

THE RECRUITMENT POLICIES OF THE
MULTICULTURAL GREEK COUNCIL
at the
UNIVERSITY OF CALIFORNIA, IRVINE

Approved April 5th, 2021

Article I: General Guidelines for MSFC Recruitment

Section 1 - Participation

- A. Chapters must publicize Multicultural Greek Council Recruitment prior to individual chapter recruitment.
- B. Chapters must partake in “MSFC Info Night” during Fall Recruitment (as noted in Article II, Section 3).
- C. Any person involved in the recruiting process for the chapter must attend **all** Recruitment Workshops hosted by the Multicultural Greek Council.
 - 1. In the case that one cannot attend, an Executive Board member of the chapter must attend on their behalf.

Section 2 - Quarterly Questionnaires

- D. All chapters must decide by Friday of Week 7 if they are holding recruitment for the following quarter.
 - 1. Every **Monday of Week 8**, there will be a questionnaire given to MSFC reps to report whether or not their chapter will recruit for the following quarter.
 - i. All Recruitment flyers should be emailed by **Friday After Week 10 at 5pm** for approval by the VP of Recruitment (as noted in Article II, Section 2).
 - ii. In the event of the transition from spring quarter to fall quarter, flyers should be submitted and approved 2 weeks prior to week 0. If not, there will be \$15 fines imposed.

Section 3 - Fines

- 1. A \$20 fine will be imposed on the chapter for no attendance for MSFC hosted Recruitment Workshop.

Article II: Recruitment Flyers

Section 1 - Timeline of Approval Requirements

- E. All recruitment flyer drafts and their themes, upon submission, will be reserved on a first come first serve basis and will only be shared with the VP of Recruitment to maintain confidentiality.
- F. All Recruitment flyers must be approved by VP of Recruitment.
 - 1. Email Recruitment flyer to VP of Recruitment and CC VP of Communications by **Friday Week 10 at 5pm** the quarter prior of intended rushing.
 - i. i.e: If planning on rushing for Winter Quarter, Recruitment flyer must be emailed to VP of Recruitment by **Friday Week 10 at 5pm** of Fall Quarter.
 - ii. For Fall, they would be submitted 2 weeks prior to week 0.
- G. VP of Recruitment will then have the weekend to either approve, or give suggestions in order to approve flyer.
 - 1. All flyers must be given feedback by **Monday at 5pm following the Friday they were due.**

Section 2 - Submission of Flyer

2. Email must have the following subject format:
 - i. "Name of Org_Recruitment_Quarter_Year"
 1. Under "quarter" you write the name of the quarter you are intending to start Recruitment.
 2. Ex: If planning on rushing for Spring, the format will be:
UpsilonKappaDelta_Recruitment_Spring_2019

Section 3 - Info Night Mandatory

- H. During Fall Rush, MSFC will host an MSFC Info Night.
 1. Chapters must include this Info Night on their Recruitment flyer during rush week.
 2. Must make it part of one of their rush events that interests can attend during Fall Quarter.
 3. Chapters may not hold rush events that coincide with the time that MSFC Info Nights are held, given that MSFC Info Nights start no later than 6pm.

Section 4 - No "Invite Only"

- I. Can no longer use language that consists of "Invite Only" on Recruitment Flyers.
 1. Must use "RSVP Event" instead.

Section 5 - MSFC Logo

- J. MSFC Logo is required to be on all matters related to public relations.
 1. This includes recruitment flyers, informational flyers, and fundraiser flyers.
 2. Logo must be legible and clearly to read "MSFC" and "UC Irvine"
 - i. Measurements (for postcard-sized flyer, Instagram/ Snapchat flyer):
 1. 1.25in x 1.25in
 - ii. Measurements (for regular-sized flyer):
 1. 1.75in x 1.75in
 3. Logo must be included on the front side (main side) of the flyer.

Section 6 - Fines

1. \$15 dollar fine will be imposed for a late submission of recruitment flyer.
2. \$50 dollar fine will be imposed on the chapter if the chapter is promoting a recruitment flyer that has not been approved.
3. A \$30 fine will be imposed on the chapter for not having the logo present.
4. A \$15 fine will be imposed for not having a legible logo.

Article III: MSFC Information Booklet

Section 1 - Requirements

- K. MSFC Information Booklets must be present when tabeling at all on-campus recruiting events

1. This includes labeling on Ring Road, Aldrich Park, OR
2. Any other special events held by UC Irvine such as:
 - i. Celebrate UCI
 - ii. Anteater Involvement Fair
 - iii. Meet the Greeks, etc.
3. If a chapter does not have any more MSFC Information Booklets, MSFC rep must email VP of Recruitment and CC VP of Communications requesting for more.

Article IV: Risk Management

Section 1 - Alcohol/ Drug Promotion is Prohibited

- L. See [MSFC Bylaws](#) (Article X, Section 3)
1. All member organizations shall refrain from consuming or providing alcohol and drugs during recruitment events.
 2. This includes any sponsored events by active members, alumni, or parties of any kind on or off campus.
 3. No member of any kind may offer a potential member any alcoholic beverage or drugs at any time at any recruitment event.
 4. Guests during the recruitment period fall under these laws and if found under the influence, the chapter will be held responsible for them.
 5. References to alcohol and drugs may not be used to promote recruitment for any member organization.

Section 2 - Flyers that link to Alcohol/ Drugs

- M. There shall be **NO** flyers that allude the idea that there will be any alcohol or drugs at such related events during recruitment.
- N. Certain words that are **NOT** allowed to be promoted on Recruitment flyers.
1. These words include, but not limited to:
 - i. Social, Party, Function, Mixer, etc.
 2. Any flyer that has such words will be asked to change it during the reviewing and approval process for the flyer.

Section 3 - Consequences for Breaking Risk Management Policies

- O. Exec Board will hold a meeting and it will be up to the advisor and the MSFC Executive Board on how to go about the situation.

Section 4 - Reporting an Incident

- P. Can report it via Basecamp, email, in person, text, etc.
1. MSFC will never break the confidentiality of what the person says and the individual will remain anonymous.