How to Prepare for Fall Primary Recruitment during COVID-19 School Suspension

TRI
SIGMA

empowered

As this situation is rapidly changing and school suspension length varies from campus to campus, we wanted to provide a resource for those chapters amid planning for fall primary recruitment. In this resource you will see a modified timeline for preparing for recruitment, as well as links to resources to assist with re-imagined training and workshops, helpful planning guides and communication with members.

Depending on when you will return to campus for in-person instruction, or if your campus is extending its closure until next fall, please use this resource to help troubleshoot specific needs for the chapter and your role as Membership Recruitment Director.

If you are wondering about COB/COR, please connect with your Chapter Services staff member who can assist you with navigating COB for the rest of the spring semester.

IMMEDIATE NEED

If you were planning on having spring workshops in lieu of a fall workweek, you will need to adjust that plan and let your members know as soon as possible. Review move-in dates, recruitment dates and when chapters can start practices. Make a new fall training plan and distribute to chapters. Keep in mind that you will need to be flexible and nimble as recommendations from the CDC and WHO are evolving and might include continued restrictions on sizable gatherings. Linked below is a recruitment packet for distribution to chapter members. This tool can be helpful in keeping all members informed. Please take time in the next week to make this a priority to complete with information you have now.

[Download the Recruitment Packet Here](#)

Additionally, work with your chapter president and officer team to include recruitment information in a weekly email or update that will go to the chapter membership. It might feel like you are over communicating, but that is okay in these types of situations.

REVISED - TIMELINE FOR FALL PRIMARY RECRUITMENT

Week One

Review training/workshops: How can you use online tools to share this information? Can you host a webinar through Zoom? Does your university give you access to online learning tools that you can use to create a presentation to send to everyone? As you start to plan how to deliver this content online and adjust your plans for the spring, shift your focus on things members can do on their own, for example:

1. Omega Recruit Log-in – If your chapter uses Omega Recruit, now would be a good time for everyone to check their log-in information and trouble shoot any issues. As MRD, you can log-in and update member-ship lists, access levels, and use their training tools.

2. Rotation Groups – Ask rotation groups to meet weekly on Facetime, zoom, or other platform and provide them with discussion topics. Use the guide linked below to take you step by step on how you could make this happen. You will need to assign rotation group captains first to lead groups through the discussions. You could also have recruitment committee members attend the group meetings to inform them on any recruitment updates or information.
    Rotation Group Topics

3. Polish and Presentation – Members can use this time at home to perfect any new styling ideas from make-up to hair, we have complied a list of tutorials that members might enjoy:

    Sorority Recruitment Specific Tutorial

    Natural Makeup for Deep Skin

    Natural Makeup for Acne-Prone Skin

    Natural Makeup for Summer Heat

    Natural Makeup in 5 minutes

Finalize committee members and set up weekly meeting times: All recruitment committee members should be in place and working on securing members to assist them in their duties. Recruitment committee members include but are not limited to, Party Day Chair, Clerical Chair, Spirit Chair, PR Chair, Alumnae Relations Chair. Work with these committee chairs to set up weekly meetings with you to report on the work of the committees to keep everyone on track

Week Two

Complete Recruitment Planning Guides: Work with the Party Day chairs and her committee to complete the party planning guides. These planning packs are available on Omega One.

Review Budget: Call or Facetime the treasurer and make sure you are on the same page about the budget for formal recruitment and COR plans for the fall. Revise the planning guides as needed. Plan out any payments that need to be made for rentals or equipment.

Panhellenic: Check in with Panhellenic and see if there are any updates to deadlines for recruitment plans, themes, etc. Ask when you might be able to meet virtually with the other recruitment chairs and Panhellenic officer overseeing recruitment to talk about concerns and questions.

Virtual Recruitment Workshop: Below are some ideas on how you could virtually host a recruitment workshop/training session.

1. Record a webinar and share it with chapter members, be sure to ask them to send you some kind of acknowledgement that they viewed the webinar. Topics could include membership standards/voting protocol, review of Tri Sigma's philanthropy and your local events, tips on how to make a positive first impression, or do's and don't's of recruitment.
2. Host a webinar focused on frequently asked questions during recruitment and ask members to submit questions during the call via the chat function on most webinar systems and answer them for the entire chapter.
3. Record yourself, and ask other officers to do the same, doing chants, cheers, and anything else you will be singing or saying during recruitment and share with members so they can practice. Have them then share their videos with the chapter.

Check out these guides on how to use Tik Tok or PhotoCircle for virtual training.

Tik Tok   **PhotoCircle**

Week Three

Outfit checks: Use the guide linked above to see how you can use Tik Tok or PhotoCircle to host outfit checks. You could also just have chapter members text or email you their photos if members would like a little more privacy. Be sure to send out clear guidelines in advance and give constructive feedback.

Week Four

Review COR plan: Dust off those COR plans and think about what your chapter might need to focus on post primary recruitment to be at total. Start a chapter builder account if you haven't yet and become familiar with how to use the tool. You will have to reach out to the company to have the account created, this link will take you to the website to get started.

Week Five

Primary Recruitment Plans: Don't forget to submit your primary recruitment plan in Chapter Portal under the recruitment tab. They are due by April 15 for Fall Primary Recruitment terms.

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Week Six

Check in on rotation groups: Rotation groups should be meeting weekly to get to know each other, pop in on meetings this week and answer any questions groups might have and to ensure that they are meeting as scheduled.

Primary Recruitment Logistics: As you get closer to the end of the semester, this would be a great time to start thinking about recruitment excuses and schedules. Send out an excuse form to chapter members and give them a deadline for completing it for approval. Other items to consider:

Meals – are you providing meals to chapter members, and if so, how are you going to make that happen. What is your budget? What are dietary restrictions?

Supplies – do you have everything you need for decorations? Cleaning supplies – trash bags, hand sanitizer, brooms? What do you need to get to make sure your space looks nice, smells good, and will look the same before you used it as after.

Gifts/Thank yous – do you have thank you notes ready? Do you give gifts to panhellenic and other chapters? If so, what are you going to give, can you make orders now or do you need to wait until summer? Get the list together and be ready to make purchases when you can.

Week Seven

Primary Recruitment Logistics: Review all excuses and work to respond to each one. Keep track of all approved and not approved excuses on a spreadsheet.

Chapter Communication: As the school year is coming to an end, communicate to the chapter about how you will keep them informed over the summer break. Be sure to include any information that you will be asking from them, for example, to review the recruitment registration list and provide any information on PNMs.

Member Information Survey: Send out a survey to the chapter about their own personal interests, campus activities, organization membership, work experience, majors, hometowns, etc, any and all information you would like your clerical team to have for matching during recruitment.

May/June/July

Summer chapter communication: Work with the spirit chair to send hype emails and make fun social media posts to get the chapter ready for formal recruitment. Also include any changes that have come up since the last recruitment meeting.

Recruitment advisor calls: Check in with your recruitment advisor, chapter advisor and/or ADCS on any issues, concerns or updates you have regarding recruitment. This could include updates to the chapter president and the rest of the leadership team so everyone is informed.