

Dear FSL Leaders,

Thank you all for a fantastic start to the year with Meet the Greeks on August 27!

Below are great reminders on needed steps for individual chapter Recruitment and Fall 2019 Rosters, as well as neat opportunities to lead/volunteer/connect via Student Leadership and Civic Engagement, serve the campus at the SPARK concert, or enjoy a social for your org during Flames @ the Beach:

### [Reminder: Recruitment Fall 2019](#)

*If you have not already submitted and arranged for an individual chapter meeting*, remember that **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](mailto: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)

### [Reminder: FSL Rosters - Submit by September 5 ~~and~~ Verify 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.

### Opportunities via Student Leadership & Civic Engagement

#### **9/11 National Day of Service**

Come join 9/11 Together Tomorrow for their annual meal packing event and for their first-ever event in Chicago at Union Station on Wednesday, September 11.

Link to register: <https://911day.regfox.com/chicago911daymealpack>

**Forge: Emerging Leaders Program** is accepting applicants.

Students will work with the UIC Army ROTC Fire Battalion to explore resiliency and how to handle intense or stressful situations.

To apply, visit: [go.uic.edu/forge](http://go.uic.edu/forge)

#### **Help us to Pack the UIC Pop-Up Pantry!**

Join us from 8:30am-11:30am, Pack the Pantry, by doing a 2 mile fun walk that helps to feed students dealing with food insecurity.

To register, visit: <https://wellnesscenter.uic.edu>

### Volunteer with UIC @ SPARK Concert – Saturday, September 14, 2019

Benefits of volunteering for Spark Crew:

- Behind the scenes look at one of UIC's biggest events
- An exclusive SPARK staff t-shirt
- Chance to be in a group picture with an artist
- Chance to win a poster signed by the artist
- Free food the day of the concert

If you choose to join the Spark Crew, responsibilities include:

- Help with street marketing days leading up to the concert
- Be stationed at different posts at the venue on the day of the event
- Expected to remain at their posts for the entire duration of the shift
- Set-up fencing, activities, tents, trailers, VIP area, etc. the night before and the day of the event
- Clean up the venue after the event is over
- Create a safe and efficient environment for those attending the event
- Other duties as assigned

**\*\* To be a part of the Spark Crew, you must be available for the final walk-through that will take place on September 13th at 5pm on Harrison Field.** If you are interested, apply [HERE](#).

## Social Fun! UIC Flames @ the Beach – Saturday, September 7, 2019

### ***Flames @ the Beach***

Date: 9/7/19

Time: 12PM-4PM

Location: Castaways at North Ave Beach (1603 N Lake Shore Dr. Chicago, IL 60611)

Description: Soak up the sun with UIC's day at the beach. This is a great opportunity for students to connect with one another and enjoy refreshments and a live DJ.

***This event can also serve as a social for your organization!***

Food available on first come first served basis.

RSVP here: <https://uic.campuslabs.com/engage/event/4437940>

*Swimming and all other water activities are prohibited. Thank you.*

**Sladjana Grbic**, Assistant Director | Center for Student Involvement (CSI)