for Recruitment Counselors
  - a. Affiliation of Recruitment Counselors can:
    - i. Keep letters in social media bios
    - ii. Be present on chapter social media platforms
    - iii. Can have letters on car, shirts, and technology
    - iv. Stay in contact with sisters throughout the Spring and Summer semesters
    - v. Can accept requests from PNMs on Facebook and Instagram
    - vi. Can tell affiliation to PNM if asked

- b. Affiliation of Recruitment Counselors cannot:
    - i. Promote their own organization such as “Alpha Alpha does it best”, “Alpha Alpha forever and always”, or “missing my sister”
    - ii. Recruit or be a “representative” for their organizations. This includes not being in recruitment promotional, videos, decorations, conversations, and social media posts.
    - iii. Wear lavaliers with organization letters during the time of Primary Recruitment (August 14-August 18) or in front of PNMs (i.e. tabling).
    - iv. Communication should be minimal (Positive Panhellenic Contact) to none at the time of Spirit Week/intensive training
    - v. Attend or be a part of recruitment workshops, Spirit Week, or anything pertaining to recruitment for their organization.
    - vi. Act as a messenger and communicate for the Panhellenic Executive Council or their friends in the chapters
    - vii. Disclose the affiliation of any member on the Panhellenic Executive Council to PNMs
    - viii. Wear Chapter Bid Day shirt during Panhellenic Bid Day – Will wear provided recruitment counselor shirt until rejoined with chapter at chapter’s bid day venue.
- III. Parameters and Expectations for Chapter members
- a. Chapter members may not feature any member of the recruitment team on their social media pages
  - b. Chapter members may not use any member of the recruitment team to promote their organization
  - c. Chapter members may not showcase any member of the recruitment team during recruitment rounds (videos or pictures).
  - d. Chapter members may not inquire about or discuss potential new members with any member of the recruitment team
  - e. Chapter members must remove Panhellenic Executive council from their social media accounts by July 12th.
- IV. The Panhellenic Executive Council must disaffiliate 30 days prior to recruitment orientation to the conclusion of Panhellenic’s bid day activities. The Panhellenic team members who lead recruitment are still to be disassociated as they are part of the Panhellenic throughout the recruitment process and may be involved in conversations that require them to be fully disassociated.
- a. Parameters and Expectations for The Panhellenic Executive Council
    - i. Be disaffiliated from July 12 - August 18 Bid Day
    - ii. Not speak or associate with chapter members unless it regards recruitment information
    - iii. Take out letters from social media bios
    - iv. Refrain from wearing organization shirts and remove letters from cars and technology
    - v. Remove or archive any and all pictures or posts about their organization until after Bid Day

- vi. Cannot be in chapter recruitment in any sort of way; this includes social media, videos, decorations, and conversations
- vii. May not have any pictures with anyone in letters of any organization (doesn't matter if your account is on private or public)

## **XII. Fines**

- I. Fines must be paid by the date specified on the invoice. Failure to pay fines by the deadline specified on the invoice will result in the judicial process being set in motion.
- II. Chapters will be fined as a whole.
  - a. All fines will be given directly to the chapter President.
  - b. Fines will include as much specific detail as possible to ensure transparency.
- III. All recruitment fines will be used for Circle of Sisterhood donations, UIFI scholarships, leadership conferences for Panhellenic executive board officers, and/or events that will help enrich the Panhellenic community.

## **XIII. Judicial Process**

- I. If any of these recruitment rules or the rules, policies, and agreements set forth in the National Panhellenic Conference Manual of Information are broken and properly filed, then the judicial process as stated in the National Panhellenic Conference Manual of Information will be set in motion.
- II. Recruitment infractions will be processed following the NPC Judicial Process as stated in the current NPC Manual of Information.

## **XV. Compliance**

- I. All NPC member organizations will adhere to the policies and guidelines issued by the University and its departments (i.e. Office of Student Involvement, Campus Reservations).

