



KAPPA ALPHA THETA

# Theta and COVID-19 FAQ

The overall health and wellness of our members deserves our utmost care and attention. The effect of the coronavirus disease (COVID-19), on communities and campuses across the continent. This impact—and the reactions to it—are evolving on a rapid basis.

As we practice social distancing or experience shelter-in-place or lockdown mandates, Kappa Alpha Theta's staff and workforce is taking advantage of technology to operate remotely and continue to support our members and chapters.

This document offers answers to some frequently asked questions, and chapter advisors, district officers, and Theta staff are also resources for you. Even as we cope with disruptions to our daily lives, we can take care of ourselves and one another.

## COLLEGE CHAPTER BUSINESS

### WHAT CHAPTER BUSINESS CAN BE CONDUCTED?

Our primary priorities for college members are for you to keep yourselves healthy (both physically and mentally). Given the need for flexibility, we've granted blanket approval for college chapters to be able to conduct necessary business, operate virtually and during times that work for them.

### WHO SHOULD I NOTIFY IF MY COLLEGE OR UNIVERSITY CHANGES COURSE THIS FALL?

Kappa Alpha Theta is following the actions that host institutions are taking. If you hear of preventive action (moving to remote learning, postponing move-in, changing recruitment, etc.), contact [collegeinfo@kappaalphatheta.org](mailto:collegeinfo@kappaalphatheta.org). We can work with each chapter on next steps if need be.

### WE HAVE SCHEDULED INITIATION SERVICES FOR OUR NEW MEMBERS. CAN WE CONDUCT THAT VIRTUALLY? IF SO, HOW?

If your chapter has new members to initiate—whether or not your school has imposed restrictions on meetings—please contact [Madison Cannon, assistant director of collegiate services](#).

### HOW SHOULD WE HOST VIRTUAL MEETINGS?

This will depend on how much and what business your chapter still needs to conduct. Votes may be most easily conducted via email, Survey Monkey, Google Forms, etc. Conversely, discussions might be better accomplished via web conference. Work with your chapter advisors and college district director to determine the best option for your chapter if activities and meetings are cancelled.

There are several online platforms that allow large groups to meet. Chapters have had success with Zoom, Vimeo, Twitch, and Microsoft Teams. While all platforms seem to offer a free base-level experience, you may need to upgrade if you anticipate having more than 100 participants or are meeting for a longer period of time. Your campus may also provide some free resources for online gatherings.

## COLLEGIATE HOUSING

### WHAT WILL HAPPEN IN THE FALL WITH THETA HOUSING?

Kappa Alpha Theta Fraternity Housing Corporation (FHC) is committed to maintaining a clean environment, but we also want to acknowledge that it is up to each member to do her part to prevent the spread of the virus. We will provide the tools needed for members to create a safe living environment. Regarding community living, the FHC recommends that each house follow the university directives about the number of members living in each room. In some cases, this could mean single rooms, and in other cases there may be no change to the number of members living in. The FHC will work with each of our chapters to find a solution that fits their campus. A separate food service plan will be shared for each house that has a meal plan.

The FHC will incorporate the following protocols in our managed facilities and we recommend that local facility corporation boards (FCBs) do the same.

- Installation of hand sanitizing stations in entryway and dining areas and any additional high-traffic areas.
- Increased cleaning of high-touch surfaces in common areas including bathrooms.
- Increased availability to antibacterial wipes so members can clean door handles and faucets after each use.
- Where possible beds will be at least six feet apart and we ask that members sleep head to toe if sharing a room.
- Posting one-way directional signs for staircase and hallways to encourage social distancing.

The following are resident requirements.

- The FHC requires members self-screen (take their own temperature) daily. Each member is responsible for bringing her own thermometer.
- The FHC requires that members and non-members wear a mask in common areas of the house. Each member is responsible for bringing her own mask.
- Out- of-house members can visit the facility: they are also required to self-screen for a fever and wear a mask.
- Each member should sign the COVID-19 Member Agreement prior to returning to campus.
- Each member living in the facility must submit her individual plan for where she will go if she gets sick. The plan should be submitted to the facility management director and saved so that officers and advisors have access.

If a member, or someone she knows, is experiencing symptoms or tests positive for COVID-19, she should take the following actions. First, the member should follow all state and university guidelines for reporting and report the information to the advisory board chairman, chief executive officer (CEO), and FHC property manager (or FCB president if the facility is not managed by FHC). Kappa Alpha Theta will not provide contact tracing.

Members will not be able to self-quarantine inside a Theta house.

The following steps are recommended in this order:

1. Member returns to permanent home for at least two weeks and until symptoms are gone.
2. If permanent home is unavailable, member works with the university to move to a spot designated for students to self-quarantine.
3. If the first two options are unavailable, Theta will require alternative accommodations. This could include but is not limited to a hotel, an Airbnb, or VRBO accommodation. The room and board fee will be prorated daily if the COVID-19 test is positive. The member will be responsible for the cost of the alternate accommodation.

## GUEST POLICY

For guests to visit the facility, the chapter would need to vote unanimously to allow visitors. The FHC highly encourages chapters to adopt a no-guest policy to reduce the chance of the virus entering the building. FHC acknowledges that out-of-house members will need to visit the facility for activities such as meetings and picking up their meal. Out-of-house members can visit the facility, but they are also required to self-screen for a fever and wear a mask.

## EMPLOYEE POLICY

FHC has prepared its [COVID-19 employee policy](#) for the fall of 2020; you may read on the following two pages.

## WILL MEMBERS BE REQUIRED TO FULFILL THEIR SPRING 2021 HOUSING ROOM OBLIGATION?

At this time, members should plan on fulfilling their spring room license obligation. We will be monitoring the situation throughout the fall and will be sure to communicate if that decision changes. Just as many universities have only announced their fall plans, Theta has also posted plans associated with the fall semester only.

# FHC COVID-19 Employee Policy

- FHC is providing a supply of PPE masks which can be found in and near high traffic areas. Masks are mandatory when a situation makes it impossible to keep 6' away from your co-workers. What should you do if someone starts encroaching in your 6' barrier without a mask? Back away! This new normal may take some teamwork in the beginning.
- Due to the number of staff returning to the chapter, traffic patterns are now in place. Please be mindful of the one-way traffic flow in this area.
- If you want to avoid germs when opening doors and when using your fob, please bring and use your own tissue or napkin to use as a barrier and then wash your hands immediately upon entry. Hand sanitizers are located in and near high traffic areas.

## ALL EMPLOYEES SHOULD

### WASH YOUR HANDS OFTEN

- Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
- If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry.
- Avoid touching your eyes, nose, and mouth with unwashed hands.

### AVOID CLOSE CONTACT

- Avoid close contact with people who are sick, even inside your home. If possible, maintain 6 feet between the person who is sick and other household members.
- Put distance between yourself and other people outside of your home.
  - Remember that some people without symptoms may be able to spread virus.
  - Stay at least 6 feet (about 2 arms' length) from other people.
  - Do not gather in groups.
  - Stay out of crowded places and avoid mass gatherings.
  - Keeping distance from others is especially important for people who are at higher risk of getting very sick.

### COVER YOUR MOUTH AND NOSE WITH A CLOTH FACE COVER WHEN AROUND OTHERS

- You could spread COVID-19 to others even if you do not feel sick.
- Everyone should wear a cloth face cover when they have to go out in public, for example to the grocery store or to pick up other necessities.
- Cloth face coverings should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated, or otherwise unable to remove the mask without assistance.
- The cloth face cover is meant to protect other people in case you are infected.
- Do NOT use a facemask meant for a healthcare worker.
- Continue to keep about 6 feet between yourself and others. The cloth face cover is not a substitute for social distancing.

## COVER COUGHS AND SNEEZES

- If you are in a private setting and do not have on your cloth face covering, remember to always cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow.
- Throw used tissues in the trash.
- Immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.

## CLEAN AND DISINFECT

- Clean AND disinfect frequently touched surfaces daily. This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks.
- If surfaces are dirty, clean them. Use detergent or soap and water prior to disinfection.
- Then, use a household disinfectant. Most common EPA-registered household disinfectants will work.

## MONITOR YOUR HEALTH

- Be alert for symptoms. Watch for fever, cough, shortness of breath, or other symptoms of COVID-19.
  - Especially important if you are running essential errands, going into the office or workplace, and in settings where it may be difficult to keep a physical distance of 6 feet.
- Take your temperature if symptoms develop.
  - Don't take your temperature within 30 minutes of exercising or after taking medications that could lower your temperature, like acetaminophen.
- Follow CDC guidance if symptoms develop.

## EMOTIONAL WELLNESS

### ARE THERE RESOURCES I CAN TURN TO WHEN NEWS ABOUT COVID-19 MAKES ME FEEL ANXIOUS AND UPSET?

This feels like an extraordinary time, and your family, your Theta sisters, or yourself may need help coping with ongoing uncertainty as campuses and communities take steps to prevent the further spread of coronavirus disease (COVID-19).

[This blog provides several resources](#) to navigate your emotional wellness during this time. [ActiveMinds](#) is also providing webinars and live chats (registration required).

Three online resources are listed below.

- [AllOneHealth webinars](#)
- [Free Resources on Calm](#)
- [Love is Louder](#)

These seven helpful one-page resources are on the following pages.

- Talk One2One webinar schedule
- Lead & Learn webinar schedule
- Caring for the Elderly during COVID-19 (Talk One-2-One resource)
- What to Do if You Are Sick with Coronavirus (CDC resource)
- Stop the Spread of Germs (CDC resource)
- Stay Calm and Reduce Fear (coronavirus.gov resource)
- Helping Children Cope with Uncertainty (Talk one-2-One resource)
- Navigating Through Personal Finances with COVID-19 (Talk One-2-One resource)

# Live Webinar Schedule



ALL WEBINARS HELD DAILY FROM 12PM-12:30PM EST

DATE/TIME

TOPIC

CLICK HERE TO  
REGISTER

Wednesday, May 13

or

Friday, May 15

*Grieving The Intangibles*



Tuesday, May 19

or

Friday, May 22

*Shifting Our Mindsets*



Wednesday, May 27

or

Friday, May 29

*Moving From Victim  
To Thriver*



Wednesday, June 3

or

Friday, June 5

*Managing Financial Impact  
of COVID-19*



Tuesday, June 9

or

Friday, June 12

*Embracing The New Normal*



Can't attend a desired webinar? No problem! Simply visit [www.allonehealth.com/blog](http://www.allonehealth.com/blog) to view all recorded sessions and download accompanying materials.

