

## ***How can you help your daughter prepare for recruitment?***

- Support your daughter, and keep up with the latest Recruitment news and information, by joining the Houston Chi Omega Alumnae Association: [www.chiomegahouston.com](http://www.chiomegahouston.com)
- Chi Omega Fraternity defines a legacy as a daughter, or a sister, of an initiated member in good standing. The Governing Council asks that all legacies, and all potential new members (PNM) with Chi Omega relatives, be given every consideration during recruitment.
- Your daughter must register on-line with the Houston Alumnae Panhellenic Association (HAPA) at [www.houston-panhellenic.org](http://www.houston-panhellenic.org) by clicking the “Recruitment” tab. It is recommended that you, and your daughter, attend the annual Recruitment Roundtable hosted by HAPA in February of each year.
- **Your daughter must also register with the Collegiate Panhellenic Association at the university she will attend. Please make sure you send the necessary documents requested by the Collegiate Panhellenic Association. This usually includes an online application, a final transcript, and a photo. There may also be a fee associated with registration.** The collegiate Panhellenic might tell you that Rush Information Forms (RIFs) are not required. **In Houston, RIF Packet are required!** It is highly recommended that you get RIFs and Letters of Support (LOS) regardless of what the college tells you.
- Your daughter will need a complete **RIF Packet** which will include the following documents:
  1. **A Chi Omega Recruitment Information Form (RIF).** The RIF is completed by a Chi Omega Alumnae. It would be beneficial for the author of the RIF to be an alumnae who is involved in Chi Omega activities since the RIF will request information regarding the alumnae’s involvement in both Chi Omega –both collegiate and alumnae activities. The alumnae, responsible for writing the RIF, will also be responsible for collecting and submitting the RIF Package to the Houston Chi Omega Recruitment Board.
  2. At least **2-3 Letters of Support (LOS).** Letters should be written by Chi Omega Alumnae who know your daughter well. Please provide the LOS writers’ names and contact information to the alumnae responsible for the RIF Package. Provide each LOS writer with the following information: a Social Resume, 1 photo, and one stamped envelope addressed to the RIF writer.
  3. **A Social Resume** (3 copies). Please include your daughter’s name, contact information, high school information, college preference, Greek affiliations, honors, activities, volunteer activities, work, class rank, and grade point average including the school’s grading scale (i.e., 4.38/5.0). In addition, your daughter needs to include her parents’ names, occupations, and contact information.

4. **High School Transcript** (3 copies). Please mark through your daughter's social security number with a permanent marker. Only one original transcript will be needed. Sororities will accept copies of the original.
  5. **ACT or SAT Report** (3 copies). Your daughter may want to include copies of both reports.
  - 6.
  7. **Photographs.** 3 photos are requested. Of the three photos, one should be a portrait pose and one should be a full body pose (4X6 size is fine). The photos do not need to be taken by a professional. However, you do want photos to be focused and of good quality. Please include your daughter's name, high school and city on the back of each photo along with the year of college she will begin when she participates in rush (freshman, sophomore, etc.)
- Submit all your information to the alumnae writing the RIF and LOS by April 1<sup>st</sup> so that they will have plenty of time to prepare your daughter's RIF Packet. The deadline for submitting a RIF Packet to the Houston Chi Omega Recruitment Board is May 1<sup>st</sup>. Please give your RIF and LOS writers plenty of time to do a good job!
  - The RIF writer must be able to submit a complete RIF Packet to the Houston Chi Omega Recruitment Board (*3 complete copies of the RIF and supporting documentation*). The deadline to submit a RIF Packet is May 1<sup>st</sup> of each year.
  - The RIF writer will submit the complete RIF Packet to:  
Geyer Wise Dybesland – Houston Recruitment Board Chair  
[recruitment@chiomegahouston.com](mailto:recruitment@chiomegahouston.com)
  - If your daughter is going to a school with deferred recruitment, the May 1<sup>st</sup> deadline still applies. A school with deferred recruitment will conduct rush activities during the school year.
  - Send thank you notes to all the Chi Omegas who have helped you, and your daughter, through this process!
  - After your daughter has pledged a sorority, please let the RIF and LOS writers know which sorority your daughter joined.