

# IFC Spring 2021 Recruitment Plans

## Fall Recruitment Schedule

- Recruitment Chair Meetings
  - Monday, December 28<sup>th</sup> at 6:00pm via Zoom
- Monday, January 4<sup>th</sup> at 6:00pm via Zoom – Recruitment Meeting (IFC Exec, Chapter Presidents, and Chapter Recruitment Chairs required to attend).
- Week of Welcome
  - Tuesday, January 12<sup>th</sup> from 5:00-6:30pm – Meet the IFC via Zoom
- IFC Week – Tuesday, January 19<sup>th</sup>-Friday, January 22<sup>nd</sup>
  - Tuesday, January 19<sup>th</sup> from 4:00-10:00pm – IFC Ballroom Event at UNF University Center
- Monday, January 25<sup>th</sup>-Friday, January 29<sup>th</sup> – IFC Rush Week

## General Recruitment Guidelines

- Chapters are required to follow all University of North Florida, Florida, and CDC guidelines and restrictions.
- All recruitment events must occur on-campus or at a third-party vendor if off-campus.
- Chapters may host an event at a local location that is pre-approved by the IFC Executive Board.
  - If hosting event at a local location chapters must use a professional cleaning service.
  - Location must be cleaned by the professional cleaning service before and after the event.
  - Invoices must be provided to the IFC Executive Board.
  - Personal rooms are not to be accessed during the event and may only be used by official resident of each room.
  - There must be at least two (2) hand washing stations with a full bottle of hand soap and paper towels to be used.
  - There must be at least two (2) hand sanitizer stations positioned throughout the location.
- Transportation
  - Chapters are not permitted to shuttle PNMs to and from events.
  - Chapters may provide Ubers or Lyfts for PNMs.
- Chapters must wear masks during all recruitment events.
  - Chapters are to require mask use at all times.
  - Chapters are expected to turn individuals away if they are not wearing a mask to enter the event.
  - Chapters are expected to enforce mask wearing protocols during the entirety of their event including prior to the start, during, and after the event is concluded.
- Guest Lists
  - Guest lists are to be kept at all events to assist with tracking contact.
  - Guest lists are to contain a list of all initiated members, alumni members, guests, and potential new members who attend all events whether on or off campus.
  - Guest lists are to be submitted the following day to the IFC Executive Board or IFC Advisor the day after events are held.
- Food
  - No on-site grilling, smoking, or cooking of any food will be allowed.
  - No buffet-style dining or any situation with a sharing of serving utensils.
  - Food may be catered in, but must be served by a single server (again, no buffet style).
  - All beverages provided must be bottled and not mass quantity (ex. No tea or lemonade jugs).
  - No coolers with handles/lids with goal of reducing highly touched surface.
  - Pre-packaged individual portions are preferred.
  - Hand sanitizer stations should be placed in front of food/beverage stations.
  - Disposable cups/dining supplies are preferred.
  - Gloves must be used if a member is assisting with distribution of food and beverages.

- Recruitment Period
  - The recruitment period begins at the start, Tuesday, January 19<sup>th</sup>, of IFC Week and concludes at the end, Friday, January 29<sup>th</sup>, of IFC Rush Week.
  - The recruitment period is to remain substance and alcohol free at all times especially when potential new members are in attendance.
- IFC Ballroom Event
  - Individual room selection for the IFC Ballroom event and individual chapter event days during IFC Week shall be chosen by the organization with the highest semester GPA from the previous semester.
    - The selection of the rooms shall occur prior to the start of the semester.
    - Chapter events may be held on Wednesday, Thursday, or Friday of IFC Week.
  - No individual chapter events will be permitted on the same day as the IFC Ballroom event.
- Individuals should not attend any event and should stay home if:
  - You are sick
  - You have a fever
  - You have any flu-like symptoms
  - Someone in your household is sick
  - You have allergies and can't control sneezing or coughing
- Each chapter's IFC Week and IFC Rush Week plans must be submitted to the IFC Vice President of Recruitment and IFC Advisor by ***Monday, January 11<sup>th</sup> at 12:00pm (Noon)***.
- A potential new member must complete a CampusDirector profile before they are eligible to receive a bid from any chapter.
- Chapters are to offer bids through CampusDirector along with any verbal or written offer given to a potential new member.
- Potential new members are not eligible to receive a bid until ***Monday, January 11<sup>th</sup> at 12:00pm (Noon)***.
- Potential new members must have a 2.5 cumulative GPA (including transfer GPA) or a 3.0 High School GPA to be eligible for a bid.
- Chapters may table during IFC Week and IFC Rush Week.
  - Chapters must fill out the tabling form through the UNF Student Union to table.

