

PRAP RECRUITMENT GUIDE BOOK

The purpose of this Recruitment Guide Book is to walk you through the maze of sororities and sorority recruitment. It should help you have a fun and successful recruitment experience. The Guide is divided into two parts: The “PRAP Cliffs Notes Checklist” and the “Recruitment Tips” section.

PRAP is the Alumnae Panhellenic for Plano ISD, Richardson ISD, John Paul II HS, Prestonwood Christian Academy, Spring Creek Academy, Willow Bend Academy, Canyon Creek Christian Academy, Prince of Peace, and any other high school within the PISD and RISD attendance zones. Girls who live in Plano or Richardson but attend schools not included on this list are welcome to register online with PRAP. They will also want to register online with the city Panhellenic where their school is located, such as Dallas Panhellenic, Frisco/Allen Texas Area Alumnae Panhellenic, McKinney Panhellenic, or Carrollton-Farmers Branch Panhellenic. Girls from surrounding cities may register with PRAP but they will want to obtain RIFs and Letters of Support from alumnae from their hometowns.

PRAP “Cliffs Notes” Checklist:

STEP 1: Complete the Plano-Richardson Alumnae Panhellenic (PRAP) Registration Form found on the PRAP website (www.praptx.org) by March 31st. Complete all of the items that you can on the registration form. Then email any updates to registration@praptx.org.

STEP 2: Register with the Collegiate Panhellenic Office on your campus. There is a **DEADLINE and a FEE** at each campus for registering for recruitment. Many schools require a packet for each sorority on campus plus a copy for the Collegiate Panhellenic Office; some schools have online registration which eliminates the need for you to mail in items. Remember, you have not completed the registration process at your campus until you have paid all fees to the **Collegiate Panhellenic Office**. The fee paid to the Collegiate Panhellenic Office is the only fee associated with recruitment. **Keep the receipt!**

STEP 3: Prepare your packets (see Tips for Preparing Your Packet).

STEP 4: Contact alumnae to obtain the needed Recommendations (RECs) or Recruitment Information Forms (RIFs) and Letters of Support (LOS). **PRAP highly recommends** you network with alumnae to let them know of your desire to participate in recruitment. Ask your adult friends and relatives to help put you in contact with alumnae from the various sororities. Here is a suggested way to request help in securing RIFs and LOS.

Potential New Member (PNM): Hello, Mrs. Alumna, my name is Patti PNM. I am going to go through recruitment at XYZ University. I am searching for someone who might help me with my Recruitment Information Form or Letter of Support. Would you, please, suggest someone I might contact for help?

Alum: Yes, Patti. I will be able to help you. There are several items that I will need for you to bring to my home immediately as the deadline for submitting RIFs and Letters of Support is very near.

PNM: Thank you very much. Please tell me exactly what items you will need and how many copies of each.

Set an exact meeting time and hand deliver the items in a timely manner.

What is your Packet?

A Packet is *generally* a folder of information about the PNM given to sorority alumnae who are writing a recommendation (RIF) or letter of support (LOS). Sorority requirements vary so you must verify what their specific needs are!

PRAP highly suggests as a minimum, a "Packet" consist of:

1. A copy of all of your transcripts
2. A printout of your SAT and ACT scores
3. Your resume
4. Three pictures – 4" X 6" - face shot, waist up, full length

Keep a master copy of your packet that you can easily copy in the event you receive additional requests for recommendations.

Recruitment Tips

RIFs, MIFs, and RECs and LOS are Different

All About Recommendations (RIFs or MIFs)

RIF, MIF, and REC (collectively referred to as "RIFs") are terms that refer to an official recommendation form COMPLETED BY ALUMNAE of the different sororities with information about YOU, as the Potential New Member. YOU must PROVIDE all of this information to the ALUMNAE. Each sorority has slightly different informational needs and different forms. A reference/recommendation is voluntarily written by an alumna of a sorority. Alumnae complete these forms and send them to their sorority. These recommendations call a PNM to their sorority's attention but it is the collegiate sorority chapter's privilege to choose who shall receive invitations.

