

CHI OMEGA

Recruitment Information Form (RIF) CONFIDENTIAL

Potential New Member Information (please type or print)

Name of Potential New Member _____
First, Middle, Last (please indicate preferred name or nickname)

College/University Class Year: Fr So Jr Sr Major _____

College/University Attending _____

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

Phone (*indicate home or cell*) _____

Name of parent(s)/guardian _____

Occupation(s) or activities of parents (*if known*) _____

Parent address (*if different than above*) _____

High School Attended (*include city and state*) _____

High school graduation year _____ Cumulative GPA _____ ACT/SAT Scores _____

Prior college/university attended (*include dates attended*) _____

Number of terms completed _____ Cumulative GPA _____

List any Chi Omega relatives, including their relationship to the young woman being recommended, and their initiating chapter and school. Include any Chi Omega activities or leadership positions of those relatives:

List other relatives with sorority or fraternity affiliations, including their relationship to the young woman being recommended, and their school. Include any sorority or fraternity activities or leadership positions of those relatives:

Alumnae Recommendation (please check all applicable statements)

1. I recommend this woman for Chi Omega membership
- a. I know this woman personally.
 - b. I do not know this woman personally, but I am basing my information on:
 - Having known 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. Your Recruitment Advisor may contact me at the following phone number(s): _____

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PNM Name:

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Qualifications of Potential New Member

In the space below or on an attachment, please describe the qualifications of this potential new member. All young women recommended for membership in Chi Omega should exhibit our six purposes (friendship, scholarship, career development, community service, campus activities, and high standards of personnel). If available, attach a photograph, resume, or personal note highlighting activities and honors from school, community service and leadership roles. All eligible women will receive consideration for membership without discrimination on the basis of race, religion, national origin, disability or handicap.

Signatures Required

Alumna Providing Information

Name (first, middle/maiden, last) _____

Full address _____

Phone (indicate home/work/cell) and email _____

Chi Omega chapter, school, initiation year _____

Relationship to woman being recommended _____

List your Chi Omega alumna activities _____

Signature and date _____

Second Alumna Signature (only needed if there is no organized alumnae chapter in PNM's hometown)

Name (first, middle/maiden, last) _____

Full address _____

Phone (indicate home/work/cell) and email _____

Chi Omega chapter, school, initiation year _____

Relationship to woman being recommended _____

Signature and date _____

Area Recruitment Information Chair or Alumnae Chapter Officer

Name (first, middle/maiden, last) _____

Chi Omega alumnae position and/or title _____

Full address _____

Phone (indicate home/work/cell) and email _____

Chi Omega chapter, school, initiation year _____

Signature and date _____

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Purpose

The Recruitment Information Form (RIF) is used by a Chi Omega alumna to recommend an outstanding young woman for membership. Any Chi Omega alumna in good standing may write a RIF for a young woman. 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

- You must use the most current version of the Recruitment Information Form. You may not create a new form or modify this form.
- Complete the form to the best of your ability. If available, you may attach a picture of the Potential New Member (PNM). Please remember that the picture may be photocopied, so please provide a high-quality picture.
- If you know the PNM personally, you should be able to easily complete this form. If you are asked to fill out a RIF for a woman you do not know, you may use other sources such as other Chi Omegas in the area, high school yearbooks, newspaper clippings, teachers, friends, and church contacts. **If you do not know the potential new member, do not call her directly.** This can result in the Chi Omega chapter being penalized for inappropriate contact of a PNM.
- This form should be used **only** to recommend outstanding women for membership in Chi Omega. **Do not** write any negative information about a PNM on this form.

Signature Section

- Each RIF must be signed by at least TWO Chi Omega alumnae. The first signature is you -- the alumna providing the information and recommending the young woman for membership.
- If the PNM is from an area where there is an organized Chi Omega alumnae group, then an officer of the alumnae group must sign the form (this is the second signature and completes the RIF). In some cases, the alumnae group designates a person to handle and sign RIFs; frequently, this person is also the Area Recruitment Information Chair (ARIC).
- If the PNM is from an area where this is no organized Chi Omega alumnae group, one additional 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 Area Recruitment Information Chair (ARIC) or State Recruitment Information Chair (SRIC) for the second required signature. ARIC and SRIC contact information can be found via the Find A Chi O lookup tool at www.chiomega.com/EveryDay or by calling the Executive Headquarters at 901-748-8600.

