

VPR Update and Checklist

1-2 months before Formal Recruitment

Remember to discuss these changes with your Recruitment Coordinator and Advisor!

- Confirm recruitment format and virtual platform with campus panhellenic
 - Do you need to get access to any new technology?
- Discuss with Recruitment coordinator plans for **virtual workshops/workweek**
 - Do you want to have a few virtual workshops over the summer or a lot packed in right before recruitment starts?
 - What topics need to be covered?
 - Discuss with your recruitment coordinator/exec if workshops should be synchronous and material that can be sent out to chapter to review on their own.
 - Talk to your recruitment coordinator if you need consultant support for workshops
 - Here is a Zoom etiquette [workshop](#) and [handout](#)
 - Sign up [here](#) to practice recruitment with another chapter
 - *A sample workweek schedule/outline of workshop content and resources/videos will be sent out soon**
- Start thinking about **videos**
 - How many videos does your campus need?
 - What are the requirements?
 - Do you need to make it yourselves or hire a professional?
 - [Here is a guide](#) for creating open house, philanthropy, sisterhood, house tour videos with templates, examples, and other resources
- Start thinking about **recruitment logistics**
 - How do you want to set up virtual conversations and bumps?
 - *Specific recommendations and suggestions will be sent soon**
 - How many sisters do you need to have for every round of recruitment?
 - If using Zoom (max breakout rooms = 50)
 - Which sisters are available based on their technology, internet, location, schedules etc
 - Confirm who will be recruiters and what other tasks other sisters can help with
 - See suggestions for **committees** to involve all members
 - What will your backgrounds look like?
 - Zoom templates
 - Bedroom decor
 - Backdrop for speakers

- Where will recruiters be recruiting from? (House, dorms, apartments)
- Do you need to look into increasing internet capacities at your house?
- Talk to your Housing Director

Recruitment Outfits

- How do these need to be updated for virtual conversations? How can we use what sisters already have/ have bought?
- Here is a **recommended guide**
- If you are having in person rounds or class- look into SDT masks [here](#)
- Consider ring lights for sisters that are speaking/presenting on Zoom

Membership Selection

- Do you need to use technology? Check out MyVote or Google forms
 - Myvote [info](#) and [video](#)
- Virtual voting recommendations will be posted on the recruitment toolkit
 - Discuss with your recruitment coordinator how to do MS/Voting
- If you want to use MyVote request at this link [here](#)

Budget / Supplies

- Did panhel change your recruitment budget? Talk to your recruitment coordinator about revising your budget
- Do we need to order different supplies? (i.e., sanitation, disinfectant, Vitamin C, cough drops, etc)
- Coordinate with your housing director to order extra supplies for recruitment ASAP

Preference

- Is your campus doing in person or virtual?
- Think about which parts will need to be filmed and what that might look like
- Decide who will read speeches/poems
Specific preference recommendations and guide for virtual/pre-recorded pref coming soon

PNM Outreach

- Make sure you are collecting names of PNMs going through recruitment and sisters are reaching out to PNMs
- Enforce & reward individual sisters for posting/sharing/providing names

- Follow 'class of 2024' PNMs on IG
- [Here](#) is a guide for reaching out PNMs and PNM contact
- [Here](#) is a guide to the new NPC policies for PNM contact and what is allowed
- Campus orientation- how can you be involved in this process?
- Virtual chapter info session - Zoom or instagram

Marketing

- Update chapter website and all social media
- Collaborate with your PR chair for recruitment posts over the summer
- Insta Live for QA with PNMs
- Reach out to alumnae for recommendations and to promote registration
- Provide sisters with social media posts, templates, stories etc to share all summer and to promote SDT, registration, and NPC
- Chapter tiktok- see our [guide here](#)