### **Guest Lists**

Each chapter is to submit their Guest List after each event to the IFC Executive Board and IFC Advisor. Please use the following link to upload your Guest List after each event: <https://forms.gle/MJkqCsT5NnmirwKW6>.

Make sure that your Guest Lists have each person's first and last name (legal names not nicknames), Phone numbers, emails, individual's temperature, and N#. The Guest List should include all PNMs, Brothers, and Alumni who attend the event even if they are only at the event for five (5) minutes. Guest Lists may include more if they so choose. A template has been provided below.

Please provide the name of your organization on the Guest List as well as the person submitting the list and their contact information.

Chapters should submit Guest Lists for their one (1) event during IFC Week and for each Rush Week event.



## IFC Hosted Events

- Meet the IFC
- IFC Week
- IFC Ballroom Event
- IFC Rush Week

### Meet the IFC

The IFC Executive Board will host a virtual Meet the IFC Event via Zoom on Tuesday, January 12<sup>th</sup> to provide updates about what IFC recruitment will look like this semester. Attendees will be able to ask questions to the Executive Board.

### IFC Week

Tuesday, January 19<sup>th</sup> – IFC Ballroom Event at the University Center

Wednesday, January 20<sup>th</sup>

- Chi Phi
- Theta Chi

Thursday, January 21<sup>st</sup>

- Alpha Tau Omega
- Sigma Alpha Epsilon

Friday, January 22<sup>nd</sup>

- Delta Sigma Phi
- Delta Upsilon
- Zeta Beta Tau

Saturday, January 23<sup>rd</sup>-Sunday, January 24<sup>th</sup> – No events to be held by chapters. Still part of the recruitment period.

IFC Week consists of the main IFC event, the IFC Ballroom Event, at the start of the week on Tuesday, January 19, 2021. Following the Ballroom event chapters may host one (1) event based on the date they select between Wednesday, January 20<sup>th</sup> and Friday, January 22<sup>nd</sup>. No chapters may host events Saturday, January 23<sup>rd</sup>-Sunday, January 24<sup>th</sup>.

Selection of the date for a chapter's individual event is determined by the chapter's Fall 2020 GPA. There shall be no more than three (3) chapters hosting an event on the same day. The chapter with the highest GPA will get to select what day they would like to host their event over the course of the week. This process shall continue until the chapter with the lowest GPA has selected their date. Chapters are encouraged to table during this week.

Events are to be determined by the chapter. Chapters cannot switch dates after selection begins. Chapters must host their event on campus or at a third-party vendor to ensure that CDC Guidelines are being followed. If the event is to be hosted at a local location they must ensure all recruitment guidelines are being met.

IFC Week will be the start of the IFC Recruitment period. This means that all events are to remain free of any alcohol or substances. Any violation to this can result in a chapter referral to the IFC Standards Board.

## IFC Ballroom Event

The Ballroom Event will occur in the UNF University Center on Tuesday, January 19<sup>th</sup> from 6:00-10:00pm.

Each chapter will be given a room that they select based on their Fall 2020 GPA. Potential new members will be split into one (1) round from 7:00-9:15pm. Potential new members will be provided a schedule which will contain what chapters they are rotating to at what times. Each group will be given twelve (12) minutes to speak to each chapter. There will be a three (3) minute break between each chapter meeting. After all the potential new members have visited each chapter they can leave the University Center. The round will be approximately three (3) hours long. Chapters may have no more than ten (10) members in their room at one time. The members may not change out with other members once the Ballroom Event has begun.