***** PRAP highly suggests recommendations or references!!! *****

- ♥ **MOST SORORITIES AT MOST UNIVERSITIES REQUIRE THAT A GIRL HAVE A RECOMMENDATION BEFORE SHE CAN BE OFFERED AN INVITATION TO JOIN THAT SORORITY.** For most sororities you cannot be invited to the final round of parties without having a recommendation. For many larger universities you cannot be invited back to a party past Open House without having a recommendation.

It has been PRAP's experience in the past that **many** Collegiate Panhellenic spokespersons will tell girls that PNM's do not have to worry about getting RIFs and that the individual sororities will take care of that. PRAP knows from experience that 99 percent of the time you need a RIF! Not having a RIF is a huge risk and, since you generally only get one shot at recruitment, you need to give it your best!

**SO... PRACTICE SAFE RECRUITMENT—
>GET YOUR RIFs as early this spring as possible!**

PRAP recommends you get your RIFs from your local area contacts – not from another state or distant city. Why? Collegiates have more confidence in local RIFs because they better indicate a PNM's character and reputation in the community.

In the event a sorority alumna would like to write a RIF for you but is unfamiliar with the process, you may suggest the alumna contact her sorority PRAP Area Recruitment Chair from the list that you receive when you register with PRAP online.

Keep excellent records of each alumna writing for you – her full name, sorority, mailing address, phone numbers, when you contacted her, etc.

When a PNM **registers** with the **Collegiate Panhellenic** office, copies of her registration are sent to each sorority. At that point, the sororities determine if they have a RIF for that PNM. If not, and they know they are interested in her; they will call back to her hometown alumnae contacts (generally Area Recruitment Chairs) to request a recommendation for the PNM. Here is the downside for the PNM's that don't have recommendations at this point in the process... most times the request is not made until a week before recruitment begins. Think about it... This is usually in August or September when most alumnae are busy getting their own children back into school and they do not have time to write RIFs. OR, the alumnae are on summer vacations before school starts. More times than not, Collegiate Recruitment Advisors cannot get in touch with alumnae so the PNM is dropped from consideration for lack of a RIF! For schools with deferred recruitment in January, the Recruitment Advisors make those calls just before or after Christmas when women are busy with holiday activities! If the chapter doesn't receive the RIF in time, the girl may have to be dropped from

consideration for membership. This is not how you want your recruitment experience to end!!!

PRAP highly suggests that you have a RIF for every sorority on campus. During recruitment you might fall in love with a group of girls that you did not think you would be interested in and then would not be able to pledge them because you didn't attempt to get a RIF for them. Continue to network with your friends, relatives, neighbors, and acquaintances to share contact information on alumnae in each sorority. You can always contact a member of the PRAP Fraternity Education Team for help obtaining recommendations.

Once you complete the online PRAP Recruitment Registration Form, you will receive a confirmation email and the official list of women in the Plano Richardson area who are the Recruitment Contacts for their sororities. Their job is to help girls who have made an effort to get a recommendation but cannot locate a personal contact. Feel free to contact the women on this list after you have exhausted your network.

Alumnae reference groups work on a completely different set of deadlines that are MUCH EARLIER THAN COLLEGIATE DEADLINES. **You must remember that the Collegiate Panhellenics' information and deadlines all pertain to the college side of recruitment, NOT the alumnae side.** Learning the difference between "alumnae" and "collegiate" is very confusing for many PNM's. 'Alumnae' are women who have graduated from college and are in good standing with their sorority. 'Collegiate' is associated with an active sorority college or university member.

The importance of delivering your completed packets to each sorority alumna prior to April 1st is **strongly encouraged by PRAP!** Many Alumnae Recruitment Committees/Boards will meet prior to May 1st to process Recruitment Information Forms (RIFs) that must be forwarded to their sorority collegiate chapters by June 15th. To be included in the first mailing, you must meet these deadlines.