To register for upcoming webinars, follow us on LinkedIn @AllOne Health and click the available links.



# Lead & Learn

BY LEADERS, FOR LEADERS

All sessions held from 12pm-12:30pm EST



DATE/TIME

TOPIC

CLICK HERE TO  
REGISTER

Thursday, May 21

*Self Care For Leaders*



Thursday, May 28

*Communicating The  
New Normal*



Thursday, June 4

*Supporting The New  
Normal*



Can't attend a desired webinar? No problem! Simply visit [www.allonehealth.com/blog](http://www.allonehealth.com/blog) to view all recorded sessions and download accompanying materials.

To register for upcoming webinars, follow us on LinkedIn @AllOneHealth and click the available links.



# CARING FOR THE ELDERLY DURING COVID-19

## **If your parent/elder is out of state:**

- Contact the **County Area Agency on Aging** where your parent resides to find out about resources like meals on wheels, transportation and caregiver services
- Contact a **Geriatric Care Manager** in the elder's area for resource assistance. (Geriatric Care Managers are private pay)

## **If you have not heard from your parent/elder:**

- Contact the local police department for a welfare check

## **For prescriptions and groceries:**

- Look into a delivery service for them

## **If you need to see your parent/elder:**

- Remember to abide by social distancing, and hand washing

## **If your parent/elder is in the hospital or nursing home:**

- Maintain contact with the facility
- If possible, set up a check in time with a staff member



*For assistance with  
locating resources, call:*

**800-756-3124**

# What to do if you are sick with coronavirus disease 2019 (COVID-19)

**If you are sick with COVID-19 or suspect you are infected with the virus that causes COVID-19, follow the steps below to help prevent the disease from spreading to people in your home and community.**

## Stay home except to get medical care

You should restrict activities outside your home, except for getting medical care. Do not go to work, school, or public areas. Avoid using public transportation, ride-sharing, or taxis.

## Separate yourself from other people and animals in your home

**People:** As much as possible, you should stay in a specific room and away from other people in your home. Also, you should use a separate bathroom, if available.

**Animals:** Do not handle pets or other animals while sick. See [COVID-19 and Animals](#) for more information.

## Call ahead before visiting your doctor

If you have a medical appointment, call the healthcare provider and tell them that you have or may have COVID-19. This will help the healthcare provider's office take steps to keep other people from getting infected or exposed.

## Wear a facemask

You should wear a facemask when you are around other people (e.g., sharing a room or vehicle) or pets and before you enter a healthcare provider's office. If you are not able to wear a facemask (for example, because it causes trouble breathing), then people who live with you should not stay in the same room with you, or they should wear a facemask if they enter your room.

## Cover your coughs and sneezes

Cover your mouth and nose with a tissue when you cough or sneeze. Throw used tissues in a lined trash can; immediately wash your hands with soap and water for at least 20 seconds or clean your hands with an alcohol-based hand sanitizer that contains at least 60% alcohol covering all surfaces of your hands and rubbing them together until they feel dry. Soap and water should be used preferentially if hands are visibly dirty.

## Avoid sharing personal household items

You should not share dishes, drinking glasses, cups, eating utensils, towels, or bedding with other people or pets in your home. After using these items, they should be washed thoroughly with soap and water.

## Clean your hands often

Wash your hands often with soap and water for at least 20 seconds. If soap and water are not available, clean your hands with an alcohol-based hand sanitizer that contains at least 60% alcohol, covering all surfaces of your hands and rubbing them together until they feel dry. Soap and water should be used preferentially if hands are visibly dirty. Avoid touching your eyes, nose, and mouth with unwashed hands.

## Clean all "high-touch" surfaces every day

High touch surfaces include counters, tabletops, doorknobs, bathroom fixtures, toilets, phones, keyboards, tablets, and bedside tables. Also, clean any surfaces that may have blood, stool, or body fluids on them. Use a household cleaning spray or wipe, according to the label instructions. Labels contain instructions for safe and effective use of the cleaning product including precautions you should take when applying the product, such as wearing gloves and making sure you have good ventilation during use of the product.

## Monitor your symptoms

Seek prompt medical attention if your illness is worsening (e.g., difficulty breathing). **Before** seeking care, call your healthcare provider and tell them that you have, or are being evaluated for, COVID-19. Put on a facemask before you enter the facility. These steps will help the healthcare provider's office to keep other people in the office or waiting room from getting infected or exposed.

Ask your healthcare provider to call the local or state health department. Persons who are placed under active monitoring or facilitated self-monitoring should follow instructions provided by their local health department or occupational health professionals, as appropriate. When working with your local health department check their available hours.

If you have a medical emergency and need to call 911, notify the dispatch personnel that you have, or are being evaluated for COVID-19. If possible, put on a facemask before emergency medical services arrive.

## Discontinuing home isolation

Patients with confirmed COVID-19 should remain under home isolation precautions until the risk of secondary transmission to others is thought to be low. The decision to discontinue home isolation precautions should be made on a case-by-case basis, in consultation with healthcare providers and state and local health departments.



For more information: [www.cdc.gov/COVID19](https://www.cdc.gov/COVID19)

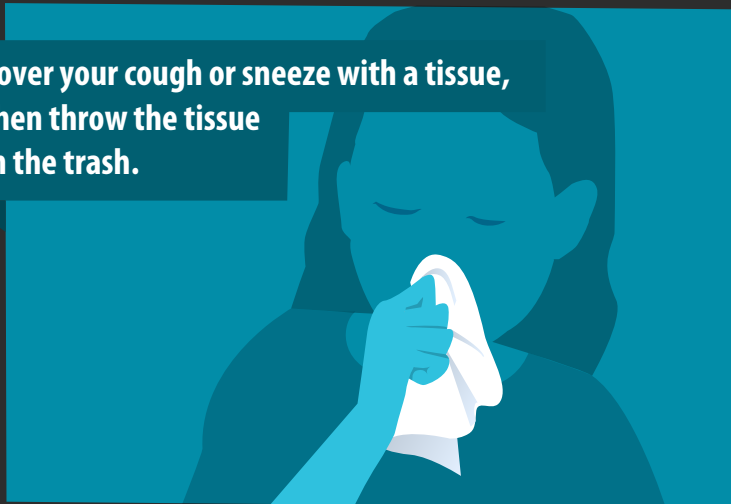
# STOP THE SPREAD OF GERMS

Help prevent the spread of respiratory diseases like COVID-19.

Avoid close contact with people who are sick.



Cover your cough or sneeze with a tissue, then throw the tissue in the trash.



Avoid touching your eyes, nose, and mouth.



Clean and disinfect frequently touched objects and surfaces.



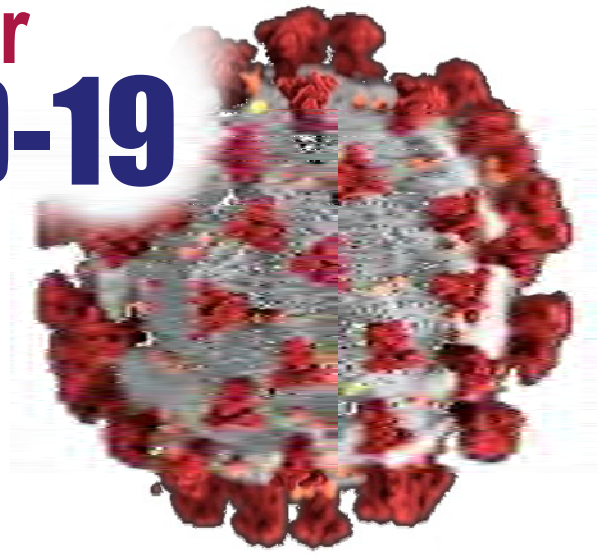
Stay home when you are sick, except to get medical care.



Wash your hands often with soap and water for at least 20 seconds.



# Stay Calm & Reduce Fear During the COVID-19 Pandemic



With coronavirus (COVID-19) now a global pandemic, anxiety and stress levels may be higher than normal for many people. If you already struggle with mental health problems, you may worry about the impact of COVID-19 on your condition. Here's what you need to know about COVID-19 and mental health, and how to keep yourself calm during the outbreak.

## Why COVID-19 is tough on your mental health

There's so much uncertainty around what's going to happen with COVID-19 that people are understandably feeling anxious. Jobs may be at risk, elderly family members are vulnerable, and many of us are now forced to change our daily routines. What's more, we're constantly flooded with news, statistics, and fresh emergency guidelines, and it's mentally draining for everyone. So, how do we combat all this stress and stay calm?

### 1: Practice self-care

With so much beyond our control right now, focus on what you can control. Get more sleep, read a new book, have a warm bath, or take a walk somewhere quiet – whatever you do, now is the time to prioritize your well-being.

### 2: Limit social media use

Set limits on how often you use social media, especially if you're at home where it's tempting to check in more often. Don't let a constant stream of tweets, status updates, and conflicting opinions overwhelm you.

### 3: Read only reliable news sources

Stay informed by reading only reliable sources, such as government websites, the WHO, and the CDC. Other news

sources may be less accurate, and they may cause feelings of panic and concern.

### 4: Talk it out

Acknowledge any stress or anxiety you're feeling right now, and ask others how they're coping. Talk to family and friends, and make sure you check in with how your kids are feeling.

### 5: Reach out to coworkers

Now is the time for coworkers to come together. Focus on maintaining positive morale at work, and if you're working remotely, set regular meetings.

## Handling self-isolation and quarantine

If you're showing flu-like symptoms, working remotely, or simply self-isolating, here are some specific tips to get your through the next few weeks and months.

### 1: Maintain your routine

It's important to maintain a sense of normalcy, where possible. If you're working remotely, check in with coworkers, and try to stick to a typical daily routine. You never know – you might even be more productive than usual!

