

Basics of Trackering

Start with the basics

As the chapter meets new potential members, it is important to capture some information about them, this should all be collected in a living document called a tracker.

- What to capture
 - Name (First and Last)
 - Cell Phone number
 - o Email
 - Where they live on campus
 - Year in school and GPA
 - Who in the chapter is their person of contact
 - A link to their Facebook page
 - Any basic info you have for them such as interest and hobbies
 - o Rank of importance to the chapter
 - 1 = Recruitment is a failure if he does not accept a bid
 - 5 = The chapter will not be at a loss if they do not accept

Keeping the tracker Update to Date

The tracker is the best way to organize all potential new members and to follow each person through the recruitment process. During each tracker meeting, which should happen 3-4 times a week, every potential new member should be updated and talked about.

- What to update
 - Last time they were in contact with a brother or the chapter as a whole
 - Any concerns the potential member has expressed during conversations about Greek life.
 - Has the potential new members rank changed
 - Update the action item column this should be things like:
 - Invite to an event
 - Set a meeting
 - Pre close
 - Bid
 - Ftc
 - o Be sure to assign a specific person to complete the tasks before their next meeting
 - There comes a time when the chapter has decided to not peruse a person further this person should be moved to the cut list and off the main tracker.

Important tips to remember

- The tracker is only as useful as the chapter makes it, if it is not constantly up to date it become useless to the chapter.
- Meetings should happen after every event and no longer then 2 days apart during recruitment



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		Finances		Concerned about					Ref. by Brennon	Time commitmen	Rec by Mungi Ng	Ref. By Brennon by AXiD								Joining a group b			PNM Concerns	_
	hop and steps, went to boarding school, created	with John Doherty, looking for leadership in a frat	(near Boston) for most of his life, studying Law a	Concerned about Great guy from Richmond VA rugby	when 11, played Football (OLB) in high school ar	Rec. Meg Rego	Rec. Meg Rego	Rec. Meg Rego	Brennon From Philly area.	Time commitmen science. Volunteer fireman and EMT driver	Mungi Ngomane in chi omega	by AXiD	From Mongolia majors in Econ and IS. Interested	international affairs	face guy, not someone that would necessarily m	shows because he appreciates character devieo				a group by relates to wanting something different than a "fra	what afterwards. Little quiet and awkward. Wasn		Notes	