

# KAPPA ALPHA THETA LETTER OF REFERENCE

TO BE USED BY MEMBERS OF KAΘ ONLY

## What to send

Complete information about the potential new member's qualifications is essential and a picture of her is highly desirable.

## Where to send

Send references to the potential new member's hometown recruitment reference board chairman (RRBC). If there is no reference board for the potential member's hometown, send reference to the authorized recruitment representative (ARR). If there is no ARR, send references to the reference chairman for the college chapter the potential member is attending. **Do not** send letters of reference to Fraternity headquarters.

## Who can send

Any alumnae members in good standing may submit letters of reference. Current undergraduate members in good standing may submit letters of reference for potential new members attending universities other than their own.

## Remember Theta and NPC Guidelines

Once recruitment has started, alumnae and collegiate members from other campuses must NOT contact members of the college chapter to inquire about progress. Such calls must be addressed to the chapter's membership adviser. Alumnae should neither expect to receive any information about the status of a specific potential new member nor expect to receive bid list information. Alumnae are also prohibited from sending food or gifts in any form to the chapter on behalf of a potential member. Breaking Panhellenic rules may cause the chapter to be penalized.

## I. Potential New Member Information

Name of Potential New Member _____					
LAST	FIRST	MI	NICKNAME		
Reference for _____	Chapter of Kappa Alpha Theta at _____		UNIVERSITY/COLLEGE		
Entering as	•Freshman	•Sophomore	•Junior	•Senior	Age _____
Hometown _____					
High School _____			Graduation Year _____		
NAME, CITY AND STATE					
Class Size _____	Class Rank _____	Scholastic Average/GPA _____	ACT/SAT _____		
College(s) attended _____				GPA _____	
NAME, CITY AND STATE					
Parent(s) or Guardian(s) _____			MOTHER'S MAIDEN NAME, IF KNOWN		
FULL NAME					
Home Address _____					
STREET		CITY	STATE	ZIP CODE	

## II. Potential New Member Connections

Kappa Alpha Theta Legacy Information: • sister • mother				• grandmother	• great-grandmother
Name _____	FIRST	MAIDEN	LAST	Chapter _____	
Name _____	FIRST	MAIDEN	LAST	Chapter _____	
Other KAΘ Relatives _____				Chapter _____	
Other women's fraternity connections:					
Name _____	Relation _____	Fraternity _____			
Name _____	Relation _____	Fraternity _____			

### For RRBC/ARR Only

RRBC/ARR _____	Signature _____
Address _____	Phone and/or e-mail _____
Comments: _____	

### For Chapter Use Only

Required written follow – up with sponsor, RRBC or ARR:	
Acknowledged reference _____	by _____
Notice of outcome _____	by _____
New member information submitted online:	yes • no •
If pledged by KAΘ, send this reference to Fraternity headquarters within 14 days; if pledged to another NPC group on your campus, please destroy this reference. If not pledged to any NPC group, retain this reference for two years.	

### III. Qualifications and Attributes

Scholarship

Personality



Leadership

Presentation

Please write your personal evaluation of the candidate you sponsor. Provide information and relate her qualifications to Kappa Alpha Theta's 4-Points of the Kite.

Please check and add comments and examples at right  
(May attach sheet if space provided is not adequate)

#### Scholarship

- Honor Student
- Enrichment Programs
- National Honor Society
- Likely to Finish College

#### Personality

- Good Moral Character
- Loyal Member
- Dependable

#### Presentation

- Socially Congenial
- Compatible in a group
- Reserved/Quiet
- Poised

#### Leadership

- Widest Influence for Good
- Extracurricular Activities
- Volunteer Activities
- Leadership Abilities
- Commitment

### IV. Suggested topics of conversation during recruitment

### V. Endorsement

*Please check applicable statements*

- The family and/or this woman is able to assume financial obligations of fraternity membership
- To my knowledge this woman is not, nor ever has been, an initiated member of an NPC group
- I hereby recommend this woman for membership in Kappa Alpha Theta based upon:
  - My personal acquaintance with her. I have known her for \_\_\_\_\_ years.
  - My Acquaintance with this woman is through her family. I have known them for \_\_\_\_\_ years.
  - I do not know the potential new member, information was secured from a reliable source (mutual friend, teacher, clergy, Panhellenic files, etc.) That source is \_\_\_\_\_.
- I do not recommend this woman for membership in Kappa Alpha Theta. If further clarification is desired, a member of the Chapter Advisory Board may contact me.

Name \_\_\_\_\_ Initiated \_\_\_\_\_

CHAPTER/DATE

Address \_\_\_\_\_

E-Mail \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Any questions? Call 800-526-1870 or 317-876-1870