

*EIU Panhellenic Council  
Recruitment Manual*

2022



**EASTERN ILLINOIS UNIVERSITY**

## Table of Contents

Table of Contents.....	2
I. Fall 2022 Calendar – August and September.....	4
II. Important Terms and Definitions .....	5
III. Important Dates and Deadlines .....	8
IV. People to Know.....	9
V. Recruitment Regulations.....	9
F. Disaffiliation Guidelines .....	10
VI. Rights and Responsibilities of Potential New Members.....	10
VII. Panhellenic Ambassador Regulations.....	11
Goals of a Panhellenic Ambassador: .....	11
Affecting the Chapter .....	11
Regulations Affecting the Panhellenic Ambassador .....	11
Expectations of a Panhellenic Ambassador .....	12
General.....	13
Recruitment Counselors Judicial.....	13
VIII. Chapter Regulations.....	14
Values-Based Recruitment .....	14
Positive Contact .....	14
Strict Silence.....	14
General Rules and Regulations.....	14
IX. Fall 2022 Recruitment Schedule.....	16
Preference Events .....	17
Bid Day and Bid Distribution .....	17
X. Non-Discrimination Policy .....	18
XI. Administration of Membership Recruitment.....	18
Appendix A: Recruitment Time Warnings and Attendance Policy .....	19
Appendix B: Recruitment 2022 chapter contact information.....	20
Appendix C: In Case of Emergency .....	21



**I. Fall 2022 Calendar – August and September**

<b>Sunday</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>
		16 Panhellenic Ambassador Retreat	17	18 Opening Weekend Activities	19 Opening Weekend Activities	20 Opening Weekend Activities
21 Opening Weekend Activities	22 First Day of Classes	23 PHC Tabling 12:00p – 2:00p	24 FSL Interest Fair 6:00p – 8:00p	25 PHC Tabling 12:00p – 2:00p	26 PHC Tabling 12:00p – 2:00p	27
28 PNM Orientation/ Open Houses	29 Chapter Open Houses	30 Chapter Open Houses	31 Chapter Open Houses			
SEPTEMBER						
				29 Chapter Open Houses	2	3
4	5 Labor Day	29 Chapter Open Houses	29 Chapter Open Houses	29 Chapter Open Houses	29 Chapter Open Houses	29 Chapter Open Houses  Pref Night
11 Bid Day! Best Day!						

## II. Important Terms and Definitions

**Bid Day:** The last day of recruitment, when potential new members receive invitations (bids) to join chapters and become new members. Each chapter will usually host a Bid Day activity to help the new members get to know each other and the rest of the chapter. The Unanimous Agreements state that there is to be no alcohol use or men associated with recruitment or Bid Day.

**Continuous Open Bidding (COB):** An opportunity for chapters that do not reach quota during primary recruitment to bid to total and/or quota. The continuous open bidding process is less formal, and not all chapters will participate in continuous open bidding.

**Day:** EIU Panhellenic defines a day as being 12:00 am to 12:00 am the following day. Late fee fines will start at 12:01 am the day something is due.

Ex: the budget is due July 31, 2018 by 12:00 am. If by 12:01 am it is not turned in, the late fee fine will be applied. The chapter has from 12:01 am to 12:00 am on August 1, 2018 to turn in the budget. If they fail to turn it in during that time period, they will be charge for a second day of late fee fines starting 12:01 am on August 1, 2018.

**Legacy:** A daughter, sister, or granddaughter of an initiated member of a sorority. Typically, different groups have different definitions of legacies. Being a legacy does not guarantee a bid to a particular sorority. Each inter/national organization has its own policy for invitations to legacies during recruitment

**New member:** A person who has accepted a bid from a sorority but is not yet an active member of that chapter. Chapters will have some sort of new member process during which the new members learn more about the sorority and prepare them for initiation.

**Panhellenic Recruitment Team:** Collection of Panhellenic Council executive board members who support the recruitment process. This team consists of the Panhellenic President, Executive Vice President, Vice President of Recruitment, and Vice President of Internal Programming.

