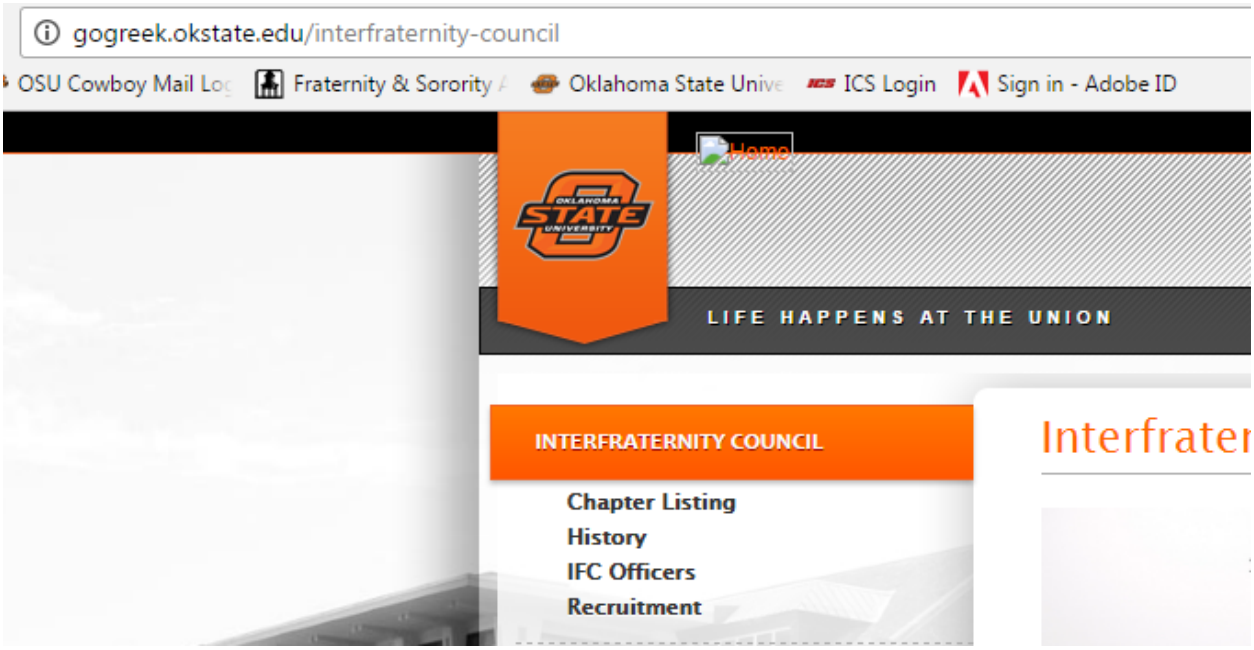
Steps for Recruitment and Getting New Members on Rolls

Get potential new members (PNM) to register on ICS with the following steps:

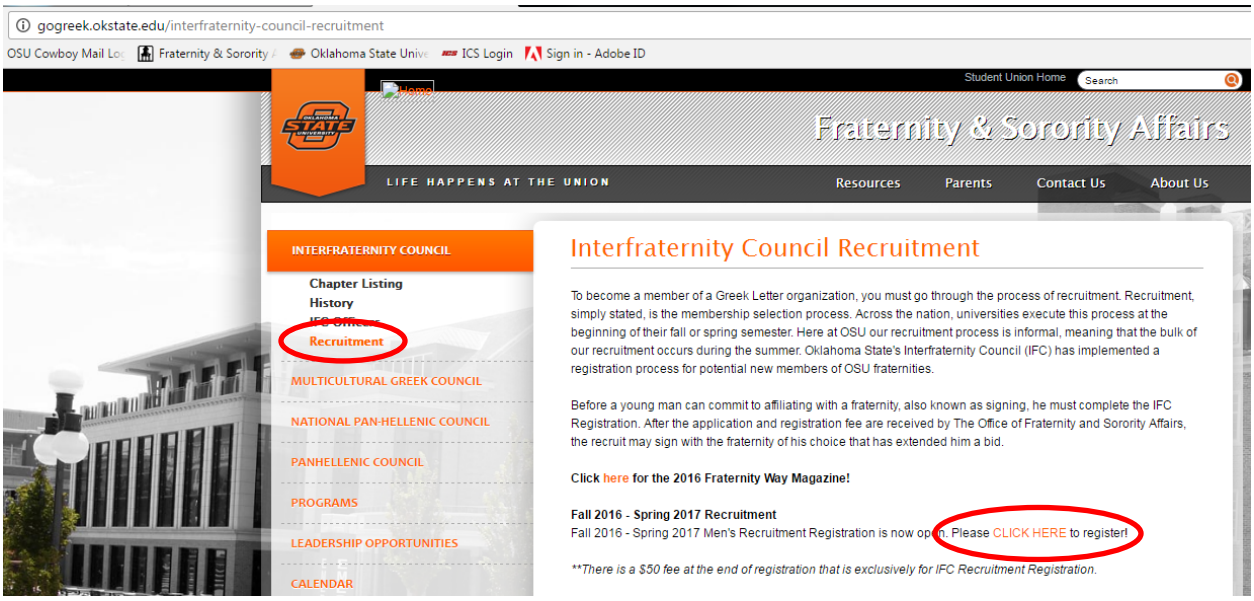
Step 1: Tell the PNM to go to “gogreek.okstate.edu”.

Step 2: The PNM will click on the “Interfraternity Council” tab on the left side of the screen.

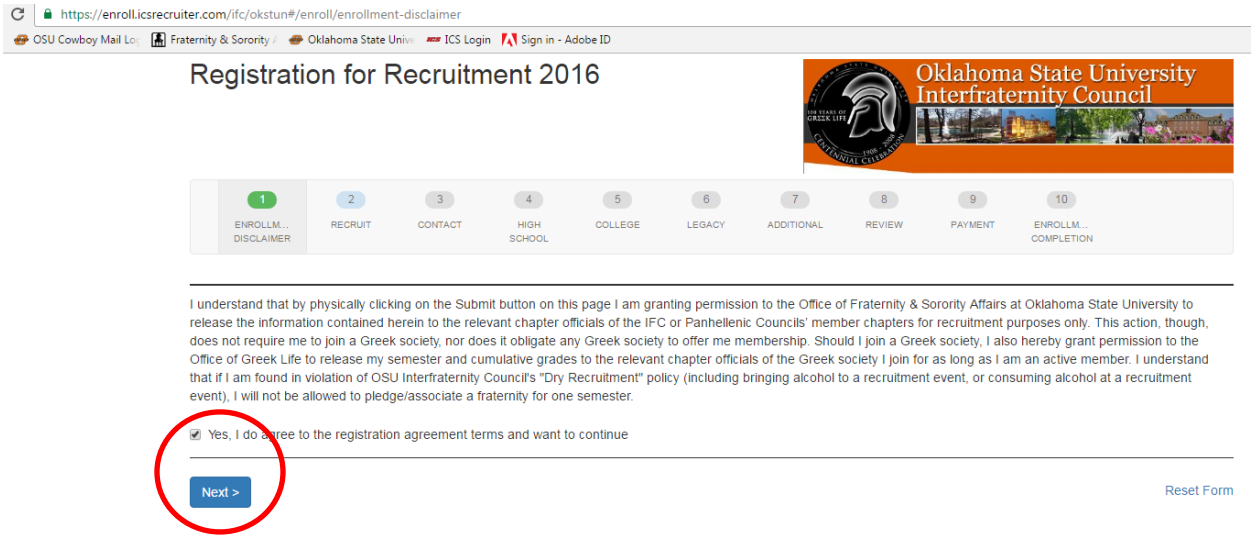


**Dates are from the year 2016 and are not accurate contract dates for the current Recruitment year

Step 3: The PNM will then click “Recruitment” under the “Interfraternity Council” tab and then click on the link “CLICK HERE”.



Step 4: Once the PNM has clicked on “CLICK HERE,” he will be brought to this screen. He must check the box next to the statement then click “Next >”.