Where to Send this Form

- Completed Recruitment Information Forms, plus any attachments, should be sent to the Chi Omega Recruitment Advisor for the collegiate chapter. **Do not send a RIF directly to the collegiate chapter or to the campus Panhellenic office.** Contact information for Recruitment Advisors can be found via the Find A Chi O lookup tool at www.chiomega.com/EveryDay or by calling the Executive Headquarters at 901-748-8600.
- Only the first two pages of this form (not the instructions or flow charts) need to be sent.

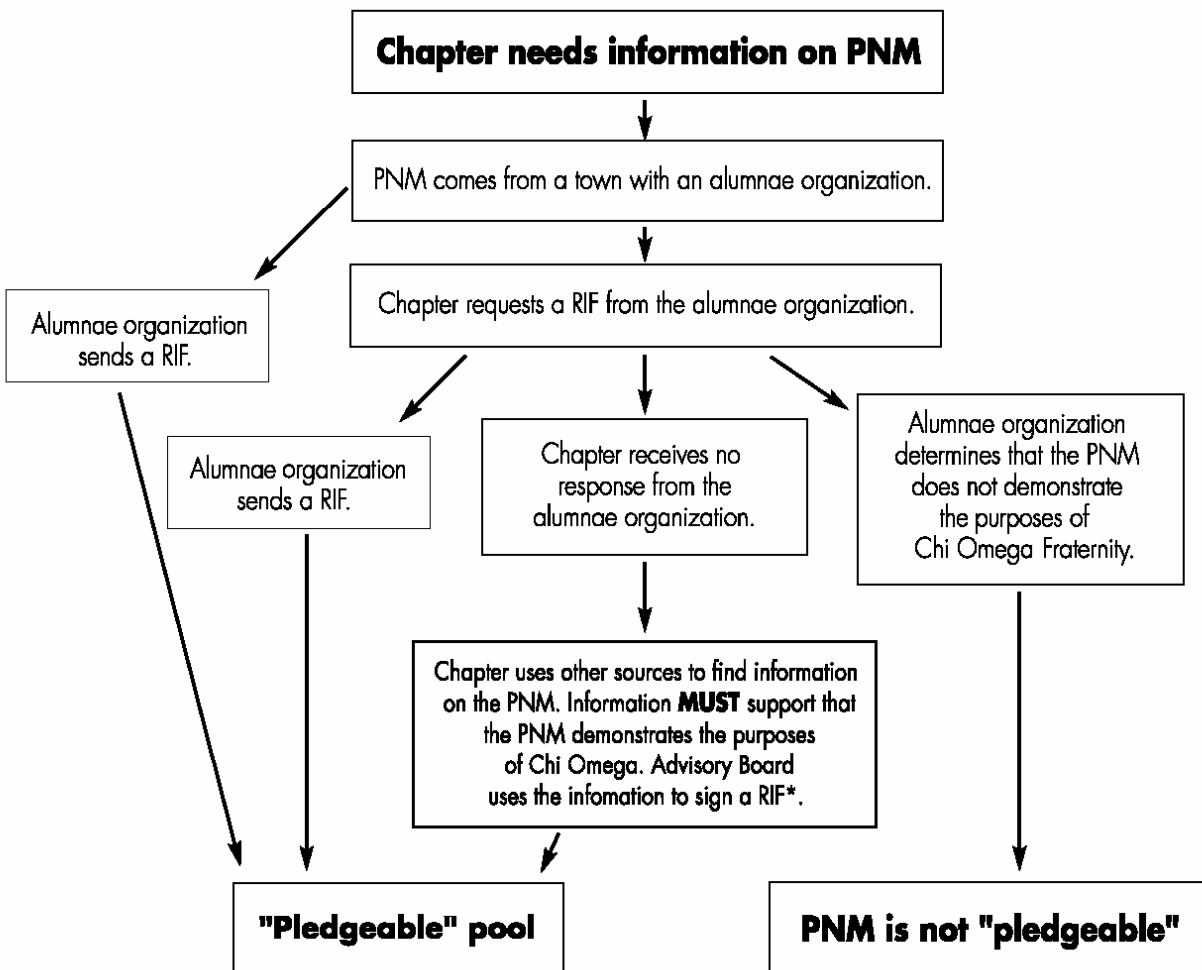
Recruitment reminders

- **Legacies:** A legacy is a daughter or a sister of an initiated Chi Omega member in good standing. The Governing Council asks that all legacies, and all potential new members with Chi Omega relatives, be given every consideration during recruitment.
- **Invitations to recruitment events:** The Governing Council asks that all PNMs 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 some cases, Panhellenic procedures place greater limitations on the number of invitations a chapter may extend. Furthermore, a RIF does not guarantee the potential new member an invitation to membership. The collegiate chapter has the privilege and responsibility of selecting new members.
