

# **MEMBERSHIP RECRUITMENT RULES 2005-2006**

## **Panhellenic Council of Santa Clara, CA**

**Adopted May 23, 2005**

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### **General Guidelines and Definitions**

1. Membership Recruitment, including the Pre-Recruitment Period, Formal Membership Recruitment (FMR), and Continuous Open Bidding (COB) is organized and implemented by the Panhellenic Council of Santa Clara, CA (Santa Clara Panhellenic) in accordance with guidelines set by the National Panhellenic Conference (NPC) in the "Manual of Information".
2. The Pre-Recruitment Period is defined as the time period starting on the first day of the fall term and ending at the start of Formal Membership Recruitment.
3. Formal Membership Recruitment is defined as the designated membership recruitment period during which each NPC Group holds a series of organized events. Formal Membership Recruitment shall be held in the early fall term beginning Thursday, October 13, 2005 and concluding with Bid Day on Sunday, October 16, 2005.
4. Continuous Open Bidding (COB) shall be allowed, for those NPC Groups which qualify, during the time period starting on the first day of the fall term and ending on Saturday, October 8, 2005 at 9:00 pm, resuming on Monday, October 17, 2005 at 8:00 am and ending on the last day of spring term.
5. Any group that has been invited to establish a chapter of a women's fraternity within the Santa Clara Panhellenic but is not yet an installed chapter is defined as a Colony. An installed group that is a member of the Santa Clara Panhellenic is defined as a Chapter. Sometimes a Colony and the Chapter are referred to singularly or collectively as an NPC Group or NPC Groups. All recruitment rules in this document shall apply to all NPC Groups participating in Recruitment with specifically noted exceptions that have been made in consideration of the special needs of a Colony.
6. A NPC group member is defined as any woman who is affiliated with an NPC Group as either a new member (upon completion of the formal new member ceremony) or an initiated member. Women on special status, such as associate members or members who are studying abroad are still considered members.
7. A Potential New Member (PNM) is defined as ANY regularly matriculated woman who is not affiliated with a NPC Group.
8. Normal Social Contact is defined as conversation that does not involve the promotion of one chapter or member group. Customary greetings are acceptable. Group members may also discuss Greek life and/or recruitment in general terms, in the spirit of promoting participation, and are encouraged to refer PNMs to Panhellenic officers or a Panhellenic website for more information regarding event dates and times. Conversations, (including phone calls, e-mails, IMs, etc.) involving discussion of individual NPC Groups are strictly prohibited. Alumnae members are allowed to contact and be contacted by Potential New

- Members for the purpose of providing NPC Groups with recruitment recommendations.
9. Power Rushing is defined as having personal contact with a Potential New Member outside of the guidelines specified in this document. Any group found to be power rushing a potential new member will be subject to Panhellenic Judicial proceedings, and the Group's National Panhellenic Conference Delegate will be notified.
  10. Panhellenic will design a Recruitment Shirt and each NPC Group will provide its respective members with a t-shirt.
  11. The UNANIMOUS AGREEMENTS of the National Panhellenic Conference shall be upheld at all times by the NPC groups. This includes, but is not limited to:
    - a. The use of alcoholic beverages at any membership recruitment function shall be prohibited (Sect. VI.2.C)
    - b. The participation of men in membership recruitment shall be prohibited (Sect. VI.2.D).
  12. The penalties for membership recruitment infractions shall be those recommended in the UNANIMOUS AGREEMENTS as determined by the Panhellenic Judicial Committee.
  13. All NPC Group members are responsible for understanding and observing the membership recruitment rules as well as the Panhellenic Code of Ethics. It is incumbent upon each NPC Group to ensure its members understand and follow all Membership Recruitment Rules.
  14. It is the responsibility of each NPC Group to maintain a positive GO GREEK attitude at all times. A positive attitude allows all NPC Groups to thrive and promotes a positive image for the entire Panhellenic System.

## **Section I: Summer Membership Recruitment Rules**

1. Summer shall be defined as the period from the last day of finals in the spring term until the first day of classes in the fall term.
2. Normal social contact and conversation shall be allowed between Potential New Members and NPC Group members, new members and/or alumnae during summer. Phone calls and e-mails involving discussion of individual NPC Groups are strictly prohibited except to contact sophomore, junior, and senior women to promote fall COB activities.
3. NPC Group members may contact the Alumnae Panhellenic Organization in their hometowns to organize membership recruitment information events for prospective students during the summer. In the event that there is no organized Alumnae Panhellenic in an area, NPC Group members may hold membership recruitment functions for the purpose of membership recruitment as GREEKS, as long as ALL NPC Groups of the Santa Clara Panhellenic are represented by a delegate at the event. Such an event must be reviewed and authorized by Panhellenic in advance.

