Congratulations on choosing to participate in the Duke Panhellenic Association’s Formal Recruitment process! As potential new members (PNMs) interested in joining one of our 10 National Panhellenic Conference (NPC) chapters, it is important for you to understand the obligations, responsibilities and expectations of students participating in this process.

New Member Eligibility
1. A woman is eligible to participate in the Duke Panhellenic Association’s Formal Recruitment process if she is a regularly enrolled, full-time, undergraduate student who is on-campus and in good standing with Duke University, is at least a second-semester freshman, and has a 2.50 or better cumulative GPA.
   a. If a PNM does not meet the GPA requirement, the Panhellenic Advisor, Jessica Emig, will contact her via phone and email in early January to notify her of her ineligibility.
   b. Please note: Some chapters do have higher GPA requirements in order to be invited back to their Round 2 events.
2. A woman is ineligible to participate if she is or has ever been initiated into a National Panhellenic (NPC) organization on any campus or if she signed a Membership Recruitment Acceptance Binding Agreement (MRABA) and received a bid under the preference system within the same calendar year on Duke’s campus.

As Potential New Members (PNMs), we will abide by the NPC Unanimous Agreements in addition to the Duke University Panhellenic Association’s Recruitment Rules. These expectations include, but are not limited to:
1. Become familiar with the Panhellenic’s Formal Recruitment process and have a basic understanding of the policies.
2. Be cognizant of your behaviors and choices made during the Formal Recruitment process.
3. Base your decisions off of your own personal thoughts and opinions. Recruitment is and should be a very PERSONALIZED process. Focus on where you feel most comfortable and try not to let others influence you.
4. Pay registration fees ($75) in full no later than 12pm on Monday, January 9, 2017.
5. Inform the Panhellenic Advisor, Jessica Emig (jessica.emig@duke.edu) of any extenuating circumstances (ie. academics, athletics, co-curricular/extracurricular commitments, religious holidays, etc.) that may prevent you from attending any of Formal Recruitment in its entirety by 5pm on Wednesday, January 4. If any other extenuating circumstances (ie. illness, emergency conflicts, etc.) arise, you should notify your Gamma Chis and the Panhellenic Advisor immediately.
   a. PNMs will be issued specific condensed schedules on a case-by-case basis.
   b. If you are ill and must miss any portion of a Round, you are not permitted to return to events later in the day.
6. Attend all events to which you are invited to each Round.
   a. If you do not attend a chapter’s event to which you are invited, you are automatically withdrawing yourself from the process and will be ineligible to receive a bid from any of the 10 Panhellenic Association chapters.
7. PNMs are permitted to engage in Positive Panhellenic Contact (PPC) with chapter members. PPC is defined as includes normal day-to-day contact between PNMs and chapter members.
   a. Normal, social contact between chapter members and PNMs is permitted in the case of long-standing relationships. Long-standing relationships are defined as relationships established prior to a potential new member’s acceptance to Duke University. This relationship is not to be exploited for Recruitment purposes.
8. Engage in respectful interactions with all chapter members, Gamma Chis, Recruitment Team members, and OFSL staff throughout the Formal Recruitment process.
   a. If you are reported for being intentionally rude or acting in ways to deliberately negate your chances of being invited back or selected by a chapter, you will be brought in front of the Panhellenic Standards Board (PSB).
9. In order to maximize your options, you must rank the maximum number of chapters throughout each Round of Recruitment, including ranking all of your options following Round 4 (Preference Round) on your Membership Recruitment Acceptance Binding Agreement (MRABA). By maximizing your options, you have a better chance of receiving a bid to ANY of the chapters listed on your card. This does NOT mean that you will have a better chance of receiving a bid to your preferred chapter(s).
   a. You are NOT required to maximize your options. You may single intentionally preference (SIP) by listing only one chapter on your MRABA.
10. Complete the Membership Recruitment Acceptance Binding Agreement (MRABA) immediately following the last event you attend during Round 4 (Preference Round). Once the MRABA is signed, no changes can be made.
a. Once you have signed a MRABA, you are no longer eligible to participate in informal recruitment/COB or pledge another chapter on Duke’s campus until the next Formal Recruitment period, unless you are unmatched in the process.

