

**Alumnae Guidelines for Providing Recruitment Information
Spring 2011**

Recruitment Information Form (RIF) DEADLINE IS MAY 1 for ALL schools regardless whether the school conducts fall or spring recruitment!

As RIFs are processed by the PNM's local alumnae club, please note the Dallas Alumnae Club processes RIFs for Dallas residents only.

Packets may be submitted to the **High School Chairmen*** beginning March 30, 2010.

Thank you for your interest in referring a young lady for membership. Please try to know her personally. Read the following directions carefully to complete the RIF packet.

COMPLETED RIF PACKET SHOULD INCLUDE:

3 RIF forms (1 original and 2 copies)

3 photos

3 Supplement Sheets (1 original and 2 copies)

3 sponsor letters

3 resumes

1 transcript per school

****Please organize the above into three sets: RIF, Supplement Form and resume, in that order. One set should be the originals and the other two sets photocopies. ****

RIF FORM: Complete 1 RIF for each potential new member and provide 2 additional copies. Please type or print carefully and legibly. Fill out only the top portion and "Individual Alumna Signature" section in lower left corner. The RIF will also be signed by the ACRIC (Alumnae Club Recruitment Information Chairman) after it is received.

SUPPLEMENT FORM: *Complete 1 Supplement Sheet and provide 2 additional copies.

RESUMES: School and community activities may be listed on the back of the RIF. HOWEVER, it is preferable to include a separate resume (3 copies).

PHOTOS: Include 3 color photos, 3x5 or 4x6, at least 1 close-up and 1 full-length. Snapshots are acceptable. **Please write name, high school, college and home town on back of photos.**

SPONSOR LETTERS: Include 3 letters of recommendation – "sponsor letters". (NOTE: If you are writing the RIF you may write one of the letters.) These may be handwritten or typed.

TRANSCRIPTS: *For a freshman potential new member, include 1 current high school transcript. For an upperclassman, include 1 high school and 1 current college transcript. Transcripts must show SAT and ACT scores.

Mail or deliver the RIF packet to the **HIGH SCHOOL CHAIRMAN** for the high school attended by the potential new member (PNM) ON OR BEFORE MAY 1. A list of the High School Chairmen may be found at www.dallaspiphi.org under *Recruitment*.

*****REMIND EACH PNM TO REGISTER WITH HER COLLEGIATE PANHELLENIC TO BE ELIGIBLE TO PARTICIPATE IN RECRUITMENT.*****

Recruitment information and forms are available on our local alum club website www.dallaspiphi.org or the national website: www.pibetaphi.org.



Recruitment Information Form (RIF)

To be used by individual Pi Beta Phi alumnae

- This form may be copied
- Include a picture of the potential new member if possible
- Send this form directly to the chapter's vice president of membership at the respective chapter or process through your alumnae club recruitment information chairman if

the potential new member is from the same area. Addresses for the vice president of membership are available on the Members-Only side of the Web site, www.pibetaphi.org. Do not send RIF to Headquarters.

Name of potential new member: _____ College attending: _____

Home address: _____

Year in college: Freshman Sophomore Junior Senior

If transfer student: _____ College GPA: _____ College attended: _____

High school attended: _____

Parent or guardian: _____

Pi Phi relatives (if available) _____

Name Chapter Relationship

Name Chapter Relationship

Name Chapter Relationship

Name Chapter Relationship

Other Greek-affiliated relatives: _____

Name Greek organization Relationship

Please check ONE:

I recommend this woman for membership into Pi Beta Phi

I do NOT recommend this woman for membership into Pi Beta Phi

Please check all that apply:

This recommendation was voluntarily sent because this woman exhibits Pi Beta Phi's values.

I personally know this woman.

I personally know this woman's family.

Only factual information included. Source of information: _____

Submitted by: _____

First Maiden Last

Address: _____

Street City State ZIP

Phone number with area code E-mail Chapter of initiation Year of initiation

List school and community activities and honors (attach another sheet if necessary): _____

INDIVIDUAL ALUMNA SIGNATURE

First Maiden Last

Date submitted: _____

FOR CLUB USE ONLY

Alumnae club: _____

ACRIC signature: _____

Phone: (____) _____

Date: _____

Supplement

Name of potential new member (PNM):

Home phone number _____

Cell phone number _____

Email address _____

Younger sisters' names and year of high school graduation _____

Is PNM a Pi Phi legacy? Yes _____ No _____
(a legacy is the granddaughter, daughter or sister of an **initiated** Pi Phi)

Name(s) of mother, grandmother or sister (including maiden name) and chapter where initiated: _____

Date PNM will be attending Freshman Orientation _____
****Very important for PNM's going to UT****

Will she be attending summer school? _____
****Very important for PNM's going to UT****

Rush Tips: List dorm, roommate, friends who may/do attend this college. List Greek affiliations, if known. Please include any information such as special interests that could help the chapter get to know her.

Do you know the PNM personally? _____ If so, for how long? _____