## **Section II: Membership Recruitment Rules and Procedures during the Pre-Recruitment Period**

1. No NPC Group member or NPC Group may buy or provide anything for a Potential New Member (meal, soft drink, alcohol, books/study files etc.), at any time during the Pre-Recruitment Period except as outlined in Section IV: Continuous Open Bidding Guidelines.
2. There will be no promising of bids directly or indirectly by any member, new member or alumnae of an NPC Group at ANY TIME.
3. Normal social contact and conversation shall be allowed between Potential Members and NPC Group members, new members and/or alumnae during the Pre-Recruitment Period
  - a. It is acceptable to promote a specific NPC Group at the Panhellenic sponsored Pre-Recruitment event.
  - b. Promotion of NPC group Philanthropic events is acceptable during this time period.
4. Freshmen women are not to be singled out for the purpose of promoting a specific NPC Group by a group or single member of any NPC Group.
5. Panhellenic will host a Welcome Weekend Event on the weekend prior to the start of the fall term. The event will be open to all Potential New Members who shall be provided information about Panhellenic and Membership Recruitment. The Panhellenic Welcome event shall be “Go Greek” in nature. Each NPC Group will have an equal representation at the event. The Panhellenic Recruitment Committee will agree to the logistics of the event and will determine how many members of each NPC Group will be involved.
6. Panhellenic will sponsor two “Open House” events providing tours of each chapter house and time for conversation with the women of each chapter.

## **Section III: Pre-Recruitment Open House Guidelines**

Event Dates: Tuesday, September 27, 2005

Wednesday, September 28, 2005

Event Times: First party begins at 6:00 pm and ends at 6:30 pm

Second party begins at 6:40 pm and ends at 7:10 pm

Third party begins at 7:20 pm and ends at 7:50 pm

Budget: An NPC Group’s budget for the two Open House events shall not exceed \$150, including the face value of all donated items or services. The cost of Panhellenic promotional shirt is not included in this budget.

Promotion: All official advertising (newspaper ads, posters, banners, flyers, etc.) will be designed by the Panhellenic Council and approved by the Recruitment Committee. Member groups may assist Panhellenic in advertising pre-recruitment events by promoting these events through, apparel, word of mouth, distribution of Panhellenic flyers, and displaying Panhellenic flyers and banners. NPC Groups will not extend any written or printed invitations to their

official pre-recruitment events addressed to specific Potential New Members.

Theme: Individual NPC Groups may not develop their own theme for the event. They may adopt the general Panhellenic theme for the event, provided that they are in compliance with the other guidelines in these rules.

Decorations: NPC Groups may utilize four (4) display tables to promote themselves to Potential New Members. No other decorations will be permitted. Furniture in the NPC Group house should substantially remain as it is normally positioned in the facility but may be moved to accommodate traffic flow. Reduce outside decorations. Throughout Open House outdoor lights are acceptable on the exterior of the NPC Group house/facility, the chapter banner provided by Panhellenic may be displayed, and the NPC Group's letters may be decorated and displayed prominently.

Attire: *NPC Group Women:* NPC Groups members must wear the Pre-Recruitment Event shirt designed by Panhellenic and approved by the Recruitment Committee. Members may wear NPC Group jewelry. No NPC Group shall utilize identical outfits (bulk clothing or accessories). No NPC Group may purchase or otherwise provide outfits for their individual members. NPC Group members are encouraged to show good taste and demonstrate their own personality. Individual members may accessorize their outfits as appropriate. *Potential New Members:* Dressy casual (i.e. nice jeans or slacks)

Nametags: Name tags for NPC Group members shall fit and be worn on the members chest and shall in no way be incorporated into a piece of clothing (e.g. monogram). The nametag shall be no larger than three by five inches and shall be pinned to the chest or displayed on a plain string hung around the neck.

Refreshments: Each NPC Group may serve a beverage and water during parties. Beverages may not be garnished. No straws, stir sticks, umbrellas, or other decoration may be used in beverages. NPC Groups are encouraged to provide napkins but they should not be monogrammed or imprinted with the NPC Group's letters, crest or symbols. No food will be allowed.

Entertainment: NPC Groups are encouraged to provide house tours for the potential new members. No other entertainment, including, but not limited to, skits, slide shows, or dances, are allowed.