### 2: Stay in touch where possible

Whether you use video chats, emails, or voice calls, check in with family, friends, and

colleagues regularly. Send each other gifs, have virtual movie nights, and keep your spirits up.

### 3: Ask for help

If you're feeling lonely, or you need help getting supplies during the isolation period, reach out to coworkers and your local community. You'd be surprised how many people are willing to help at a challenging time like this.

### 4: Look after your body

Don't neglect your body just because you're stuck at home. Try out meditation, yoga, or other at-home workouts, and eat nutritious meals – your body needs all the support it can get right now.

## Conclusion and Using the EAP

Everyone reacts to stressful situations and changing circumstances differently, and it's natural to feel overwhelmed right now. Your employee assistance programs is a go-to source for help and support. Keep them in "top-of-mind" for when the going gets tough with any life concern.

Take care of yourself, your family, your friends, and your coworkers, and don't be afraid to ask for help if you need it. Remember, we're all in this together – stay connected to those around you, focus on what you can control, and don't allow yourself to burn out.

**Key Resource:** [Coronavirus.gov](https://www.coronavirus.gov)



**For assistance, call:**  
**800-756-3124**

# Helping Children Cope With Uncertainty

## INITIATE THE CONVERSATION

- Just because children are not talking about a tragedy, doesn't mean they're not thinking about it

## REASSURE THEM

- Tragedy can rattle our sense of safety and our children's

## LISTEN

- This means giving them your full attention and not jumping to judge or minimize what they are saying

## FIND OUT WHAT THEY KNOW

- The key purpose of this conversation is to correct any misconceptions and offer concrete information.

## ENCOURAGE CHILDREN TO SHARE THEIR FEELINGS

- Sadness, anxiety, fear, stress, even excitement – show understanding and acceptance

## SHARE YOUR FEELINGS

- Honestly express emotions, such as: "you seem sad when we talk about this; I feel sad too."

## FOCUS ON THE GOOD

- Where there is tragedy, there is also heroism – acts by police officers, doctors or ordinary citizens that restore our faith in humanity when it is shaken

## ENCOURAGE CHILDREN TO ACT

- Encouraging children to do something about what they're feeling can give them an outlet and restore some control





## 11 Tips For Financial Survival

With the recent changes to our everyday lives due to COVID-19's impact on our daily work, many people might be experiencing financial hardship as a result of not being able to get to a job that pays them much needed income to care for themselves and their families. While this situation seems to change daily, here are 11 basic tips for trying to mitigate against financial hardship:

1. Go through your current budget to determine income and household expenses to identify areas that you might be able to modify.
2. If married, sit down and communicate with your spouse regarding any changes to your current budget and/or spending habits so that communication stays consistent and transparent on how to manage expenses.
3. Check to see if you can apply for unemployment insurance.
4. Check with your local County Health and Human Services department to see if you might qualify for any state or federal aid should your income drop significantly. Also, reach out to local charities or non-profits that might have resources available.
5. Reach out to a financial counselor to gain insight to a short-term plan to address your budget and/or debt.
6. If you foresee difficulty in paying your mortgage or creditors, contact them directly to see if they have implemented any hardship programs or deferments due to the recent COVID-19 outbreak.
7. Cut down on excess spending and revert to a 'crisis budget' whereby only immediate household obligations are addressed (food, shelter, utilities)
8. For those of you with childcare concerns check out <https://childcare.gov/>
9. Adjustments and changes will be occurring on a daily basis regarding possible options that might be available to you, stay tuned to the News.
10. For some, using credit cards to help supplement any temporary loss of income is inevitable, if so, use only for necessities and things that are critical to the sustainment of your household. If you have questions on any financial concerns please contact us to schedule a time to speak with a financial consultant.
11. The United Way has started a COVID-19 Community Economic Relief Fund. They will help with bills, rent, and food. Anyone can call 1-866-211-9966 and provide a zip code and will be given a list of local agencies to provide direct assistance. The United Way can be reached directly by simply dialing 2-1-1.

***If you have questions on any financial concerns please contact us to schedule a time to speak with a financial consultant.***

**Contact Us @ [800-756-3124](tel:800-756-3124) or login to [www.mylifeexpert.com](http://www.mylifeexpert.com) and click on the *Financial* tab for articles, calculators and more!**

## COLLEGE CHAPTER FINANCE

ARE THERE GOING TO BE MODIFICATIONS MADE TO COLLEGE CHAPTER MEMBERS' PER CAPITA FEES, INITIATION FEES, OR THE NATIONAL NPC FEES THIS ACADEMIC YEAR?

Grand Council voted on July 24 to help alleviate this distress by decreasing the per capita fee for current active members and the initiation fee for new members who are initiated into Kappa Alpha Theta during the 2020-2021 academic year. Note too there has been a reduction to the National Panhellenic Conference (NPC) national fee as well.

Kappa Alpha Theta also is granting a one-time payment extension to members with a balance due that is less than \$500. This means members with outstanding balances of less than \$500 will have that balance carried forward to the fall and will not have their membership terminated for financial reasons at this time.

For details regarding these short-term changes, [please refer to the letter](#) sent July 27 to chief financial officers, chief executive officers, finance advisors, advisory board chairmen, budget district directors and college district directors. The contents of the letter about the finance update are on the following page.



# Finance Update

## PER CAPITA FEE AND INITIATION FEE:

As we all know, the 2020-2021 academic year will not be a normal year. The ongoing effects of the COVID-19 pandemic have created financial uncertainty for many people, including many collegians.

We're pleased to let you know that Grand Council voted on July 24 to help alleviate this distress by decreasing the per capita fee for current active members and the initiation fee for new members who are initiated into Kappa Alpha Theta during the 2020-2021 academic year. The initiation and per capita fees will be lowered from \$180 to \$135 for the 2020-2021 academic year only. This decision is coronavirus-related: those who joined Theta in Spring 2020, but have not yet been initiated, will pay the reduced fee, as will those who join in the 2020-2021 academic year.

Additionally, due to the possibility of a two-week new member period, chapters have up to seven days after initiation to collect the initiation fee.

The overall well-being of our members is of utmost importance. Although decreasing member fees severely impacts the overall budget of Kappa Alpha Theta, we are grateful to be able to assist our sisters in this way for this academic year.

## NPC NATIONAL FEE:

Due to the effects of COVID-19, there has been a reduction to the NPC national fee as well; It has been lowered from \$4 to \$3.25 for the 2020-2021 academic year.

## DELINQUENCY PROCESSING:

Recognizing that COVID-19 created difficult financial circumstances for many people this past spring, Kappa Alpha Theta is granting a one-time payment extension to members with a balance due that is less than \$500. This means members with outstanding balances of less than \$500 will have that balance carried forward to the fall and will not have their membership terminated for financial reasons at this time. These members' balances are still considered past due. If the balances remain unpaid through September, those members will be on the next delinquency processing. Fraternity staff will notify those members with an outstanding spring balance of less than \$500 on Thursday, July 30, that their membership is still active and that the balance remaining is due by September.

## COLLEGE CHAPTER RECRUITMENT

### WILL RECRUITMENT HAPPEN IN THE 2020-2021 SCHOOL YEAR?

Yes! We believe that the sorority experience is more relevant than ever right now. Young women across the country are seeking opportunities to feel a part of community, to have a positive impact on their communities, and to build connections that will last a lifetime. Theta is poised to offer this experience to so many.

Recruitment may not look the same as it has in the past. Theta and all of our peer organizations are considering many different options for recruitment. Those range from operating a primary recruitment as normal as possible to an entirely virtual recruitment. As our new normal continues to take shape, we are working hard to develop resources that will help you navigate these changes.

### WHAT ARE THE RECOMMENDATIONS FOR HOW RECRUITMENT WILL OPERATE IN FALL 2020?

The National Panhellenic Conference (NPC) has recently published a report from the Recruitment Contingencies Task Force, which was appointed in early April to develop tools and resources to help college Panhellenics plan for fall 2020 recruitment. The resources they have developed are on the following pages.

- Recruitment Contingencies Task Force Report for College Panhellenics (19 pages)
- Recruitment Structure Decision Map (4 pages)
- Setting total for Fall 2020 (5 pages)

Kappa Alpha Theta supports the changes to NPC policies, unanimous agreements, and best practices.



# Recruitment Contingencies Task Force Report for College Panhellenics

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May 11, 2020



3901 W. 86th Street, Suite 398  
Indianapolis, IN 46268  
317-872-3185 | NPCwomen.org

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### Revision History

May 11: Initial publish date

May 14: Edits to Page 9, COB Best Practice

# Recruitment Contingencies Task Force Report

## May 11, 2020

Respectfully submitted by:  
Frances Mitchelson, Chairman  
Recruitment Contingencies Task Force

### Executive Summary

NPC member organizations, College Panhellenics and collegiate and alumnae members must acknowledge as quickly as possible that physical distancing will require us to recruit new members differently for fall 2020 and beyond, including by virtual means. The Conference must immediately lay the groundwork to lead and to enable these efforts to succeed, trumpeting to an unprecedented degree the shared message that **sororities are an essential part of the college experience—regardless of how that experience is delivered**—and removing barriers to recruiting and joining.

### Key Priorities

#### **Adapt and Change to Survive:**

Create certainty, eliminate barriers and communicate our value so our collegiate members can continue to recruit women to sorority while physically distant, ensuring that we survive and thrive through this moment. This will involve legislative changes to policies and best practices by NPC, and adjustments to recruitment schedules and rules by College Panhellenics. Inter/national organizations should consider flexibility in internal policies that impede adaptability in this moment, for both members and chapters.

#### **Marketing the Sorority Experience:**

Showcase the value of the sorority experience in a proactive and immediate manner, not just while physically together on campus but while socially distant and attending college virtually. To do so, the National Panhellenic Conference, all member organizations and all College Panhellenic communities and chapters must work collectively and aggressively toward promoting the sorority experience at this time of physical distancing.

#### **Growth in Membership:**

Allow potential new members to join a sorority as soon as possible following parameters set by NPC and create maximum opportunities for growth in members through use of quota and total. Parity in size and outcomes may not be achievable in this moment, but we must strive to hold one another up and protect the sorority community. NPC must provide a greater level of recruitment support to College Panhellenics as they navigate the recruitment process.

