

**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 Chairman*** 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.