

RECRUITMENT 2020-2021 INSTRUCTIONS

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

NEW TERMINOLOGY:

PNM-Potential New Member, formerly known as Rushee

RIF-Reference Information Form, formerly known as Letter of Reference or REC.

RRB-Recruitment Reference Board, **RRBC**-Recruitment Reference Board Chairman

COMPLETING THE RIF:

- Houston accepts both online and written RIFs. It is up to the RIF writer and may be dependent on where the PNM is attending college when deciding between the online or written RIF. The RRB can accept RIFS for candidates who attend high schools on this list:

http://www.houston-panhellenic.org/recruitment/high_schools.htm

- Download a Letter of Reference (RIF) form at www.houstonthetas.org/recruitment OR www.kappaalphatheta.org/recruitment. Print out the form if you intend to hand write it. Otherwise, fill it in online.

- Fill in the RIF form neatly and completely. Be sure to include ALL pages of the RIF in your submission. You may attach an additional sheet if the space provided is not adequate.

Written RIFs only:

- Please submit 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. Include the following:

- 3 copies of the completed and signed RIF (front and back, original plus 2 copies)

- 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 college sophomore 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. **PLEASE** do not deliver letters of support separate from the packets. It is possible that they will not be read if they are separated.

Mail or deliver completed packets to: Christina O'Shell 130 Radney Road Houston, TX 77024. Packets are due by May 1 for PNMs who are attending colleges **who have both Fall and Spring Recruitment**.

IMPORTANT INFORMATION:

Many college chapters prefer to receive online RIFs, and this is becoming more the norm across the country. In the near future, our recruitment process will be conducted totally online. We suggest that you become familiar with how to submit online RIFs, as chapters are increasingly not interested in working with paper documents. If you choose to submit an online RIF, you will be asked to upload the PNM's information as attachments to the RIF. If you are unsure of how to do this, please seek help or submit a handwritten RIF instead. If you are not able to complete the online RIF properly, your RIF will be considered insufficient and result in extra work for the RRB, or worse, less consideration for the PNM. While submitting the online RIF, be sure to check the box to send a copy to Christina O'Shell as the RRBC.

All RIFs, whether handwritten or online, are due no later than Friday May 1, 2020. After May 1, 2020 the writer of the RIF will be responsible for mailing the RIF directly to the PNM's college chapter.

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 the PNM is a Theta legacy, she should designate this on both her Houston Panhellenic AND College Panhellenic paperwork, whether online or hard copy.**

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