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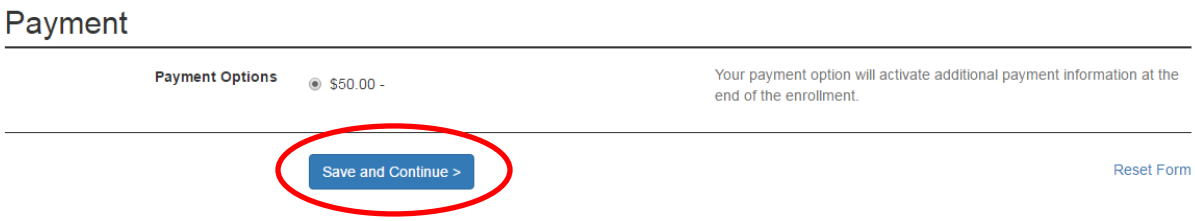
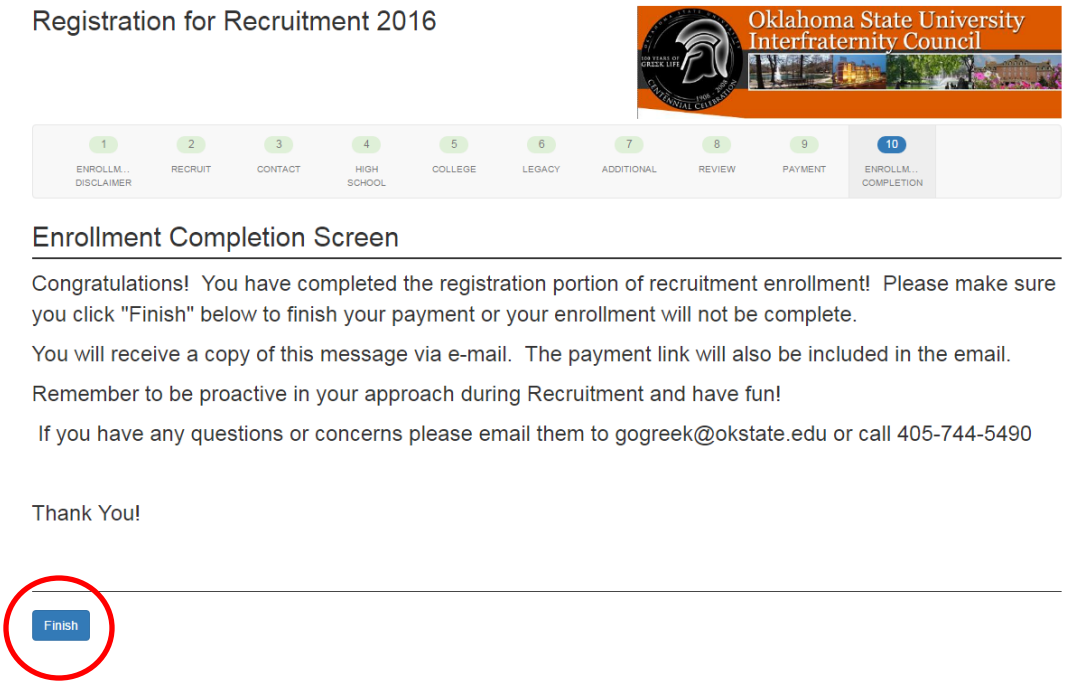
Step 4a: On the next pages the PNM will need to fill out all boxes with a red asterisk (*). *The Student ID (CWID) must be filled out correctly!*

Step 4b: When the PNM gets to Part 9 - "Payment," they must click "Save and Continue >" regardless what semester they are registering for recruitment.

