

RECRUITMENT 2019-2020

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

Complete the Letter of Reference:

- **Houston accepts both online and written RIFs. It is up to the RIF writer and may be dependent on where the PNM is attending school when deciding between online or written RIF.**
- Download a Letter of Reference (RIF) form at 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.
- If completing online, check Christina O'Shell as the RRBC.
- If submitting a written RIF, please submit in a folder with the PNM's name and university on the front cover, it does not need to be decorated. This helps keep the packet intact.

Written RIFs-Upon completion of the RIF, please make 2 copies (front and back).

Include in the Reference Packet:

- The completed and signed Letter of Reference-now called RIF
- 2 copies of the RIF as described above (you may hear this called Letter of Reference)
- 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 **(if your PNM is a SOPH or older, a high school transcript is not necessary. *Instead include her college transcript*)**
- 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 Wednesday, May 1, 2019.

If possible, please do not deliver letters of support separate from the packets.

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.

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.

PNM-Potential New Member, formerly known as Rushee

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