

# **RECRUITMENT 2018-2019**

## **INSTRUCTIONS FOR PROPOSING A POTENTIAL NEW MEMBER (PNM) INTO KAPPA ALPHA THETA:**

### **Complete the Letter of Reference:**

- **Houston prefers that References are submitted to the Reference Chair and not online.**
- Download a Letter of Reference (RIF) form at [www.houstonthetas.org](http://www.houstonthetas.org).
- Fill in the Letter of Reference form neatly and completely. You may attach an additional sheet if the space provided is not adequate.

Upon completion of the form, please place a small photo of your candidate in the lower right corner on the front page of the form and make 2 copies of the form (front and back).

### **Include in the Reference Packet:**

- The completed and signed Letter of Reference-now called RIF
- 2 copies of the Letter of Reference as described above
- 3 pictures of the candidate – 1 close-up, 1 full body and 1 other
- 1 copy of her high school transcript, on which the candidate has written, “Released by” and signed her name
- 1 copy of the candidate’s personal resume
- 1 copy of the candidate’s SAT/ACT official scores
- 2 Letters of Support (These are personal letters written by Thetas who wish to provide additional information and support for the PNM. Some chapters place more value on letters of support than others. Ask a member of the Recruitment Board if you have questions.)

**All Letters of Reference are due no later than Monday, May 1, 2018.**

**Mail or deliver completed packets to: Christina O’Shell  
130 Radney Road  
Houston, TX 77024**

**Packets are due by May 1 for PNM’s who are attending colleges with both Fall and Spring Recruitment.** Turn in your packets even if your PNM has not made the final decision among her choice of colleges. Notify the Recruitment Board as soon as her choice is made.

**Be sure your PNM has signed up with HAPA (Houston Area Panhellenic Association) and with her college Panhellenic.** This is very important; otherwise, she will be ineligible to participate in Recruitment.

If you have any questions, please contact: Theta Recruitment Board Chair Christina O’Shell at 713.898.0426(cell) or [christinaoshell@gmail.com](mailto:christinaoshell@gmail.com).

PNM-Potential New Member, formerly known as Rushee

RIF-Reference Information Form, called Letter of Reference and formerly known as a REC