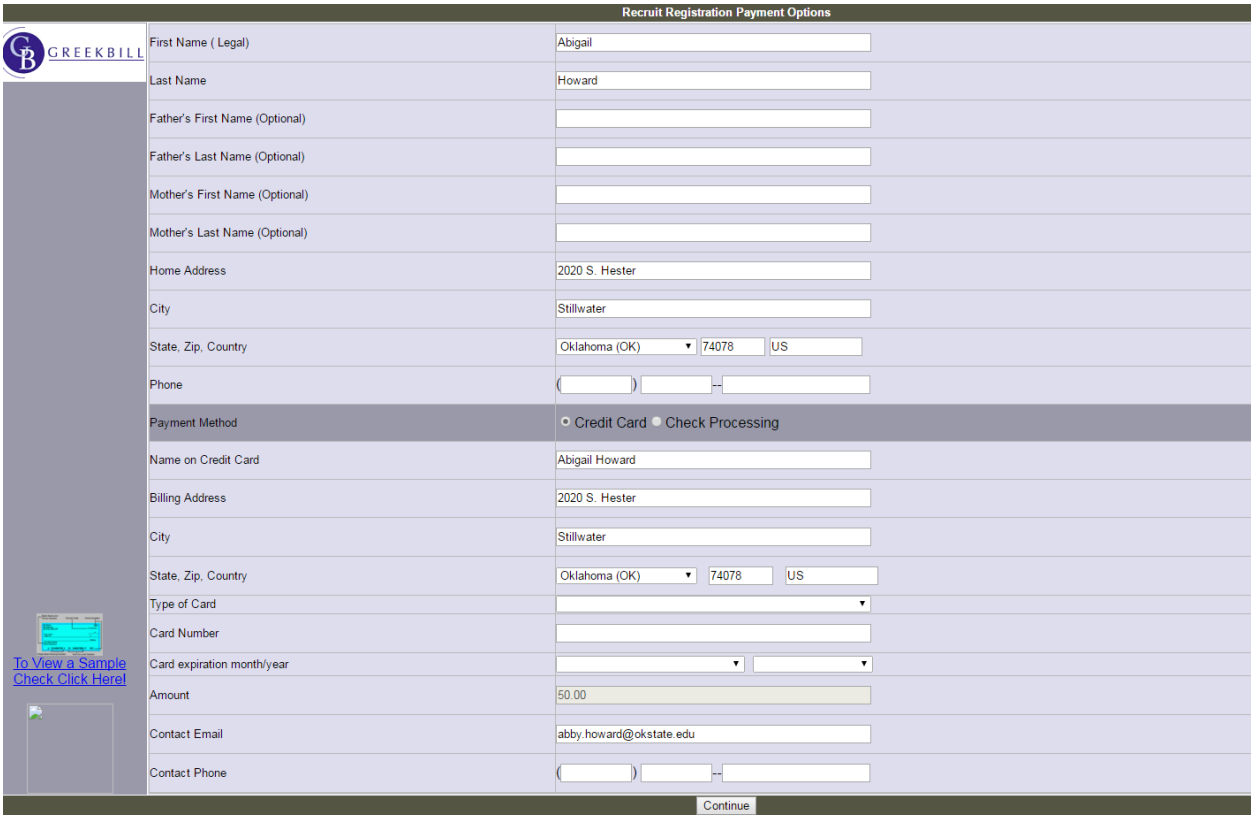


Step 4c: The PNM will then reach Part 10 - "Enrollment Completion," and must click "Finish" to officially save his information.



**Dates are from the year 2016 and are not accurate contract dates for the current Recruitment year

Step 4d: The PNM will be redirected to a payment screen asking for credit card information. This needs to be completed before he is finished.



Recruit Registration Payment Options

GREEKBILL

First Name (Legal)	Abigail
Last Name	Howard
Father's First Name (Optional)	
Father's Last Name (Optional)	
Mother's First Name (Optional)	
Mother's Last Name (Optional)	
Home Address	2020 S. Hester
City	Stillwater
State, Zip, Country	Oklahoma (OK) 74078 US
Phone	( ) --
Payment Method	Credit Card / Check Processing
Name on Credit Card	Abigail Howard
Billing Address	2020 S. Hester
City	Stillwater
State, Zip, Country	Oklahoma (OK) 74078 US
Type of Card	
Card Number	
Card expiration month/year	
Amount	50.00
Contact Email	abby.howard@okstate.edu
Contact Phone	( ) --

