

Date Received: \_\_\_\_\_

## Notice of Recruitment & New Member Education

The officers and members of \_\_\_\_\_ (chapter) of \_\_\_\_\_ (organization) are proud to announce the recruitment and education of new members for the **Fall** or **Spring** (Circle one) of \_\_\_\_\_ (year).

Recruitment will be held on (may be range of dates) \_\_\_\_\_

Inter/national Organization and (if applicable) local chapter  
GPA Requirement for Membership is \_\_\_\_\_

Bids will go out to new members on (may be a range of dates) \_\_\_\_\_

Bids will be formally accepted on (new member pinning/ceremony) \_\_\_\_\_

New Member Education will begin on the date of \_\_\_\_\_

New Member Education will end on the date of \_\_\_\_\_

New Members will be initiated on \_\_\_\_\_

**Recruitment Chair Info:**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Email

\_\_\_\_\_  
Phone Number

**Chapter Advisor(s) supervising recruitment & new member education for the Chapter will be:**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Email

\_\_\_\_\_  
Phone Number

**Regional Director Contact Information:**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Email

\_\_\_\_\_  
Phone Number

**National Organization Contact:**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Email

\_\_\_\_\_  
Phone Number

Recruitment Event(s) Information: (If additional space is needed, submit on another sheet of paper). CPC sororities do not need to complete this section for formal recruitment events.

Event Name	Date	Time	Location

The above information is accurate and correct to the best of my knowledge.

\_\_\_\_\_  
President's Name Printed

\_\_\_\_\_  
President's Signature

\_\_\_\_\_  
President's Phone Number

\_\_\_\_\_  
Chapter Advisor Name Printed

\_\_\_\_\_  
Chapter Advisor Signature

\_\_\_\_\_  
Advisor's Phone Number

\_\_\_\_\_  
Faculty Advisor Name Printed

\_\_\_\_\_  
Faculty Advisor Signature

\_\_\_\_\_  
Faculty Advisor's Office Phone #

*Office Use Only:* \_\_\_\_\_ Date/Time of Chapter Planning Meeting \_\_\_\_\_