Opening and Closing: NPC Groups may not perform formal opening or closing door song/chant. No dancing or special production at the start or the end of the party is permitted. It is permissible for Groups to stand outside of the chapter facility provided that all members remain on the premises of the chapter facility. Panhellenic will ask each Potential Member to sign an attendance sheet indicating her name, school address, email and phone number. Panhellenic will release the names of all women who attended the events to each NPC group within 48 hours of each event. Individual Groups may not create their own sign-in sheet.

Additional Guidelines: NPC Group advisors and official Fraternity representatives are allowed to be present at the pre-recruitment event; however, no other alumnae may attend the events. NPC Group Chapter Advisors, Recruitment Advisors, and official Fraternity representatives may meet or be introduced to PNMs but may not be involved in conversations with PNMs.

## **Section IV: Continuous Open Bidding (COB)**

1. Continuous Open Bidding (COB) prior to Formal Membership Recruitment in the fall term shall be limited to eligible (Sophomore, Junior, and Senior) women including transfer students. Any woman who has been a New Member of any NPC Group in Santa Clara within the preceding calendar year is not eligible for COB.
2. NPC Groups shall have the right to achieve maximum size.
  - a. Any NPC Group with a total membership (initiated members, plus new members, plus associate members, including members studying abroad) less than Chapter Total may participate and pledge women at any time during the COB period defined below.
  - b. NPC Groups with a total membership in excess of Chapter Total, but who do not pledge Quota during Formal Membership Recruitment may pledge women during the winter and spring COB period defined below and during the following fall term until the number of new members pledged in the winter (including Formal Recruitment) and the following spring and fall term is equal to Quota.
3. Continuous Open Bidding for eligible women shall end on Saturday, October 8, 2005 at 9:00 p.m. COB may resume on Monday, October 17, 2005 at 8:00 am and shall be expanded to include freshmen women until the end of the spring term. In no event shall any NPC Group recruit or pledge a freshman woman during fall term prior to Formal Membership Recruitment.
4. During COB, a NPC Group or member of a NPC Group may provide refreshments to eligible potential members that are not elaborate. No NPC Group will be permitted to engage in any activity to be construed as “recruiting” where alcohol is being served or consumed or in any situation that is in any way connected with a men’s fraternity (e.g. a fraternity party) or other event geared toward socializing with men.
5. The proof of a woman’s new member acceptance shall be a dated written statement signed by the new member and witnessed by a member of the NPC Group”. The statement should be submitted to the Panhellenic President within forty-eight hours of being signed to be kept on file.

## **Section V: Required Document Submissions by NPC Groups Prior to Formal Membership Recruitment**

1. Each NPC Group shall submit a final, detailed description of its Formal Membership Recruitment plans to the Panhellenic Advisor by Friday, September 30, 2005 5:00 pm (Use form in Appendix A and attach sample nametags or drawings/sketches of nametags). The Panhellenic Advisor will advise each NPC Group of any changes needed to conform to these recruitment guidelines no later than Tuesday, October 4, 2005 5:00pm. The penalty for late or improperly formatted recruitment plans, will be \$50 plus an additional \$5 per day for each day thereafter.
2. Information regarding new member and member dues and fees are due to the Panhellenic Vice President of Recruitment by Monday, October 3, 2005 5:00pm (Use form in Appendix B). These sheets shall list all fees to be incurred by the woman during her

collegiate membership including an accurate estimate of all assessments (e.g. extra costs to attend formals, recognition dinners, t-shirts, etc.). The penalty for late or improperly formatted financial information is \$50 plus an additional \$5 per day for each day thereafter.

3. Each NPC Group is required to turn in a final recruitment expenditure sheet to the Panhellenic Vice President of Recruitment by Monday, October 10, 2005 5:00 pm. The penalty for a late expenditure sheet will be \$50 plus an additional \$5 per day for each day thereafter.
4. Each NPC Group shall submit a roster of current NPC Group members (including new members, abroad and associate members, and initiates) to the Panhellenic Vice President of Recruitment by Monday, October 10, 2005 5:00 pm. This list shall list all members in alphabetical order and denote NPC Group Chapter Total prior to membership recruitment. The penalty for a late or improperly formatted NPC Group roster will be \$50 plus an additional \$5 per day for each day thereafter.