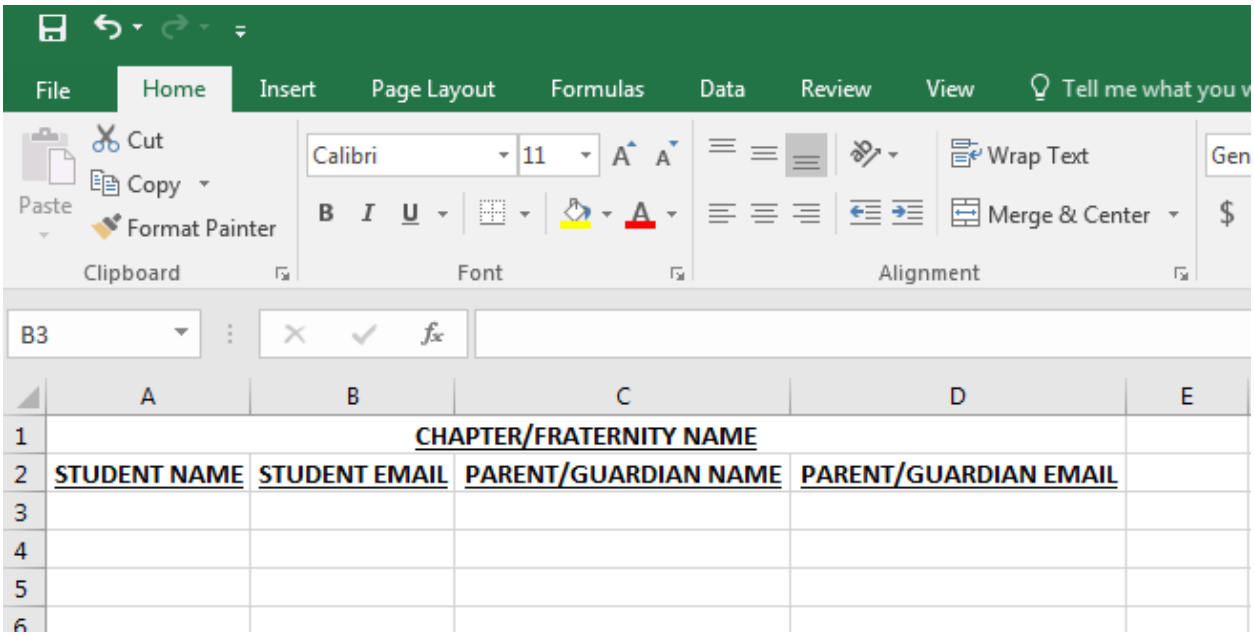
To View a Sample Check Click Here!

Continue

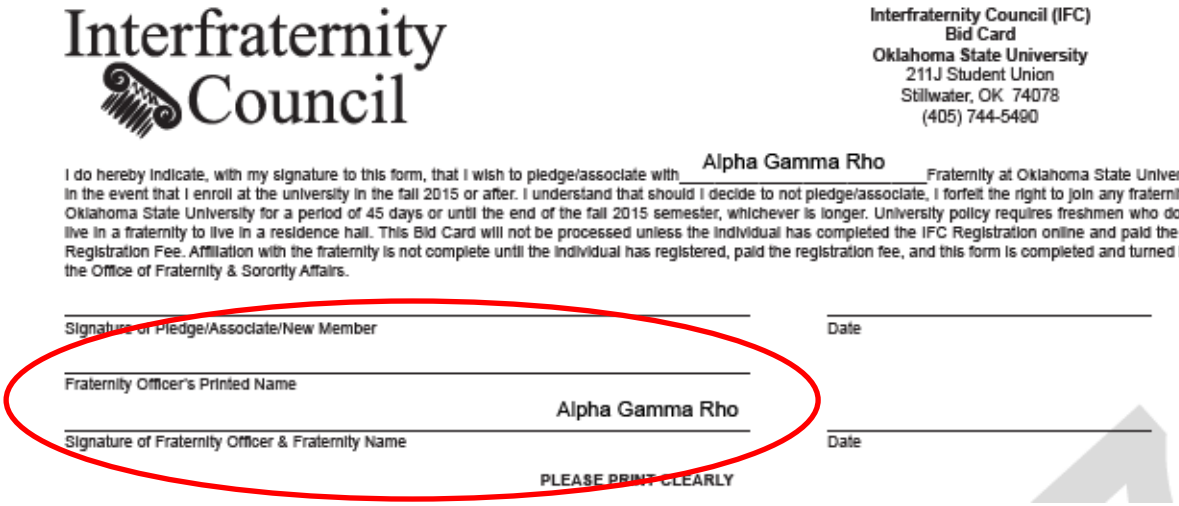
**Dates are from the year 2016 and are not accurate contract dates for the current Recruitment year

