

CHI OMEGA

Recruitment Information Form (RIF) CONFIDENTIAL

For ARIC/advisor use only:

PNM Last Name: _____

College/Univ: _____

Class Year: _____

Legacy
(daughter/sister of a Chi Omega)

Potential New Member (PNM) Information (please print legibly):

Name of PNM _____
First, Middle, Last (Please indicate preferred name or nickname in parentheses.)

Permanent address (*street, city, state, zip*) _____

College/University attending _____

College/University class year Fr So Jr Sr Major _____

High school attended (*name, city, state*) _____

High school graduation year _____ Cumulative GPA or numerical average _____

ACT Score: ____/36 SAT Score: ____/2400 Critical Reading ____/800 Math ____/800 Writing ____/800

Prior college/university attended _____

Dates attended _____ Cumulative GPA or numerical average: _____

Name(s) of parent(s)/guardian(s) _____

Parent/guardian address (*if different from permanent address*) _____

Parent/guardian preferred phone and email _____

List Chi Omega relatives:

First, Maiden & Last Names	Relationship	Init. Chapter & Year	Chi Omega activities/leadership positions
_____	_____	_____	_____
_____	_____	_____	_____

List other relatives with sorority or fraternity affiliations, including their relationship to the PNM, and their schools. Include any sorority or fraternity activities or leadership positions of those relatives.:

It is recommended that you attach the following:

Collegiate chapters' preferences for supporting documentation vary greatly by region. If you have questions about what documentation to include with this form, please contact the Area Recruitment Information Chair (ARIC) for the PNM's hometown; see page 3 for details.

High-quality photograph (please write the PNM's name on the back)

Resume

Document describing the qualifications of the PNM. Please keep in mind:

A female recommended for membership in Chi Omega should demonstrate the qualities expressed in the Fraternity's six purposes: Friendship, Personal Integrity, Service to Others, Academic Excellence and Intellectual Pursuits, Community and Campus Involvement, and Personal and Career Development.

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Two Required Signatures

PNM Last Name:

First signature:

Alumna Providing Information

Name (*first, middle/maiden, last*) _____

Address (*street, city, state, zip*) _____

Preferred phone and email _____

Chi Omega chapter, college/university, initiation year _____

Chi Omega activities/leadership positions _____

Recommendation (*Please check all applicable statements.*)

- 1. I recommend this woman for Chi Omega membership.
 - a. I know this woman personally; relationship to PNM: _____
 - b. I do not know this woman personally. I am basing my recommendation on:
 - Knowing this woman's family
 - Information from another Chi Omega
 - Panhellenic forms
 - High school faculty
 - Other sources (*Please list.*) _____
- 2. You may contact me if you need further information.

Signature and date _____

Second signature:

This area should be completed by the Area Recruitment Information Chair (ARIC) from the PNM's hometown or by an alumnae chapter officer from the PNM's hometown. If the PNM is from an area with no ARIC and also no alumnae chapter, a second Chi Omega alumna signature is required.

Choose one:

- Area Recruitment Information Chair (ARIC) or alumnae chapter officer

Position: _____

- 2nd Alumna - Relationship to PNM: _____

Name (*first, middle/maiden, last*) _____

Address (*street, city, state, zip*) _____

Preferred phone and email _____

Chi Omega chapter, college/university, initiation year _____

Recommendation (*Please check all applicable statements.*)

- 1. I recommend this woman for Chi Omega membership.
 - a. I know this woman personally; relationship to PNM: _____
 - b. I do not know this woman personally. I am basing my recommendation on:
 - Knowing this woman's family
 - Information from another Chi Omega
 - Panhellenic forms
 - High school faculty
 - Other sources (*Please list.*) _____
- 2. I was unable to gain enough information to make a recommendation.
- 3. The recruitment advisor may contact me.

Signature and date _____

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Purpose

The Recruitment Information Form (RIF) is to be completed by a Chi Omega alumna in good standing for the purpose of recommending an outstanding young woman for membership. A collegiate member may not sign a RIF. A Chi Omega member in good standing who leaves school before graduation (for instance, to transfer to a school without a Chi Omega chapter) may not sign a RIF until her new member class graduates (i.e., until the member becomes an alumna).

General Instructions

- A completed RIF cannot be emailed (fax, mail/shipped, or hand delivery are all acceptable).
- Use the most current version of the RIF. Do not modify it or create a new form.
- Complete the RIF to the best of your ability.
- If you are asked to complete a RIF for a potential new member (PNM) you do not know, you may use other sources; these sources may include Chi Omegas in the area, school yearbooks, newspaper clippings, teachers, friends, and other organizational contacts. **If you do not know the PNM, do not contact her directly.** This may result in the Chi Omega chapter being penalized by the College Panhellenic for inappropriate contact with a PNM.
- This RIF should be used **only** to recommend outstanding women for membership consideration by Chi Omega. **Do not** write negative information on the RIF.

Signature Section

- Each RIF must be signed by at least TWO Chi Omega alumnae. The first signature is that of the alumna providing the information and recommending the PNM for membership.
- If the PNM is from an area where there is an Area Recruitment Information Chair (ARIC), the ARIC provides the second signature and forwards the RIF and attachments to the appropriate recruitment advisor. If there is no ARIC then an alumnae chapter officer from the PNM's hometown can provide the second signature and forward.
- If the PNM is from an area with no ARIC and no alumnae chapter, a second Chi Omega alumna signature is required. If you are unable to obtain a second signature from the PNM's hometown, you may forward the RIF to the closest ARIC or State Recruitment Information Chair (SRIC) for the second required signature. ARIC and SRIC contact information can be found online at www.ChiOmega.com/EveryDay, by emailing ChiOmega@ChiOmega.com, or by calling the Executive Headquarters at 901-748-8600.

Where to Send the Completed and Signed RIF

- Completed and signed RIFs and attachments should be sent to the ARIC for the PNM's hometown. If there is no ARIC you can forward the signed RIF and attachments to the Chi Omega recruitment advisor for the collegiate chapter. **Do not send a RIF directly to the collegiate chapter nor to the college Panhellenic office.** Contact information for ARICs and recruitment advisors can be found at www.ChiOmega.com/EveryDay, by emailing ChiOmega@ChiOmega.com, or by calling the Executive Headquarters at 901-748-8600.
- Only the first two pages of this form (not the instructions) need to be sent.

Recruitment reminders

- A RIF does not guarantee the PNM an invitation to membership. The collegiate chapter has the privilege and responsibility of selecting new members.
- **Confidentiality:** Membership selection and recruitment information are confidential. Alumnae should not request or expect to receive information regarding the status of a PNM during recruitment.
- **Legacies:** A legacy is a daughter or sister of an initiated Chi Omega in good standing. The Governing Council asks that legacies and PNMs with Chi Omega relatives be given every consideration during recruitment.
- **Invitations to recruitment events:** The Governing Council asks that all legacies with a RIF be invited to at least one formal recruitment event unless there is only one invitational party. **Please note that it is not always possible for a chapter to extend courtesy invitations to all PNMs for whom they have RIFs.** In most cases, Panhellenic procedures place limitations on the number of invitations a chapter may extend.
- **Alumnae involvement with recruitment:** Only collegiate members of a chapter may attend selection sessions and vote on the selection of members. Alumnae who are not advisors **may not** attend membership selection sessions. Chapter advisors may be invited by the recruitment or personnel advisor to assist with recruitment; however, advisors may not vote.