

SIGTAU RECRUITMENT RELOADED

Bid Card Instructions

You will find in this section a sample bid card and response card. These are printable and editable electronic files. This section also contains a membership application, recruitment flyer and additional useful recruitment resources.

A bid card is a great tool for formally extending an invitation to a prospect to join your chapter. It shows him that your chapter does things in a business like manner with some class. The new associate will likely keep the bid card as a special keepsake.

By signing the response card, your prospect formally accepts your initiation to join and becomes a new associate member. Your chapter should retain the signed bid card as evidence of his commitment to the brotherhood and ideals of Sigma Tau Gamma. **Both the Bid Card and the Response Card should be printed on high quality paper.**

DIRECTIONS

Bid Cards:

1. Open the file titled – STG Bid Cover.pdf –using Adobe Acrobat Reader.
2. Insert high quality paper in the printer and print the outside cover of the Bid Cards. *(You will want to test print with ordinary paper before using the more expensive paper.)*
3. Check your printer software settings. Turn OFF the option to “Scale to fit paper size”.
4. Open the file titled – Bid Inside.doc – using Microsoft Word.
5. Replace the Type for the date, time and location of the Induction Ceremony and contact person with your information.
6. Insert the sheets with the cover page you have already printed to print the inside of the Bid Card on the opposite side of the page. *(Again, test print with inexpensive paper.)*

Response Cards:

1. Open the file titled – Bid Response.pdf – Adobe Acrobat Reader.
2. There are three cards per page so print only the number of sheets you need.
3. Ensures that the option to “Scale to fit paper size” is turned off.
4. Insert high quality paper in the printer and print the Bid Response Cards. *(Again, test print with inexpensive paper.)*
5. Use a paper cutter or scissors to separate the three cards from each sheet.

Recruitment Flyer:

1. Open the file titled – Recruitment Flyer.doc – using Microsoft Word.
2. Change the day, time, location, contact and phone information to the appropriate information for your chapter’s event.
3. Insert paper in the printer and print the Recruitment Flyer.

The Fraternity **Membership Application** – Membership Application.pdf – is also a printable PDF document. Every new associate must fully complete the Membership Application and sign the front and back (page 2). His signature on page 2 indicates that he has read and agrees to abide by the Risk Management Policy. Mail the completed form with the \$50 Associates fee to the Fraternity Headquarters office. The Associate may also directly pay the fee with a credit card using the Fraternity website: www.sigmataugamma.org.

If you have questions or need help, email: clint@sigmataugamma.org or call (660) 747-2222.