## **RECRUITMENT RULES DEADLINES AND FINES**

- I. **Chapter Budget**
  - a. Each chapter will have a set budget of \$1,000 for recruitment. Anything in excess of the \$1,000 budget cap will be a violation of these rules, and the chapter will be fined twice the amount that they were in excess.
    - i. The only exceptions to the budget are bid day expenditures, TechniPhi costs, Panhellenic sisterhood day shirts, composites, and sorority wooden letters.
    - ii. All reused items must be given an accurate depreciated value and included in the budget.
      - 1. Depreciated value is 20% subtracted from the original value.
        - a. Original value given from receipt or current rate
    - iii. All donated or borrowed items must be given an accurate value and included in the budget.
    - iv. All items purchased with a coupon, the original price must be listed in budget.

- v. Chapter wooden letters do not count towards the budget, however, materials purchased to decorate them do count towards the budget.
- b. A draft budget will be due to the Vice President of Membership no later than June 15th 2022, and the Vice President of Membership will provide feedback to each chapter at the following weeks recruitment roundtable.
- c. Each chapter must submit their finalized budget in provided format to the Vice President of Membership by 12:00pm (noon) on August 1<sup>st</sup>, 2022. **If a chapter turns in their budget after the deadline, the chapter will incur a \$100.00 per day fine for each day the budget is late.**
- d. A template will be given to show the required information needed in the expected format.
- e. If a chapter wishes, they may leave a gap in the budget for last minute essential expenses. If new purchases are made after the August 1<sup>st</sup> 2021 deadline, the Vice President of Membership must be notified within 48 hours of purchase or the day of the event that said item is used for, whichever one comes first, and approved by the Vice President of Membership prior to the items being used.

## II. Recruitment Plans

- a. All of the marketing footage must be done being filmed by March 19th 2022 at 11:59 pm. The footage will be edited and sent out to the chapters by March 31<sup>st</sup>, 2022.
- b. All chapter recruitment information required for the PNM booklet (i.e. motto, color, philanthropy, GPA, etc.) will be due on May 1st, 2022 to the Vice President of Membership. Late submissions will result in an initial fine of \$100 and will accumulate every week until the plans are submitted.
- c. All academic and financial obligations, including a list of all new member fees and initiated member's fees will be due to the Vice President of Membership by May 1st, 2022.
- d. Chapter Bid day Celebration plans, including bid day shirt designs, will be due by August 1, 2022 to the Vice President of Membership. Late submissions will result in a \$100 fine and will accumulate every day until the plans are submitted. Bid day celebrations need to accommodate for PNM hall meetings that Sunday.
- e. Bid day themes and locations will be approved on a first come first served basis. Once a theme or location has been approved then no other chapter is permitted to use it.

## III. Rounds and Voting

- a. In order to ensure fairness, all chapters are required to comply with the time frames placed on the rounds as determined by the Office of Fraternity and Sorority Life and the Vice President of Membership.
- b. Round room checks will be completed by the Vice President of Membership and Panhellenic President and begin 45 minutes prior to the start of the first event of the day. Chapters who are not ready for room checks 45 minutes prior to the start of the round will be fined \$25.00 per minute until they are ready to be checked.
- c. Any decoration/item that is in the recruitment room that was not submitted to the Vice President of Membership and approved by the Vice President of Membership will be fined \$75 per item, per incident.
- d. No favors, gifts, or letters may be given to potential new members by the sorority and/or individual members at any point, in or out of rounds. Chapters should make every effort to eliminate the opportunity for potential new members to take anything out of the recruitment rooms. Every item that is brought outside of the room will be a \$25 fine per item.