## College Panhellenic Action Items Related to Key Priorities

### Adapt and Change to Survive Action Items for College Panhellenics:

#### NOW:

- Enact legislation changes: NPC passed legislation on May 7, 2020, to amend various Unanimous Agreements, Policies and Best Practices to support various recruitment contingencies. The following legislation was passed:
  - **Amendment to Options in Determining Total POLICY:** Proposal to set fall 2020 total to the same number as fall 2019 unless a higher total is option for fall 2020.
  - **Amendment to Unanimous Agreement III. The Panhellenic Compact:** Proposal to allow extending bids in summer/fall 2020 to women on campuses using a virtual continuous recruitment.
  - **Amendment to Unanimous Agreement VI. College Panhellenic Association Agreement:** Proposal to clarify when continuous open bidding (COB) begins and ends during structured recruitments, including virtual continuous recruitment and delayed/deferred recruitments.
  - **Summer Recruitment POLICY:** Proposal to clarify information from cooperative Alumnae and College Panhellenic events regarding recruitment.
  - **Promotion of the Sorority Experience POLICY (new):** Proposal to increase communication to promote the sorority experience.
  - **Continuous Open Bidding BEST PRACTICE:** Proposal to create clarification surrounding when chapters can COB to align with the changes to Unanimous Agreement VI.
- Use the decision map: College Panhellenics should use the Recruitment Decision-Making Map (linked below) to set the path forward for recruitment under the present “state of emergency.” The decision map provides a broad range of options to deal with the situation and will facilitate the College Panhellenic’s ability to expand access to the sorority experience, for freshmen or upperclass women, in this time when so much else is uncertain for them, in what might be considered “compassionate membership pathways.” (Resource: [Recruitment Decision-Making Map](#).) *Please note additional resources will be forthcoming in the map.*
- Participate in NPC’s upcoming [webinar about the recruitment contingency plans](#) on Thursday, May 14, at 4 p.m. Eastern.

#### SOON:

- Modify all communication guidelines between sororities and potential new members (PNMs) that are not in line with Positive Panhellenic Contact (2003) – Policy, especially those related to social media.
- Reduce potential new member recruitment registration fees and Panhellenic dues charged to chapters.

#### LATER:

- Set the College Panhellenic recruitment schedule, using one of the following recruitment schedule templates as a guide. (See [Appendix: Recruitment Contingency Scenarios for College Panhellenics](#).) Modify recruitment logistics as outlined in the recruitment contingency plans. *Please note additional resources and implementation plans will be coming soon.*
- Update recruitment rules based on new recruitment plans especially those surrounding contact with potential new members.
- Reduce the College Panhellenic budget and eliminate all unnecessary expenses at both the College Panhellenic- and chapter-level for recruitment, including but not limited to transportation, food/drink, decorations, event spaces and apparel.



## Marketing the Sorority Experience Action Items for College Panhellenics:

### NOW:

1. Eliminate social media and contact restrictions with a goal of proactive, positive Panhellenic contact by all community members.
  - a. Positive Panhellenic contact as outlined in the NPC Manual of Information should be followed.
  - b. The College Panhellenic alone cannot be the only entity marketing the sorority experience—individual members and chapters need to help engage with potential new members to reach the most people.
2. Schedule a meeting ASAP with campus administrators to discuss the partnership of working together to recruit students to commit to and return to the institution.
  - a. Use social media to reach students and parents. Reaching potential new members on social media is only as effective as the number of followers one has so partnering with the following groups will be key:
    - i. Admissions and the college/university: Seek ability to help promote the sorority experience including the continued, valuable sorority experience evident during spring 2020 in student and parents' Facebook groups for admitted/enrolled students.
    - ii. Member organization local chapter social media accounts.
    - iii. Individual members of the Panhellenic community.
    - iv. Local Alumnae Panhellenic networks.
    - v. Class of 2024 social media groups.
3. Develop a summer and fall marketing plan that focuses on showcasing the sorority experience (belonging, support, acclimation to college and friendship) during this time.
4. Open-up recruitment registration now to build excitement for the process whatever that might be on the campus. Getting potential new members to register now gives a pool of women interested in sorority and conversations can happen to keep them engaged.

### SOON:

1. Update web pages and FAQ documents/videos to reflect changes and plans.
2. Provide consistent messaging and communication around recruitment options to the chapters, advisors and PNMs.
  - a. Focus on the positives of each and how a new member could benefit from each.
3. Revamp recruitment counselor training/role to reflect a shift to ambassadorship for the fraternal community as well as PNM support in a virtual recruitment.
4. Create fall marketing plan for deferred recruiting campuses.
5. Request student email addresses for incoming students to facilitate outreach. If campus refuses, prepare a plan for enhanced lead generation, working with member organizations and Alumnae Panhellenics.

### LATER:

1. Send detailed communication with video or presentation about sorority recruitment and link to the Panhellenic recruitment website.
2. Update Financial Transparency templates that are given to PNMs to ensure accuracy.



## Growth in Membership Action Items for College Panhellenics:

### NOW:

- Communicate legislative updates for Unanimous Agreements, Policies or Best Practices to all chapters.

### SOON:

- Share with all chapters the basic outline of the Panhellenic's anticipated recruitment plan that has been set in conjunction with the Recruitment Response Team and agreed upon by the campus administration as described below. The Recruitment Response Team is comprised of the NPC RFM specialist (lead), along with the NPC College Panhellenic area advisor, fraternity/sorority advisor and College Panhellenic officers (president and officer in charge of recruitment). The RFM senior specialist also could be engaged by the RFM Leadership Team as needed. For campuses that do not use RFM, NPC will assign a volunteer to take the lead and work with the area advisor.
  - For College Panhellenics hosting a fully structured recruitment (FSR) or partially structured recruitment (PSR) this fall, whether in-person or virtual:
    - Release Figure Methodology (RFM) will be used and the RFM specialist will recommend invite numbers and flex numbers.
    - Membership Recruitment Acceptance Binding Agreements (MRABAs) will be signed for all PNMs seeking placement.
    - Quota will be run as in years past and set within the quota range at the number that best maximizes placement of PNMs and the community.
    - Quota additions and snap bids will be placed per NPC policy.
    - Chapters will continue to have the right to recruit up to quota and/or maintain total, whichever is greater.
    - Chapters can begin continuous open bidding (COB) at the conclusion of bid distribution. College Panhellenics will not place restrictions on the timing of COB for chapters.
  - For College Panhellenics using a continuous recruitment approach, in-person or virtually:
    - Each chapter will be permitted to participate in COB and pledge up to and to maintain total.
    - PNMs will be required to complete a COB MRABA and submit to the fraternity/sorority life office within the usual required time period.
- Have a conversation with each chapter to begin confirming anticipated returning membership numbers for fall 2020.

### LATER:

- Work directly with your assigned Recruitment Response Team to navigate contingencies and provide support to your College Panhellenic.
- Contact your campus' Panhellenic support specialist in the NPC office if your campus is without a fraternity/sorority advisor or an assigned campus-based professional to assist you with recruitment.

## Appendices

### Unanimous Agreement, Policy and Best Practice Changes

*Please note, additional supplemental educational resources will be developed on these changes as necessary and published on the NPC website when finalized.*

#### ABOUT NPC LEGISLATION

A delegate, Standing Committee, the NPC Board of Directors or NPC staff can propose an addition/change to the NPC Bylaws, a Unanimous Agreement or an NPC policy. The Council of Delegates has the authority to consider and adopt/reject these proposals.

Additions/changes to best practices are recommended by NPC committees and the NPC Board of Directors has the authority to consider and adopt/reject these proposals.

#### UNANIMOUS AGREEMENTS

##### Unanimous Agreement III. The Panhellenic Compact

3. An undergraduate woman may pledge an NPC sorority only during a regular academic term and not during any school recess or summer academic term except during a primary membership recruitment period and the ensuing continuous open bidding (COB) process when held immediately before an academic term.

**For campuses where the College Panhellenic is only using a virtual continuous recruitment, a chapter may offer an invitation of membership (a bid) to a woman upon her completion of high school and when she is an undergraduate regularly matriculated at the institution.**

**Proviso:** This amendment goes into effect July 1, 2020 and expires Dec. 31, 2020.

**Rationale:** If a campus determines the need to conduct virtual classes for all or part of the fall academic term, NPC member organizations should have the opportunity to offer membership at the earliest available time instead of waiting until the academic year begins as there is much uncertainty. This allows for chapters to add members to their organizations in a way that is adaptable to the many unknowns on campuses in fall 2020.

##### Unanimous Agreement VI. College Panhellenic Association Agreement

###### 2. Establishment and Regulation of Membership Recruitment

B. Each NPC sorority chapter has the right to use continuous open bidding (COB) to reach quota or its total allowable chapter size during the regular school year as defined by the school calendar. **COB begins on Bid Day for chapters who did not achieve quota or as soon as the College Panhellenic has determined total.** To accommodate a newly establishing chapter or to allow a chapter to build its membership, the College Panhellenic Council may vote to suspend COB for a period not to exceed three weeks. The start and end dates for the COB moratorium must be set by a vote of the College Panhellenic, preferably during the academic term prior to implementing the moratorium. The College Panhellenic should consider the need for chapters not at quota or total to have up to one week to fill vacant spaces through COB before the moratorium begins.

**If a College Panhellenic is utilizing a virtual continuous recruitment as its primary method of recruitment, a chapter may offer an invitation of membership (a bid) to a woman upon her completion of high school and when she is an undergraduate regularly matriculated at the institution. If the College Panhellenic delays primary recruitment (fully structured or partially structured) until later than Oct. 1, 2020 or defers primary recruitment until spring 2021,**

**chapters may begin continuous open bidding of all women starting on the first day of the originally scheduled primary recruitment to recruit up to total.**

**Proviso:** The addition of the second paragraph goes into effect July 1, 2020 and expires Dec. 31, 2020.

**Rationale:** If a campus determines the need to conduct virtual classes for all or part of the fall academic term, NPC member organizations should have the opportunity to offer membership at the earliest available time instead of waiting until the academic year begins as there is much uncertainty. If a campus or College Panhellenic delays or defers primary recruitment, NPC believes that women who want to join the sorority community should be able to join at a time they choose. If students are back on campus and a primary recruitment goes on as scheduled, then COB would follow primary recruitment as long as it is prior to Oct. 1, 2020.

