



The Bid Process

Check this document out for resources on extending bids to your new members. From the bid card itself to making sure it is a meaningful experience for your new members, we hope you find this guide helpful.

Step One: The Bid Card

Having a formal bid card that is signed by the leaders of your organization (typically your Chapter President and Recruitment Chairman) is a crucial step in setting the tone of professionalism with your potential new member.

You will want to make sure the card is printed at a high quality of card stock which you can achieve through online services such as VistaPrint or local resources such as print shops in your area and even your campus print center. Sign each card individually with a nice ink pen to give it a more personal feel.

Bid card templates can be found at phikappatau.org/recruitment-resources or online through Portal Docs on the Phi Kappa Tau Portal.

Pro-tip: Some chapters even have their entire brotherhood sign the back of the bid card or leave a specified note to the new member stating how excited they are for them to join.

Step Two: Preparing to give a bid.

Ideally, when recruitment is done right, you should have a clear idea as to whether your potential new member will accept their invitation to join or not. It should never be a surprise to get a bid, so make sure the candidate is aware there is a bidding process. Beyond feeling comfortable with the chapter, new members should have a solid understanding of the time commitment expected of them before accepting a bid and information on dues or any other financial obligations there might be.

Don't forget about logistical items though such as if they need to sign paperwork to formally join. Learn what your campus needs to extend the bids and follow the process to the best of your ability. This includes making sure the men you are giving bids to are academically eligible to join. Touch base with your campus professional or IFC to get clarity on the process.

Pro-tip: Not sure if a new member is ready? Just ask! You can ask questions like:

- *Do you feel like you have a good understanding of the next steps are in joining our fraternity?*
- *Do you know what a bid is?*
- *If you were to get a bid from us, what do you think would hold you back from joining – if anything?*

Step 3: Giving the bid!



The extension of a bid may look different from campus to campus, but one thing should always come along with inviting someone to join the fraternity: **EXCITEMENT!**

If your campus hosts a “bid day” tradition make sure your entire brotherhood is there, wearing letters and ready to welcome the new members into the fun. If your campus has a more serious presentation of bids where the men are asked to dress formally then make sure your chapter is prepared to look sharp to receive the new members. No one wants to accept a bid and suddenly feel like the brotherhood isn’t as close as they were indicated during recruitment. This sets the example for years to come in your chapter.

If your campus doesn’t have a tradition around giving out bids, then create one! Host a cookout, gather at your chapter-house or common campus location. Encourage all who are receiving a bid to be there and read their names out individually – cheer each time a man receives a bid. You want them to feel like they’re joining the brotherhood and not just the recruitment chair or other individuals.

Sometimes you may be in a position where you are handing out a bid one-on-one. While perhaps not as exciting as having the entire brotherhood there this is a great opportunity to have an in-depth conversation with the new member and get their thoughts on joining. Ask a question like: *We’re excited to have you on board, what are you looking forward to the most?*

Pro-tip: If allowed by your university guidelines, invite alumni or other friends to attend the bid day. It’s about welcoming them to the community and the more support there the better! You can go one step further and have t-shirts or hand-downs ready for the new members so they can instantly start representing Phi Kappa Tau.

Step 4: Follow Up

If done right, many will accept on the spot or just need some time to think it over. In any case get as much clarity as you can about which new members are accepting bids or not. If they need time, set clear expectations around when they will need to accept by. Setting an association ceremony date prior to giving bids is essential, it also ensures that the men will have time to gather the formal clothes they need for the ceremony. You’d be surprised, but not every student comes to college with a tie!

Engagement of your new class can suffer severely if they feel as though they are waiting too long to officially start being a new member. You can contact your success manager to get pins in advance so you will not have to wait for the ceremony or use hand-me-down pins from active brothers. Make sure your Membership Orientation Officer is prepared well in advance to begin the new member program.



Before they begin the new member program, enter your new members into the Phi Kappa Tau Portal so they can be officially on your roster. [Click here for a video on how to add new members.](#)

Pro-tip: The new men may not have had a chance to get to know each other. Have the chapter President, officers, or some influential seniors take them out for lunch as a group even before the association ceremony so they can begin bonding as a group. This will help the new members feel like there's not a disconnect between initiated members and themselves.

Step 5: Keep bidding!

Depending on your institution's rules, you should be able to keep recruiting and bidding throughout the semester. All those guys who declined their bid because they wanted to wait a bit – keep following up with them throughout the school year. Your new class of men may be the best recruiters you have especially if they are having an excellent new member process. Their enthusiasm will help convince others who may have been on the fence.