

You have been asked to write a Recruitment Information Form (RIF)...Now what?

- Join the Houston Chi Omega Alumnae Association! Receive updated recruitment news and information by joining the Houston Chi Omega Alumnae Association. When you complete the RIF, you will be asked to list your Chi Omega involvement, both collegiate and alumnae. Your membership in the Houston Chi Omega Alumnae Association is an alumnae activity.
- If you agree to write a RIF for a Potential New Member, you become the alumna responsible for collecting the supporting documents for the RIF Packet. A complete RIF Packet (3 complete copies of the RIF and supporting documentation) must be submitted to the Houston Chi Omega Recruitment Board by May 1st of each year.
- A RIF Packet includes the following information on the PNM:
 1. **The Recruitment Information Form (RIF)**
The RIF is found on the following website locations:
www.chiomega.com/alumnae or www.chiomega.com
 2. **Letters of Support (LOS)** (3 copies of each)
Encourage the PNM to contact at least two alumnae to write LOS. The PNM will provide you with the contact for the alumnae who will be writing the LOS on her behalf. Each alumna should send the LOS directly to you.
 3. **Social Resume** (3 copies)
Please review resume to make sure the PNM has marked through her social security number with a permanent marker. Only one original transcript will be needed. Sororities will accept copies of the original.
 4. **High School Transcript** (3 copies)
Only one original transcript will be needed. Sororities will accept copies of the original.
 5. **ACT or SAT Report** (3 copies)
In some cases, the PNM may include a copy of each report.
 6. **Photographs** (one set)
3 photos, of the photos, one should be a portrait pose and one should be a full body pose (4x6 size is fine). The photos need to be focused and of good quality. Please make sure the PNM has included her 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.)

- **As the alumnae writing the RIF, you will be asked to identify how the PNM demonstrates the six purposes of Chi Omega:**
 - Friendship
 - High Standards
 - Sincere Learning and Creditable Scholarship
 - Participation in Campus Activities
 - Career and Personal Development
 - Community Service
- **If you've been asked to provide a RIF for a PNM that you do not know personally, you may use other sources, including, but not limited to:**
 - Other Chi Omega Alumnae
 - High school yearbooks
 - Newspapers
 - Teachers
 - Friends
- If you do not know the PNM, **do not call her.** Your action may penalize the collegiate Chi Omega chapter.
- **IMPORTANT!**
As the alumna writing the RIF, you are responsible for the PNM's RIF and supporting documents! Three (3) complete copies of the RIF, and supporting documents, are required before the PNM's paperwork can be processed. If the RIF Packet is incomplete when submitted, it will be placed at the bottom of the stack, and processed only when the packet is complete.
- **THE DEADLINE FOR SUBMITTING RIF PACKETS IS MAY 1st.**