- **Alumnae involvement with recruitment:** Only active members of a chapter may attend selection sessions and vote on the selection of members. Chapter advisors may be invited by the Recruitment or Personnel Advisors to assist with chapter selection sessions; however, advisors do not vote on the selection of new members. Alumnae who are not advisors **may not** attend membership selection sessions.
- **Confidentiality:** Membership information and recruitment information is confidential. Alumnae should not request or expect to receive any information about the status of a specific PNM during recruitment.

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RIF Process Flow Chart (with alumnae organization)

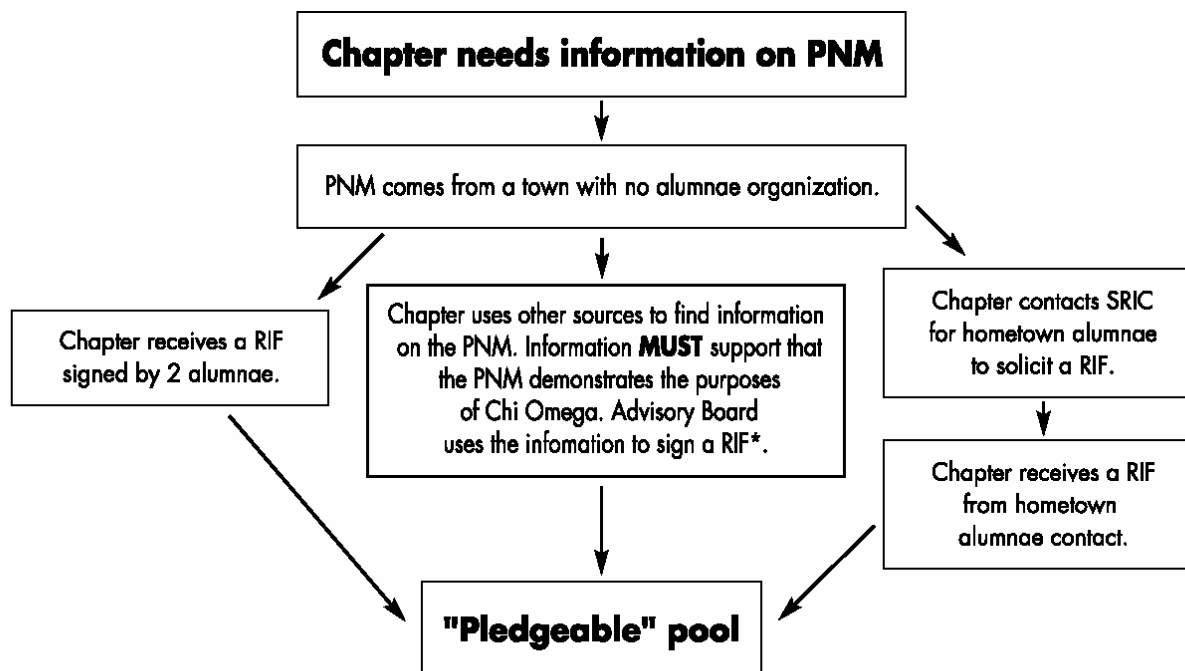


**Other sources include, but are not limited to, Panhellenic Registration Form, personal knowledge, or personal interview. The Advisory Board uses the information to sign a RIF.*

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RIF Process Flow Chart (without alumnae organization)



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