



**Esther Funds Foundation**

**National Membership Recruitment & Induction Manual**

*(Official Training Handbook for Chapter Leadership and Development)*

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**[www.estherfundsfoundation.org](http://www.estherfundsfoundation.org)**

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Building Leaders. Preventing Dropouts. Advancing God's Kingdom.

Dear Esther Funds Foundation Leaders,

Welcome to the National Membership Recruitment and Induction Manual.

This document governs the standards, procedures, and expectations for every Esther Funds Foundation chapter across the country.

Membership recruitment is not a casual practice within EFF.

It is an act of stewardship, service, and leadership — one that directly impacts the futures of the students we are called to serve.

This handbook is binding for all EFF chapters.

Adherence to these standards is mandatory.

Our mission is to preserve the integrity of our work, honor the trust of our students, and fulfill the calling entrusted to us by God.

Sincerely,

Esther Funds Foundation National Leadership

## **Chapter 1: The Purpose of Membership Recruitment**

*(Defining the Heart Behind EFF Membership and Student Engagement)*

Membership recruitment at Esther Funds Foundation is intended to:

- Engage students in the mission of college dropout prevention.
- Cultivate spiritual leadership, academic endurance, and community service.
- Offer a faith-centered organizational structure for students to thrive.
- Protect the academic, emotional, and spiritual journeys of vulnerable student populations.
- Build a legacy of persistence, purpose, and Kingdom impact.

Recruitment must never be conducted for vanity metrics, popularity contests, or hasty expansion.

Each student recruited is a life entrusted to the stewardship of the chapter.

## **Chapter 2: National Requirements for Recruitment Approval**

No chapter may initiate a Membership Recruitment Period without meeting the following conditions:

### **2.1 Required Leadership Positions:**

- President
- Vice President(s)
- Membership Chair(s)
- Director of Collegiate Ministry
- Community Service Chair

- Fundraising Chair
- Treasurer

## **2.2 Administrative Requirements:**

- Submission and national approval of the Membership Recruitment Planning Form.
- Confirmation of advisor and university approvals for event hosting.
- Completion of Membership Recruitment and Induction Training.

## **2.3 Chapter Status:**

- Chapter must be in good standing with National Headquarters.
- All prior compliance reports must be submitted.

**Noncompliance** with any of the above will result in a denial of recruitment privileges until resolved.

## **Chapter 3: Full Membership Recruitment Process**

### **3.1 Early Planning and Timeline Development**

Recruitment planning must begin at least **two months** prior to the desired launch date.

During early planning, chapters must:

- Convene a full Executive Board meeting to assign recruitment roles.
- Secure event locations, equipment, and promotional timelines.
- Submit the Membership Recruitment Planning Form for national review and approval.

- Confirm dates for all recruitment and pre-induction activities.

Failure to submit early planning documentation will delay or revoke recruitment privileges.

### **3.2 Conducting Informational Sessions (Optional)**

Informational sessions are educational events introducing Esther Funds Foundation to the student body.

#### **Guidelines:**

- Focus strictly on mission, vision, and organizational purpose.
- Do not solicit membership, discuss dues, or present application information.
- Utilize official EFF branding and materials approved by National Headquarters.

Informational Sessions are optional but strongly encouraged to build community awareness before the Interest Meeting.

### **3.3 Hosting the Interest Meeting (Mandatory)**

The Interest Meeting formally opens the Membership Recruitment Period.

#### **Mandatory Content:**

- Overview of membership expectations and responsibilities.
- Explanation of The Esther's Experience requirements.
- Step-by-step guidance for completing the membership application.
- Presentation of national compliance standards (Student Code of Conduct acknowledgment).

- Explanation of National Enrollment (Join It) post-induction.

Interest Meetings must be conducted professionally, led by the Executive Board, and promoted well in advance.

### **3.4 Managing Membership Applications**

Applications must be created using approved digital platforms (Google Forms preferred).

Each application must collect:

- Student's full name and contact information.
- GPA confirmation (minimum 2.0).
- Agreement to the Student Code of Conduct (check-box acknowledgment).
- Proof of National Membership Fee payment (\$30 via GoDaddy).

Applications must remain open for **no longer than two weeks** following the Interest Meeting.