When you locate an alumna who has agreed to write your RIF, **PRAP highly recommends** you ask her, "Exactly what do you need from me to write your recommendation?" If she does not know, please suggest she call her sorority PRAP Area Recruitment Chair found on the list PRAP provided when you register with PRAP. Otherwise, she should tell you exactly what she needs in addition to your packet. The quantity of these items will vary from sorority to sorority and campus to campus. Many sororities work with two or three complete sets of your packet so please ask if additional packets are necessary as well.

Please keep in mind, alumnae generally write RIFs for *many* girls. On an average it takes at least 45 minutes to write one RIF! Several PRAP Area Recruitment Chairs write hundreds of RIFs in a year!!! As a result, **PRAP highly recommends** you get your packet to your alumna contacts early in the spring so they have plenty of time to write a "glowing" RIF on you.

When attending orientation at your campus or when accessing the Collegiate Panhellenic website at your campus, you may hear or see instructions to have your Recommendations sent directly to the sorority houses at your campus. **We do not recommend sending them directly to the sorority houses!** In the Plano-Richardson area many sororities have their own local Alumnae Recruitment Committees/Boards that process all RIFs and then forward them to their collegiate sorority contacts. When in doubt of where to send recommendations, contact the PRAP Area Recruitment Chair for the correct address. They are the “go-to” women for these kinds of answers.

All About Letters of Support (LOS)

A Letter of Support (LOS) is a personal letter written by an alumna in support of a potential new member and sent to the collegiate chapter. These are generally handwritten and do not require an "official" form. The quantity of LOS preferred varies greatly from sorority to sorority and can be *suggested or highly recommended* **AFTER** you obtain a RIF. Please ask an alumna or the PRAP Area Recruitment Chair if you need a LOS.

All About Transcripts

Always keep a copy of all of your transcripts for the rest of your life. You will be surprised how many times you will need them.

TRANSCRIPTS: A high school transcript. Copy front and back of the transcript making **certain your tests scores are included**. If you have any college credit, include the transcript from the college, again, front and back if anything is printed on the backside of the college transcript.

- DO NOT wait for a “final transcript”! Due to early deadlines it is more important to provide a complete packet immediately rather than wait for the end-of-school transcript. Ask the alumna if she needs an Official Transcript or if a photocopy will suffice. Most of the time a photocopy is sufficient.
- The following items must be included with the high school transcript:
 - GPA – write as ‘3.78 on 4.0’ or ‘3.89 on 5.0 weighted’
 - Class rank – write as ‘278 out of 1153’ or ‘278/1153’
 - Your classes and grades for 9-12 (you will not have final semester.) On the resume you can list the courses you are taking the final semester of your senior year. Be sure to indicate any AP, Pre-AP, and Honors courses.
- ACT and/or SAT scores – submit your best scores from **ONE TEST**. Break down scores by the 3 categories for the SAT. Print these test results from the respective website or make a copy of your original.
- Copy the front and back of all university transcripts, as applicable.
- If your test scores are not what you want them to be, take the test again.
- Many sororities re-figure your GPA counting only the ‘CORE’ subjects and eliminating the ‘ELECTIVE’ classes.

- Most sororities require a 3.0 GPA as the minimum for receiving an invitation to membership. If your GPA from high school is low, you might consider taking summer school classes and earning as close to a 4.0 GPA as possible.
- If your school uses an unusual grading scale or your transcript does not clearly reflect your GPA in “standard” terms, add comments or highlights.

All About Your Resume

A complete **RESUME** (biography, personal history, etc.) is your introduction to the Greek community. Do not skimp on the resume but tell your full story. The resume may be multi-pages in length. Use **Portrait orientation** when writing your resume. Use **Spell-Check!!!**

Sororities are looking for well-rounded members. Tell everything about you, even the small accomplishments, almost to the extreme. Sororities look for girls who can fill the needs of their chapter. For instance, let’s pretend that when you were a Girl Scout you worked at a summer camp teaching drama to the younger girls. Mention it, for that tidbit might be the information needed by a group who just graduated their members who were their theatre leaders and they are looking for someone to fill their shoes.