11. Adhere to the “strict silence” period policies.
   a. *Strict silence is the period of time after the potential new members (PNMs) leave their last Round 4 (Preference Round) event until the distribution of bids the next day. During the strict silence period, there shall be no communication (including, but not limited to: verbal, nonverbal, written, printed, text message, and electronic communication, or communication through a third party) between potential new members and chapter members, new members, and/or alumnae whatsoever.*

12. Attend Bid Day, including the distribution and opening of bids as well as your respective chapter’s festivities.
   a. PNMs are expected to attend ALL Bid Day activities in order to get to know the chapter and its members.

13. Keep your cell phone on throughout the process and during Bid Day.
   a. PNMs who receive very limited schedules will be contacted by her Gamma Chis prior to the beginning of the Round.
   b. PNMs who do not receive a bid to a chapter will be contacted by the Panhellenic Advisor on the morning of Bid Day.

14. Consult your Gamma Chi (Recruitment Counselor) before withdrawing from Recruitment.

15. Complete the withdrawal form if you no longer want to participate in the Formal Recruitment process. Once the form is signed, you are no longer eligible to participate in the process. This decision is final.

16. In order to formally decline your bid, you MUST contact both the respective chapter and the Panhellenic Advisor, Jessica Emig *(jessica.emig@duke.edu)* to notify them that you are not accepting the bid you received.

17. Report any Recruitment misconduct to the Recruitment Team, the Panhellenic Advisor, Jessica Emig *(jessica.emig@duke.edu)*, or the Office of Fraternity & Sorority Life (OFSL) in a timely manner.

In accordance with the NPC Unanimous Agreements and Duke University Panhellenic Association’s Recruitment Rules, potential new members (PNMs) should NOT:

1. Inquire about the affiliation of our Gamma Chis and Recruitment Team members. They are disassociated to serve as unbiased resources to you throughout the entire Formal Recruitment process.
2. Try and determine the computer algorithm or methods to trick the Recruitment system. Recruitment is NOT a computer game!
3. Read or post to sites/apps (ie. Yik Yak) during Formal Recruitment. Do not base your Recruitment decisions off of information found on any social media.
4. Seek “dirty rush” opportunities.
5. Enter the residence of active chapter members or invite them to their residence at any time prior to or during Formal Recruitment.
6. Purchase gifts or perform favors for active chapter members or send any type of sentiments (written, typed, and/or verbal) to them.
7. Contact active chapter members through social media outlets such as Facebook, Twitter, Instagram, SnapChat, etc.
8. Discuss confidential Recruitment information.

In agreement with the NPC Unanimous Agreements, the Duke Panhellenic Association’s Recruitment Rules, and the Duke Community Standard:

1. There will be no promising of bids, directly or indirectly, by any member, new member, or alumna of a chapter.
   a. PNMs must understand that the promising of bids is strictly prohibited; a bid to any chapter, under no circumstances, is guaranteed.
   b. If a PNM believes that she has been promised a bid, she should contact the Recruitment Team, the Panhellenic Advisor, Jessica Emig *(jessica.emig@duke.edu)*, or the Office of Fraternity & Sorority Life (OFSL).
2. The use of alcoholic beverages and the participation of men in the Formal Recruitment process and/or Bid Day activities are strictly prohibited.
   a. If a PNM experiences the use of alcohol or the participation of men in the Formal Recruitment process and/or Bid Day activities, she should contact the Recruitment Team, the Panhellenic Advisor, Jessica Emig *(jessica.emig@duke.edu)*, or the Office of Fraternity & Sorority Life (OFSL).
3. Hazing is a serious infraction of university regulations and is defined as any action taken or situation created, whether on or off university premises, that is harmful or potentially harmful to an individual’s physical, emotional, or psychological well-being, regardless of an individual’s willingness to participate or its bearing on his/her membership status. All activities sponsored and/or required by our chapter are in compliance with Duke University’s Hazing Policy.