



Frequently Asked Questions about Primary Recruitment

Below are answers to the most frequently asked questions about the recruitment process. Don't forget to update your profile on www.pibetaphi.org so a chapter can contact you for more information if necessary. Please consult your [Alumnae Regional Membership Specialist](#) or email recruitment@pibetaphi.org if you have questions not addressed here or on www.pibetaphi.org/recruitment.

How do I recommend a Potential New Member (PNM) for membership in Pi Phi?

A Recruitment Information Form (RIF) is used to either recommend or not recommend a PNM for membership in Pi Beta Phi. A RIF provides sponsorship for a PNM. A RIF can be submitted [online](#) or via mail.

Who may submit a RIF?

Any alumna can submit a RIF for any PNM participating in recruitment at any university where a Pi Phi chapter exists.

Must the alumna be a graduate of the university where the RIF is being submitted?

No! Any alumna can submit a RIF for any PNM participating in recruitment at any university where a Pi Phi chapter exists.

Can the same alumna complete both a RIF and a Legacy Introduction Form for the same PNM?

Yes! An alumna member can complete both a Legacy Introduction Form and a RIF for the same PNM.

Can a collegiate member submit a RIF?

No, a collegiate member cannot submit a RIF. She can submit a Legacy Introduction Form. Collegiate members who wish to notify their chapter about their relationship with a PNM participating in recruitment at their university must complete a Friendship Form, available for download from the Resource Library.

Does a PNM benefit from having multiple RIFs submitted on her behalf?

A RIF is not required for a PNM to be extended a bid to membership in our organization. Multiple RIFs do not increase the chances that a chapter will extend a bid to membership to a PNM. Chapters consider whether a PNM has sponsorship, not the number of recommendations she has from alumnae. One RIF is all that is necessary to provide sponsorship.

If I choose to submit a RIF via mail, where do I send it?

RIFs completed on paper should be mailed directly to the chapter. RIFs should not be mailed Headquarters and do not have to be mailed to an alumnae club. There is no need to send copies of photos, resumes, or

other recommendations to the chapter; the PNM provides that to the university when she signs up to participate in recruitment. Addresses can be found [here](#).

When must a chapter receive a RIF?

Although some universities list a due date for recommendations to be received on their website, Pi Phi's policy is that RIFs will be accepted by a chapter up until Preference Round begins.

Must an alumna pay her dues to submit a RIF?

No, an alumna does not have to pay her dues to submit a RIF. However, we strongly recommend updating your profile on www.pibetaphi.org.

Can I contact a chapter with a question or concern during or after primary recruitment?

No. Both the chapter and alumnae are bound by National Panhellenic Conference (NPC) policy and College Panhellenic recruitment rules. Actions taken by alumnae can get the collegiate chapter in trouble with their College Panhellenic. Per Pi Phi's Policy and Position Statements, alumnae may not assist with nor be present for recruitment activities, may not contact collegiate members during recruitment to discuss recruitment progress or the status of a PNM, or be present during a membership selection meeting (except for Alumnae Advisory Committee members, visiting Fraternity officers or staff).

May I send the chapter a gift from a PNM before, during, or after primary recruitment?

No. The Policy and Position Statements and NPC policy also state that gifts should not be sent to the chapter on behalf of a PNM. Chapters could receive negative repercussions from the College Panhellenic if gifts are accepted.

What qualifies a PNM as a legacy of Pi Beta Phi?

Per Pi Phi's Constitution and Statutes, a daughter, sister, or granddaughter of an initiated member shall be considered a legacy of the Fraternity. Keep in mind that not all NPC groups have the same definition of a legacy; this definition is specific to Pi Phi.

How do I inform a chapter of a legacy?

Complete the Legacy Introduction Form [online](#). Once submitted, the information is sent directly to the chapter. You will receive a copy of that email for your records. A legacy relationship can also be listed on the RIF.

Will a legacy be given special consideration during primary recruitment?

Yes! Special consideration shall be given to legacies whose qualifications are comparable to those of other PNMs.

- The Vice President of Membership shall inform the chapter of all PNMs known to be Pi Phi legacies.
- A legacy shall be invited to the first invitational round.
- A legacy who attends Preference Round shall be placed at the top of the chapter's bid list.

If my legacy is not invited back to Pi Phi, will I receive a phone call letting me know?

No. Chapter members and alumnae advisors are not permitted to discuss why a PNM was because membership selection is chapter business, happens under ritual and is strictly confidential between the current

members of that chapter.

Is it true that if my legacy makes it past a particular round of primary recruitment, she will receive a bid to membership at Pi Phi?

No, per our legacy policy, legacies must be invited to the first invitational round. In subsequent events, the chapter and the legacy are both part of the mutual selection process – meaning a chapter chooses the PNMs and the PNMs choose the chapter. It is possible that a legacy will not be a good fit with the existing chapter membership and the chapter may release her. It is also possible that she may decide that she has found chapters on campus that more accurately reflect what she hopes to get out of the sorority experience and she releases Pi Phi.

A legacy who attends Preference Round shall be placed at the top of the chapter's bid list. Again, this does not necessarily mean she will receive a bid from Pi Phi. If the legacy does not place Pi Phi on the top of her Membership Recruitment Acceptance Binding Agreement (MRABA), she may end up matching to any other chapter that she placed higher than Pi Phi.

Where can I find my Member ID number?

A university may request your Member ID number to help a chapter confirm the PNM's legacy status. Your Member ID number can be found on the back of your copy of *The Arrow*[®] or in your user profile on www.pibetaphi.org. If you have trouble locating your Member ID number, please contact Headquarters at (636) 256-0680 or recruitment@pibetaphi.org.