This is a ‘SELL ME’ RESUME!! A “TOOT YOUR OWN HORN” RESUME. It is NOT a business resume. If it takes 3 pages to complete, fine. Do not hesitate to include something you did for fear of “overdoing”. If you accomplished it, TELL PEOPLE! For example, if you have taken dance for 13 years, tell that and that you learned tap, jazz, lyrical, modern, ballet, Pointe, hip-hop, and anything else. Mention the names of the dance studios you attended. Often this jogs a memory for an alumna or an active into remembering who you are.

Explanations are good. Not everyone knows what you are talking about so spell out words rather than using abbreviations. For example, use Health Occupations Student Association, not HOSA. If you were in a lesser known activity, explain something about that group.

Most alumnae have written RIFs and Letters of Support in the past and recognize various terms, office titles, etc. that are common for high schools. Use accurate office titles, don’t change them. For instance, if you were the Lt. Captain or First Lieutenant for your drill team, use that title, not Co-Captain.

What to Include on Your Resume

PRAP highly recommends that you include the following topics in the resume:

1. Your full name - including your nickname
2. Your home address with city, state, and zip code
3. Your home and cell phone numbers. If no home number, please provide a parent cell number.
4. Sometimes after the children go off to college, the parents decide to move to another house or town. The contact information you have provided PRAP and to the alumnae would then no longer be valid. Supply contact information for **someone** who will always know how to locate you and your parents. This might be another relative or a work number for your parents or both.
5. Your high school
6. The university you will be attending
7. Your major
8. GPA – write it like this: 3.78 on a 4.0 or 3.98 on a 5.0 weighted.
9. SAT scores – Use your highest total score and give the breakdown of your scores. Do not pick your highest CR score from one test and the highest score for W another test, etc. All scores must come from one test. What month and year did you take the test?
10. ACT score
11. Class rank – write it like this: 189 out of 1246 or 189/1246
12. Scholarships received
13. Honors received. Honors unique to your school should be explained.
14. High school activities by grade level. Be specific and detailed! If you were in an organization and held an office or committee chair, specify that. If you served on a committee, specify that.
15. Community, Church, etc. activities
16. Work experience
17. About you:
 - a. Travel - this is a very large world – don't just say like to travel. Be specific – if you have been snow skiing in Tahoe write it down. There might be an active that has been snow skiing there and you have something to talk about.
 - b. Reading – what kind of books?
 - c. Children – do you babysit?
18. Family Information:
 - a. Parent's names – for each include
 - i. University attended
 - ii. Greek affiliation, if any
 - iii. Employment
 - iv. Community involvement
 - v. Contact information if you do not live with them

- b. Siblings
 - i. Sex
 - ii. Age
 - iii. If they are younger than you, the name of school they are attending
 - iv. Name of the university attended, if applicable
 - v. Greek affiliation, if any
 - c. Any relative that was in a sorority
 - i. Name of the relative
 - ii. Relationship to you
 - iii. Name of her sorority
 - iv. Name of the university she attended
19. List of references, optional. You might consider listing TEACHERS you had.
20. Somewhere in the packet, include the following if you know the answers:
- a. Your roommate's name
 - b. Whether or not she is participating in recruitment
 - c. Your dorm assignment
 - d. Your freshman orientation dates
21. List any girl you know who is currently in a sorority active chapter on your campus. It will help joggle an active's memory. Bam! Another connection!