**Potential New Member (PNM):** Any woman who is eligible to participate in recruitment.

**Positive Panhellenic Contact (2003) – POLICY** – All College Panhellenic’s will always promote personal informative Panhellenic-spirited contact with potential new members, year-round.

**Panhellenic Ambassador:** A Panhellenic representative who is available to guide women through the recruitment process and answer questions. They are also an affiliated individual.

**Total:** The allowable chapter size on a campus, as determined by the College Panhellenic that includes both new and initiated members. Chapters that fall under total are allowed to participate in continuous open bidding until they reach total.

**Unanimous Agreements (UAs):** Agreements between the NPC member organizations that provide for fairness and equality among the organizations. The UAs are passed unanimously, ratified by each member organizations inter/national president and binding on all NPC member organizations and their members. Each College Panhellenic (or the equivalent organization) and Alumnae Panhellenic must incorporate the NPC Unanimous Agreements into its governing documents.

**Recruitment Video:** An all-encompassing video that portrays each chapter's values, purpose, and events that shows the chapter in a positive manner.

## Eastern Illinois University Panhellenic Council Recruitment Manual

The following is a guideline of items, activities, etc. that can be utilized/considered for Open Houses for the Partially Structured Recruitment Format:

- Recruitment event attire for chapter members that reduces individual financial burden and eliminates costuming.
- Composite pictures, trophies or plaques, Wooden chapter letters in chapter colors, Go Greek Banner, display boards
- Banners, Posters, Flags
- Philanthropy video
- Recruitment Slide Show
- Recruitment video posted on the chapter social media page.
- Recruitment video during Open Houses
- Activity/Discussion of how an individual can connect with the Chapter's philanthropic cause
- Household items, scrapbooks, Trifold
- Music, additional lighting
- Open House event related materials (i.e utilized, created, or distributed based on chapter's Open House event/structure)
- Preference Round is an exception due to ceremonies and rituals.

### **III. Important Dates and Deadlines**

**\*Items are due between 12:00 am – 5:00pm on due date unless previously arranged\***

\$25 late fee for all submission turned in late.

First Come/First Served.

Due: June 1, 2022

Chapter with PHC Academic Incentive – Gets 1<sup>st</sup> Choice in Bid Day Theme &

Open House Schedules

Due July 1, 2022

Philanthropy Video

Philanthropic Activity

Open House Themes

Bid Day Theme

Go Greek Banner Proof

Recruitment Video

Set up Go Greek Banner: August 26, 2022

PHC Rain Jackets: September 12, 2022



## IV. People to Know

**Nathan Wehr** - Director of Fraternity & Sorority Life

Office Phone: (217) 581-3967

Cell Phone: (812) 661-0632

**Jacob Mueller** – GA for Fraternity and Sorority Life

Cell Phone: (618) 772-8834

### **Panhellenic Council Recruitment Team:**

#### **Olivia Doody- Panhellenic President**

Email: ogdoody@eiu.edu

Cell Phone: (708) 340-8904

#### **Natasha Koenig – Executive Vice President**

Email: nlkoenig@eiu.edu

Cell Phone: (309) 531-5522

#### **Hannah Michalski- Panhellenic Vice President of Internal Programming**

Email: hfmichalski@eiu.edu

Cell Phone: (815) 685-7740

## V. Recruitment Regulations

- A. Participation in recruitment and new member period are restricted to undergraduate students who are currently enrolled as a full-time student in good academic standing (2.50 or above cumulative GPA) at Eastern Illinois University.
- B. To participate in recruitment, the student must register with the Panhellenic Council and pay a non-refundable registration fee to cover the cost of supportive material.
  - Registration Period is from June 1 –August 28, 2022 by Noon.
  - Registration fee is \$15.00.
- C. Potential New Members must attend August 28, 2022 PNM Orientation and Open Houses. If PNM cannot make that date, must work with the PHC Recruitment Team to make sure they visit one Open House from all nine (9) Panhellenic chapters.
- D. If a Potential New Member wishes to complete the fall 2022 Recruitment process, she must sign a membership rights acceptance binding agreement (MRABA).
- E. Any chapter that offers a bid during continuous open bidding to a woman must bring the Potential New Member in to the Director of Fraternity and Sorority Life and have her sign a continuous open bidding acceptance binding agreement. This must be done within 24 hours of the bid being extended. If the chapter fails to do so, they will be subject to sanctions deemed appropriate by the Director of Fraternity and Sorority Life and the

