

KAPPA ALPHA THETA LETTER OF REFERENCE

TO BE USED BY MEMBERS OF KAΘ ONLY

What to send

Complete the letter of reference, including the section titled member's qualifications and attributes. Including a picture of the potential new member (PNM) is highly desirable.

Who can send

Any alumnae members in good standing may submit letters of reference. Current undergraduate members in good standing may submit letters of reference for PNMs attending universities other than their own.

Where to send

References should be sent directly to the college chapter, attention reference chairman. If the PNM lives in an area with a recruitment

reference board (RRB) a copy of the letter of reference may also be sent to the RRB.

Remember Theta and NPC Guidelines

Once recruitment has started, alumnae and collegiate members from other campuses must NOT contact members of the college chapter to inquire about a PNMs progress. Such calls must be addressed to the chapter's membership advisor. Alumnae should neither expect to receive any information about the status of a specific potential new member nor expect to receive bid list information. Alumnae are also prohibited from sending food or gifts in any form to the chapter on behalf of a potential member. Breaking Panhellenic rules may cause the chapter to be penalized.

I. Potential New Member Information

Name of Potential New Member _____			
LAST	FIRST	MI	NICKNAME
Reference for _____		Chapter of Kappa Alpha Theta at _____	
		UNIVERSITY/COLLEGE	
Entering as	<input type="checkbox"/> Freshman	<input type="checkbox"/> Sophomore	<input type="checkbox"/> Junior
	<input type="checkbox"/> Senior	Age _____	
Hometown _____			
High School _____		Graduation Year _____	
NAME, CITY AND STATE			
Class Size _____	Class Rank _____	Scholastic Average/GPA _____	ACT/SAT _____
College(s) attended _____		GPA _____	
NAME, CITY AND STATE			
Parent(s) or Guardian(s) _____			
FULL NAME		MOTHER'S MAIDEN NAME, IF KNOWN	
Home Address _____			
STREET	CITY	STATE	ZIP CODE

II. Potential New Member Connections

Kappa Alpha Theta Legacy Information: <input type="checkbox"/> sister			
		<input type="checkbox"/> mother	
		<input type="checkbox"/> grandmother	
		<input type="checkbox"/> great-grandmother	
Name _____		Chapter _____	
FIRST	MAIDEN	LAST	
Name _____		Chapter _____	
FIRST	MAIDEN	LAST	
Other KAΘ Relatives _____		Chapter _____	
Other women's fraternity connections:			
Name _____	Relation _____	Fraternity _____	
Name _____	Relation _____	Fraternity _____	

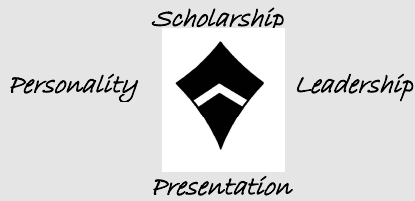
For RRB Only

RRB _____	Signature _____
Address _____	Phone and/or e-mail _____
Comments:	

For Chapter Use Only

Required written follow – up with individual and/or RRB	
Acknowledged reference _____	by _____
Notice of outcome _____	by _____
New member information submitted online: yes <input type="checkbox"/> no <input type="checkbox"/>	
If pledged by KAΘ, send this reference to Fraternity headquarters within 14 days; if pledged to another NPC group on your campus, please destroy this reference. If not pledged to any NPC group, retain this reference for two years.	

III. Qualifications and Attributes



Please write your personal evaluation of the candidate you sponsor.
Provide information and relate her qualifications to Kappa Alpha
Theta's 4-Points of the Kite.

Please check and add comments and examples at right
(May attach sheet if space provided is not adequate)

Scholarship

- Honor Student
- Enrichment Programs
- National Honor Society
- Likely to Finish College

Personality

- Good Moral Character
- Loyal Member
- Dependable

Presentation

- Socially Congenial
- Compatible in a group
- Reserved/Quiet
- Poised

Leadership

- Widest Influence for Good
- Extracurricular Activities
- Volunteer Activities
- Leadership Abilities
- Commitment

IV. Suggested topics of conversation during recruitment

V. Endorsement

Please check applicable statements

- To my knowledge this woman is not, nor ever has been, an initiated member of an NPC group
- I hereby recommend this woman for membership in Kappa Alpha Theta based upon:
 - My personal acquaintance with her. I have known her for _____ years.
 - My Acquaintance with this woman is through her family. I have known them for _____ years.
 - I do not know the potential new member, information was secured from a reliable source (mutual friend, teacher, clergy, Panhellenic files, etc.) That source is _____.

Name _____ Initiated _____ CHAPTER/DATE

Address _____

E-Mail _____ Signature _____ Date _____

