



Recruitment Preparation Workshop (RPW) 5

LOGISTICS 1

This workshop is designed to educate members on recruitment rules and develop confidence in rotations.

The vp: membership and director of primary recruitment are responsible for the facilitation of this workshop. This workshop requires members to practice their rotations. It is recommended to host this workshop out of where your chapter recruits. If your chapter recruits in a university rented space, be sure to reserve your room early. For this workshop, it is important to have a rotation group draft for whichever round you are working on. This workshop is recommended to be facilitated after the Storytelling workshop, as members should be encouraged to practice these storytelling skills during the rotation practice.

Review this checklist at least **one week** before your workshop.

- Review the facilitation guide for the Logistics 1 workshop
- Reserve recruitment space (if needed)
- Create rotations groups
 - The director of continuous recruitment should oversee the creation of these with the assistance of EVC
- Review all recruitment rules
- Prepare any background music that can be played during times of reflection
- Discuss how to teach chapter recruitment rules with your RCRS/CRC/NCRC
- Select an icebreaker for rotation groups
 - Examples are listed in the facilitation guide
- Download the RPW PowerPoint in the DG library

Curriculum Key

To better understand how to read the curriculum, take note of the following notations:

X/XX	Denotes the time. The first X is the number of minutes this section takes. The second set of numbers is at the conclusion of this section, how many minutes you are into the session.
WS	Indicates worksheet/handout needed
<i>Italics</i>	Marks curriculum you should tell/ask the participants
Plain text	Indicates instructions for you as the facilitator
Fac Note	Highlights special instructions for the facilitator
Video	Indicates a video is associated with this part of the curriculum.

LOGISTICS 1

To do prior to the workshop:

- Create rotation groups
- Decide which type of rotation system the chapter will use and needs to learn
- Discuss plans for teaching the chapter about recruitment rules with your RCRS/CRC/NCRC
- Review the “Review the Recruitment Rules” section and prepare any needed materials

Learning Outcomes:

- Chapter members will understand the purpose and function of rotation groups/bump groups
- Chapter members will understand how to abide by all recruitment rules

1/1	<p>Introduction</p> <p><i>Welcome to RPW 5! This RPW is our first of 2 that are focused simply on the logistics of recruitment. Remember, that so far in RPWs, we have learned about how to tell the story of Delta Gamma, about our brand as a chapter and about the strategy behind recruitment. The logistics we learn in the next two RPWs include the ways in which we will utilize what we have learned to find the next members of our chapter.</i></p> <p><i>In this session, we are going to practice rotation and get to know our rotation groups, review the recruitment rules and also talk about the purpose and function of EVC.</i></p> <p><i>Let's get started!</i></p>
15/16	<p>Rotation Group Introduction</p> <p>Have all chapter members organize into their rotation groups. If rotation groups have not been created, you can use your DG Dialogues groups.</p> <p><i>It is important that you have the opportunity to get to know all the members in your rotation group. As you get to know each other, your trust in each other will strengthen and you will be able to more easily work together during recruitment to recruitment the best women for Delta Gamma. We are going to start with an icebreaker activity!</i></p> <p>Fac Note: Feel free to choose your own icebreaker activity here, if there is one that you know your chapter members will enjoy. Below are a couple of ideas.</p> <ul style="list-style-type: none"> • Idea 1: Have each member finish this sentence three times and then share her answers with the group: "If you really knew me, you would know..." • Idea 2: Have the group find 5 unique things they all have in common related to their collegiate experience • Idea 3: Have each member respond to the prompt "I could talk all day about _____" to define their passions and interests that could be utilized during recruitment conversation. <p>Include your selection/plans here:</p>

	Choose Your Next Section–Either Rotation Group Practice <u>OR</u> Bumping Practice and Transitions
30/46	Option 1: Rotation Group Practice
	<p>Use these 30 minutes to give the chapter realistic practice with rotation and bumping.</p> <p>Purpose of rotation:</p> <ul style="list-style-type: none"> • <i>Remember that the purpose of rotation during recruitment is two-fold. First, it gives each PNM the opportunity to meet as many Delta Gamma's as possible. Similarly, it gives us the opportunity to have as many Delta Gamma's meet each PNM as possible. It helps the PNM to know if she sees herself as a DG, and it gives us the chance to understand if each PNMs values align with Article II. For the next 30 minutes, we are going to practice bumping.</i> • <i>Let's look at an example of how bumping works for us.</i> <p>Spend the next 10 minutes utilizing one rotation group to explain how the rotation system works. Call one group to the front of the room and utilize them in a real time scenario to show the operation of the rotation system. While these members are acting out the rotation system.</p> <p>After that demonstration, show an electronic explanation of your rotation system on a PowerPoint slide or handout for each member. Seeing it in this way may be helpful to some.</p> <p>Here are some ideas for full practice of the rotation system:</p> <ul style="list-style-type: none"> • Split the chapter into two groups, keeping all rotation groups together. One half of the chapter will act as PNMs and the other half will be the recruiters. • Consider your options to indicate when the initial member should begin bumping and when the last member bumped out should begin the next round of bumps <ul style="list-style-type: none"> ◦ Some examples may be having EVC members give a predetermined signal, using a stopwatch, having members linger in-between bumps, etc. • Incorporate common recruitment mishaps into rotation group practice, including: <ul style="list-style-type: none"> ◦ What happens when a PNM is missing in the line

