

Instructions for Completing and Submitting the Recruitment “Potential New Member” Information

The information you provide is used by area alumnae to write recommendations (recs) to sororities at the college that you plan to attend. Do your best to find sorority alumnae who can write you a recommendation for you to their sorority. We are here to help with recommendations to the sororities you do not have recommendations for.

1. Print or download and complete the Recruitment “Potential New Member” **Information Sheet** from the web page. <http://www.hsvgogreek.com/upload/346631/documents/352D71EECBBCDBF4.pdf>
 - a. Print neatly
 - b. Be sure to sign the release at the bottom
 - c. Have a parent also sign the release if you are under 19
2. Prepare your **résumé**. Include:
 - a. School activities, honors, and awards, both academic and social
 - b. Church involvement and honors
 - c. Community involvement and honors
 - d. Hobbies and talents
 - e. These should be from your four years in high school. No more than 2 pages.
3. **Transcript**. (optional)
 - a. This DOES NOT have to be an official copy and can be a transcript report.
 - b. This should be through first semester of your senior year (or last semester taken in college)
 - c. The transcript MUST have your Cumulative GPA.
 - d. The transcript is not required, but is very helpful.
4. A **Picture**
 - a. The photo needs to be a face shot, like a senior portrait (formal or casual)
 - b. 4x6 inches or larger
 - c. Chose a clear photo that looks like you.
 - d. It does not have to be a professionally portrait, it just needs to look like you

The form, resume and transcript must be a PDF. You can easily save these as PDF's on your computer. If you need to scan a document you can use the notes feature on your phone which can scan your document. Once everything is filled out and uploaded you hit submit and you are done. You will get an email at the address you provide that will indicate that we have received it. All your info will be gathered into our google data base and shared with our Panhellenic members, **so you only need to do this one time.**

DEADLINES:

As soon as you have all your information together please go ahead and submit it. **The last day the link will be active is June 1.**

When you follow the link to upload your information you will have a google form to fill out that has basic information that will help us keep up with all this information. You will also indicate which sororities you need recommendations for.

LINK TO UPLOAD YOUR INFORMATION

https://docs.google.com/forms/d/e/1FAIpQLScROd60ocVljdwwXRZpyZar5oulNuCHNqta-6pmGGmFGGe9NA/viewform?usp=sf_link

Submitting these forms does not guarantee a recommendation to every sorority on your campus, nor does it guarantee acceptance into any sorority.→For questions email: hsvgogreek@gmail.com←