

This is a more detailed explanation about the “Do’s and Don’ts” of offering membership to young ladies during informal recruitment. It was generated to avoid the confusion that took place Fall 2021.

Keep in mind: Not all chapters will be offering women membership at the same time. Some chapters will be offering women membership within 48 hours of each event they hold. Offers of membership do not have to wait until a chapter’s last recruitment event is held. No offer of membership can be made unless and until the Greek Advisor has determined a specific PNM to be academically eligible for consideration. Any chapter doing so will be fined \$100 for every individual occurrence.

Step #1: Chapters hold events, submit attendance lists, etc. No more to be said as that is explained elsewhere. This document picks up after the first event is held.

Example, Chapter X held an event and 15 PNMs were in attendance. Greek Advisor has responded back and told the chapter that 10 of the 15 were academically eligible for consideration, 3 appeared to be incoming transfer students from whom the Greek Advisor had not received a transcript, and 2 were not academically eligible for consideration.

That means that the chapter could discuss and vote on the 10 women who were academically eligible for consideration. The chapter decides on which of these women (if any), the chapter would like to offer membership to at this point in time. It is NOT the decision of the recruitment officers.

- 4 of the 10 may be solid contenders, chapter knows they would make positive contributions and wants to extend them an offer of membership right away.
- For the other 6, not enough is known, the chapter wants to get to know them better and holds off until after they have attended at least one more event. Some of those 6 may never receive an offer of membership.

Chapter X’s VPR submits the list of these 4 ladies (plus phone number, email, living address, c-number) to Greek Advisor and the 2 Panhellenic recruitment officers via email and in alphabetical order by last name. Subject heading should be something like: Organization X Bid List.

Chapter recruitment officers can then offer membership to these 4 young ladies. No other chapter members can extend offers of membership. Remember: It is not okay to offer membership to someone unless you have been told by the Greek Advisor that the individual is academically eligible for consideration.

A PNM can choose to respond in one of three ways:

- Yes, I accept the offer.
- No thanks and decline
- Maybe, I’m interested but not sure and need time to think about it
 - Could be because they need to talk things over with their parents (finances)
 - Could be because they are also considering another chapter
 - Could be because they aren’t sure for a different reason – time management

This process repeats itself as Fall recruitment continues. Some chapters may extend offers of membership after every event while others may choose to wait until they have held their last event.

No VPR (or their assistants) is ever to tell a PNM that they need a decision by a certain time on a specific day.

As PNMs are offered membership (and respond), those responses need to be shared with the Greek Advisor and the Panhellenic Recruitment officers. That can be done via text in the chapter specific recruitment group chat, preferably once per day. It could also be done via email. It could be as simple as saying that Jesse, Dylan, and Taylor all accepted, Jamie and Logan have declined and Cary needs more time.

Each chapter will have a maximum number of open slots that they can fill. For every PNM who declines an offer of membership, the chapter could choose to extend an offer to someone else who is academically eligible for consideration.

When it comes time for the actual bid signing with the university, the Greek Advisor will only invite those PNMs who have accepted an offer of membership. For anyone who was a "maybe," the Greek Advisor would also reach out to that person and see if they had reached a decision yet. That way, the PNM is not feeling pressured by a chapter.

Once a scheduled bid signing session is complete, the Greek Advisor will send the results to the chapter recruitment personnel, usually via text. In the Fall, it is typically something like: "Everyone expected showed up and has completed the school's required paperwork."

If there is still a PNM who has not yet decided on whether or not to accept an offer of membership, the Greek Advisor and chapter VPR discuss how much additional time the chapter is willing to give them. The Greek Advisor relays that to the PNM and waits for a decision from the PNM.

If a second bid signing is needed, the Greek Advisor and chapter recruitment personnel mutually agree on a date, time, location. If the new member education/orientation program has already begun, anyone added would simply need to be brought up to speed on what they missed.