Delta Gamma
1873

Fall Primary Recruitment Timeline

January – March
(6-8 Months Before Primary Recruitment)

Recruitment Tasks	EVC Meeting Topics
Review Anchorbase tasks and calendar events.	Develop goals for EVC and for recruitment.
Review COB Action Plan and implement (if necessary).	Review post-recruitment survey results
Create recruitment excuse form (for all events).	Identify delegation within EVC.
Create round chair and committee leader applications.	Review budget and work with vp: finance on changes for next year.
Review most recent recruitment statistics and evaluations.	Discuss RPW 4 agenda and excuses
Pass down any cover email addresses and passwords to new officers.	Identify round chair and committee duties and expectations.
Identify if eligible for COB	Implement COB action plan and review PNM list for the spring semester- four week
Video	Begin to gather video clips - focus on article II see webinar/ one sheeter

April - May
(3-4 Months Before Primary Recruitment)

Recruitment Tasks	EVC Meeting Topics
Calendar Planning: RPWs and Prep Week.	Round and committee leader assignments
Committee Meetings	COB Action Plan (for fall term)

Begin working on primary recruitment presentations.	RPW Agenda 5 and 6 and Evaluations
Review excuse process and any forms received.	Identify communication and responsibilities over the summer.
Begin populating a list of potential new members.	Review Panhellenic recruitment rules
If budget allows, begin ordering recruitment materials.	Submit PR plan (work with director of PR).
If applicable, make reservations for prep week and recruitment.	Refine MSC (submit to RPRS/CRC/NCRC).

June- July
(1-2 Months Before Primary Recruitment)

Recruitment Tasks	EVC Meeting Topics
Follow up with committee leaders.	Rotation Group Strategies Prep Week Schedule,
Prepare recruitment notebooks/folders.	Review Excuses
Discuss meals for members during recruitment	Recommendation Forms and Pre-Scoring
Purchase recruitment items.	MyVote set-up

August (Final Prep)

Recruitment Tasks	EVC Meeting Topics
Prep Week	Rotation Group Strength & Schedule
Finalize any changes to rotation groups, house tours, decor, etc.	Recommendation Form Management
Begin matching, if possible	Review EVC Meeting Checklist
Update roster in MyVote.	Continue Pre-Scoring if information is available

Post recruitment Task
(Wrap up/ transition)

Recruitment Tasks	EVC Meeting Topics
Anchorbase Recruitment Statistics	Unexcused recruitment absences
Recommendation Forms to vp: member education for Anchorbase	Follow up with RPRS/CRC/NCRC on recruitment infractions
Thank you cards for Recommendation Forms	Discuss highs and lows of recruitment
Prepare for transitions	Discuss post-recruitment survey for members and new members.
Destroy all confidential information. .	Thank you Notes for alumnae and volunteers
Identify if eligible for COB	Implement COB action plan and review PNM list for the spring semester- two week
RPW	Prep for RWP 1-3 in September-November

Deferred Primary Recruitment Timeline

January - March
(9-12 Months Before Primary Recruitment)

Recruitment Tasks	EVC Meeting Topics
Review Anchorbase tasks and calendar. .	Develop goals for EVC and for recruitment.
Create recruitment excuse form.	Identify delegation within EVC.
Create round chair and committee leader applications.	Review budget and work with vp: finance if changes are needed for next fiscal year.
Review recent recruitment statistics and evaluations	Discuss RPW 1- 3 agendas and excuses.
Review COB Action Plan and implement.	Identify round chair and committee duties

April – September
(5-8 Months Before Primary Recruitment)

Recruitment Tasks	EVC Meeting Topics
Calendar Planning: RPWs and Prep Week.	Round chair and committee assignments
Committee Meetings	COB Action Plan (for fall term)
Begin working on primary recruitment presentations.	RPW Agendas and Evaluations
Review excuse process and any forms received.	Identify communication and responsibilities over the summer.
Begin populating a list of potential new members.	Pass down any cover email addresses and passwords to new officers.
Identify if eligible for COB	Implement COB action plan and review PNM list for the spring semester- four week

October- November
(3-4 Months Before Primary Recruitment)

Recruitment Tasks	EVC Meeting Topics
Committee meetings: finalize action plans	Rotation group strategies
Recruitment Preparation Workshops (RPWs)	Review excuses
Reservations for Prep Week (if necessary)	Recommendation Forms and Pre-Scoring

Purchase recruitment items	Voting software set-up
Discuss meals for members during recruitment	Prep Week schedule
Finalize speeches and presentations	PR Plan

December- January
(1-2 Months Before Primary Recruitment)

Recruitment Tasks	EVC Meeting Topics
Finalize and announce rotation groups.	Prep Week agenda
Prepare member notebooks/folders.	Rotation group schedule
Finalize recruitment purchases.	Captains List
Update roster in Anchorbase and voting software.	COB Action Plan

Week before (Final Prep)

Recruitment Tasks	EVC Meeting Topics
Prep Week	Captains List
Finalize last minute changes to rotation groups, house tour (if applicable), decor, etc.	Rotation group schedule
Begin matching (if possible).	Recommendation Form management
EVC Meeting Checklist	

Post Recruitment tasks
(Wrap up and transitions)

Recruitment Tasks	EVC Meeting Topics
Anchorbase Recruitment Statistics	Unexcused recruitment absences
Recommendation Forms to vp: member education for Anchorbase	Follow up with RPRS/CRC/NCRC on recruitment infractions
Thank you notes for Recommendation Forms	Discuss highs and lows of recruitment
Prepare for transitions	Discuss post-recruitment survey for members and new members.
Destroy all confidential information. .	Thank you Notes for alumnae and volunteers
Identify if eligible for COB	Implement COB action plan and review PNM list for the spring semester