

# New Member Recruiting

## When recruiting new members...

You may initiate eligible students who have completed one academic year. You are encouraged to initiate sophomores...it helps strengthen the chapter, create more people for service projects and build continuity from year-to-year.

Chapters may initiate students in both the fall and spring semesters.

Recruitment brochures are available on the AZ Web site.

All outstanding invoices must be paid before new members can be initiated.

Certificates and pins should be presented during the initiation ritual. It takes a minimum of two weeks to process membership applications.

A \$5 late fee per application applies if they are received after the initiation date.

Applications are processed in the order they are received.

Requests for expedited delivery will be subject to shipping fees.

1. Send invitation letter to all sophomores and above ranked in the top 40 percent academically. All graduate students are eligible. Don't forget transfer students!
2. Host informational meeting/social for all interested students: Discuss activities of the chapter, purpose of the organization, history of Alpha Zeta, etc.
3. Personally follow-up with each prospective member after the meeting; invite them to a follow-up "formal" meeting. At the meeting:
  - a. Collect application for membership (Form #1) and make students aware of fees.
  - b. Outline schedule, requirements and expectations. Assign big brothers/sisters.
4. Conduct interviews with each prospective member.
5. Organize a service project. The best projects involve agriculture and/or your college of agriculture.
6. Hold a social function with prospective and current members.
7. Approve new members. Reference Alpha Zeta Bylaws for specific processes.
8. Send applications and fees to National Office. Membership Educator must attach Form #1A. (Applications and fees must be received two weeks before the initiation)
9. Initiate the new members. Invite faculty, administration and local alumni. Distribute certificates and pins at the conclusion of the ritual.
10. Host a reception for new members, faculty, alumni, family and friends following the initiation.

More information on recruiting is available on the Alpha Zeta Web site: [www.alphazeta.org](http://www.alphazeta.org).