Get Bid Cards sent out to New Members with the following steps:

Step 1: Collect new member information such as, NAME, EMAIL, PARENT/GUARDIAN NAME, and PARENT/GUARDIAN EMAIL. Put all of this information in an Excel document and email it to the IFC Recruitment Coordinator. (Parent/Guardian information needs to be CORRECT and CURRENT). *Parent/Guardian information is not needed if the student is joining an unhoused fraternity or not living in the chapter house.*



Step 2: Check the email you provided to the Recruitment Coordinator in order to complete the bid cards he will email for you to sign via Adobe Sign. This must be done ASAP so students are able to meet the Housing and Meal Plan contract breaking deadlines.


Interfraternity Council

Interfraternity Council (IFC)
Bid Card
Oklahoma State University
211J Student Union
Stillwater, OK 74078
(405) 744-5490

I do hereby indicate, with my signature to this form, that I wish to pledge/associate with Alpha Gamma Rho Fraternity at Oklahoma State University, in the event that I enroll at the university in the fall 2015 or after. I understand that should I decide to not pledge/associate, I forfeit the right to join any fraternity at Oklahoma State University for a period of 45 days or until the end of the fall 2015 semester, whichever is longer. University policy requires freshmen who do not live in a fraternity to live in a residence hall. This Bid Card will not be processed unless the individual has completed the IFC Registration online and paid the IFC Registration Fee. Affiliation with the fraternity is not complete until the individual has registered, paid the registration fee, and this form is completed and turned in to the Office of Fraternity & Sorority Affairs.

Signature of Pledge/Associate/New Member — Date

Fraternity Officer's Printed Name

Alpha Gamma Rho

Signature of Fraternity Officer & Fraternity Name — Date

PLEASE PRINT CLEARLY

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Step 3: When your part as Recruitment Chairman is complete, inform your new members that they will have an email from Adobe Sign and must complete the following parts:

Interfraternity Council

Interfraternity Council (IFC)
Bid Card
Oklahoma State University
211J Student Union
Stillwater, OK 74078
(405) 744-5490

I do hereby indicate, with my signature to this form, that I wish to pledge/associate with Alpha Gamma Rho Fraternity at Oklahoma State University, in the event that I enroll at the university in the fall 2015 or after. I understand that should I decide to not pledge/associate, I forfeit the right to join any fraternity at Oklahoma State University for a period of 45 days or until the end of the fall 2015 semester, whichever is longer. University policy requires freshmen who do not live in a fraternity to live in a residence hall. This Bid Card will not be processed unless the individual has completed the IFC Registration online and paid the IFC Registration Fee. Affiliation with the fraternity is not complete until the individual has registered, paid the registration fee, and this form is completed and turned in to the Office of Fraternity & Sorority Affairs.

Signature of Pledge/Associate/New Member — Date

Fraternity Officer's Printed Name

Alpha Gamma Rho

Signature of Fraternity Officer & Fraternity Name — Date

PLEASE PRINT CLEARLY

Name (Last / First / Middle) — CWID

Cell Phone — Freshman / Sophomore / Junior / Senior / Graduate

Fall 2015 Classification (Circle One)

Home Street Address — City — State — Zip

Parent/Guardian's Name — Phone Number

Parent/Guardian's Street Address — City — State — Zip

If you want to cancel your Residential Life Housing Contract and/or your University Dining Services Meal Plan complete the section below. The Contract Refund Requests are only forwarded to Residential Life and/or University Dining Services if the student has completed the online IFC Recruitment Registration, paid the IFC Registration Fee and completed this form. The date stamped on this document is the first date that all three criteria are met and is the effective date considered for the Contract Refund Request.

