

# Recruitment Information Form Instructions

## WHAT TO SEND

Fill out the attached Recruitment Information Form (RIF) for any potential new member you wish to recommend for membership into Pi Beta Phi. Please send the RIF well before recruitment begins. If possible, attach a picture of the potential new member.

If the potential new member is a legacy of Pi Beta Phi, a Legacy Introduction Form may also be sent to the chapter, but it is not required. Legacies of Pi Beta Phi are sisters, mothers and grandmothers.

Although only one RIF is needed for each potential new member, letters are welcome from all alumnae.

## WHERE TO SEND

Return the completed form to the Vice President of Membership of the appropriate chapter. Addresses for the Vice President of Membership are available in the Members-Only section ([www.pibetaphi.org](http://www.pibetaphi.org)).

## National Panhellenic Conference (NPC) and Pi Beta Phi Guidelines

- ▲ Do not call the family of the young woman (potential new member) for information for the RIF.
- ▲ Encourage the potential new member to fill out an Alumnae Panhellenic Information Form if there is an Alumnae Panhellenic in her area, and remind her she **must register for recruitment on campus**.
- ▲ Do not contact the chapter collegiate members during recruitment to inquire about progress.
- ▲ Alumnae should neither expect to receive any information about the status of a specific potential new member nor expect to receive bid list information.
- ▲ Violations of Panhellenic rules by alumnae may cause the collegiate chapter to be penalized.



# Recruitment Information Form (RIF)

To be used by individual Pi Beta Phi alumnae

- This form may be copied.
- Include a picture of potential new member if possible.
- Send this form directly to the Chapter Vice President of Membership at the respective chapter or process through your Alumnae Club Recruitment Information Chairman (ACRIC) if potential member is from the same area. Addresses for the Vice President of Membership are available on the Members-Only side of the Pi Beta Phi Web site, [www.pibetaphi.org](http://www.pibetaphi.org). Do not send RIF to Headquarters.

Name of Potential Member \_\_\_\_\_ Attending \_\_\_\_\_ College \_\_\_\_\_

Home Address \_\_\_\_\_  
Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Year in College:  Freshman  Sophomore  Junior  Senior

If transfer student: College GPA \_\_\_\_\_ College Attended \_\_\_\_\_

High School attended \_\_\_\_\_  
Name \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ GPA \_\_\_\_\_

Parent or Guardian \_\_\_\_\_

Pi Beta Phi Relatives (if available) \_\_\_\_\_  
Name \_\_\_\_\_ Chapter \_\_\_\_\_ Relationship \_\_\_\_\_

\_\_\_\_\_  
Name \_\_\_\_\_ Chapter \_\_\_\_\_ Relationship \_\_\_\_\_

\_\_\_\_\_  
Name \_\_\_\_\_ Chapter \_\_\_\_\_ Relationship \_\_\_\_\_

Other Greek Affiliated Relatives \_\_\_\_\_  
Name \_\_\_\_\_ Fraternity/Sorority \_\_\_\_\_ Relationship \_\_\_\_\_

- Please check ONE:
- I recommend this woman for membership into Pi Beta Phi
  - I do NOT recommend this woman for membership into Pi Beta Phi

- Please check all that apply:
- This recommendation was voluntarily sent because this woman exhibits Pi Beta Phi values
  - I know this woman personally
  - I know her family personally
  - Only factual information included. Source of information \_\_\_\_\_

Submitted by: \_\_\_\_\_  
First \_\_\_\_\_ Middle/Maiden \_\_\_\_\_ Last \_\_\_\_\_

Address \_\_\_\_\_  
Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone Number (with area code) \_\_\_\_\_ E-mail \_\_\_\_\_ Chapter of Initiation \_\_\_\_\_ Year of Initiation \_\_\_\_\_

LIST SCHOOL AND COMMUNITY ACTIVITIES AND HONORS: (Attach another sheet if needed.) \_\_\_\_\_  
Comment on special interests, talents, leadership qualities, personality. \_\_\_\_\_