

Recruitment Basics

Dallas Alumnae Panhellenic Association

First things first:

- Step 1. Make sure your social media is “Recruitment Ready”!
- Step 2. Register for recruitment:
- **with your college Panhellenic – REQUIRED (fill in all activities & save receipt)**
 - You must register with your college Panhellenic in order to participate in Sorority Recruitment on your campus
 - Most colleges have a Greek Life, Fraternity and Sorority Life, or Student Activities page where you can find registration information and learn more about the Sororities on your campus
 - with Dallas Panhellenic www.dallaspanhellenic.org (optional but suggested)

References and Letters of Support:

A Reference is not required to participate in Sorority Recruitment. However, it can be helpful in introducing yourself to the Sorority women at your college. Here are some tips for finding a Sorority woman to write a Reference and what you need to prepare.

- Step 1. Make a list of NPC sororities at your college
- Step 2. Ask **ONE** woman to write a *Reference for each sorority at your college
- Ask her which of the items listed below she needs; also ask if her sorority wants any Letters of Support (LOS) (The LOS is completed by separate alumna from each sorority. They will be delivered to the Reference Writer.)
- Step 3. Prepare these items (hardcopy and digital):
- Cover Letter-** include your college and if you are requesting a Reference or LOS
- Resume-** start with 12th grade then to 9th include parents’ names (even if were not Greek) try to keep to 2 pages
- Transcript-** unofficial, front and back
- Photos-** 3 poses, head shot, full body, chest up or as requested
- 4x6 or as requested
 - Label the back with name, high school, college
- Envelope-** Large - for Reference writer
Size #10 – for LOS writer (if requested)
- Stamps-** attach with a paper clip; do not stick to the envelope
- NOTE: It the Reference Writer’s responsibility to know where to send her completed reference. This is why it is important to work with sorority women who are familiar with the process**
- Step 4. Keep a chart/list of who you have contacted to stay organized!
- Step 5. Follow up with thank you notes
- Step 6. Practice your party conversation skills and make a list of questions you’d like to ask during recruitment

*A Reference is form is completed by an alumnae sorority member for each sorority at your college (compare this to an “application”).

- They are also called RIF or REC. Each NPC sorority and individual chapter has its own policies regarding references for potential new members.
- We highly suggest asking local women that know you and your school/neighborhood to be your Reference Writer. We also suggest that you ask someone who has done references before and knows what her sorority requests.
- Letter/s of Support are supplemental and are not required.
- **There is no such thing as a “Letter of Recommendation” in this process. If you ask for this it is confusing to the alumnae.**