



UNIVERSITY OF CENTRAL FLORIDA  
**2006 Panhellenic Recruitment Exec Board Application**  
**Applications due February 15 at 5 p.m.**  
**Return to: Fraternity & Sorority Life - Student Union 154**

**For questions contact the VP of Recruitment: Jennifer Boykin, (904) 563-5687 email:Boykin0308@yahoo.com**

Name \_\_\_\_\_ PID \_\_\_\_\_

Phone Home/Cell \_\_\_\_\_ Email \_\_\_\_\_

Chapter \_\_\_\_\_

Cumulative GPA \_\_\_\_\_ UCF GPA \_\_\_\_\_ Year in School \_\_\_\_\_ Initiation Semester \_\_\_\_\_

Graduation Year/Semester \_\_\_\_\_

**\*\*\*Please attach a letter of Good Standing from your Chapter President\*\*\***

**Don't forget to sign up for an interview in the Office of Fraternity & Sorority Life, SU 154**

Type your response to the following:

1. Why do you feel you are a good candidate for this position?
2. How do you feel about disaffiliation from your chapter?
3. What can you offer the Recruitment Program that will benefit the Greek system and potential new members?
4. Why is Panhellenic important to the success of each individual chapter on this campus?
5. Please list any leadership experiences you've had in Panhellenic, your chapter, or on campus. ( You may attach a resume for this part if you wish)
6. What is your favorite part of recruitment?
7. If you are graduating, why after finishing your college career, are you interested in continuing your involvement by becoming a Rho Gamma?

**Statement of Understanding**

If chosen, I promise to uphold the position of \_\_\_\_\_ and accept all responsibilities. In addition, I understand the demands for this leadership position and pledge that I will do my best to fulfill all duties required. I understand that if selected I must disaffiliate from my chapter. If I am unable to do this I will lose my position and be released back to my chapter before the formal recruitment period.

I give permission to the Office of Fraternity & Sorority Life to check my academic status and scholastic average/grades at the University of Central Florida. I further give my permission for the Office of Fraternity & Sorority Life to release this information to the Panhellenic Council. If selected to serve, I do agree to allow the release of my grades by the Office of Fraternity & Sorority Life to the Panhellenic Council for as long as I am a Panhellenic officer.

I am currently enrolled as a fee-paying student and will be enrolled in at least six (6) credit hours at the University of Central Florida per semester. I am in good standing with the university and have an overall grade point average (GPA) of at least a 2.5 and at least a 2.5 GPA for all work attempted at UCF. I am also free of any holds on my university record and meet the minimum requirements for service in student leadership positions as written in the UCF **Golden Rule**.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## **2006 UCF Panhellenic Recruitment Exec Position Descriptions**

### **A. Head Rho Gamma:**

1. Served as a Rho Gamma previously
2. Plan and facilitate the Rho Gamma retreat
3. Be responsible for planning and implementing the Rho Gamma program
4. Preside over all Rho Gamma meetings and training sessions
5. Coordinate Rho Gammas' attendance at orientation sessions and general open houses for incoming students.
6. Be responsible for coordinating the Rho Gamma schedules for Formal Recruitment week activities.
7. Be required to attend Recruitment Exec Mtg.
8. Bi-Monthly meetings with Greek Advisors and Graduate Assistant
9. Be required to spend a minimum of 5 hours per week in the Greek Council Office during spring and 10 hours during the summer

### **B. Recruitment Assistant**

1. Responsible for scheduling and reserving rooms for appropriate recruitment activities
2. Responsible for reserving appropriate equipment for formal requirement (i.e. Golf carts, head sets, banners, etc)
3. Responsible for planning and implementing activities for potential new members and Rho Gamma revealing
3. Be responsible for layout, design and coordination of advertisements used in the Greek Life Booklet. Including gathering sponsors, collecting pictures, etc... Work closely with VP PR
4. Responsible for catering for Rho Gamma Retreat and Formal Recruitment
5. Be responsible for planning and implementing spirit activities prior to and during formal recruitment activities
6. Create Newsletter to be sent out to recruitment applicants upon receiving their registration
7. Order and maintain sufficient supplies used for formal recruitment applicants upon receiving application.
8. Take minutes at Recruitment Exec. and Rho Gamma Mtg.
9. Send out e-mail reminders and important information to sorority recruitment chairs
10. Required to complete 5 hours per week in Greek Council Office during Spring and 10 hours per week during summer

### **C. Computer Chairs   \*Two individuals shall hold this position\***

1. Be responsible for facilitating all computer processes for sorority recruitment (i.e. Data entry, Rho Gamma groups, invitation matching, bid matching)
2. Be responsible for implementing an educational and training sessions on ICS program for Recruitment Exec, Greek Advisors, Rho Gammas, Chapter Recruitment Chairs , and sorority advisors
3. Work very closely with Greek Advisors and Graduate Assistant
4. Required to spend a minimum of 5 hours per week in Greek Council Office during the spring and a minimum of 10 during the summer.
5. Work load and office hours increase exponentially as Recruitment nears. Completion of tasks do not have done in office.

## **Marketing Assistant**

1. Be responsible for planning and implementing a marketing program for Sorority Recruitment 2005 in conjunction with Head Rho Gammas.
2. Be responsible for working with Head Rho Gamma in coordinating sorority informational sessions and presentations for Orientations
3. Assist VP Recruitment with the design and publication of all Greek promotions( T-shirts, Flyers, UCF Future Ad's, and Posters)
4. Responsible for Videos for Parent Greek Forum, PNM Greek Forum, and Bid Day
5. Attend all Recruitment Exec Mtg.
6. Required to spend 5 hours per week in the spring and 10 hours in summer in Greek Council Office

## **D. Greek Ambassadors: \*Four Individuals\***

1. Responsible for Orientation setup and Breakdown, as well as keeps track of Rho Gamma attendance
2. Attends all Open house activities on Campus
3. Visits local high schools monthly and presents presentations on Greek Life
4. Works closely with VP Recruitment, VP PR, Head Rho Gammas, IFC and Greek Advisors on positive promotions on Greek Life to community.
6. Required to wear Greek Ambassador Uniform when representing Greek Council at Public affairs as well as disaffiliation during the presentations whether on campus or in public.
7. Is disaffiliated throughout the entire summer and serves on the Recruitment Exec. Board during Recruitment week.
8. Required to spend a minimum of 5 office hours per week in Greek Affairs during spring and 10 hours during summer.
9. Heads up the Counseling Center during Formal Recruitment week
10. Responsible for 11 Rho Gammas (obtaining forms, relaying information, etc.)

**\*\*These responsibilities are not all inclusive, much is required to make\*\*  
recruitment work and additional responsibilities will be added as needed**

**\*\*\*Make sure to sign up for an Interview time on Feb. 15<sup>th</sup>, 2006\*\*\***

**\*\*If you are interviewing for Head Rho Gamma, Interviews will be the 15<sup>th</sup> after PAN\*\***