## **Section VI: Budget Guidelines for Formal Membership Recruitment**

1. Panhellenic strongly recommends and urges each NPC Group to use good judgment, discretion, common sense and maturity in planning and maintaining a realistic and sound financial budget for Formal Membership Recruitment.
2. The Formal Membership Recruitment Budget of each NPC Group shall not exceed \$2,800 including the face value of all donated items. This specifically excludes the expenses associated with any tents, space heaters, or heat lamps rented by an NPC Group for the comfort of its members and PNMs. Bid Day activities are also excluded from this budget.
3. If at any time prior to Wednesday, October 12 at 9:00 pm the number of Potential New Members registered to participate Formal Membership Recruitment exceeds 180, the budget shall be increased to 3,000. If a NPC Group decides to use the additional funds, a revised budget is due to the Panhellenic Vice President of Recruitment within 48 hours.
4. The final budget of any NPC group may be audited by the Panhellenic Advisor upon request.

## **Section VII: Membership Recruitment Rules and Procedures for NPC Group Members during Formal Membership Recruitment**

1. No NPC Group members, including new members and alumnae may visit a Potential Member in her place of residence during Formal Membership Recruitment. This rule does not apply to resident hall staff or roommates of Potential Members. However, in these circumstances, conversation regarding individual NPC Groups and recruitment is not allowed.
2. At all times, NPC Group members are to maintain the spirit of fairness in the recruitment process. PNMs are not to be otherwise influenced outside the formal recruitment events of a NPC Group to join any given group. All NPC Group members shall strictly observe Normal Social Contact during Formal Membership Recruitment. The promotion of one chapter or member group is prohibited. Group members may discuss Greek life and/or recruitment in general terms, in the spirit of promoting participation, and are encouraged to

refer PNMs to Panhellenic Officers or the Panhellenic website for more information regarding events. In order to allow PNMs to make a fair and unbiased decision, NPC Group members should not have extensive contact with any PNM regardless of the nature of the contact (social, written communications, verbal communications). Examples of acceptable contact include: greeting a PNM on campus, brief casual conversations, working on class projects, participating on an athletic team, normal interaction with a roommate, emergency situation."

3. Strict silence is the period in which there will be no conversation or contact at all between Potential Members and NPC Group members or alumnae. Strict silence is in effect during the period of time from the end of the Potential Member's last party (usually, but not always, Preference Night) until she reports to the NPC Group from which she accepts a bid on Bid Day. Strict silence need not be observed in case of a roommate or athletic teammate, when such an expectation is impossible; however discussion involving individual NPC Groups, Greek life, and recruitment is strictly prohibited in these circumstances.

## **Section VIII: Membership Recruitment Rules and Procedures for NPC Groups during Formal Membership Recruitment**

1. Each NPC Group's Formal Membership Recruitment events shall be held within the property lines of the official chapter facility.
2. Based on NPC Recommendations, each NPC Group should:
  - a. Eliminate membership recruitment skits from first round events.
  - b. Eliminate elaborate costuming during recruitment events.
  - c. Refrain from having NPC Group members wear identical or bulk clothing. NPC Groups may, however, have members dress according to a specified color scheme or theme.
  - d. Eliminate all gifts, favors, Preference letters or notes for Potential Members until they have accepted bids.
  - e. Develop conversation and interview skills.
3. NPC Group Advisors, Recruitment Advisors, or National NPC Group representatives may be introduced to or meet PNMs but should not be involved in any conversations with PNMs. Other NPC Group alumnae are allowed to be on the premises to assist the NPC Group but may have no interaction with PNMs.
4. NPC groups will be fined \$25 per minute for each minute they extend the duration of the event.
5. After the first round of recruitment events, Panhellenic strongly urges each NPC Group to re-invite only those women being seriously considered for membership. This will enable both the PNMs and the NPC Groups to know their options early in the Formal Recruitment period.
6. Panhellenic strongly urges each NPC Group to invite to the Preference round only those Potential Members the Group plans to place on its Bid List.
7. Invitation lists for each invitational round of Formal Membership Recruitment events are

required to be entered by the NPC Group into ICS by 7:00 am on the day of the event. The final event lists for the 2<sup>nd</sup> round will be available on ICS no later than 12:00 p.m. on the day of the event. If any NPC Group does not enter their invitation lists into ICS by 7:00 am, the ICS administrator must be contacted and the NPC Group will be charged a fine of \$50 plus an additional \$5 for each quarter-hour thereafter.