## **POLICIES**

### **Financial Transparency (1963, 2017, 2018, 2020) – POLICY**

~~The College Panhellenic will require~~ **All chapters will share detailed financial information (member dues, chapter fees and assessments, etc.) with potential new members prior to extending a bid. The College Panhellenic will specify the** ~~during a specified round of recruitment in which the financial information will be shared if fully structured recruitment is utilized.~~ Each chapter will share the financial information in a brief group presentation and individual conversations. A potential new member may leave each chapter's event with a single sheet of paper containing the chapter's dues and fees information using the approved Panhellenic template. See the NPC website for implementation guidelines.

**Rationale:** The current policy did not account for the variety of recruitment styles College Panhellenics implement. Additionally, it is each chapter's responsibility to share the financial (and all other) commitments of membership with a potential new member before she is offered a bid and they should do so in a manner that is clear and transparent, which may differ depending on the situation.

### **Options in Determining Total (2009, 2015, 2019) – POLICY**

College Panhellenics can use one of the following methods to determine total:

1. Average or median chapter size (whichever is larger).
2. Largest chapter size (recommended for College Panhellenics with five or fewer chapters).
3. Midpoint between median and largest chapter size (the third quartile).
4. For communities in contraction (i.e., falling open house pool, falling quota): largest chapter size plus 5- 10%.

**Fall 2020 Total: All College Panhellenics must use the fall 2019 total for the fall 2020 total; unless the evaluation of total in fall 2020 results in a higher total than in fall 2019.**

**Proviso:** This amendment will expire at the end of the fall 2020 academic term and the policy will revert to the original wording at that time.

**Rationale:** Due to COVID-19 and the impact it will have on college enrollments, anticipated recruitment numbers and many other factors on a campus, the use of a preset total from the previous academic year allows for the Panhellenic community to maintain stability while still providing for chapter growth. The Automatically Adjusting Total POLICY remains unchanged, and the College Panhellenic must adhere to the timeframes listed in the policy. *Spring 2021 total will be discussed by NPC in fall 2020 and other policy adjustments may be made at that time.*

## Summer Recruitment (1995, 2020) – POLICY

Alumnae Panhellenics must follow the NPC and College Panhellenic rules regarding cooperative summer recruitment events. All joint sorority education programs or informational events for potential new members must promote the sorority experience.

**Outreach and education materials to potential new members and caregivers should reflect the Positive Panhellenic Contact (2003) – POLICY and share accurate information about the current state of sorority on campuses.**

**Rationale:** Alumnae Panhellenics are a critical source of information for college-bound women and their caregivers about the Panhellenic sorority experience. It is imperative that cooperative events of Alumnae and College Panhellenics share updated and accurate information with stakeholders to ensure that potential new members are comfortable forming and maintaining relationships with sorority women and learning more about the current sorority experience.

## Promotion of the Sorority Experience (2020) – POLICY

**All sorority women including collegians, alumnae, College Panhellenics, Alumnae Panhellenics, inter/national organizations and the National Panhellenic Conference should actively promote the overall sorority experience and membership opportunities in organizations. This should be done through all forms of communication (e.g., print, digital, in person) in the spirit of Panhellenic unity and desire to reach out to all women to share the opportunity for sorority membership. College and Alumnae Panhellenic rules should not infringe on the rights of individuals, chapters and/or organizations in the content or forms of communication to promote the sorority experience.**

**Rationale:** We continue to need to attract potential new members through all means, especially when women's college enrollment will be lower and their uncertainty about their college future may be high. As a Panhellenic community and as individual organizations, we must communicate the value of the sorority experience as never before, specifically highlighting the continued relevance and power of sorority during this time of physical separation. Communication should address the specific challenges we are facing right now and counter any potential new member instincts to defer joining because they think "real sorority" can only happen on campus in person. This new policy allows for broad promotion of the sorority experience and gives all involved the right to market the experience to prospective members in the spirit of Panhellenic unity while still talking about inter/national organizations and chapters.

## BEST PRACTICES

### Continuous Open Bidding (2017, 2020) – BEST PRACTICE

COB is not intended to precede or take the place of the primary membership recruitment period, nor should there be a COB process prior to the start of fall primary membership recruitment. Likewise, no COB process should occur during the period at the start of the term in which primary recruitment does not take place while rosters are confirmed for the reset of total (not to exceed seven days).

The purpose of COB is to enable those chapters that did not pledge to quota or pledged quota but did not reach total, to pledge additional new members immediately following the primary membership recruitment period. The intent of COB is to provide maximum opportunities for membership to the greatest number of chapters possible.

On campuses with deferred (second term) membership recruitment, any COB prior to the scheduled membership recruitment period should be limited to upperclass and transfer women. ~~Freshman~~**First-year** women should not attend these recruitment functions. COB would not be

open to ~~freshmen~~**first-year women** until after the primary membership recruitment period; as provided for in Unanimous Agreement III. The Panhellenic Compact.

**Exceptions to this COB best practice will be made in cases where the College Panhellenic determines that they will be delaying or deferring their primary recruitment process due to the COVID-19 pandemic. With this exception, chapters may use continuous open bidding to reach total allowable chapter size.**

**Proviso:** This amendment goes into effect July 1, 2020 and expires Dec. 31, 2020.

**Rationale:** If a campus or College Panhellenic delays or defers primary recruitment from early fall, NPC believes that women who want to join the sorority community should be able to join at a time they choose.

## Recruitment Contingency Scenarios for College Panhellenics

There are five different scenarios a College Panhellenic should consider as part of your recruitment contingency planning. For each scenario, an implementation plan (outside of what is shared on the following pages) is being developed.

A brief description of each scenario:

### **A fully structured recruitment (FSR) hosted virtually.**

There are no in-person classes on campus or students are back with strict constraints on organized campus events. The College Panhellenic uses a fully structured recruitment, but all events are conducted virtually. The College Panhellenic coordinates the registration, schedule and Bid Day.

### **A fully structured recruitment (FSR) hosted with social distancing guidelines in place (a hybrid model of virtual and in-person).**

Students are back on campus but with limitations on the size of gatherings. The College Panhellenic uses a fully structured recruitment with a combination of events conducted virtually in the early rounds and in-person during later rounds in compliance with local health and safety recommendations. The College Panhellenic coordinates recruitment registration, schedule and Bid Day.

### **A partially structured recruitment (PSR) hosted virtually.**

There are no in-person classes on campus or students are back with strict constraints on organized campus events. The College Panhellenic uses a partially structured recruitment, but all events are conducted virtually. The College Panhellenic coordinates the recruitment registration and minimal schedule and chapters host Bid Day in conjunction with a short Panhellenic event to welcome new members.

### **A partially structured recruitment (PSR) hosted with social distancing guidelines in place.**

Students are back on campus with limitations on the size of gatherings. The College Panhellenic uses a partially structured recruitment with a combination of events conducted virtually and others held in-person. The College Panhellenic coordinates the registration and minimal schedule and chapters host Bid Day in conjunction with a short Panhellenic event to welcome new members.

### **A continuous recruitment hosted virtually or in a hybrid model with social distancing guidelines in place.**

There are no in-person classes on campus or students are back with restrictions for social distancing. The College Panhellenic uses continuous recruitment and allows chapters to recruit up to total. There is no formal registration or schedule by the College Panhellenic; however, names of interested potential new members may be kept by the College Panhellenic and shared with all chapters.

Please see the following sample schedules:

- [A fully structured recruitment \(FSR\) hosted virtually.](#)
- [A fully structured recruitment \(FSR\) hosted with social distancing guidelines in place \(a hybrid model of virtual and in-person\).](#)
- [A partially structured recruitment \(PSR\) hosted virtually.](#)
- [A partially structured recruitment \(PSR\) hosted with social distancing guidelines in place.](#)
- [A continuous recruitment hosted virtually or in a hybrid model with social distancing guidelines in place.](#)

**Please note that all event times are the recommended maximum time lengths and can be reduced.**

## Sample Schedules

### A Fully Structured Recruitment (FSR) Hosted Virtually

#### 5 chapters or fewer (2 round invitational is recommended)

**Prior to Day 1:** Panhellenic orientation (45 minutes), to be held in advance of the primary recruitment process.

**Prior to Day 1:** Meeting with recruitment counselors (30 minutes), to be held in advance of the primary recruitment process.

**Open House:** Virtual, 48-hour window to view pre-recorded videos.

**Event 1:** 8 invitational rounds held virtually, 45 minutes each, 15-minute break.

**Preference:** 4 preference rounds held virtually, 1 hour each, 15-minute break.  
Women sign the MRABA virtually and immediately after their last event.

**Bid Day:** Planned by chapter, day following preference, held virtually.

#### 6-10 chapters (2 or 3 round invitational is recommended)

**Prior to Day 1:** Panhellenic orientation (45 minutes), to be held in advance of the primary recruitment process.

**Prior to Day 1:** Meeting with recruitment counselors (30 minutes), to be held in advance of the primary recruitment process.

**Open House:** Virtual, 48-hour window to view pre-recorded videos.

**Event 1:** 10-12 invitational rounds held virtually, 30 minutes each, 10-minute break.  
(This event may need to be spread over additional days based on number of PNMs in the overall pool.)

**Event 2:** 6-8 invitational rounds held virtually, 40 minutes each, 15-minute break.  
(This event may need to be spread over additional days based on number of PNMs in the overall pool.)

**Preference:** 4 preference rounds held virtually, 55 minutes, 15-minute break.  
Women sign the MRABA virtually and immediately after their last event.

**Bid Day:** Planned by chapter, day following preference, held virtually.

#### 10-14 chapters (3 round invitational is recommended)

**Prior to Day 1:** Panhellenic orientation (45 minutes), to be held in advance of the primary recruitment process.

**Prior to Day 1:** Meeting with recruitment counselors (30 minutes), to be held in advance of the primary recruitment process.