Ballroom Check-in – The check-in process will be for both potential new members and brothers of each chapter. Temperatures will be taken and all attendees must have self-reported the day of the event via the SafeOspreys app. Anyone who has shown symptoms within the past 24 hours should not attend the event. Anyone with a fever (100.4 or greater) or chills will not be allowed into the event. Masks are to be worn at all times. Potential New Members who have registered before the Ballroom Event will be provided their schedule prior to arrive to allow for a staggered check-in process.

Tentative Ballroom Schedule

6:00pm	IFC Exec Arrives at UC
6:15pm	Chapters Check-in & Set-up Rooms
6:40pm	PNMs Check-in
6:55pm	IFC Exec Announcements in Chapter Rooms
7:00-7:12pm	1 <sup>st</sup> Rotation
7:12-7:15pm	Break
7:15-7:27pm	2 <sup>nd</sup> Rotation
7:27-7:30pm	Break
7:30-7:42pm	3 <sup>rd</sup> Rotation
7:42-7:45pm	Break
7:45-7:57pm	4 <sup>th</sup> Rotation
7:57-8:00pm	Break
8:00-8:12pm	5 <sup>th</sup> Rotation
8:12-8:15pm	Break
8:15-8:27pm	6 <sup>th</sup> Rotation
8:27-8:30pm	Break
8:30-8:42pm	7 <sup>th</sup> Rotation
8:42-8:45pm	Break
8:45-8:57pm	8 <sup>th</sup> Rotation
9:00pm	Chapters Breakdown Rooms
9:45pm	UC emptied – Exec does final walk through.

### *Virtual Recruitment for IFC Ballroom Event*

Each Chapter should provide an individual to perform the virtual aspect at the Ballroom Event. These will occur at 8:00pm. The chapter's representative will sit at the computer and provide information about their chapter for no more than four (4) minutes. The order of chapters will be alphabetical order.

Chapters should speak about:

- National Founding
- Local Founding
- Leadership
- Philanthropy
- Community Service
- Academics
- Values

Chapters should avoid:

- Parties
- Drugs and Other Substances
- Alcohol
- Women

Ballroom Event Chapter Room Selections

- 1044-1 – Delta Upsilon
- 1044-2 – Delta Sigma Phi
- 1044-3 – Zeta Beta Tau
- 1044-4 – Alpha Tau Omega
- 1044-5 – Sigma Alpha Epsilon
- 1044-6 – Chi Phi
- 1058-1 – IFC
- 1058-2 – Theta Chi

## Adam W. Herbert University Center First Floor



### IFC Rush Week

Rush events will be determined by each chapter. Chapters must host events on-campus or at a third-party location if off-campus. Chapters may host an event at a pre-approved local location. This location cannot be changed and must be used for all events. Chapters must have a professional cleaning service and have the location cleaned before and after the event. Chapters will need to ensure that they align with all CDC Guidelines.

Important to remember: additional mitigation strategies may be required depending on the evolving situation locally and regionally in the coming weeks. All practices outlined above are based on the following CDC guidelines:

- <https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/deciding-to-go-out.html>
- <https://www.cdc.gov/coronavirus/2019-ncov/community/large-events/considerations-for-events-gatherings.html>

## IFC Chapter Promo Videos

Each chapter is asked to create a promotional video to be featured on the IFC Instagram. These videos may be sent to individuals who register for IFC Recruitment via CampusDirector, as well. Chapters should create these in a way that their Inter/National Headquarters would want to repost on their personal social medias. Videos should be 3-4 minutes in length.

All chapters must submit their videos for approval to the IFC Vice President of Recruitment via the IFC community email. Videos must be sent by ***Thursday, January 7<sup>th</sup> at 12:00 (Noon)***.

Things to include in the promo video:

- Information about the chapter
- Leadership opportunities
- Philanthropy
- GPA
- Values/ beliefs
- The benefits of joining a fraternity
- The benefits of joining your chapter
- What makes your chapter unique?
- How to register for recruitment

Things that should be avoided in the video:

- Parties
- Drugs and Other Substances
- Alcohol
- Women
- Negatively speaking about other organizations