

Recruitment Cheat Sheet

Before the start of the semester

- Reserve room spaces and events via reserve.rit.edu
 - All Events must be reserved and approved, even if they are off campus
 - Reservations can take time to be reviewed so do this ASAP. Please allow a MINIMUM of 4 days for the approval to take place.
 - All events must take place in the recruitment period as outlined in the recruitment schedule
- Get Recruitment posters approved by IFC GA (ifc_ga@rit.edu) and VP of Recruitment (ifcrecruitment@rit.edu) at the following link: <https://cglink.me/2d1/s56032>
 - Have all events on the poster approved BEFORE sending poster in for approval. If this is not possible you must note pending events on the poster
 - After approval you are clear to hang poster on campus and post them virtually on social media. Note posters cannot be posted physically or virtually prior to the Saturday before classes start
 - To hang posters in SAU/Campus center please submit to the following link for approval: <https://cglink.me/2d1/s20365>

First week of classes

- Stay tuned for all IFC recruitment events
- Begin hosting chapter recruitment events. See IFC recruitment guidelines for specifics on what is and isn't allowed at recruitment events

Before the end of recruitment

- Have Pnm's fill out grade release form: <https://cglink.me/2d1/s49426>
 - Grades must be checked BEFORE bids can be distributed
 - The IFC GA will provide you with a final list of Pnm's eligible to receive a bid from your chapter
 - Pnm's MUST fill out the grade release on their own Campus Groups account

After the last day of recruitment

- Submit final bid list at the following link: <https://cglink.me/2d1/s32506>
- Be mindful of the first and last day to extend bids listed on the recruitment schedule. The bid acceptance period will start following this
- Bid acceptance will occur virtually, the new member form and RIT Policy on Hazing are required to be filled out by each new member and will be sent to new members after bid lists are approved by the FSL
- Bid acceptance link: <https://cglink.me/2d1/s34727>
- All new members who cease participating in a chapter's new member education program must take part in an exit interview. Chapters must submit a change in membership form (<https://cglink.me/2d1/s18591>) within one week of the new member dropping