**Open House:** Virtual, 48-hour window to view pre-recorded videos.

**Event 1:** 10-12 invitational rounds held virtually, 30 minutes each, 10-minute break.  
(This event may need to be spread over additional days based on number of PNMs in the overall pool.)



**Event 2:** 6-8 invitational rounds held virtually, 40 minutes each, 15-minute break.  
(This event may need to be spread over additional days based on number of PNMs in the overall pool.)

**Preference:** 4 preference rounds held virtually, 55 minutes each, 15-minute break.  
Women sign the MRABA virtually and immediately after their last event.

**Bid Day:** Planned by chapter, day following preference, held virtually.

**15+ chapters (3 round invitational is recommended)**

**Prior to Day 1:** Panhellenic orientation (45 minutes), to be held in advance of the primary recruitment process.

**Prior to Day 1:** Meeting with recruitment counselors (30 minutes), to be held in advance of the primary recruitment process.

**Open House:** Virtual, 48-hour window to view pre-recorded videos.

**Event 1:** 15-18 invitational rounds held virtually, 30 minutes each, 10-minute break.  
(This event may need to be spread over additional days based on number of PNMs in the overall pool.)

**Event 2:** 10 invitational rounds held virtually, 40 minutes each, 15-minute break.  
(This event may need to be spread over additional days based on number of PNMs in the overall pool.)

**Preference:** 6 preference rounds held virtually, 55 minutes each, 15-minute break.  
Women sign the MRABA virtually immediately after their last event.

**Bid Day:** Planned by chapter, day following preference, held virtually.

## A Fully Structured Recruitment (FSR) Hosted With Social Distancing Guidelines in Place (A Hybrid Model of Virtual and In-Person)

### 5 chapters or fewer (2 round invitational is recommended)

**Prior to Day 1:** Panhellenic orientation (45 minutes), to be held in advance of the primary recruitment process, held virtually.

**Prior to Day 1:** Meeting with recruitment counselors (30 minutes), to be held in advance of the primary recruitment process, held virtually.

**Open House:** Virtual, 48-hour window to view pre-recorded videos.

**Event 1:** 8 total invitational rounds held virtually, 30 minutes each, 15-minute break.

**Preference:** In person. Number of preference rounds are dependent upon CDC guidelines or local health officials. Rounds should be 1 hour each.  
Women sign the MRABA immediately after their last event.

**Bid Day:** Planned by chapter, day following preference, held virtually for large groups. Small group celebrations must adhere to local, state and federal social distancing guidelines.

### 6-10 chapters (2 or 3 round invitational is recommended)

**Prior to Day 1:** Panhellenic orientation (45 minutes), to be held in advance of the primary recruitment process.

**Prior to Day 1:** Meeting with recruitment counselors (30 minutes), to be held in advance of the primary recruitment process.

**Open House:** Virtual, 48-hour window to view pre-recorded videos.

**Event 1:** 10-12 invitational rounds held virtually, 30 minutes each, 10-minute break.  
(This event may need to be spread over additional days based on number of PNMs in the overall pool)

**Event 2:** 6-8 invitational rounds held virtually, 40 minutes each, 15-minute break.  
(This event may need to be spread over additional days based on number of PNMs in the overall pool.)

**Preference:** In person. Number of preference rounds are dependent upon CDC guidelines or local health officials. Rounds should be 1 hour each.  
Women sign the MRABA immediately after their last event.

**Bid Day:** Planned by chapter, day following preference, held virtually for large groups. Small group celebrations must adhere to local, state and federal social distancing guidelines.

### 10-14 chapters (3 round invitational is recommended)

**Prior to Day 1:** Panhellenic orientation (45 minutes), to be held in advance of the primary recruitment process.

**Prior to Day 1:** Meeting with recruitment counselors (30 minutes), to be held in advance of the primary recruitment process.

**Open House:** Virtual, 48-hour window to view pre-recorded videos.

**Event 1:** 10-12 invitational rounds held virtually, 30 minutes each, 10-minute break.  
(This event may need to be spread over additional days based on number of PNMs in the overall pool.)

**Event 2:** 6-8 invitational rounds held virtually, 40 minutes each, 15-minute break.  
(This event may need to be spread over additional days based on number of PNMs in the overall pool.)

**Preference:** In person. Number of preference rounds are dependent upon CDC guidelines or local health officials. Rounds should be 1 hour each.  
Women sign the MRABA immediately after their last event.

**Bid Day:** Planned by chapter, day following preference, held virtually for large groups. Small group celebrations must adhere to local, state and federal social distancing guidelines.

**15 or more chapters (3 round invitational is recommended)**

**Prior to Day 1:** Panhellenic orientation (45 minutes), to be held in advance of the primary recruitment process.

**Prior to Day 1:** Meeting with recruitment counselors (30 minutes), to be held in advance of the primary recruitment process.

**Open House:** Virtual, 48-hour window to view pre-recorded videos.

**Event 1:** 15-18 invitational rounds held virtually, 30 minutes each, 10-minute break.  
(This event may need to be spread over additional days based on number of PNMs in the overall pool.)

**Event 2:** 10 invitational rounds held virtually, 40 minutes each, 15-minute break.  
(This event may need to be spread over additional days based on number of PNMs in the overall pool.)

**Preference:** In person. Number of preference rounds are dependent upon CDC guidelines or local health officials. Rounds should be 1 hour each.  
Women sign the MRABA virtually and immediately after their last event.

**Bid Day:** Planned by chapter, day following preference, held virtually for large groups. Small group celebrations must adhere to local, state and federal social distancing guidelines.

## A Partially Structured Recruitment (PSR) Hosted Virtually

### 4 chapters or fewer

**Prior to Event 1:** Panhellenic Fair (45 minutes), to be held in advance of the primary recruitment process, held virtually.

**Prior to Event 1:** Meeting with recruitment counselors (30 minutes), to be held in advance of the primary recruitment process, held virtually.

**Event 1:** Chapters have/schedule events of their choice, 1 to 2 events at no more than 45 minutes each, held virtually. Potential new members must attend all chapter events.

**Preference:** Each chapter hosts one preference round held virtually, 1 hour each, 15-minute break.

Women sign the MRABA virtually and immediately after their last event.

**Bid Day:** Planned by chapter, day following preference, held virtually.

## A Partially Structured Recruitment (PSR) Hosted With Social Distancing Guidelines in Place

### 4 chapters or fewer

**Prior to Event 1:** Panhellenic Fair (45 minutes), to be held in advance of the primary recruitment process, held virtually.

**Prior to Event 1:** Meeting with recruitment counselors (30 minutes), to be held in advance of the primary recruitment process, held virtually.

**Event 1:** Chapters have/schedule events of their choice, 1 to 2 events at no more than 45 minutes each, held virtually. Potential new members must attend all chapter events.

**Preference:** In person. Number of preference rounds are dependent upon CDC guidelines or local health officials. Rounds should be 1 hour each. Women sign the MRABA immediately after their last event.

**Bid Day:** Planned by chapter, day following preference, held virtually.

## **A Continuous Recruitment Hosted Virtually or in a Hybrid Model With Social Distancing Guidelines in Place**

- No formal schedule exists by College Panhellenic as all chapters can recruit to total.
- Virtual recruitment tactics should be prioritized by the College Panhellenic and individual chapters to ensure the safety to potential members and sorority members.
- Events or group sizes and personal protective equipment (PPE) should adhere strictly to campus, local, state and CDC social distancing guidelines.

## Task Force Members

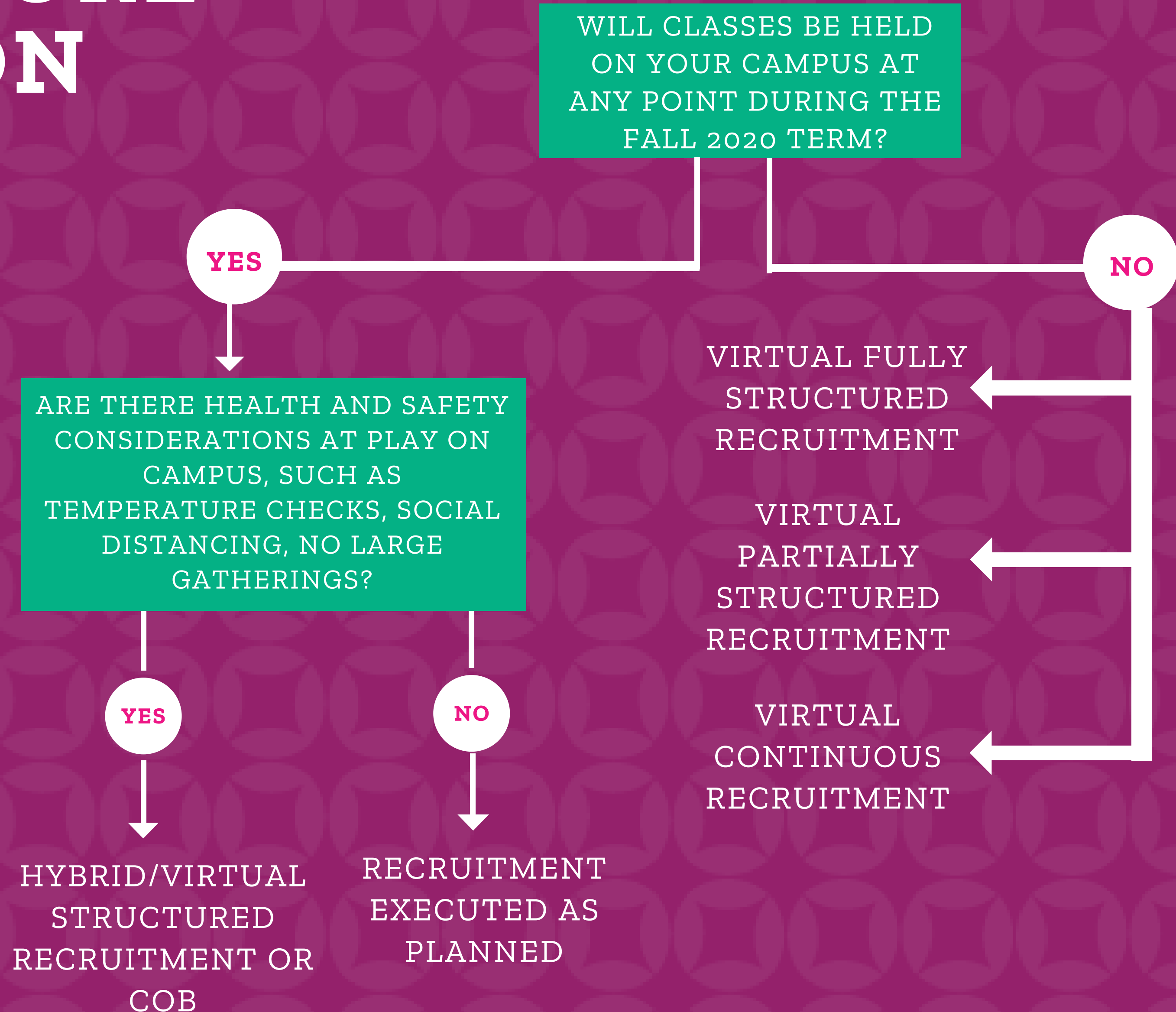
This task force includes campus-based professionals; member organization staff, including an executive director; volunteers from our Panhellenic Recruitment and Panhellenic Release Figure Methodology (RFM) Committees and other experts from across our industry. The group will consult with the NPC Student Advisory Committee and the Council of Delegates as additional resources.