	<ul style="list-style-type: none"> ○ What happens when PNMs are mixed up in line and chapter members end up with a different PNM than expected ○ Other campus-specific scenarios • Best practices to consider: <ul style="list-style-type: none"> ○ It is recommended that during this rotation practice, members discuss conversation topics that may be relevant during specific rounds. ○ It is recommended to practice entering and exiting as you will during recruitment. ○ If possible, have your chapter practice this part of the RPW in the facility the chapter recruits in. <p>Include your selection/plans here:</p>
30/46	Option 2: Bumping Practice and Transitions
	<p><i>We are going to talk about bumping/rotational groups. At this time, explain the ideal bumping/rotation group.</i></p> <p><i>We are going to practice bumping as a group. Please join your groups if you have not already. Before we start practicing, we are going to talk about transitions between bumping partners and rotational group members. It is important to make the PNM feel comfortable and introduce them to the new member who has arrived. Members who have recruited, what are some of your favorite pieces of transitions and goodbyes to PNMs? Allow 2 to 4 people to answer.</i></p> <p><i>Pair up small groups of similar sizes. Each small group will pair up with another small group. Within this pairing, one small group will act as PNMs and the other small group will act as recruiting members. Move members around if needed and if there is an odd number of members, have a member of EVC step in. Members acting as PNMs, your job is to read and understand your PNM personality and respond to questions like that PNM would. Recruiting members, your job is to ask questions and have a conversation. When EVC says switch, the next person will come bump and you all will practice these transitions. We will bump 3 times before we switch places.</i></p>

	<p>PNM Personalities:</p> <ul style="list-style-type: none"> • First Year, In-state, STEM Major, joining a sorority to make connections for college and the future • Second Year, In-State, Healthcare Major, enjoyed their year and wants to join a chapter for the volunteer and leadership opportunities • First Year, Out-of-state, Business Major, looking forward to meeting people with similar values • First Year, first generation college student, Journalism/PR major, wants to find people with similar passions and join clubs that other members are joined (wants to branch out and get involved) (ex. Intramurals, honor societies, etc) • First Year, Out of State, Humanities Major, wants to live in a chapter facility and/or with members of the chapter she joins • Second Year, History/Political Science Major, wants to learn more about the sisterhood and events that promote sisterhood <p>After the 3 bumps reflection - <i>what went well? Do we have any shoutouts for people who did well? (Take 5-7 responses) Did anyone hear a great transition and want to share? (take up to five)</i></p> <p><i>Amazing! We will now switch. PNMs you are now bumping, members bumping, you are now PNMs. After three bumps, repeat the reflection.</i></p>
30/76	Review of Recruitment Rules
	<p>Use these 30 minutes to give chapter members an overview of the recruitment rules for Delta Gamma and your campus Panhellenic. Prior to this workshop, talk with your RCRS/CRC/NCRC about which rules should be given special consideration with chapter members, according to past infractions or trends. Make an effort to describe the “why” behind each recruitment rule. Be sure to highlight how excuses work for recruitment. These can be found in your chapter’s bylaws.</p> <p>Ideas for this review include (choose two!):</p> <ul style="list-style-type: none"> • Create a PowerPoint to display each rule as it is covered – Create a fill-in-the-blank recruitment rules document that rotation groups can complete before the review • Create a presentation that asks if the presented recruitment rules are “facts” or “myths.” • Give each rotation group a copy of the recruitment rules and ask them to brainstorm why each rule is in place

	<ul style="list-style-type: none"> • Create a Kahoot! Quiz • Plan an interactive game (ie: Family Feud) <p>Include your selection/plans here:</p>
25/101	Voting/Mock Conversations
	<p>Fac Note: The voting PowerPoint and MyVote calibrated to training mode, PNM cards/descriptions</p> <p><i>Today we are focusing on logistics and ensuring you all are confident in voting and conversations. Please sit with your group. Pair up groups of similar sizes. Move people around if needed and if there is an odd number of people, have a member of EVC step in.</i></p> <p><i>One group will act as PNMs and the other group will act as members. EVC will give you a specific round and we will spend 5 minutes having common conversations based on that specific round. Members acting as PNMs, please read your PNM card to learn more about your PNM. Your job is to answer your questions and talk as if you have this personality and experience. Members, your job is to remember the information in order to vote on the PNM accordingly. Please take 5 minutes to have these conversations.</i></p> <p>PNM Personalities:</p> <ul style="list-style-type: none"> • First Year, In-state, STEM Major, joining a sorority to make connections for college and the future • Second Year, In-State, Healthcare Major, enjoyed their year and wants to join a chapter for the volunteer and leadership opportunities • First Year, Out-of-state, Business Major, looking forward to meeting people with similar values • First Year, first generation college student, Journalism/PR major, wants to find people with similar passions and join clubs that other members are joined (wants to branch out and get involved) (ex. Intramurals, honor societies, etc) • First Year, Out of State, Humanities Major, wants to live in a chapter facility and/or with members of the chapter she joins • Second Year, History/Political Science Major, wants to learn more about the sisterhood and events that promote sisterhood

	<p>After five minutes, allow the members to login into My Vote and show the example of an ideal vote (on slide). Allow them to pick a celebrity and vote on them with comments based on the conversations they just had. Ask what went well and how they feel like voting went. Read out some of the best votes to the group to share more examples of expectations. Have the group mix up PNM cards and description and that the groups switch and repeat the activity.</p> <p>Once the activity is completed ask: <i>Was it easier to vote after understanding from past RPWs what to look for? How do you think it is easier to vote and actively listen?</i></p>
4/105	Reflection
	<p>Ask the chapter:</p> <p><i>As we wrap up our time together, what other bumping/rotating questions do you still have that we can work through together? Are there any specific scenarios that you want us to talk about?</i> Allow members to ask questions and share stories about bumping/rotating. Allow more experienced recruiters to share any tips they would give as well.</p> <p>Thank everyone for their time and attention today!</p>