Panhellenic Recruitment Team, and this woman becomes eligible for membership in any Panhellenic organization.

#### **F. Disaffiliation Guidelines**

The Panhellenic Recruitment Team will be disassociated from the following, but is not limited to:

- 1) Any aspect of recruitment will not be discussed with the fraternity and sorority community.
- 2) Affiliation will not be told to anyone.
- 3) You may not participate in any sorority events (such as chapter meeting, sisterhood events, philanthropy events, chapter community service, social functions, etc.) unless given specific, written permission from the Panhellenic Recruitment Team.
- 4) No display of your sorority letters on clothing (this includes rain jackets, hoodies, t-shirts, etc.)

### **VI. Rights and Responsibilities of Potential New Members**

- 1) The potential new member has the right to withdraw from the fall 2022 recruitment process at any time upon conversation and agreement with the Panhellenic Recruitment Team and/or the Panhellenic Graduate Advisor.
- 2) Potential New Member
  - a) Each prospective potential new member is urged to realize that the violation of a recruitment rule or the “Spirit of Panhellenic” by a sorority is a reflection upon the sorority and should not be tolerated by the prospective potential new member. Do not be flattered if any sorority lowers itself to recruiting you illegally. This shows disrespect for the prospective Potential New Member and brings criticism upon the entire sorority.

## **VII. Panhellenic Ambassador Regulations**

### **Goals of a Panhellenic Ambassador:**

- 1) Provide support, friendship and personal guidance to women participating in the recruitment process by sorority members who are educated to represent Panhellenic attitudes and ideals.
- 2) Promote an understanding and explanation of the mutual selection process.
- 3) Promote an understanding of the benefits of sorority affiliation and emphasize the similarities in ideals and goals of all women's fraternities.
- 4) Provide encouragement to the Potential New Members to continue recruitment through the Preference round during Fall 2022 recruitment and to accept the maximum number of invitations possible during Preference round of recruitment.
- 5) Promote membership recruitment retention and pledging by lessening disappointments and disillusionments.

### **Affecting the Chapter**

- 1) Panhellenic Ambassadors will be chosen according to the following conditions:
  - a) Applications will be distributed to all chapters and eligible members will apply and interview with the PHC Recruitment Team
  - b) Panhellenic Ambassadors will be chosen by the current Panhellenic President, Vice President of Internal Programming, and Vice President of Recruitment, and Executive Vice President
- 2) The President, Executive Vice President, Vice President of Internal Programming, and the Vice President of Recruitment along with the Panhellenic advisor will review and approve the final list of Panhellenic Ambassadors
- 3) Chapters will not need to excuse PAs from chapter events or responsibilities to be completed throughout their PA period.
- 4) Chapters may not penalize PAs in any form when they are absent from a chapter activity due to PA's assignments or responsibilities.
- 5) All sororities must cover or remove any openly exposed pictures of the PHC Recruitment Team who are administering the recruitment program. This includes, but is not limited to, composite pictures, pictures on social media, or in audio/visual show. No chapter should display or openly recognize the members of any chapter who are serving as the EIU PHC Recruitment Team.

### **Regulations Affecting the Panhellenic Ambassador**

- 1) All PA's must maintain a cumulative grade point average of 2.50 or above at the end of the spring semester to be eligible to become a Recruitment Counselor.
- 2) PAs cannot attend social functions with fraternities or sororities when Potential New Members are present starting at the beginning of the PA retreat with it ending on bid day.

