

# KAPPA ALPHA THETA LETTER OF REFERENCE

TO BE USED BY MEMBERS OF KAΘ ONLY

## What to send

Complete the letter of reference, including the section titled member's qualifications and attributes. Including a picture of the potential new member (PNM) is highly desirable.

## 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 PNMs attending universities other than their own.

## Where to send

References should be sent directly to the college chapter, attention reference chairman. If the PNM lives in an area with a recruitment

reference board (RRB) a copy of the letter of reference may also be sent to the RRB via the chairman (RRBC).

## 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 a PNMs progress. Such calls must be addressed to the chapter's membership advisor. 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

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

## II. Potential New Member Connections

<b>Kappa Alpha Theta Legacy Information:</b>				<input type="checkbox"/> sister	<input type="checkbox"/> mother	<input type="checkbox"/> grandmother	<input type="checkbox"/> great-grandmother
<b>Name</b> _____			<b>Chapter</b> _____				
FIRST			MAIDEN	LAST			
<b>Name</b> _____			<b>Chapter</b> _____				
FIRST			MAIDEN	LAST			
<b>Other KAΘ Relatives</b> _____			<b>Chapter</b> _____				
<b>Other women's fraternity connections:</b>							
<b>Name</b> _____		<b>Relation</b> _____		<b>Fraternity</b> _____			
<b>Name</b> _____		<b>Relation</b> _____		<b>Fraternity</b> _____			

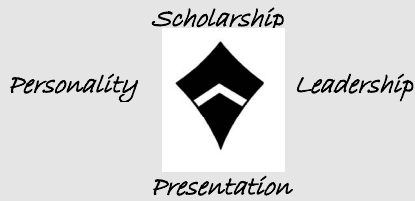
### For RRB Only

<b>RRB</b> _____	<b>Signature</b> _____
<b>Address</b> _____	<b>Phone and/or e-mail</b> _____
<b>Comments:</b> _____	

### For Chapter Use Only

Required written follow – up with individual and/or RRB	
Acknowledged reference _____	by _____
Notice of outcome _____	by _____
New member information submitted online:	yes <input type="checkbox"/> no <input type="checkbox"/>
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



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 \_\_\_\_\_