

Big/Little Matching

ELIGIBILITY

BEING A BIG SISTER IS A PRIVILEGE, NOT A RIGHT.

It is critical you determine who is eligible and willing to serve as big sister before bid day. The pool needs to be determined ahead of new members making connections with members who are not eligible. Anyone serving in this mentor role is expected to meet the minimum requirement, such as:

- Strong Academic Performance - GPA Requirement
- Not currently on any type of status with the Standards Board
- Current on all fraternity financial commitments
- Not graduating in the term in which they are being match with a little

PREFERENCE

The preferences of the new members are to remain the priority in the matching process. As long as the selection of the new member is someone who is eligible and willing to take a little sister the seniority, position or rank of the active member does not factor into the priority of her match.

Priority goes to the preferences of the NEW MEMBER.

COLLECT PREFERENCES

What to Collect

- Collect names on an index card or 1/4 sheet of paper. This is actually important for the matching process. You may use the template included.
- Collect 3 to 5 names from both the New Member and the pool of active members eligible and willing to take a little sister.
- Ensure that each person includes their own name, signature and date.

How to Collect:

- Each person should complete their list in an environment without pressure from others.
- They should be handed in face down directly to the SDC. They should be rubber banded and put in a secure place.
- If someone is absent from the meeting where preferences are being collected they may email their selections to the SDC directly.

STEP ONE

STEP TWO

Do NOT:

- There should not be any additional information collected other than the names. No reasons or justifications.
- The SDC should not read them as they are being turned in or share them with anyone at any time.

ASSEMBLE THE MATCHING COMMITTEE

A committee is used as a checks and balances measure to ensure fairness in the matching process.

The suggested committee is made up of:

- SDC
- MAL
- Archon
- NMEB Member (only if they are specifically in charge of big/little)

Should any of these leaders be in the pool to take a little sister, they are to recuse themselves and the committee will be filled in this order.

- Vice Archon
- Bursar
- Tribune
- Scribe

The meeting needs to happen shortly after collecting selections from new members and the eligible pool of bigs. It should be held in a quiet and private space.

Roommates, members and non-members should not be present.

MUTUAL MATCHING

STEP THREE

1. Sort and organize the selections into two stacks; new members, active members. Putting the active member stack into alphabetical order.
2. New members can be in any order and you will use the following process for each.
 - a. Using the new member's slip, find her first choice.
 - i. **IF** the new member's first choice active also listed this new member first, staple both slips together
 - ii. **IF** the new member's first choice active did NOT list this new member first, set the new member aside in a third stack and return the active slip back to the alphabetical order
 - b. Repeat this process until you have gone through the whole new member stack one time.

STEP FOUR

3. Following the first round, anyone who is stapled is matched. They each got their first choices, they will be happy! In most cases this will be the majority of the total group.
4. The new members not matched and the active members not matched will move into second round matching.

SECOND ROUND MATCHING

1. Begin by going through each active and new member list and cross off the names of anyone who is already matched. (*Tip: Don't do this aggressively to the point that you can't read who it said*)
2. Start the second round the same way the first started, with the active members in alphabetical order, this time you will work through the new member stack looking to match them to their next choice that is not crossed off.
 - a. IF the new member has a name on their list that is not crossed off AND that active has this new member as the highest person their list that is not crossed off, staple both slips together.
 - b. IF the new member has a name on their list that is not crossed off AND that active has another new member (that is not crossed off) above this new member, set the new member aside in a third stack and return the active slip back to the alphabetical order
3. Following the second round, you will work your way through the new members and actives you have left to find the highest possible match based off the new member's preference.
 - a. IF you have more new members left than you have active members you will assign twins giving preference to the new members first choice.
 - b. Find the new member's first choice in the matched pile. As long as this new member is listed on the big's list, you will staple the second new member with the big and the twin.
4. Should you have unmatched new members and actives and none of them have each other listed anywhere on their preference you will want to match based on personality and fit to the best of your ability (this is extremely rare).

SHARE PAIRINGS WITH ACTIVE MEMBERS

The majority of drama and disgruntled feedback comes from how you deliver the pairings.

The committee (you can divide the list among each of you) should commit to CALLING each big sister share the decision. Again, the majority of big sisters will be very excited! These conversations will be brief and positive.

Calls to big sisters who will be getting their second or third choice may initially be disappointed. It is important to be transparent, but positive. Use some form the following script when sharing the news:

STEP FIVE

- Today/tonight the big/little matching committee met to process the selections. You have been matched with _____. While we know this was not your first choice, your first choice was not a mutual match. We think you and _____ are going to be a great pair. We are confident you are going to be a great mentor and guide to her during her membership.
 - If they ask any additional questions about the matching process, you are welcome to share the details of this matching process.
 - If they feel the integrity of process was compromised they may use the standards board process to discuss.
 - If they wish to no longer take a little, you may rematch the new member with someone else (you should not adjust any other matches in the process).
 - If they take any action to confront the new member(s) how, why or whom they ranked they may be referred to standards board for retaliation.

- If for some reason the committee is unable to make calls to every single matched big, you are encouraged to at minimum call the bigs who did not get their first choices before emailing out the matched list. Calls should all be made from the matching meeting if possible, for accountability purposes.