8. Each NPC Group shall provide 1 paper copy of its Bid List to the Panhellenic Advisor on Sunday, October 16, 2005 at the start of the Bid Matching meeting.
9. Preferential Bid Matching shall occur on Sunday, October 16, 2005 at 8:00am. Bid Matching shall be conducted by the Panhellenic Advisor(s) and attended by no more than two Alumnae Advisors (including any official National NPC Group representatives) from each NPC Group at a location as designated by the Panhellenic Advisor. The Panhellenic Advisor may invite one additional NPC Alumnae not affiliated with any of the Groups participating in Formal Recruitment as needed to support her in Preferential Bid Matching.
10. Bid Reception will be held on Sunday, October 16, 2005 at 12:00pm. Bid Day is considered the final day of Formal Membership Recruitment, and NPC UNANIMOUS AGREEMENTS prohibiting the use of alcoholic beverages or affiliation with male students remain in effect (Sect. VI.2.c, d).
11. Formal Membership Recruitment shall be conducted using ICS recruitment software.

## **Section IX: Membership Recruitment Rules and Procedures for Panhellenic Officers and Recruitment Counselors**

1. Membership Recruitment Counselors and Panhellenic Executive board members who have disaffiliated for Formal Membership Recruitment shall:
  - a. Wear or display no identifying insignia from the end of the spring term (2004-2005) until bid reception on Sunday, October 16, 2005.
  - b. Have no specific conversation regarding their chapter.
  - c. Attend no chapter events geared specifically towards recruitment (e.g. recruitment retreat, recruitment practice, etc.)
  - d. Not publicly participate in open events (philanthropies) as a member of their chapter.
  - e. Be allowed to attend all closed chapter functions such as chapter meetings, social events closed to women outside the chapter and all open events such as philanthropic activities, but must abide all other procedures of this section.
2. A Membership Recruitment Information Session shall be held for all Potential Members on Thursday, October 6, 2005 at 6:00 p.m. A booklet, approved by the Recruitment Committee, describing the Recruitment process and procedures shall be distributed to Potential Members at this time.
3. A mandatory Membership Recruitment Orientation shall be held for all potential members immediately prior to the first round of Formal Membership Recruitment on Thursday, October 13, 2005 4:45 pm.

4. A factual current Financial Expense Sheet shall be provided by Panhellenic to each Potential New Member on Thursday, October 13, 2005 prior to the commencement of the first party on that evening. Panhellenic will take care during the informational meetings to emphasize to the PNMs the importance of understanding the fiscal responsibilities of joining a Group and shall encourage all PNMs to ask questions of each group about the Financial Expense Sheet, if they have any.
5. NPC Group Total is 120 members. Juniors pledged to a chapter during formal recruitment will be counted as part of Chapter Total.
6. Quota will be set by Panhellenic after the preference events on Saturday, October 15, 2005. The Quota Setting Method that places the maximum number of Potential New Members into the Greek system will be used. The specific method for establishing quota shall be based on a recommendation of NPC that has been ratified by the Recruitment Committee. In order to encourage eligible Juniors to participate in Formal Recruitment, each Group will be entitled to pledge two (2) Juniors in addition to pledging Quota. If there are an unusually high number of Juniors attending preference parties, Panhellenic may raise the number of Juniors that may be taken in addition to Quota after consulting with each NPC Group.
7. Panhellenic will provide each NPC Group with suggested Release Figures for each invitation a round of events within one hour of completing the previous recruitment event. Release figures shall be calculated using an equation recommended by NPC and ratified by the Recruitment Committee. Release figures will be calculated based on the number of freshman and sophomore women participating in the process. Each Group may invite as many Juniors as it desires to any of its recruitment events.
8. Two minutes prior to each Formal Membership Recruitment Party, an alphabetized attendance sheet will be submitted to the designated representative of each NPC Group by a Recruitment Counselor responsible for that PNM group. The list will consist of all Potential New Members present at that time. The Recruitment Counselor will be responsible for organizing the PNM group in the exact order that the PNM's name appears on the attendance sheet prior to the PNM group entering each event.
9. Membership Recruitment Counselors and Panhellenic Council members are specifically prohibited from attending any NPC Group's Membership Recruitment parties and may not walk through or observe the preparation of any NPC Group's facility or main event area. The Panhellenic Advisor shall be given access by each NPC Group to the main rushing area before and/or after the Membership Recruitment events for the purpose of ensuring compliance with these Membership Recruitment Rules.
10. Panhellenic will provide nametags for Potential Members.

