PI BETA PHI PREPARES FOR RECRUITMENT

Recruitment is an exciting time for the Fraternity, our alumnae and our collegians. Are you planning to complete a Recruitment Information Form (RIF) or introduce a legacy to a chapter? Here are answers to our most frequently asked questions about recruitment. Have a question not answered below? Contact Pi Beta Phi Fraternity Headquarters at (636) 256–0680 or email recruitment@pibetaphi.org.

HOW DO I RECOMMEND A MEMBER?
The Recruitment Information Form (RIF) allows Pi Beta Phi alumnae to formally sponsor Potential New Members participating in the upcoming recruitment process. By completing a RIF, you have officially notified a collegiate chapter of a Potential New Member’s connection to Pi Beta Phi. You may download the RIF from the Fraternity’s website.

WHO MAY SUBMIT A RIF?
Any Pi Beta Phi alumna may submit a RIF. Collegiate members may not submit a RIF.

WHERE CAN I FIND A RIF?
You may access the RIF from multiple points on the Pi Beta Phi website. The easiest is by clicking on the image located at the bottom of the homepage that reads, “Recommend a Member.” You may also use the “How do I…” feature located at the top of the homepage and select “Recommend a Member.” Or, if you prefer, you may access the RIF directly by clicking here.

DOES A POTENTIAL NEW MEMBER NEED MORE THAN ONE RIF FOR SPONSORSHIP?
A Potential New Member requires only one RIF for sponsorship. Any other alumnae with a personal relationship with the Potential New Member may wish to submit a RIF or letter of recommendation to offer their comments, but these are not required.

CAN I CONTACT A CHAPTER WITH A QUESTION OR CONCERN DURING OR AFTER RECRUITMENT?
Once the recruitment process begins, alumnae members are not permitted to contact collegiate members via email, text messages, phone, social media or personal contact. If you have a question or concern, please contact Headquarters at (636) 256–0680, or email recruitment@pibetaphi.org.

I NOTICED THE RIF LOOKS DIFFERENT FROM THE ONE I COMPLETED IN THE PAST. WHY DID IT CHANGE?
A new RIF debuted in Spring 2013, to better align information about a Potential New Member with the core values of the Fraternity. The “Values” section of the RIF is optional and does not need to be completed to provide sponsorship to a Potential New Member. The chapter considers any and all information submitted on the RIF.

WHAT DO I SEND TO THE CHAPTER ALONG WITH MY COMPLETED RIF?
Most college Panhellenics require a Potential New Member to provide detailed information about herself when registering for recruitment. This often includes resume information as well as a current photograph. Therefore, most chapters do not require this type of information to also be sent as part of the RIF. However, if you desire, you can attach a picture and/or resume of the Potential New Member. Only one RIF is needed for each Potential New Member.
WHERE DO I SEND MY COMPLETED RIF?
You should return the completed RIF to the Vice President of Membership of the appropriate chapter by mail. Street addresses for mailing RIFs to Vice Presidents of Membership are available on the Pi Beta Phi Fraternity website. The RIF and other supporting documentation may not be submitted electronically by email. While email is usually easier, we must take all measures to protect the privacy of all Potential New Members. Do not send RIFs to Headquarters.

WHAT QUALIFIES A POTENTIAL NEW MEMBER AS A LEGACY OF PI BETA PHI?
As stated in the Pi Beta Phi Constitution and Statutes, a daughter, sister or granddaughter of an initiated member shall be considered a legacy of Pi Beta Phi.

HOW DO I INFORM A CHAPTER OF A LEGACY?
The Legacy Introduction Form is designed for a Pi Beta Phi mother, sister or grandmother to inform a Pi Beta Phi chapter that her legacy (daughter, sister or granddaughter) is a student on campus, and may be interested in, or is planning on, going through recruitment. A Legacy Introduction Form is strictly an informational and optional introduction that does not take the place of a Recruitment Information Form (RIF). This form allows for alumnae mothers, grandmothers and sisters to introduce their legacies to chapters.

Regardless of whether a Legacy Introduction Form is used, a RIF must be completed for that legacy in order to provide official sponsorship. It is not necessary for a Legacy Introduction Form to be submitted with a RIF because there is a place to indicate legacy status on the RIF. The RIF can be obtained on the Pi Beta Phi website.

WILL A LEGACY BE GIVEN SPECIAL CONSIDERATION DURING RECRUITMENT?
Special consideration shall be given to legacies whose qualifications are comparable to those of other Potential New Members through the following measures:
1. The Vice President of Membership shall inform the chapter of all Potential New Members known to be Pi Phi legacies.
2. A legacy shall be invited to at least one invitational round of formal recruitment. (This does not apply to informal recruitment where preference is the only invitational event.)
3. A legacy who attends a Preference event shall be placed on the chapter’s first bid list.

IF MY LEGACY IS NOT INVITED BACK TO PI PHI, WILL I RECEIVE A PHONE CALL LETTING ME KNOW?
You should not expect a courtesy call if a legacy is released from the recruitment process. While these calls may have been common in the past, they are no longer common practice. In fact, chapter members are not permitted to discuss why a Potential New Member was released with any alumnae, primarily as a protection of the Potential New Member’s right to privacy. Additionally, membership selection is chapter business, happens under ritual and is strictly confidential between the current members of that chapter.

I’VE BEEN TOLD IF MY LEGACY MAKES IT PAST A PARTICULAR DAY OF RECRUITMENT, SHE’S DEFINITELY GETTING A BID. IS THIS TRUE?
Pi Phi does not mandate that chapters vote on all legacies at one time. Legacies should be considered as part of the whole Potential New Member pool and should not be removed from the group for separate decision-making. Per our legacy policy, legacies must be invited to the first invitational round. They may be released after the second round of recruitment or prior to Preference. No matter what you have been told, an invitation to a particular round does not guarantee a bid to any chapter of Pi Beta Phi.
MY LEGACY/POTENTIAL NEW MEMBER IS REGISTERING FOR RECRUITMENT AND THE PAPERWORK ASKS FOR MY MEMBER ID NUMBER. WHERE CAN I FIND MY MEMBER ID NUMBER AND WHY ARE THEY ASKING FOR IT?

In some cases, a university may request your member ID number to help the chapter confirm the Potential New Member is a legacy. Your member ID number can be found on the back of your copy of *The Arrow*® magazine or in the Members-Only side of the website. If you have trouble locating your ID number, contact Pi Beta Phi Headquarters at (636) 256–0680 or email recruitment@pibetaphi.org.

*Please note:* The Fraternity has no mandate or authority under our Constitution to require any chapter to pledge specific Potential New Members, even legacies. (This has always been Pi Phi’s policy and has not changed.) As alumnae of Pi Beta Phi, you can expect acknowledgment of the receipt of your RIF from a chapter. Due to privacy rights, the chapter or a member of the Alumnae Advisory Committee cannot contact individual alumnae personally if Potential New Members, including legacies, are released during the recruitment process. Membership selection is chapter business that happens under ritual and is strictly confidential.