- 3) PA's and PHC Officers, except the PHC Recruitment Team are allowed to disclose their affiliation if asked by a PNM.
- 4) Affiliation consists of:
  - a) Participation in Chapter Open House events and Preference events.
  - b) Wear chapter apparel
  - c) Promote affiliated chapter
  - d) Attend chapter meetings and events
- 5) All PA's and Panhellenic Recruitment Team members will refrain from consuming alcohol during the Recruitment period (Sunday, August 28 through Bid Day on Sunday, September 11).
  - a) Except for the following dates: Friday, Sept. 2, 2022 – the morning of Tuesday, Sept. 6, 2022.
  - b) Must follow Federal, State, and Local laws concerning legal drinking age and controlled substances.
- 6) At any point if the PA does not abide by their contract and/or the Recruitment Manual and is found guilty by the Recruitment Team, Panhellenic Advisor, and Director of Fraternity and Sorority Life the chapter will be subjected to a \$75 infraction as the first warning any following infractions will result in the dismissal of the PA and the chapter will be charged for their PA apparel, etc.

### **Expectations of a Panhellenic Ambassador**

- 1) Explain all procedures and answer questions concerning the mechanics of recruitment and recruitment activities.
- 2) Stimulate and maintain interest in completing Panhellenic Fall Recruitment.
- 3) Promote a positive attitude towards every sorority through your own words and behavior.
- 4) Be always in constant communication with your PA group. Means of communication also include checking the ICS groups.
- 5) Hand out phone number, email, etc. to ensure PNM's have several ways in which to contact PA's
- 6) Be available to handle problems and offer guidance in a one-on-one conversation with a potential new member
- 7) All PA behavior reflects their chapter and in the event of recruitment rules being violated by a PA, their affiliated chapter will be held liable.
- 8) Handle all withdraws and work with the women who decide to leave recruitment. Notify the Vice President of Recruitment and Director of Fraternity and Sorority Life of all withdrawals. Make sure that every withdrawal is correct before handing it in.
- 9) Try to keep women in the recruitment process and stop the spread of harmful rumors. If there is a problem that you do not know how to handle, don't be afraid to ask Vice President of Internal Programming for assistance in handling any problems. Report all recruitment infractions to the Panhellenic Graduate Advisor and/or the Director of Fraternity & Sorority Life, plus the Panhellenic Recruitment Team.

**General**

All sign-up tables will be run by PA, Panhellenic Recruitment Team, and/or Panhellenic Advisor(s). No alumnae or inter/national headquarters representatives are permitted to be in the area of the Panhellenic recruitment sign-up tables.

**Recruitment Counselors Judicial**

The Panhellenic Recruitment Team, the Panhellenic Advisor, and Director of Fraternity and Sorority Life have the right to remove a Panhellenic Ambassador from their position if they deem necessary.

## VIII. Chapter Regulations

### Values-Based Recruitment

- 1) All Chapters will adhere to the following guidelines of the Partially Structured Recruitment style:
  - a) Crafts may be allowed during any Open House events during fall 2022 recruitment. An activity which directly reflects a chapter's values/philanthropy and is used to initiate meaningful conversation is allowed. These activities must also be reviewed by the Panhellenic Recruitment Team.
  - b) Philanthropy videos may be allowed during any Open House events during fall 2022 recruitment if it is a video clip issued directly from a chapter's National Headquarters OR if it is an excerpt/series of excerpts of the chapter's actual philanthropic event(s).
    - i) Recruitment Videos can be shown during Preview Days.

### Positive Contact

- 1) All members (new members, initiates, and alumnae) and advisors (both members and non-members of that sorority) are responsible for following all recruitment rules.
  - a) During the recruitment period, **normal** interaction with Potential New Members may occur. Anything you would normally do is acceptable, and we trust you know what would constitute recruiting for your own chapter that is considered unacceptable. Sorority women may NOT spend ANY money on ANY Potential New Members.  
Not Normal Interactions:
    - (1) Parties (IFC, NPHC, PHC, and Athletics), and Pre-Games, etc.
    - (2) Bid promising conversations either verbally or through written communication (i.e text messages, DM's, etc.
  - b) Chapters will be required to "police" themselves and abide by an honor code.