## **Section X: Membership Recruitment Guidelines for Potential New Members**

1. A woman must be a regularly matriculated student in the institution to be eligible to participate in Formal Membership Recruitment or Continuous Open Bidding (COB).
2. A Potential Member shall not be, or ever have been, an initiated member of an NPC group (if in doubt, consult Panhellenic Council).
3. A woman is ineligible for membership recruitment (Formal or COB) if she has been a new member of an NPC Group in Santa Clara within the same calendar year.
4. No unaffiliated freshman woman may accept any purchase item (meal, soft drink, alcohol, books/study files, etc.) from an individual NPC group member at any time prior to or during Formal Membership Recruitment. No potential member may buy or provide anything for a NPC group member prior to or during Formal Membership Recruitment.
5. A potential member shall register for Formal Membership Recruitment by Wednesday, October 12, 2005 by 9:00 pm and pay a \$25.00 registration fee. **NO LATE REGISTRATIONS WILL BE ACCEPTED UNDER ANY CIRCUMSTANCES.**
6. From the beginning of Formal Membership Recruitment through the acceptance of bids, no Potential Member shall visit an NPC Group's residence or NPC Group room except for the designated Formal Recruitment events. An NPC Group's residence is defined as not only a chapter house, but also any lodging where two or more members of one affiliation reside.
7. A woman shall attend Membership Recruitment Orientation and Membership Recruitment events to which she has accepted invitations. In case of illness or other emergency or conflict, the woman shall notify her Membership Recruitment Counselor if she cannot attend an event. The Membership Recruitment Counselor shall notify the NPC Groups involved.
8. A factual, current Financial Expense Sheet shall be provided by the NPC Groups to each potential member at the first Formal Membership Recruitment party, Thursday, October 13, 2005. These sheets shall list all fees to be incurred by a member in a given Group during her collegiate membership. Each Potential Member is strongly encouraged to review the information and determine if she is able to meet the financial obligations of joining an NPC Group's BEFORE she signs a Membership Recruitment Acceptance.
9. Potential Members must provide their own transportation to and from all events during formal recruitment. In the case of a physically disabled PM, Panhellenic may be able to assist in procuring transportation as needed. This will be evaluated on a case by case basis; a PM should contact Panhellenic with questions.
10. A Potential Member shall consult her Membership Recruitment Counselor before withdrawing from Formal Membership Recruitment. In the event the Potential Member feels she must withdraw from Formal Membership Recruitment she shall submit her withdrawal to the Panhellenic Vice President of Recruitment. (Form attached).
11. A Potential Member shall not give a promise, oral or written; to join a certain NPC Group before formal bids are issued through the Panhellenic Council.
12. A Potential Member shall fill out a Membership Recruitment Acceptance immediately after the last event she attends. Once a Membership Recruitment Acceptance has been signed, **ABSOLUTELY NO** changes may be made.

13. Strict silence between Potential New Members and NPC Group members must be observed from the end of the Potential Member's last party (usually Preference) until she reports to the NPC Group from which she accepts a bid on Bid Day. Strict silence is the period in which there will be absolutely no conversation or contact between Potential Members and NPC Group members, new members, or alumnae. As provided for earlier in this document, strict silence need not be observed in the case of a roommate or athletic teammate; however, in these circumstance discussion involving individual NPC Groups, Greek life, and recruitment is strictly prohibited.
14. Any potential member signing a Membership Recruitment Acceptance and receiving a bid at the end of Formal Membership Recruitment shall be bound by the agreement for one calendar year if she remains in Santa Clara and is thereby ineligible to join another NPC group until the conclusion of Formal Membership Recruitment of the following year.

## **Section XI: Formal Membership Recruitment Event Guidelines**

### **Round I - Sisterhood Night (45 Minutes)**

Party Date: Thursday, October 13, 2005

Party Times: First party begins at 6:00 pm and ends at 6:45 pm

Second party begins at 7:05 pm and ends at 7:50 pm

Third party begins at 8:10 pm and ends at 8:55 pm

Fourth party begins at 9:15 pm and ends at 10:00 pm (if necessary)

Theme: Each NPC Group may employ a theme for their event provided that they are in compliance with the other guidelines in these rules.

Opening: NPC Groups shall be allowed to sing a door song of their choosing using taped music accompanied by a dance lasting no longer than one (1) minute. Only 40 members may dance during each group's door song. No props, special costumes, special effects, etc. are allowed. At no time should a Group make any reference whatsoever to Santa Clara University. It is permissible for Groups to sing/stand outside of the chapter facility provided that all members remain on the premises of the chapter facility.

Decorations: NPC Groups may utilize four (4) display tables to promote themselves to Potential Members. Five (5) flower arrangements may be displayed. No other decorations will be permitted. Furniture in the NPC Group house should substantially remain as it is normally positioned in the facility but may be moved to accommodate traffic flow. No balloons allowed.