If there is a category listed above that does not apply to you, leave it out...do not include it. Do not bring attention to those areas that do not introduce you in a pleasing manner. So you've never held a job, even in the summer. No Big Deal. Simply leave off the "Work Experience" section. Maybe you were busy traveling or doing volunteer work. You want to emphasize your strengths and present a complete picture of you, the unique you. In this case, you would have a "Travel" section rather than a "Work Experience" section. If you have "unusual" circumstances, explain them. For example, did you take many AP or Dual Credit classes and will be "exempted" from freshman level courses and will be advanced to sophomore level courses? This is significant at schools with deferred recruitment because those upper level courses will probably be more challenging. Should your grades slip somewhat in these upper level courses, an active chapter would want to know why in order to take your high intelligence into consideration. Or, did you graduate last year and not go directly to college because of a personal family matter? Explain whatever can be explained. The alumnae writing RIFs will want to know these things so they can better present you to the active chapter. We make these suggestions only to help you have a quality recruitment experience.

All About Pictures

**They are Critical
Do not skimp on excellent pictures!!!**

PICTURES. You only have one opportunity to make a good first impression. Your pictures are critical! They **MUST** present you in the very best light. You will want to provide **4" X 6"** pictures if possible. Include **full length, waist up, and a face shot.** They do not have to be studio pictures, just good pictures of you on **good quality paper.** Select a background that does not detract from you ... no basketball hoops or the family pets or cars in the scene. Clothing must be in good taste...no cleavage or suggestive poses. This is about **YOU.** Send pictures that look like you, not of some girl that doesn't look like you. How important is the picture you submit with your College Panhellenic registration form? It is the one many sororities use when memorizing your face during their pre-recruitment study sessions. The purpose of the picture is to help the actives recognize **YOU** when you walk in the front door at the first party. They will be studying your picture and your name to accomplish this purpose.

Thank You Notes

Write thank you notes. One week after delivering your packet to an alumna, write a thank you note. This process shows you have good manners and is also a gentle reminder to complete your packet and send it on for processing.

Join Us On Facebook

Join us on Facebook! Plano-Richardson Alumnae Panhellenic.

Spring Recruitment?

Does your university have a Spring Recruitment? PRAP recommends that you follow the above guidelines and timeline in order to get your RIFs to the sororities in the fall. Many sororities start the recruitment process with fall parties. Be ready to start too!

How to Prepare for Recruitment

All of the potential new members are intelligent, attractive, and accomplished. When you are participating in recruitment, you want to distinguish yourself from the rest of the pack. How can you do that?

- Make a college visit as soon as possible.
- Go to the Panhellenic Office and meet the women there. They will remember your name and report back to their sisters.
- Make arrangements to visit the various sorority houses on the campus.

- Find out who you already know on that campus and let them know you are participating in recruitment.
- If there is a way you can have a weekend visit with an old friend and stay in the dorm, even better.
- Meet as many people as possible while on campus.
- Always be on your very best behavior. You will be making first impressions with every new person you meet.
- Look your best at all times. You never know when someone is checking you out, and they will be!
- The more actives you know, the better for you.
- Meet as many current students as possible during orientation. If they are non-Greek, they may tell their Greek friends about you.

During recruitment parties:

- Sparkle, be friendly, be interested in what the active is saying, be engaged in the conversation.
- “Sell” yourself to the actives who visit with you.
- DO NOT: act bored, aloof, fake, or phony; look around the room while being interviewed. Make eye contact with the person interviewing you.
- Now is not the time to be shy or retiring. BLOSSOM!
- Be Yourself!

Update Your PRAP On-Line Registration

If any of the information you submitted on the PRAP online Registration Form has changed in any way, send an email to registration@praptx.org. For example:

- When you decide on a university
- Any contact information changes
- You schedule your freshman orientation dates
- If you receive an honor, scholarship, or award

What If I Change Universities?

If you change colleges after you make all of these contacts, you must start over from the beginning and make EVERYONE aware of your change of plans.

You have gone to a great deal of expense - monetarily, mentally, and physically - to have a quality recruitment experience. Don't cut yourself short! Do what we have recommended. Please do yourself a favor and get a Recruitment Information Form (RIF) for each sorority on your campus. Remember to network with your friends and share contact information on sorority alumnae.