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The next two parts are only if the student is being housed or wants to cancel his meal plan:

If you want to cancel your Residential Life Housing Contract and/or your University Dining Services Meal Plan complete the section below. The Contract Refund Requests are only forwarded to Residential Life and/or University Dining Services if the student has completed the online IFC Recruitment Registration, paid the IFC Registration Fee and completed this form. The date stamped on this document is the first date that all three criteria are met and is the effective date considered for the Contract Refund Request.

RESIDENTIAL LIFE HOUSING CONTRACT REFUND REQUEST

As a student at OSU, I am choosing to live in a fraternity house. I do hereby indicate, by my signature below, that I wish to cancel my contract for Residential Life housing. Upon receipt of this form, Residential Life will credit a portion of the advance fee to my bursar account based on the following schedule. I understand I will **not** receive the $50 nonrefundable application fee. The action date for contract cancellation is the date stamped on this form by the Office of Fraternity & Sorority Affairs, as described above, not the date signed.

Contract Cancellation Refund Schedule

Date Received	*Action*
July 15 by 5 p.m.	100% Deposit Refund
July 16 - July 31 by 5 p.m.	Deposit Forfeited
August 1 - August 10	$250 Cancellation Fee + Deposit Forfeited
After 5 p.m. on August 10	A single payment equal to two month's charges to the Residential Life facility to which the signee has been assigned must be made and the deposit is also forfeited.

Priority students must cancel their contracts; charges will accrue until Residential Life is notified of your cancellation in addition to this form.

Do not sign below if you wish to live in a residence hall.

Signature of Pledge/Associate/New Member _____ Date _____

Parent/Guardian's Signature _____ Date _____

PARENT/GUARDIAN'S SIGNATURE IS REQUIRED BY RESIDENTIAL LIFE UNLESS SIGNEE IS 21 YEARS OF AGE OR OLDER.

UNIVERSITY DINING SERVICES CONTRACT REFUND REQUEST

As a student at OSU, I am choosing to live in a fraternity house. I do hereby indicate, by my signature below, that I wish to cancel my contracted Meal Plan with University Dining Services. I am aware that UDS strongly suggests depositing a minimum of $350 on a non-contracted G Meal Plan for use while dining on campus. I fully understand that once those funds are deposited into a G Meal Plan they will not be forfeited at any time. Upon receipt of this form, UDS will use the dates below and charge the student accordingly for contract cancellation.

Contract Cancellation Refund Schedule

FALL 2016	**SPRING 2017**
August 19, 2016 by 5 p.m. No cancellation fee, but charged for the amount used.	**December 23, 2016 - January 20, 2017 by 5 p.m.** $150 buyout fee, plus charged for the amount used.
After August 19, 2016 by 5 p.m. $150 buyout fee, plus proration charges based upon what you should have used on your meal balance to the date of cancellation.	**After January 20, 2017 by 5 p.m.** $150 buyout fee, plus proration charges based upon what you should have used on your meal balance to the date of cancellation.

Do not sign below if you do not wish to cancel your Meal Plan.

Signature of Pledge/Associate/New Member _____ Date _____

Parent/Guardian's Signature _____ Date _____

PARENT/GUARDIAN'S SIGNATURE IS REQUIRED BY UNIVERSITY DINING SERVICES UNLESS SIGNEE IS 21 YEARS OF AGE OR OLDER.

INSTRUCTIONS: Send the WHITE and YELLOW copies to the Office of Fraternity & Sorority Affairs, 211J Student Union, Stillwater, OK 74078. The Fraternity keeps the PINK copy; Pledge/Associate/New Member keeps the GOLD copy. The Office of Fraternity & Sorority Affairs will cancel your Residence Hall contract only if requested to do so upon receiving this completed form. This form must be signed by both the student and parent/guardian and returned to the Office of Fraternity & Sorority Affairs. The YELLOW copy will then be forwarded to Residential Life.