### Strict Silence

- 1) The period of time after the close of Preference events and prior to the distribution of bids when there is no communication between potential and sorority women. (Glossary)
- 2) This means no sorority member, unless she is a member of the Panhellenic Recruitment Team, shall make any attempt, oral or written, to contact Potential New Members during the strict silence period.

### General Rules and Regulations

- 1) Alcoholic beverages are not to be served at any stage of the fall 2022 recruitment process.
  - a) Bid Day is to be a non-alcoholic and non-controlled substances event. Chapters that have alcohol/controlled substances present at Bid Day or have members engage in

- alcohol/controlled substances during Bid Day event will receive a \$250 dollar fine and the chapter will receive one semester of social probation.
- b) Notification will also be sent to the Chapters National Headquarters.
  - 2) Alcohol, or any reference, cannot be in recruitment photos, and videos, (i.e. -beer signs, cups, bar photos, or beer bottles).
    - a) A chapter may discuss their social functions, events, etc. at the discretion of their chapter keeping it aligned with their chapter values.
  - 3) Immediate family members/partners may be shown in recruitment slideshows and pictures, that are registered events hosted by the chapter (i.e Guy's Weekend, formals, Dad's weekends, EIU and FSP hosted events, etc.)
  - 4) Immediate family members/partners may be discussed in recruitment round conversations.
  - 5) Men will not be allowed to wear that current year's recruitment paraphernalia until after Bid Day. We cannot stop them from wearing previous years.
  - 6) No sorority may accept new members into their chapter until Bid Day. This means no continuous open bidding (COB) until after the completion of bid pick-up on Bid Day.
    - a) This also includes until total is set by the Panhellenic Council.
  - 7) No physical contact with the exception of shaking hands or hand on the back (i.e. no hugs, holding hands, kissing) will be permitted unless initiated by the potential new member.
  - 8) There will be no promising of bids whether directly or indirectly, by any new member, initiate, alumnae or inter-/national officers of a sorority and any advisor to that sorority.
  - 9) No talking down of any chapter or sorority members will be tolerated.
  - 10) No sorority may hold ceremonies until after 4 p.m. on Bid Day and no sorority may sponsor/co-sponsor any function or participate in any activity, involving alcohol or controlled substances within 24 hours of Bid Day.
  - 11) INFORMAL RECRUITMENT
    - a) Informal (and informational) Recruitment event dates must be turned in to the Panhellenic Vice President of Recruitment and Director of Fraternity and Sorority Life.

## **IX. Fall 2022 Recruitment Schedule**

- 1) Chapters will follow the fall 2022 recruitment schedule starting August 28, 2022 – Sunday, Sept. 11, 2022.
- 2) All chapters will share detailed financial information (member dues, chapter fees and assessments, etc.) with PNM's prior to extending a bid.
  - a) This information will also be included in the PNM Booklets distributed to PNM's
- 3) Each chapter President and Recruitment Chair information will be included in the PNM Booklet.
- 4) NO candles may be used in Greek Court and electric alternatives must be used. This is a university policy.
- 5) There will be no individual notes and letters extended at any of the events (including at informational events, Open Houses and on Preference Night)
  - i) If a Chapter provides notes and/or letters to Potential New Members during any Open Houses, including Preference, the Chapter will receive a \$100.00 fine.
- 6) NO gifts in the form of presents or services involving alcohol/controlled substances (i.e., purchasing alcohol, providing transportation to events where alcohol is present, drinking with Potential New Members where alcohol is present, etc.) shall not be exchanged between Chapter members and Potential New Members.
  - a) If a Chapter is found in violation of the above recruitment rule the Chapter will be fined \$100.00 per violation.
- 7) No gifts, favors, letters and/or notes shall be presented to Potential New Members prior to accepting their invitations to membership on bid day. This does not include a craft/item that is created with a PNM during any Open House.
- 8) Each chapter must have pitchers of ice water available to be served at each Open House when requested by a Potential New Member.
- 9) Seating should always be available to Potential New Members throughout all recruitment events.
- 10) Chapter room tours will be permitted throughout the fall 2022 recruitment process and can include the President Suite.
- 11) Chapters will not line up/down their respective sidewalk prior to the start of each Preference event. At "The Round is Beginning" notification via walkie-talkie to the Chapters, two members from each chapter (preferably recruitment directors) will open the "crest" doors and the PA's will walk the PNMs to the "crest" doors.
- 12) Recruitment Dates:

