

MEMBERSHIP RECRUITMENT CHECKLIST

Recruiting new members opens doors of opportunity to your students and builds your chapter. Here's a checklist to help ensure their success and yours.



Get Eligible Students List

Contact your college's Registrar, IT, or Institutional Research office to collect the names and contacts of high-achieving students who meet your chapter's eligibility criteria.



Review Chapter Profile

View your chapter profile at ptk.org/MySociety/profile and confirm that the local membership fee is correct.



Upload Your List

Upload your list at ptk.org/advisors >> [Your Chapter](#) >> [Upload](#)
If you have questions, reference ptk.org/advisorFAQ or contact your divisional specialist.



Participate in PTK Awareness Weeks

Get the word out about PTK and your chapter by participating in PTK Awareness Weeks or hosting your own week-long event.

ptk.org/mysociety/awarenessweeks

Ask supportive faculty and staff to bring up PTK to their students.



Send Invitations

When you upload your list of eligible students, check the box to allow invitations from HQ. This allows PTK to send email invitations and reminders to students leading up to your deadline.

Advisors can increase acceptance by sending personalized follow-up letters or texts. Letter invitations are available upon request.



Offer Payment Options

If cost is a concern to students, consider waiving the chapter fee for a brief time, such as during Awareness Week. You can also nominate students for the **Golden Opportunity** scholarship that waives their membership fee.



Use I AM PTK Materials

Cover your campus in PTK posters, stickers, table tents, and more using downloadable content from ptk.org/toolkit. You will also find videos, images, and social media posts to share online. Free printed posters and recruitment cards are available at ptk.org/store.



Leverage Social Media

Share news on invitations, orientations, and inductions on your chapter's channels. Encourage current members and faculty and staff supporters to spread your message using their accounts too! Visit youtu.be/FRZyRnRiG5w for details on how to have a virtual chapter meeting and virtual induction ceremony.

Call us for help
or email your division's
Membership Specialist
800.946.9995

Monica Bates Division I

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Virtual Hours:
Wednesdays, 11a-1p CT

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Virtual Hours:
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