**Dates are from the year 2016 and are not accurate contract dates for the current Recruitment year

Step 4: If the student is breaking contracts he will then need to inform his parent/guardian to check their email (potentially their clutter or junk folder) for an email from Adobe Sign. The parent/guardian will complete the following parts:

If you want to cancel your Residential Life Housing Contract and/or your University Dining Services Meal Plan complete the section below. The Contract Refund Requests are only forwarded to Residential Life and/or University Dining Services if the student has completed the online IFC Recruitment Registration, paid the IFC Registration Fee and completed this form. The date stamped on this document is the first date that all three criteria are met and is the effective date considered for the Contract Refund Request.

RESIDENTIAL LIFE HOUSING CONTRACT REFUND REQUEST

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Priority students must cancel their contracts; charges will accrue until Residential Life is notified of your cancellation in addition to this form.

Do not sign below if you wish to live in a residence hall.

Signature of Pledge/Associate/New Member _____ Date _____

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Hazing, Alcohol, and Sexual Assault Seminars

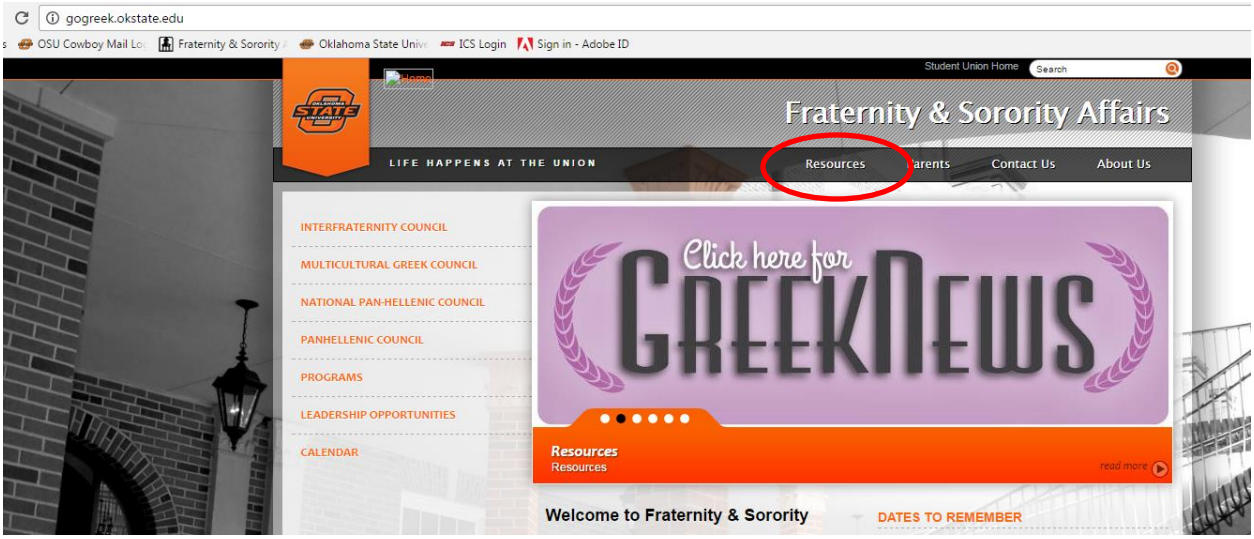
New Members will need to attend a Hazing Seminar, Alcohol Seminar, and Sexual Assault Seminar. These seminars are provided by the Office of Fraternity & Sorority Affairs in the Fall during the first week of school. If your chapter misses those seminars in the Fall, they must be made up with the IFC Graduate Teaching Assistant. In the Spring the seminars will also be schedule with the IFC Graduate Teaching Assistant.

New Membership Forms provided by the office

Membership forms will be distributed by the Office of Fraternity and Sorority Affairs after the students have attended the seminars. Any forms that are distributed by the Office of Fraternity & Sorority Affairs CANNOT be copied. The numbers your chapter receives are based on the number of Bid Cards we have in our office.

Initiation Form

This form is found on the "gogreek" website under "Resources," then "Forms." It MUST be turned in two weeks prior to the Initiation date in order for reports and rolls in the office to be accurate.



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