Annually, the EIU Panhellenic Council shall establish the dates for Panhellenic Membership Recruitment.
- 13) Non-Panhellenic Member Groups
  - a) Non-Panhellenic Association members are not eligible to participate in any formal or informal/open recruitment as designated by the EIU Panhellenic Association.
- 14) Any Potential New Member who signs a Membership Recruitment Acceptance Binding Agreement and regrets the bid of a sorority to whom she is matched via the MRABA is



ineligible for one (1) calendar year and may participate in the following Fall Formal Recruitment.

- 15) No sorority may bid a Potential New Member who has received a formal bid from another sorority.
- 16) If chapters Bid prior to Total being set a chapter will receive a fine of \$500.00
- 17) Handling infractions of Recruitment Rules according to the National Panhellenic Conference-Please refer to the College Panhellenic Judicial Procedure from the Manual of Information created by the National Panhellenic Conference.

### **Sorority Open House/Preview Day**

- 1) Preview Day will be an introduction to the chapter/sorority and should strongly encourage any PNM to attend whether registered for recruitment or not.
- 2) Rounds will be 30 minutes with a 5 min walk in-between
- 3) The whole chapter may be present during the round
- 4) Chapters will wear the “Go Greek” shirt
- 5) Presidents and Recruitment Chair will lead the Preview Day/Open House
- 9) Chapters may answer any general questions, such as chapter dues, personal development, etc.

### **Preference Events**

- 1) There will be NO individual notes or letters extended at Preference Rounds
  - i) If a Chapter provides notes and/or letters to Potential New Members during any Open House, including Preference, the Chapter will receive a \$100.00 fine.
- 2) No gifts or letters and/or notes shall be presented to Potential New Members prior to accepting their invitations to membership on bid day.
  - a) If a Chapter provides notes, gifts and/or letters to Potential New Members during any round, including Preference, the Chapter will receive a \$100.00 fine.
- 3) Confine all conversations within the sororities chapter room.
  - a) This includes the following rounds: Preference
  - b) If Chapters violate the above recruitment rule, Chapters will be fined \$100.00.
- 4) The chapter may dress in any attire they choose.

### **Bid Day and Bid Distribution**

- 1) Bid Day will be hosted on Sunday, September 11 following the DOE Schedule.
- 2) The President, Recruitment Chair, and Advisor from each chapter will attend a Bid Matching meeting scheduled for 12:00pm on Sunday, September 11.
- 3) Potential New Members will sign the MRABA when they have decided upon their choice of chapter after their Preference Round.
- 4) PNM's will open their Bids in Building 8/NPHC building

- 5) Chapters will remain on their front lawn or evenly spaced around The Egg for safety reasons.
- 6) All bids will be issued through the formal bidding system during fall 2022 recruitment.
- 7) Bid matching will be done through the ICS Recruitment Program.
- 8) Quota will be determined by the Director of Fraternity & Sorority Life and the appointed National Panhellenic Conference release figure specialist.
- 9) Release figures for the number of Potential New Members each chapter may invite to the Preference Events shall be determined by a formula determined by the National Panhellenic Conference.
- 10) Recruitment Counselors/PHC Recruitment Team will notify Potential New Member of any change in their status, including their release from recruitment or if they did not receive a bid come bid day.
- 11) The Director of Fraternity & Sorority Life will oversee the bid-matching process. Any Potential New Member attending a chapter's Preference event **MUST** appear somewhere on the chapter's bid list.