Attire: *NPC Group Women:* NPC Groups may dress in a similar color scheme or style, but outfits shall not include NPC Group symbols or emblems. Members may wear NPC Group jewelry. No NPC Group shall utilize identical outfits (bulk clothing or accessories). No NPC Group may purchase or otherwise provide outfits for their individual members. NPC Group members are encouraged to show good taste and demonstrate their own personality. Individual members may accessorize their outfits as appropriate. *Potential New Members:* Dressy casual (i.e. nice pants and skirts. Jeans are not recommended.)

Nametags: Name tags for NPC Group members shall fit and be worn on the members' chest and shall in no way be incorporated into a piece of clothing (e.g. monogram). The nametag shall be no larger than three by five inches and shall be pinned to the chest or displayed on a plain string hung around the neck.

Refreshments: Each NPC Group may serve a beverage and water during parties. Beverages may have a single garnishment (e.g. marshmallows, a cherry, lemon, whip cream, etc.); however, garnishments should be simple. No straws, stir sticks, umbrellas, or other decoration may be used in beverages. NPC Groups are encouraged to provide napkins but they should not be monogrammed or imprinted with the NPC Group's letters, crest or symbols. No food will be allowed.

Entertainment: NPC Groups are encouraged to provide a slide/media show no longer than 10 minutes in length, consisting primarily of still photographs highlighting various aspects of chapter life but may also include limited video clips. The presentation may be set to recorded music. Singing and clapping along to the recorded music shall be permitted. No other entertainment shall be permitted including house tours.

Closing: NPC Groups may use a traditional closing door song/chant. No dancing or special production may be made of the closing. It is permissible for Groups to sing/stand outside of the chapter facility provided that all members remain on the premises of the chapter facility.

## **Round II - Philanthropy (50 Minutes)**

Party Date: Friday, October 14, 2005

Party Times: First party begins at 6:00 pm and ends at 6:50 pm

Second party begins at 7:10 pm and ends at 8:00 pm

Third party begins at 8:20 pm and ends at 9:10 pm (if necessary)

Fourth party begins at 9:30 pm and ends at 10:20 pm (if necessary)

Theme: Each NPC Group may employ a theme for their event provided that they are in compliance with the other guidelines in these rules.

Opening: NPC Groups may use a traditional opening door song/chant. No dancing or special production may be made of the opening. It is permissible for Groups to sing/stand outside of the chapter facility provided that all members remain on the premises of the chapter facility.

Entertainment: NPC Groups shall conduct a special philanthropy project or activity with the Potential Members geared toward education and promotion of each NPC Groups official philanthropy.

Decorations: Still photos, brochures, and 2-D informational pieces geared toward the NPC Group's philanthropy project are allowed in the NPC Group room or main rushing area. The five flower arrangements from the previous round may also be displayed. If needed for cleanliness, a simple tablecloth or table covering may be used (e.g. for a craft project). Balloons are not allowed. Props or other equipment required to conduct the philanthropy project shall be allowed (i.e. game boards)

Attire: *NPC Group Women:* NPC Group members are encouraged to wear casual clothing and may wear NPC Group emblems or symbols. As with other Rounds, no clothing may be purchased or provided by the Group to its members, and bulk or identical clothing and/or accessories are strictly prohibited. *Potential New Members:* Dressy casual (i.e. nice pants and skirts. Jeans are not recommended.)

Nametags: Nametags for NPC Group member shall fit and be worn on the members chest and shall in no way be incorporated into a piece of clothing (e.g. monogram). The nametag shall be no larger than three by five inches and shall be pinned to the chest or displayed on a plain string hung around the neck.

Refreshments: Each NPC Group may serve a beverage and water. Beverages may have a single garnishment (e.g. marshmallows, a cherry, lemon, whip cream, etc.); however, garnishments should be simple. No straws, stir sticks, umbrellas, or other decoration may be used in beverages. NPC Groups are encouraged to provide napkins but they should not be monogrammed or imprinted with the NPC Group's letters, crest or other symbols. No food will be allowed.

Closing: NPC Groups may use a traditional closing door song/chant. No dancing or special production may be made of the closing. It is permissible for Groups to sing/stand outside of the chapter facility provided that all members remain on the premises of the chapter facility.

### **Round III - Preference (60 Minutes)**

Party Date: Saturday, October 15, 2005

Party Times: First party begins at 6:00 pm and ends at 7:00 pm

Second party begins at 7:20 pm and ends at 8:20 pm

Third party begins at 8:40 pm and ends at 9:40 pm (if necessary)

Opening: NPC Groups may use a traditional opening door song/chant. No dancing or special production may be made of the opening.

