

# Resolved to Educate

## Bid Matching to Bid Distribution

College Panhellenics guidelines for the bid matching process to  
Panhellenic bid distribution

### When is a potential new member (PNM) eligible for continuous open bidding (COB)?

Unanimous Agreement (UA) III explains a PNM's eligibility status for COB for a woman who participated in primary recruitment. *Read UA III below.*

#### **UA III. THE PANHELLENIC COMPACT**

7. If a PNM does not receive a bid at the end of the bid matching process of the primary membership recruitment period, she is eligible immediately to participate in COB.

If a PNM signs a membership recruitment acceptance binding agreement (MRABA) and does not match to a sorority that she listed on her MRABA, she is eligible for COB as soon as bid matching ends. A PNM does not have to wait until Panhellenic bid distribution, Bid Day activities begin or other chapter events begin to receive a COB bid.

### How could a PNM end recruitment without a bid?

If a PNM was invited to attend two preference round events (two chapters) and chooses to limit her options (intentional single preference) by listing one chapter instead of two, she could possibly not match to the one sorority she listed. If a PNM limits her options and is not matched, she is then eligible immediately to participate in COB.

If a PNM maximizes her options by listing two sororities on her MRABA and still is not matched (remember, membership is never a guarantee) through the bid matching process, she is also eligible immediately to participate in COB.

### What is bid matching?

- Bid matching is the process conducted at the conclusion of primary recruitment during which PNMs are matched with a participating sorority.
- Bid matching includes the setting of quota and placing quota additions, which results in the creation of chapter new members lists

### When does the bid matching end?

- Bid matching is completed once the bid matching process as previously described is complete and total is set and announced.

### When does COB begin?

UA VI explains when COB begins. *Read UA VI below.*

#### **VI. COLLEGE PANHELLENIC MEMBERSHIP RECRUITMENT**

4. Each NPC sorority chapter has the right to use COB to reach quota or its total allowable chapter size during the regular school year as defined by the school calendar. COB begins once total is set and announced.

### When is total set and announced?

Total is set for the primary recruitment term by the RFM/total specialist and announced by emailing the Community Health Report to the fraternity/sorority advisor (FSA), the NPC College Panhellenic area advisor and the member organizations with chapters on the campus.

### What steps are in the bid matching process when RFM is used?

The bid matching process includes the following steps in this order:

1. The RFM specialist runs a quota range
2. The RFM specialist sets quota after discussion with the FSA
3. PNMs are matched to chapters within the set quota
4. PNMs who did not match within the set quota and maximized their options on their MRABA are hand-matched by the FSA and RFM specialist as quota additions (QAs).
5. Chapters are notified whether they made quota or not, including receiving their respective new member list.
6. A snap bidding window opens for chapters that did not match to quota.
  - a. PNMs who did not match to chapters (were released or withdrew) are notified by the Panhellenic.
  - b. Chapters that did not match to quota can extend snap bids up to quota to eligible PNMs within the window.
7. The snap bidding window closes.
8. New member lists are finalized and shared with the community.
9. The RFM specialist sets and announces total, working in partnership with the FSA, by emailing the FSA and the member organizations with chapters on the campus the Community Health Report.
10. Once that email has been sent, COB begins. No restrictions can be placed on COB. Chapters can offer bids to total as they see fit.

### Who is eligible for snap bidding?

- PNMs who participated in at least one recruitment event and were not matched to a chapter during bid matching, whether because they withdrew or were released, are eligible for snap bidding.
- College Panhellenics can encourage chapters to prepare a proactive list of eligible PNMs for snap bidding.
  - If a snap bidding list goes unused, it can be used for COB.

### When does snap bidding occur?

Chapters that did not match to quota can extend snap bids to eligible PNMs during a designated snap bid window.

### What is a snap bid window?

- A snap bid window is a period of time after quota is set and quota additions are placed, allowing chapters to extend bids to fill spaces to quota.
- A snap bid window is brief, one to two hours.
- A snap bid window should begin after PNMs who did not match were notified.
- A snap bid window opens and closes before total is set and announced.

### Can snap bidding and COB take place at the same time?

No. A snap bidding window must open and close. Then once total is set and announced, COB begins. See a flow chart [here](#).

### Who extends snap bids to PNMs?

- It is ideal for snap bidding to be centralized and coordinated by the College Panhellenic.
- The FSA works with chapters that did not meet quota, and either the FSA or a Panhellenic officer contacts the PNMs to extend snap bid invitations.
- If a centralized process cannot be organized by the FSA or Panhellenic officers, chapters must still be provided a snap bid window to extend invitations to membership via snap bids before setting and announcing total.

### Can a PNM receive two snap bids?

- A PNM may be offered multiple snap bids if multiple chapters have snap bid spaces and are interested in the same PNM.

- For this reason, it is encouraged that Panhellenic centralize the snap bidding process so that PNMs can be informed of their options by a neutral party (e.g., FSA, Panhellenic officer)

### Can someone receive a snap bid and a COB bid?

- No. A PNM would be extended a snap bid, with the option to accept or decline it.
- If a PNM accepts a snap bid, she then must complete a COB MRABA for the chapter from which she is accepting a snap bid.
- If a PNM declines the snap bid, she may be offered one or more COB bids, depending on the chapters with spaces to total.
- If a PNM accepts a COB bid, she must complete a COB MRABA.

The following chart shows the steps from bid matching to bid distribution across various start times, illustrating snap bidding windows based on the bid matching start time.

Step	8 a.m. Start	1 p.m. Start	8 p.m. Start	2 a.m. Start
<b>Bid matching + QAs</b> (Matching PNMs within quota + immediate hand-matching of QAs)	8-8:30 a.m.	1-2 p.m.	8-10 p.m.	2-3 a.m.
<ol style="list-style-type: none"> <li>1. Chapters notified that they did or did not make quota.</li> <li>2. FSAs communicate with chapters to ensure snap bid lists are ready.</li> <li>3. Chapters provided the snap bid window and cannot communicate with PNMs until the window opens.</li> </ol>				
<b>Unmatched PNMs notified</b>	8:30-8:55 a.m.	2-2:30 p.m.	10-11 p.m. OR 8-8:30 a.m.	8-8:30 a.m.
<b>Snap bid window</b> (Chapters below quota extend snap bids)	9-10 a.m.	2:45-4:30 p.m.	8:45-9:45 a.m.	8:45-9:45 a.m.
<b>Total set and announced - <u>bid matching ends</u></b> (Community Health Report emailed to member organizations & FSA by the RFM specialist)	10:30 a.m.	5 p.m.	10 a.m.	10 a.m.
<b>COB begins</b> (Chapters below total may extend COB bids)	When total is set and announced, meaning when the RFM specialist emails the Community Health Report.			
<b>Panhellenic bid distribution</b>	3 p.m.	6 p.m.	2 p.m.	Noon
<b>New members attend chapter Bid Day activities</b>	3:30 p.m.	6:30 p.m.	2:30 p.m.	1 p.m.
<b>COB continues until chapters reach total</b>				

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