## **X. Non-Discrimination Policy**

**Section 1.** Eastern Illinois University sororities do not discriminate based on age, race, color, sexual orientation, national origin, religion, or disability. Membership selections are subjective, and several factors are taken into consideration in issuing invitations to join.

## **XI. Administration of Membership Recruitment**

**Section 1.** In early fall, a membership recruitment style voted upon by the Panhellenic Council shall be held.

**Section 2.** The National Panhellenic Conference Quota-Total system shall be followed.

**Section 3.** The preferential bidding system shall be used.

**Section 4.** Except during the fall membership recruitment period, Continuous Open Bidding shall be in effect during the school year for all eligible women.

**Section 5.** Chapters who do not fill basic Quota during fall membership recruitment may continue to bid and pledge to Quota in Continuous Bidding even though reaching Quota puts them over Total.

**Section 6.** All membership events shall be held in the chapter house and other campus facilities. Any membership event held off campus must be approved by the Panhellenic Council.

## **Appendix A: Recruitment Time Warnings and Attendance Policy**

### **Time Notification & Attendance Procedures During Preference Round**

- Chapters will be given a 5-minute & 2-minute warning notification via walkie-talkie before Preference round begins and ends.
- Chapters will also receive a “the round is beginning” notification via walkie-talkie to notify the start of Preference round.
- Chapters will not line up/down their respective sidewalk prior to the start of each recruitment event. At “The Round is Beginning” notification via walkie-talkie to the Chapters, two members from each chapter (preferably recruitment directors) will open the “crest” doors and the Panhellenic Ambassadors will walk the PNMs to the “crest” doors.
- Chapters are responsible for letting the PNMs out on time. This is out of respect for the other chapters that the women are attending next.
- Attendance will be as follows: PNMs will be in Alphabetical order.
- Chapters will be notified either that day or before of Potential New Members who will be absent.

## **Appendix B: Recruitment 2022 chapter contact information**

### **Alpha Gamma Delta**

President: Emmalee Sherwood  
Recruitment Chair(s): Teagan Daugherty  
Advisor(s): Blair Jones and Catie Witt

### **Alpha Phi**

President: Reagan Hill  
Recruitment Chair(s): Shannon Fitzgerald  
Advisor(s): Jenni Passig

### **Alpha Sigma Alpha**

President: Caleigh Miller  
Recruitment Chair(s): Kindall Boatright  
Advisor(s): Chelsea Witkowski

### **Alpha Sigma Tau**

President: Kaitlyn Saucedo  
Recruitment Chair(s): Tabby Wood  
Advisor(s):

### **Delta Delta Delta**

President: Morgan MCarthy  
Recruitment Chair(s): Meagan Morecraft  
Advisor(s): Heather Webb

### **Delta Zeta**

President: Sara Malinowski  
Recruitment Chair(s): Annie Crowder  
Advisor(s): Christina Norman

### **Kappa Delta**

President: Emily Weber  
Recruitment Chair(s): Haley Hsu  
Advisor(s): Lacey Jo Reed

### **Sigma Kappa**

President: Jacqueline Popoca  
Recruitment Chair(s): Kiley Howard  
Advisor(s): Jorie Stavropoulos

### **Sigma Sigma Sigma**

President: Angelina Perez  
Recruitment Chair(s): Amelia Gonzalez  
Advisor(s): Lindy Giesler

## Appendix C: In Case of Emergency

**Greek Court Duty:** The duty number 217-549-9321. The person on duty name and phone number will be posted in each building.