Entertainment: NPC Groups may perform a traditional preference ceremony.

Decorations: No more than one flower arrangement per room, five arrangements total. It is permissible to use candles for lighting. Ceremonial items may be used during the ceremony. Balloons are not allowed.

Attire: *NPC Group Women:* NPC Groups shall determine appropriate attire for their members, in accordance with these rules. *Potential New Members:* Dressy attire (i.e. cocktail dress, skirts, dresses)

Nametags: Nametags for NPC Group members shall be fit and be worn on the members chest and shall in no way be incorporated into a piece of clothing (e.g. monogram). The nametag shall be no larger than three by five inches and shall be pinned to the chest or displayed on a plain string hung around the neck.

Refreshments: NPC Groups may serve one small dessert. Desserts should not be elaborately decorated or have the Potential Member's name on them or be personalized in any way. Use of NPC Group letters in the decoration is acceptable. NPC Groups may use plates and serving utensils, as needed. Each NPC Group may serve a beverage and water. Beverages may have a single garnishment (e.g. marshmallows, a cherry, lemon, whip cream, etc.); however, garnishments should be simple. No straws, stir sticks, umbrellas, or other decoration may be used in beverages. NPC Groups are encouraged to provide napkins but they should not be monogrammed or imprinted with the NPC Group's letters, crest or symbols.

Closing: NPC Groups may use a traditional closing door song/chant. No dancing or special production may be made of the closing. It is permissible for Groups to sing/stand outside of the chapter facility provided that all members remain on the premises of the chapter facility.

## Appendix A: Formal Membership Recruitment Plans

<b>NPC Group:</b>	
<b>Recruitment Officers: (name &amp; phone #)</b>	

<b>Round 1: Sisterhood (Thursday, October 13)</b>	
<b>Theme:</b>	
<b>Description of Decorations:</b>	
<b>Description of Member Attire:</b>	
<b>Description of Member Nametag (Please provide a sample):</b>	
<b>Opening Song Title:</b>	
<b>Opening Song Words:</b>	
<b>Description of Entertainment (Dancing)</b>	
<b>Description of Slide Show/Media Presentation</b>	
<b>Refreshments:</b>	
<b>Closing Song Title:</b>	
<b>Closing Song Words:</b>	

## Appendix A (cont): Formal Membership Recruitment Party Plans

<b>Round 2: Philanthropy (Friday, October 14)</b>	
<b>Theme:</b>	
<b>Description of Decorations:</b>	
<b>Description of Member Attire:</b>	
<b>Description of Member Nametag (Please provide a sample):</b>	
<b>Opening Song Title:</b>	
<b>Opening Song Words:</b>	
<b>Description of Entertainment (Philanthropy Project/ Activity)</b>	
<b>Refreshments:</b>	
<b>Closing Song Title:</b>	
<b>Closing Song Words:</b>	

## Appendix A (cont): Formal Membership Recruitment Party Plans

<b>Round 3: Preference (Saturday, October 15)</b>	
<b>Theme:</b>	
<b>Description of Decorations:</b>	
<b>Description of Member Attire:</b>	
<b>Description of Member Nametag (Please provide a sample):</b>	
<b>Opening Song Title:</b>	
<b>Opening Song Words:</b>	
<b>Description of Entertainment (Detail on Preference Ceremony is not Required)</b>	
<b>Refreshments:</b>	
<b>Closing Song Title:</b>	
<b>Closing Song Words:</b>	

## Appendix B: NPC Group Financial Information

<b>NPC Group:</b>	
<b>Recruitment Officers: (name &amp; phone #)</b>	
<b>Finance Officers: (name &amp; phone #)</b>	

	Winter Quarter	Spring Quarter	Fall Quarter	Comments (e.g. One-time fee)
New Member Fee	\$	N/A	N/A	
New Member Dues	\$	N/A	N/A	
Member Dues	N/A	\$	\$	
Parlor Fee	\$	\$	\$	
House Bond/Corp Fee	\$	\$	\$	
Initiation Fee	\$	N/A	N/A	
Badge Fee	\$	N/A	N/A	
Social Assessments:	\$	\$	\$	
Misc (other Assess.):	\$	\$	\$	
<b>Total Quarter</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	

<b>Describe any notable Financial policies (no assessing, no charges for Seniors, etc.)</b>	

**NPC Group Finance Signature:** \_\_\_\_\_  
**Date:** \_\_\_\_\_

**NPC Group Alumna Advisor Signature:** \_\_\_\_\_  
**Date:** \_\_\_\_\_