### **3.5 Submitting the Application Spreadsheet to Nationals**

Within **48 hours** of application closure:

- Chapters must submit a complete Excel spreadsheet of all applicants.
- The spreadsheet must include:
  - Name
  - School and personal emails
  - GPA status
  - Proof of payment confirmation

- Application decision status (Accepted/Declined)

No acceptance communications may be issued without national review and approval.

### **3.6 Sending Acceptance Letters**

Only the Chapter President or Vice President is authorized to send Acceptance Letters.

Letters must:

- Be sent from the official chapter email.
- Utilize the national template without unauthorized modification.
- Be respectful, welcoming, and aligned with organizational mission.

## **Chapter 4: The Esther's Experience (Pre-Induction Development)**

### **4.1 Overview of The Esther's Experience**

The Esther's Experience is the official national pre-induction process for all accepted members.

It is designed to spiritually, academically, and communally prepare new members for a life of leadership, service, and graduation persistence.

Completion of The Esther's Experience is **mandatory**.

Partial completion disqualifies a student from national membership and induction ceremonies.

### **4.2 Purpose of The Esther's Experience**

The Esther's Experience is structured to:



- Establish foundational knowledge of Esther Funds Foundation's mission and expectations.
- Root students spiritually in preparation for leadership challenges.
- Foster resilience against common dropout factors such as isolation, academic stress, and lack of support.
- Build a strong community culture that reflects Christ-centered service and leadership.
- Develop commitment through participation in service and fundraising initiatives.

It is the bridge between "interest" and "calling."

It must be conducted with the seriousness and excellence reflective of Esther Funds Foundation's national standards.

### **4.3 Required Components of The Esther's Experience**

Each accepted member must complete the following activities:

#### **4.3.1 Orientation Workshop or Membership Mixer**

##### **Purpose:**

- To provide an in-depth understanding of chapter expectations, leadership structure, compliance obligations, and national affiliation.

##### **Guidelines:**

- The workshop may be creatively themed but must maintain professionalism and clarity.

- Executive Board members must present on dues policies, activity requirements, attendance standards, leadership opportunities, and the spiritual mission of Esther Funds Foundation.
- Documentation of attendance must be submitted with the chapter's compliance packet.

#### **4.3.2 Bible Study and Faith-Based Development**

**Purpose:**

- To ground members spiritually as they transition into leadership and collegiate persistence roles.

**Guidelines:**

- At least one Bible study or prayer event must be conducted and attended.
- Topics should be directly relevant to college life, identity in Christ, perseverance through adversity, or leadership in faith.
- Led by the Director of Collegiate Ministry or chapter spiritual leadership designees.

**Significance:**

Spiritual fortification is mandatory for retention in both faith and academics. Students must be equipped beyond works alone.

#### **4.3.3 Service Engagement**

**Purpose:**

- To instill servant leadership, humility, and social responsibility.

**Guidelines:**

- Members must participate in at least one organized service event.
- Events must benefit the campus community or underserved populations.
- Acceptable projects include donation drives, tutoring events, or campus clean-up initiatives.

**Significance:**

Service connects purpose to practical action, reinforcing the mission of dropout prevention through tangible love and support.

#### **4.3.4 Bonding and Community Building**

**Purpose:**

- To foster authentic relationships that encourage member retention and engagement.

**Guidelines:**

- Chapters must host at least one bonding event designed to build trust, friendship, and community among new and existing members.
- Examples include game nights, potlucks, study nights, or structured fellowship activities.
- Bonding activities must maintain professionalism and mission focus.

**Significance:**

Relational connectedness is one of the most significant predictors of college persistence. Bonding is not optional — it is strategic.

#### **4.3.5 Fundraising and Chapter Investment**

**Purpose:**

- To cultivate leadership skills in project management, financial stewardship, and team collaboration.

### **Guidelines:**

- Each accepted member must assist in planning, executing, or promoting a chapter-approved fundraiser.
- Fundraising projects must be appropriate, professional, and mission-centered.

### **Significance:**

Ownership of fundraising initiatives helps students build commitment to the organization and reinforces investment into the future of their peers.

## **Chapter 5: Hosting the Induction Ceremony**

### **5.1 Overview of Induction**

The Induction Ceremony formally recognizes and establishes members who have completed The Esther's Experience.

It symbolizes their acceptance into a Christ-centered national movement committed to preventing college dropouts.