**Campus Police:** Office: (217) 581-3213. Dispatch: (217) 581-3212. Emergency: 9-1-1  
Throughout the past years, we have seen multiple different incidents happen during recruitment. Please remember to stay calm, most likely this has happened before and we have a plan on how to handle it. It is important to note that everything is in the best interest of the potential new members or current member. If you are helping someone and using proper judgment, it is not a recruitment violation.

As stated above, use your best judgment and common sense when handling certain situations. Please remember to always follow Greek Court emergency procedures. If you have any questions, please contact your ARD or SSA. At any time, you can also contact the Greek Court Staff member on duty. Please notify Panhellenic via walkie-talkie if anything happens.

While we cannot prepare for everything, below are incidents that we have seen in the past and how you should handle them. In case of an emergency, all info will be relayed via recruitment walkie-talkies.

**Animal Procedures:** If an animal (bat, squirrel, bird, etc.) is found in the chapter house, **DO NOT TOUCH IT.** Do not try and kill it- bats need to be captured alive to be tested. Please contact the Greek Court staff person on duty and they will handle the situation. Please create a list of anyone that could have come in contact with the animal incase the supervisor needs it.

**Fire:** Please remember there are to be no candles at all, this is a university policy. If you hear an alarm, please evacuate the building. If you see/cause a fire, follow the procedures below.

**IMMEDIATE ACTION:** Pull Alarm and Contact 911

**SECONDARY ACTION:** Evacuate the building following the emergency evacuation paths (located on the back of each student's room door.

**NEXT ACTION:** Contact Supervisor or Senior Staff on Call

The Potential New Members may not know the buildings emergency evacuation path, please help them get out safe.

**Flooding/Thunder/Lightening/Hurricane:** Potential New Members' are to remain in the houses they are currently at until it is deemed safe to move. Potential New Members shall be kept in the chapter room. The only active members in the chapter room shall be the President, Recruitment Chair(s), House Manager and the chapter advisor. All other chapter members should be in the bedrooms. Please try and keep the Potential New Member's safe and calm. You are allowed to talk to them, play games, etc. Don't be awkward. You will be contacted via walkie-talkie when it is safe to leave. The Panhellenic Recruitment Team and the Director of Fraternity and Sorority Programs will determine if recruitment will continue that day, and adjust the schedule or will adjourn recruitment for the evening and have a modified schedule for the following day.

**Raining:** If it is raining Potential New Member's will wait in the first-floor hallway of the houses until the start of the next round. The Panhellenic Recruitment Team will let each chapter know when the round is over so that the Potential New Members can go into the hallway and again when they shall leave.

**Power Outage Procedures:** Have everyone remain where they are. If it is dark, have the house manager access the flashlights. Wait till you hear further instructions from Panhellenic Recruitment Team or the ARD/SSA. If you leave the building, be careful of any down powerlines.

**Tornado:** Listen for the alarms and follow the instructions. Again, please keep the Potential New Member's calm. It is okay to talk to them; you are not violating any recruitment policies. Like the flood instructions, wait for further information from Panhellenic regarding rounds.

**Tornado Watch** – Weather conditions are such that a tornado **may** develop.

**Tornado Warning** – Tornado **has been sighted** and protective measures should be taken immediately. Seek shelter in the **lowest** protected area in your building and stay away from glass windows, sliding glass doors, etc. Take entire safety kit to lowest protected area and grab the Night Assistant radio, weather radio, and cell phone to take with you to the lowest protected area.

***Upon being notified of a tornado warning Residents should:***

- Close blinds and then stay away from windows.
- Close and lock room.
- Should be directed to the designated tornado area in the building. Residents may return to their rooms after a building staff member gives the “all clear”.

**Fainting:** If a Potential New Member or active member faints, please contact the Greek Court staff member on duty and follow instructions. If someone is about to faint, it is okay to give them water!

**Other Health Emergencies:** Always call the Greek Court staff member on duty and notify the Panhellenic Recruitment Team. Please use your best judgment. If someone is diabetic, it is okay to give them something to eat. As mentioned earlier, everything is in the best interest of the Potential New Member; if you are helping them you are not violating anything.