- e. In order to ensure that all Potential New Members are able to make it to their next round before the attendance list is submitted, chapters will have one-minute from when the doors open to release all PNM's from their room. Chapters will be fined \$50 per potential new member for each minute after the initial one-minute time-frame.
- f. Chapters starting a round early will be fined \$25 for anytime within the first 5 minutes. Starting any time prior to 5 minutes will result in a \$25 per PNM fine.
- g. Chapters ending a round more than 5 minutes early will be fined \$25. Ending a round any time up to 5 minutes before the round end time will not result in a fine.
- h. Chapters may enter the designated recruitment building(s) at the time listed on the recruitment schedule. Entering the building before this designated time will result in a \$50 fine for every minute before their designated time. Chapters will not be permitted to set-up the night before any round.
- i. Chapters have two hours immediately following their last round to vote and submit their list. After submitting their list the chapter will have one hour to clean up and do a walk-through of the room with the Panhellenic Vice President of Membership and/or a member of the Panhellenic Executive Board as well as a campus reservation staff member. Chapters exceeding one hour will be fined \$100.00 per minute until all members have exited the room.
  - i. Panhellenic executive member will check the room and assess for damages. The chapter will be held responsible for fees assessed and will be fined double the amount from Panhellenic
- j. In the event that a University building has to remain open due to the chapter not leaving by the deadline, the chapter will be responsible for any cost and/or fees associated with keeping the building open.
- k. Organizations will be assigned a working room for the duration of primary recruitment. This room can be used during rounds for alumnae/members to tabulate scoring, etc. At the end of each day, the working room must be cleaned out and returned to normal. A walk-through of the working room must be done with the Panhellenic Vice President of Membership and/or a member of the Panhellenic Executive Board as well as a campus reservation staff member. Any items left overnight will be thrown away by the building operations staff, and the organization will be invoiced a \$250 cleanup fee.

#### IV. **Bid Lists**

- a. Invitations for Potential New Members for all parties are due to the recruitment system (i.e. ICS, CampusDirector, etc.) by the time specified by the Office of Fraternity & Sorority Life. The due dates and times will be shared with the chapters in advance of rounds.
- b. Any chapter that fails to submit their lists to the recruitment system by the specified deadline will be fined \$50 for every 10 minutes the list is late.

#### V. **Spirit Week**

- a. The list of chapter women who will move in early must be submitted to the Panhellenic Vice President of Membership and Panhellenic Advisor via excel sheet (first name, last name, on-campus housing assignment) no later than April 20<sup>th</sup>, 2022. The chapter will receive a \$50 fine for every additional woman added to the list after the deadline. No member may be added after August 14.

- b. A spirit week calendar must be submitted to the Panhellenic President and Vice President of Membership by Sunday, July 17<sup>th</sup> at 12:00pm noon. This calendar must include an optimal date and time and an alternate date and time for the Panhellenic President and Vice President of Membership to visit. Budget at least 2 hours for the visit. The chapter will receive a \$50 fine for each day past the deadline.
- c. A list of where all of the chapter members are staying during spirit week is due to the Panhellenic advisor and the Vice President of Membership no later than August 1<sup>st</sup>, 2022. If a chapter is requiring members to be at spirit week before the member's housing is available, the chapter must find housing for that member at no cost to the member.
- d. The Panhellenic Vice President of Membership will work with Campus Reservations to secure a practice day and location in a large multi-purpose space during Spirit Week for all chapters.
- e. Spaces for chapters to utilize during Spirit Week for individual activities will be on a first come, first served basis with Campus Reservations. Chapters will only be able to utilize pre-reserved spaces as assigned by Campus Reservations.
- f. Spirit Week will begin **Saturday August 6<sup>th</sup>** 2022 and end Saturday August 13<sup>th</sup>, 2022.

VI. **Additional Costs**

- a. Chapters will split the total cost of the TechniPhi bid matching software evenly at the conclusion of the primary recruitment process.
- b. Chapters will split the cost of custodial/trash/waste removal required after the conclusion of the process.

Chapters will split the cost of custodial/trash/waste removal after the conclusion of the recruitment process (including bid day). Chapters will be individually invoiced for specific incidents that take place in their assigned recruitment and reference/storage room after checking out with a Campus Reservations staff member and/or for any incidents during bid day that increases the custodial/trash/waste fee in addition to the split custodial/trash/waste fee from the overall process.