### **5.2 Induction Ceremony Requirements**

Chapters must:

- Conduct inductions on-campus or in university-approved spaces.
- Uphold a formal, professional, and faith-centered atmosphere throughout the ceremony.
- Require all inductees to recite the Esther Funds Foundation National Membership Pledge publicly.

- Incorporate prayer, Scripture reading, and a charge to new members to uphold EFF's standards of leadership, service, and perseverance.

### **5.3 Ceremony Content**

At minimum, the ceremony must include:

- Opening Prayer
- Welcome by Chapter President or Advisor
- Purpose of Esther Funds Foundation
- Recognition of Executive Board
- Introduction of Inductees
- National Membership Pledge Recitation
- Charge to New Members
- Closing Prayer and Fellowship Opportunity

Chapters are encouraged to elevate the ceremony with guest speakers, musical selections, or creative elements, provided they align with national standards of faith, professionalism, and purpose.

## **Chapter 6: National Membership Enrollment**

### **6.1 Enrollment Requirement**

Following induction, all new members must complete their official national enrollment through the approved national membership platform (Join It).

#### **Enrollment Process:**

- Receive digital invitation to enroll from chapter leadership or National Headquarters.
- Complete profile with current contact information.
- Acknowledge national compliance policies.
- Activate Digital Membership Card for national programs and event access.

**Significance:**

Enrollment solidifies a student's official recognition at the national level and grants them access to national benefits, leadership opportunities, and initiatives.

## **Chapter 7: Executive Board Responsibilities During Recruitment**

### **7.1 President and Vice President Responsibilities**

- Oversee the full recruitment process.
- Ensure compliance with all national policies and deadlines.
- Submit required documentation to Nationals (Planning Forms, Spreadsheets, Compliance Packets).
- Lead Interest Meeting and Induction Ceremony.

### **7.2 Membership Chair Responsibilities**

- Organize and promote Interest Meeting.
- Develop recruitment strategy in collaboration with the Executive Board.
- Track application submissions and report to President and Advisor.

### **7.3 Director of Collegiate Ministry Responsibilities**

- Plan and execute Bible Study and Faith Development events during The Esther's Experience.
- Provide spiritual support and guidance to members throughout recruitment and pre-induction.

#### **7.4 Community Service Chair Responsibilities**

- Plan and execute required service activity during The Esther's Experience.
- Document participation and outcomes for compliance reporting.

#### **7.5 Fundraising Chair Responsibilities**

- Develop and lead fundraising initiative participation during The Esther's Experience.
- Track involvement and financial outcomes.

### **Chapter 8: Compliance, Reporting, and Record Keeping**

#### **8.1 Compliance Deadlines**

Chapters must:

- Submit Membership Recruitment Planning Form no later than 30 days before starting recruitment.
- Submit Application Spreadsheets within 48 hours of application closing.
- Submit Compliance Packets at semester conclusion, including all required documentation for recruitment and The Esther's Experience.

#### **8.2 Record Keeping**

Chapters are expected to maintain:

- Digital copies of applications.
- Attendance logs for all Esther's Experience activities.
- Photographic evidence of events and service projects.
- Advisor-signed verification forms where required.

Record maintenance is critical for compliance verification, national reporting, and grant applications.

## **Chapter 9: Risk Management and Conflict Resolution**

### **9.1 Risk Management Expectations**

- No events may occur without university advisor approval.
- Off-campus events must receive prior written clearance.
- All recruitment events must be consistent with the organization's mission, faith principles, and national reputation.

### **9.2 Conflict Escalation**

Conflicts or violations of national policies must be:

- Reported immediately to the chapter advisor and National Headquarters.
- Documented thoroughly.
- Handled confidentially and professionally in accordance with national conflict resolution policies.



## Chapter 10: Closing Charge and Expectations

The work you do through recruitment is eternal.

Each student welcomed into Esther Funds Foundation is not simply attending events — they are encountering purpose, community, and the power of perseverance through Christ.

Leadership is stewardship.

Recruitment is ministry.

Every action must reflect the excellence, discipline, and faith that define Esther Funds Foundation nationally.

### National Contact Information

For guidance, questions, or official correspondence:

- Email: **[info@estherfundsfoundation.org](mailto:info@estherfundsfoundation.org)**
- Text Only Line: **352-999-3232**
- Website: **[www.estherfundsfoundation.org](http://www.estherfundsfoundation.org)**