

<b>November/December</b>	<b>Date Completed</b>
Complete Transition Notebook	_____
Review VBR resources at <a href="http://www.sigmanu.org/vbr">www.sigmanu.org/vbr</a>	_____
Specifically the Recruitment Chairman's Manual	_____
And Recruitment Bluebook	_____
Meet with AAB Advisor	_____
Meet with IFC Recruitment Chair	_____
Get Familiar with Recruitment Rules and Regulations	_____
Contact HQ	_____
Subscribe to the Official Sigma Nu Blog	_____
Form Recruitment Committee	_____
Recruitment Committee Retreat	_____
Delegate Committee Areas of Responsibility	_____
Set Personal Goals and committee goals	_____
Begin Recruitment Committee Meetings	_____
Establish Recruitment Budget (Conclave Included)	_____
Continue Recruitment Activities for Upcoming Semester	_____
<b>December/January</b>	
Hold Chapter Recruitment Meeting (see Bluebook)	_____
Register for Spring Sigma Nu Institute	_____
Establish Recruitment Calendar (separate from "rush")	_____
Begin Weekly Prospect List Discussion	_____
Seek Referrals from multiple sources	_____
Order Recruitment Supplies	_____
Obtain Referral Resources	_____
Contact All Prospects	_____
<b>January/February</b>	
Formal Recruitment Skills Training	_____
Plan/Execute Marketing Blitz	_____
Discuss Prospect List at Every Meeting	_____
Formal Recruitment	_____
<b>February/March</b>	
Formal Recruitment	_____
Post Formal Recruitment Assessment	_____
Continue Giving Out Bids	_____
Target No Sign List	_____
Candidate Assessment/Feedback	_____
Apply for O-Leader/RA Position	_____
Continue Discussing Prospect List at Every Meeting	_____
<b>March/April</b>	
Set Fall Recruitment Calendar	_____
Set Summer Schedule	_____
Continue Discussing Prospect List at Every Meeting	_____

**April/May**

- Acquire Orientation Schedule \_\_\_\_\_
- Schedule Members to Attend Orientation Events \_\_\_\_\_
- Set Summer Recruitment Objectives \_\_\_\_\_
- Continue Discussing Prospect List at Every Meeting \_\_\_\_\_

**May/June**

- Send Info to Incoming Freshman \_\_\_\_\_
- Summer Recruitment Events \_\_\_\_\_
- Update Website \_\_\_\_\_
- Establish Summer/Fall Budget \_\_\_\_\_
- Order Recruitment Supplies \_\_\_\_\_
- Continue Discussing Prospect List at Every Meeting \_\_\_\_\_

**June/July**

- Summer Check up Calls \_\_\_\_\_
- Summer Recruitment Events \_\_\_\_\_
- Conference Calls with Committee \_\_\_\_\_
- Continue Discussing Prospect List at Every Meeting \_\_\_\_\_

**July/August**

- Summer Recruitment Events \_\_\_\_\_
- Plan/Execute Marketing Blitz \_\_\_\_\_
- Recruitment Refresher (walk through) \_\_\_\_\_
- Seek Referrals \_\_\_\_\_
- Send Info to Incoming Freshman \_\_\_\_\_
- Chapter Recruitment Strategy Review \_\_\_\_\_
- Continue Discussing Prospect List at Every Meeting \_\_\_\_\_

**August/September**

- Formal Recruitment \_\_\_\_\_
- Begin Handing Out Bids \_\_\_\_\_
- Do Fraternity and Invite Prospects to Join \_\_\_\_\_
- Continue Discussing Prospect List at Every Meeting \_\_\_\_\_

**September/October**

- Continue Recruiting those on Your Prospect List \_\_\_\_\_
- Target Men on the No-Sign List \_\_\_\_\_
- Assess Performance in Formal Recruitment \_\_\_\_\_
- Begin Planning for Formal Recruitment \_\_\_\_\_
- Continue Discussing Prospect List at Every Meeting \_\_\_\_\_

**October/November**

- Hold Elections for New Recruitment Chairman \_\_\_\_\_
- Transition New/Old Recruitment Chairman \_\_\_\_\_
- Continue Discussing Prospect List at Every Meeting \_\_\_\_\_