

## RECRUITMENT INFORMATION

Terms to know: Potential New Member (PNM), the student going through recruitment seeking membership in a sorority. Active Member, collegian initiated into the sorority. Alumna, a member in good standing who has graduated or left college. Recommendation/Reference, a form completed by an alumna recommending a PNM for membership. This is the first introduction of the PNM to the sorority. It does not guarantee a bid for membership.

### First Steps:

**Step 1:** Register with Panhellenic at the college you will be attending. Most will be found on a Greek Life, Sorority/Fraternity Life, or Student Activities page on their website. There will be an application, possibly fees and any specifics that you should plan for at that particular campus. Each school will have variations on recruitment so be sure to sign up, learn what's expected of you and meet the deadlines.

**Step 2:** Register with Waco Alumnae Panhellenic. This allows us to know who is going through recruitment and have your information ready. We are here to assist you if you need help and answer any questions.

**Step 3:** Make sure your social media is recruitment ready. Most organizations do consider what your online presence says about you.

### Next Steps:

A reference is not required to participate in recruitment. It is an introduction of you to the organization and can be helpful. If one of the National Panhellenic Council (NPC) sororities has a requirement that letters of recommendation must be submitted, and you do not submit one, the member organization will follow their own process to make sure you receive one. The responsibility will be on the chapter and member organization, not you.

To find alumnae of sororities you need recommendations for you should reach out to your network of friends, family, teachers, and any organizations where you know collegiate women. Facebook can be a great way to identify these women as well. Women who know you well will give you the best recommendations.

**Step 1:** Make a list of the NPC sororities at your college. Ask only one woman to write your recommendation for each sorority at your college. Ask her what she needs from you and in what format she would like it, electronic or hardcopy.

**Step 2:** Prepare your cover letter, resume and photos. An unofficial transcript may be requested by some alumnae. Photos need not be professionally made but they should make you look professional. In other words, no selfies or group photos. Let them reflect who you are as a college student. Some alumnae may request these items be printed and sent to them as a hardcopy. If so, including a large manilla envelope and postage paper clipped to the envelope would be considerate. Many alumnae will ask to have it emailed to them.

**Remember your resume should include**

- Contact information
- Parents' names and Greek organization affiliations if any
- GPA, class rank and ACT/SAT scores
- Achievements, awards, and leadership experience
- Community involvement
- Area of study in school
- Hobbies and interests
- Legacy information/Greek-affiliated family members - grandmothers, mothers, sisters, aunts, cousins
- Please refer to legacy policy information on a sorority's website to understand each organization's policies

**Step 3:** Follow up with any alumnae who have written a recommendation with a thank you note. This also reminds them to get it done if they haven't yet.

Recommendations are referred to by different names within different sororities, but they are all the same thing, your introduction to the group. Letters of Support are supplemental and not necessary.

Most universities have information on what to wear each day of recruitment. Look your best but also be comfortable in what you wear. Be sure to get enough rest, stay hydrated and eat, be yourself and look for the group where you feel most at home.