

Winthrop University Membership Policy: Checklist for CPC & IFC Recruitment and New Member Education Guidelines

Refer to the [CPC & IFC Recruitment and New Member Education Guidelines](#), if you have any questions.

Recruitment:

_____ [Notice of Recruitment & New Member Education Form](#) (p.7, Recruitment and NM Edu Guidelines)

Due 10 day prior to first planned recruitment event.

_____ Does the council require additional information? If so, it was submitted on _____ (date)

_____ The council policies have been reviewed and are being followed by the chapter. College Panhellenic Council (CPC) member organizations must adhere to the [Recruitment Rules](#) at all times. Interfraternity Council (IFC) member organizations must adhere to Article III Recruitment of the [Policies of the Interfraternity Council at Winthrop University](#) at all times.

_____ Any flyers/advertisements for recruitment events have been approved by OFSA.

_____ If advertising recruitment events, they must follow all posting guidelines as outlined in the policy. Bring 4 copies of flyer for approval to the Student Activities Office to be posted in DIGS at least 1 week (7 days) prior to the first event. The date is _____.

_____ Ensure that all candidates have [registered with OFSA](#) and have been verified for participant eligibility by being added to the eligibility list only the chapter president and recruitment chair has access to. (Have a computer/tablet at all recruitment event(s)/activity for attendees to register if they have not done so already). **Chapters may extend bids only to those listed as eligible by OFSA.**

_____ *CPC Chapters Only:* During non-formal recruitment times all potential new members must complete a [Continuous Open Bidding Acceptance Binding Agreement](#) (p. 9) within one (1) business day of them accepting their bid.

_____ Chapter New Member Educator had a Chapter Planning Meeting with the Assistant Director for Fraternity & Sorority Affairs and/or Director of the DiGiorgio Campus Center on _____ (date) and has received approval for the new member education process as of _____ (date).

_____ [Verification of New Members Form](#) (p. 10) This form is due on _____ (date submitted must be submitted prior to any new member activities and prior to the start date of the official new member education listed on the chapter's New Member Education Plan).

New Member Education:

The New Member Educator must schedule Chapter Planning Meeting prior to **any new member activities.**

Date of Chapter Planning Meeting is _____.

Please Note – Chapters **MAY NOT** begin the New Member Process until cleared to do so by the Assistant Director of Student Activities for Fraternity & Sorority Affairs via email after the Chapter Planning Meeting occurs.

The chapter must submit/provide the following information in order to obtain approval:

- _____ Any national/regional paperwork that needs to be signed
- _____ A copy of the most up-to-date International and National New Member Education Policy and Procedures.
- _____ Confirmation that the [Notice of Recruitment & New Member Education Form](#) (p. 7) has been submitted and on file with OFSA
- _____ [OFSA Hazing Compliance Form](#) (p. 8, only valid if signed by current officers and advisors)
- _____ Space Request for any New Member Education meetings/events have been submitted.
- _____ Copy of materials and information that is given to those going through the process (if applicable)
- _____ Completed [New Member Education Plan](#) (detailed calendar. See p.3 for specific activities to include)
- _____ Document(s) and materials for **HOW** the chapter/national organization teaches new members about risk management.
- _____ Ensure all new members attend OFSA workshop on Hazing Policy and resources.
Date/Time/Location set by OFSA: _____
- _____ Schedule Progress Meeting if requested by Assistant Director for Fraternity & Sorority Affairs and/or Director of the DiGiorgio Campus Center. This meeting will be _____ (date/time of Progress Meeting)
- _____ [Verification of New Members Form](#) (p. 10) This form is due on _____ (date submitted must be submitted prior to any new member activities and prior to the start date of the official new member education listed on the chapter's New Member Education Plan).
- _____ [New Member Anti-Hazing Form](#) (p. 11) This form is due on _____ (date submitted must be **within 24 hours** following the start date of the official new member education listed on the chapter's New Member Education Plan).
- _____ New Members have been communicated the expectations of attendance and date of the New Member Conference.

Communication & Process Updates:

- _____ Communication & Process Updates: *Any changes in dates, times, and/or locations that need to be made on the Intake Plan must notify the Assistant Director no less than 2 business days prior to the new event time.*
- _____ If any individual withdrawals, the chapter is responsible for notifying the Assistant Director the following business day by email with the person's name, email, and reason for withdrawal.