- Chair: Frances Mitchelson, Phi Mu Delegate and Chief Panhellenic Officer, and chairman of the Disruption to College Panhellenic Operations Task Force
- Jessie Ashton (Pi Beta Phi), Director of Health & Wellness at Lambda Chi Alpha and former campus-based professional
- Mary Barlow (Delta Gamma), NPC Panhellenic Recruitment Committee chairman
- Brittany Barnes Deeg (Chi Omega), Director of Curriculum and Training at RISE Partnerships and former campus-based professional
- Deanna Detchemendy, Alpha Xi Delta Delegate and Chief Panhellenic Officer, and member of Panhellenic Release Figure Methodology (RFM) Leadership Team
- Jessica Gendron Williams (Alpha Sigma Tau), Subject Matter Expert
- Simonne Horman, Phi Sigma Sigma Chief Panhellenic Officer and Assistant Director, Office of Sorority and Fraternity Affairs at University of Florida
- Amber Huston (Alpha Sigma Alpha), National Vice President
- Lindsay Jarman, (Alpha Gamma Delta), Managing Director
- Julie Johnson, Kappa Delta Delegate and Chief Panhellenic Officer, and Panhellenic RFM Committee chairman
- Susan Mote, Delta Phi Epsilon Chief Panhellenic Officer and Panhellenic RFM Committee member
- Jennifer Patterson (Alpha Chi Omega), Senior Director of Collegiate Experience
- Jackie Petrucci (Alpha Omicron Pi), Interim Assistant Executive Director and NPC Panhellenic RFM Committee member
- Jennifer Pierce (Gamma Phi Beta), Associate Director of Sorority and Fraternity Life at the University of Tennessee-Knoxville
- Lindsay Sell (Kappa Alpha Theta), Director of Fraternity and Sorority Life at Colorado State University
- Renee Zainer, (Alpha Phi), Executive Director
- Malaea Seleski, NPC board liaison
- Jamison Carson, NPC staff liaison
- Julie Goldberg, NPC staff liaison



# RECRUITMENT STRUCTURE DECISION

## STEP ONE



# VIRTUAL OR HYBRID IN-PERSON CONTINUOUS RECRUITMENT



## STEP TWO

See a sample recruitment schedule [here](#).



Each chapter  
determines  
method of COB.



Chapters follow safe social  
distancing guidelines.



Chapters use  
virtual platforms.



Chapters COB  
to total.

College Panhellenics may host  
an Panhellenic interest night to  
help facilitate joining  
opportunities.

# VIRTUAL FULLY AND PARTIALLY STRUCTURED RECRUITMENT

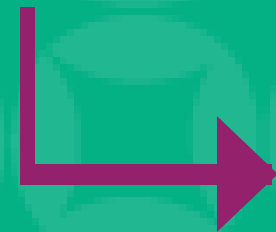


## STEP TWO

See sample recruitment schedules [here](#) and [here](#).



College Panhellenic opens recruitment registration.



Recruitment Response Team to recommends virtual platform.\*



RFM and quota setting methods used.



Schedules are delivered to potential new members with links to individual events.



Recruitment continues per the schedule created by the College Panhellenic.†

College Panhellenics may choose to change their style of recruitment to a less structured recruitment style for more flexibility. See more information about continuous recruitment in this report.

\*The National Panhellenic Conference (NPC) is researching virtual platforms and is hoping to provide resources in the coming weeks.

†For partially structured recruitment, the College Panhellenic schedule is minimal.

# HYBRID VIRTUAL & IN-PERSON FULLY & PARTIALLY STRUCTURED RECRUITMENT



## STEP TWO

See sample recruitment schedules [here](#) and [here](#).



College  
Panhellenic opens  
recruitment  
registration.

Schedules are delivered to potential new  
members with links to individual events.

Recruitment Response Team  
recommends in-person options based  
upon safe distancing guidelines.

RFM and quota  
setting methods  
used.

Recruitment  
continues per the  
schedule created by  
the College  
Panhellenic.†

Recruitment Response Team  
recommends virtual platform.\*

Recruitment Response Team  
recommends best option for  
open house round (video or  
virtual membership selection).

\*The National Panhellenic Conference (NPC) is researching virtual platforms and is hoping to provide resources in the coming weeks.

†For partially structured recruitment, the College Panhellenic schedule is minimal.



## Recruitment Contingencies Task Force

Setting total for fall 2020

In light of the COVID-19 pandemic, the 26 member organizations of the National Panhellenic Conference have updated the Options in Determining Total – Policy.

### Options in Determining Total (2009, 2015, 2019) – POLICY

College Panhellenics can use one of the following methods to determine total:

1. Average or median chapter size (whichever is larger).
2. Largest chapter size (recommended for College Panhellenics with five or fewer chapters).
3. Midpoint between median and largest chapter size (the third quartile).
4. For communities in contraction (i.e., falling open house pool, falling quota): largest chapter size plus 5-10%.

**Fall 2020 Total: All College Panhellenics must use the fall 2019 total for the fall 2020 total; unless the evaluation of total in fall 2020 results in a higher total than in fall 2019.**

Due to COVID-19 and the impact it will have on college enrollments, anticipated recruitment numbers and many other factors on campus, the use of a preset total from the previous academic year allows for the Panhellenic community to maintain stability while still providing for chapter growth. The [Automatically Adjusting Total – POLICY](#) remains unchanged, and the College Panhellenic must adhere to the timeframes listed in the policy. *Spring 2021 total will be discussed by NPC in fall 2020 and other policy adjustments may be made at that time.*

### What does this mean?

- College Panhellenic total for the fall 2020 academic term is already set to the same number selected in fall 2019.
- Fall recruiting campuses:
  - If after the primary recruitment period, a new calculation of total is higher than fall 2019, then your Panhellenic total can be adjusted to reflect that new higher number.
  - If after the primary recruitment period, a new calculation of total is lower than fall 2019, then your Panhellenic total will remain at the number from fall 2019.
- Spring recruiting campuses:
  - All chapters under the number Panhellenic total was set to in fall 2019, can use continuous open bidding (COB) to reach that same total in fall 2020.





# Resolved to Educate

## Educational support for: Setting and adjusting total

### What is total?

Total is the allowable chapter size as determined by the College Panhellenic, and it includes both new and initiated members. The purpose of total is to provide for growth of the Panhellenic community and parity among the chapters, and to allow the maximum number of women to participate in the sorority experience.

If a chapter has met total, it is no longer eligible to invite new members to join until 1) the chapter is below total, 2) it is the primary membership recruitment period or 3) the chapter has not yet matched/pledged to quota from the primary membership recruitment period. If at any time during the academic year a chapter falls below total, the chapter is eligible to recruit new members, through continuous open bidding (COB), to reach total.

### How is total determined?

The NPC Manual of Information contains all NPC policies that outline how to determine total in a Panhellenic community. First, each chapter must accurately count their members. Members who are not present on campus for one academic term (e.g., participating in a study abroad program, student teaching, internship) are to be included in chapter total calculations unless inactive status has been granted for the entire academic year.

#### *Calculating Total (1955, 2009, 2015) – POLICY*

The procedure for determining total states: Total is the allowable chapter size as determined by the College Panhellenic and includes both new members and initiated members. Any member who is away from campus for the entire academic year is not counted in total. Members away for one academic term are counted in total. The Panhellenic reviews total each term to ensure that existing total reflects current campus conditions and the Panhellenic goal of growth and parity, and to allow the maximum number of women to participate in the sorority experience.

NOTE: The following NPC policies further clarify how to count members in the chapter.

- *Chapter Membership Roll (1955, 2018) – POLICY*
- *Graduating Seniors in Chapter Total (2002) – POLICY*
- *New Member (1982) – POLICY*
- *Transfer Member (1977) – POLICY*
- *Vacancies (1978) – POLICY*

Second, the College Panhellenic Council, in the recruitment rules, selects one of the four options for determining the method for calculating total.

**These are the only four options available to College Panhellenics.** The College Panhellenic Council should be communicating appropriately to the chapter and inter/national organization regarding any changes in the method to determine total.

#### *Options in Determining Total (2009, 2015, 2019) – POLICY*

College Panhellenics can use one of the following methods to determine total:

1. Average or median chapter size (whichever is larger).
2. Largest chapter size (recommended for College Panhellenics with five or fewer chapters).
3. Midpoint between median and largest chapter size (the third quartile).
4. For communities in **contraction** (i.e., falling open house pool, falling quota): largest chapter size plus 5-10%.

#### How does our College Panhellenic know if we are in contraction?

Enrollment in higher education is declining in the United States. As fewer students enter the halls of institutions, this affects the number of women in higher education.

Similarly, some Panhellenic communities are contracting in size as they continue to grapple with how to best promote the sorority experience and Panhellenic relevance for today's collegiate woman.

