

Tue 8/20/2019 8:58 AM

Fall 2019 Recruitment/Intake + Roster Verification

Dear FSL Leaders,

The start of a new semester brings plenty of excitement for returning members – and plans for recruiting and welcoming new ones to your organization! Please review these detailed steps to request and secure approval for your own chapter, while ensuring your Fall 2019 roster is current in UIC Connection.

Recruitment Fall 2019

Chapters seeking to recruit new members at UIC in Fall 2019 must request and be **approved** by FSL Director Kevin Cane prior to the opening event from their respective intake/recruitment schedule.

(1) Submit Form:

2019-2020 Request for Recruitment – Phase 1 in UIC Connection

<https://uic.campuslabs.com/engage/submitter/form/start/287154>

(2) Request & Complete Meeting, Bringing Paperwork:

-President (and/or Recruitment Director) must meet with Kevin Cane, who approves all recruitment requests. Schedule via uicgreek@uic.edu, by listing three available time slots 9am-6pm Mon-Fri, where pertinent officers can attend together in a meeting in SCE 340.

-During the meeting, provide the following completed paperwork, with proper signatures on them – meet with your advisor(s) well in advance to secure these, then bring everything with you:

*Any paperwork that FSL staff may need to sign for your regional or inter/national requirements

***Phase 1 Request for Recruitment [PDF attached]**

***Phase 1 Anti Hazing Policy Compliance Form [PDF attached]**

*Calendar of Events (see ALL listed within the Form Submission you made above)

FSL Rosters: Submit by Thursday, September 5 ~~and~~ Verify Friday, September 6, 2019

-Rosters must be updated/submitted via UIC Connection by **Thursday, September 5, 2019 at 6pm**.

-One of your top three officers with organization/roster portal access will follow the steps below to submit:

1. Log into UIC Connection
2. Click the 9 dots next to your initial in the top right corner, then Click *Manage*
3. Under the *My Memberships* heading, go to the name of your organization
4. Click on you organization, and by now you should be looking at your org's home page
5. In the top left corner next to your org's name, **click on the 3-line bar**, then go to *Roster*. You should now see *Manage Roster* once you scroll down a little.
6. Make sure that you are on the "Current" tab and here is where you should see all of your members that are in the system.
 - a. If you do not see all of your actives, please go in and invite your new members to the organization, using the *Invite People* blue tab in the upper-right.

7. *From here...*You must end the membership of inactive and/or graduated members. You can click on the box next to their name and then click end membership. **The only members left in the system should be your active/current Fall 2019 members.** This is the roster used to run grades reports, so please make sure it's correct. We will not add members after September 5.
8. If you have active/current members that aren't on your roster, again click the blue "Invite People" tab at the top right of the same page and add their UIC email address.
Finally...
9. On **Friday, September 6, from 10am-4pm**, one of your E-board members must come to the CSI front desk to verify and sign a paper copy of your FALL 2019 Roster.

Looking forward to our time together!

Best,
Kevin

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