The following are some characteristics that, if trending over multiple years, may indicate institutional and/or Panhellenic community contraction:

#### Institutional characteristics:

- Enrollment at the institution is declining
- Women's enrollment at the institution is declining
- Demographics of enrollment change (e.g., more online versus residential students, larger international student population)

#### Panhellenic characteristics:

- Panhellenic quota/total has been declining
- The open house pool (i.e., the number of women who register and show up to the first round of recruitment) is declining
- Closing of chapters in the Panhellenic community due to dwindling interest

This trend data should be reviewed regularly to understand the root cause. Consider some singular incidents may mimic contraction, such as extension on a campus, smaller open house pool due to local weather emergencies, or local campus concerns painting fraternal organizations in a negative light.

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## Educational support for: Setting and adjusting total

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Finally, depending on the timing of primary recruitment on campus, total will be evaluated and/or adjusted accordingly per NPC policy.

### *Automatically Adjusting Total (2013, 2015, 2016, 2019) – POLICY*

A College Panhellenic should evaluate total every term. In the academic term that primary recruitment is held, total will be **automatically adjusted** no later than 72 hours following bid distribution.

If a College Panhellenic has deferred recruitment, total will be **automatically adjusted** within one week (no more than 7 days) from the start of the first term of the academic year.

If a College Panhellenic hosts a fall primary recruitment and resets total in the academic term(s) in which primary recruitment is not held, then total must be reset within one week (no more than 7 days) from the start of the academic term(s), and cannot be set to less than 95% of the total that resulted from the automatic adjustment in the most recent academic term in which primary recruitment was held.

### **Why should total be evaluated or adjusted each academic term?**

A College Panhellenic should evaluate total every term to ensure that total reflects current campus conditions and the Panhellenic goals of growth and parity. This means each academic term, after verifying each chapter membership size, the College Panhellenic Council should calculate total in accordance with the method to determine total that is in the College Panhellenic recruitment rules.

When total is too low:

- The Panhellenic community is unable to grow because of the lack of sufficient spaces to accommodate women interested in sorority membership.
- The smaller chapters are unable to close the size disparity with the larger chapters in the community.

When total is too high:

- Potential new members could withdraw from the primary recruitment process and join chapters during the COB process when they do not receive an invitation to return to the chapter of their choice.
- Larger chapters participate in COB, interfering with the effectiveness of smaller chapters' recruitment.

Adjusting total immediately following the primary recruitment period (no later than 72 hours following bid distribution) allows chapters to participate in COB quickly and assimilate any new members into the existing new member education programs, if desired.

If a College Panhellenic has deferred recruitment, total will be **automatically adjusted** within one week (no more than 7 days) from the start of the first term of the academic year. Much like when total is set too high, having every chapter open to accept members may negate the primary recruitment process. Primary recruitment is the time to focus on the growth of the community when the majority of PNMs are ready to become members of the community. The non-primary recruitment term is the opportunity for Panhellenic communities to focus on the parity of chapters.

Automatically adjusting total during the fall term for College Panhellenics with deferred recruitment:

- Accounts for the women who have graduated at the end of the previous academic year.
- Maintains an accurate depiction of the Panhellenic community.
- Provides for parity of chapters.
- Manages the expectations of PNMs during the COB period while also promoting the upcoming primary recruitment.



## Educational support for: Setting and adjusting total

### How should a College Panhellenic Council decide on the best method to determine total?

The method to determine total is reflected in the College Panhellenic recruitment rules, voted upon annually by the College Panhellenic Council. The method chosen should be dependent on the overall trends of the community and not just a reaction of one academic term.

The College Panhellenic Council should consider the following questions to determine the best method and if that method would be attainable by all the chapters in the community to promote growth and parity.

- Is there a large group of women interested in joining a sorority even after primary recruitment has occurred?
- Is there a large population of transfer students during the non-primary recruitment term who are interested in joining the Panhellenic community?
- Are chapters participating in COB when spaces are available? Is the Panhellenic promoting joining opportunities year-round to alleviate any stigma with COB?
  - » Having high retention and maximizing on openings during the non-primary recruitment term is key to growing and maintaining the size of Panhellenic communities. College Panhellenics should work to market the sorority experience throughout the year, not just in preparation for the primary recruitment period.
- Is the method selected to determine total allowing the entire Panhellenic community to grow?
  - » NPC member organizations have prioritized the growth of Panhellenic communities and understand that one of their chapters may be holding back the opportunity of growth for the rest of the community. College Panhellenics should be having these critical conversations to understand the needs of the overall community.

Most College Panhellenics may not need to select a method to determine total outside of average or median chapter size (whichever is larger). The options in determining total provide for further options to the College Panhellenics that warrant an exploration of alternate options.

Since the College Panhellenic Council votes on the recruitment rules, including the method to determine total, the new calculated total number does not need to be voted upon by the College Panhellenic Council. Instead, the new total number should be communicated to all chapters and stated in the College Panhellenic Council meeting minutes after it is reset.

#### Who counts on a chapter's roster?

From *Calculating Total (1955, 2009, 2015)* – POLICY

... includes both new members and initiated members. Any member who is away from campus for the entire academic year is not counted in total. Members away for one academic term are counted in total. ...

*Chapter Membership Roll (1955, 2018)* – POLICY

For all Panhellenic purposes:

1. Every regularly enrolled undergraduate woman who is a new member and/or initiated member of a chapter on that particular campus shall be counted as a member of the college chapter.
2. Every regularly affiliated undergraduate transfer shall be counted as a member of the college chapter on that campus, affiliation to be defined as meeting the requirements of the individual member organization.

#### What if a sorority member transfers from another campus and wants to affiliate with a chapter that is already over total?

*Transfer Member (1977)* – POLICY

If a chapter is at total and wishes to affiliate a transfer member, it may do so even though the addition of that member will put the chapter over total.

#### Where should information about total be stated?

- **Bylaws:** Under the article for The Panhellenic Council there should be a section titled "Authority" that states: "... annual review the parameters as adopted in the recruitment rules for the evaluation and/or adjustment of total every regular academic term ..."
- **Recruitment rules:** In the College Panhellenic recruitment rules there should be a section titled "Statement of Automatic Reset of Total" that states the method used to set total.
- **College Panhellenic Council meeting minutes:** Each term following the automatic reset of total, the actual number for the new total is stated in the minutes and communicated to all chapters.

## Educational support for: Setting and adjusting total

### When and how should the College Panhellenic adjust total for the primary recruitment academic term?

A College Panhellenic should evaluate total every term. In the academic term that primary recruitment is held, total will be automatically adjusted no later than 72 hours following bid distribution.

### When and how should the College Panhellenic adjust total for the non-primary recruitment academic term?

#### Fall primary recruitment:

Fall primary recruitment campuses should evaluate total in the non-primary recruitment term to ensure that total reflects current campus conditions and the Panhellenic goals of growth and parity.

If a College Panhellenic chooses to reset total, then total must be reset within one week (no more than 7 days) from the start of the academic term. Total cannot be set less than 95% of the total established after primary recruitment. This choice to reset should be reflected in a vote of the College Panhellenic Council.

The College Panhellenic Council needs to keep in mind appropriate timing according to Robert's Rules of Order. Conversations about total, amendments to recruitment rules to change the method to reset total, and motions to reset total in the non-primary recruitment term may need to happen in the prior academic term.

In an effort to prioritize growth of Panhellenic communities, the policy states the reset of total cannot be set to less than 95% of the total that resulted from the automatic adjustment from the most recent primary recruitment. If a College Panhellenic chooses to reset total and the calculation is less than 95% of the total from primary recruitment, total will automatically be bumped up to the 95% calculation.

#### Example:

- Fall primary recruitment total was set to 100
- 95% of 100 equals 95
- In spring, total is revaluated and calculated to be 93.

In this example, total will automatically be bumped up to 95 since 93 is less than the 95% threshold required to reset total in the non-primary recruitment term.

#### Deferred primary recruitment:

If a College Panhellenic has deferred recruitment, total will be **automatically adjusted** within one week (no more than 7 days) from the start of the first term of the academic year.

This automatic adjustment will utilize the method as stated in the College Panhellenic recruitment rules. If a College Panhellenic Council wishes to adopt a different method to determine total, amendments to recruitment rules may need to happen in the prior academic term.

Campuses with deferred recruitment are not held to the same 95% threshold in the non-primary recruitment term. With the graduation of students at the end of the academic year, it is expected that the reset of total in the non-primary academic term will be a smaller calculation until the opportunity to recruit more students becomes available through the primary recruitment process.

### Myths and facts about adjusting total

**Myth:** Raising total makes our chapters/community larger.

**Fact:** Chapter size is a function of quota, not total. Quota is what adds to a chapter's size — the more women who go through recruitment and sign membership recruitment acceptance binding agreements (MRABAs), the larger the quota and the larger chapters become. Raising total only allows those chapters that are smaller than others to have the opportunity to achieve the Panhellenic goal of parity.

**Myth:** Total should never be changed.

**Fact:** NPC policy states that total will be automatically adjusted no more than 72 hours following bid distribution. For campuses with deferred recruitment, total must be reset each academic term. It should reflect the current sizes of chapters on campus — that means total may rise or fall — but by evaluating it each regular academic term and automatically adjusting it, total should be an accurate reflection of the community's size.

**Myth:** Total is too hard to change because it is listed in our bylaws.

**Fact:** Total should never be stated in the Panhellenic bylaws. Instead, state in the bylaws that total will be evaluated and/or adjusted according to the method adopted in the recruitment rules. The recruitment rules will state the approved method of calculating total according to NPC policy and not the actual number.

## WHAT SHOULD I DO IF MY UNIVERSITY IS CONSIDERING A CHANGE TO OUR RECRUITMENT STYLE?

If your college or university is considering changing your recruitment style, please contact your recruitment and Panhellenic district director (RPDD) immediately. You can find her information in the chapter portal.

## I USUALLY MAIL A REFERENCE DIRECTLY TO THE CHAPTER FACILITY. AM I STILL ABLE TO DO THAT?

Due to all the unknowns surrounding recruitment and our members' ability to return to campus, we ask that all potential new member references be submitted using the [online form](#).