



## Recruitment Information Form (RIF) Instructions

### What to send?

Fill out a Recruitment Information Form (RIF) for any Potential New Member (PNM) you wish to sponsor for membership in Pi Beta Phi.

Most college Panhellenics require a Potential New Member to provide extensive 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 potential new member to the RIF. Only one RIF is needed for each Potential New Member.

If the potential new member is a legacy of Pi Beta Phi, a Legacy Introduction Form may also be sent to the chapter, but it is not required. Per the Constitution and Statutes, legacies of Pi Beta Phi are sisters, mothers and grandmothers.

### Where to send?

Return the completed RIF form to the Vice President of Membership of the appropriate chapter. Street address for mailing RIFs to the Vice President of Membership are available on the Pi Beta Phi Fraternity website. (<http://www.pibetaphi.org>). Please note that RIFs and other supporting documentation **may not be submitted electronically**. While email is usually easier, we must take all measures to protect the privacy of all Potential New Members. We must also take the greatest caution to protect the reputation of Pi Beta Phi. If personal information or recommendation comments about a potential member are made public, we face serious reputational risk. Please help prevent this from happening by avoiding electronic submission.

### Information Concerning the Recruitment of Legacies and Other Potential New Members

Our collegiate chapters will always value the opinion and careful consideration of our alumnae. Local chapter advisors and Pi Beta Phi Fraternity officers serve as dedicated coaches and mentors to our collegians; they strive to educate our members on the value of a legacy. At the same time, membership selection is the responsibility and privilege of our collegiate chapters and our advisors are in a position only to support the constitutional requirements around courtesy given to legacies.

As alumnae of Pi Beta Phi, we have the responsibility to...

- Provide information on potential new members for Pi Beta Phi membership through Recruitment Information Forms (RIFs) and Legacy Introduction Forms (this form does not take the place of a RIF).
- Understand that sending a RIF does not guarantee a bid to membership.
- Encourage a legacy to explore all chapters on the campus and choose the one in which she is most comfortable without placing undue expectations on the legacy or the chapter. Recruitment is a MUTUAL selection process, and alumnae must honor and respect both the legacy's and chapter's right to choose.
- Trust our collegians. They are well versed in Fraternity policies and exercise complete autonomy with regard to new member selection. (All Chapters are asked to complete a *Leading with Values*<sup>®</sup> seminar concerning honor and respect for legacies prior to recruitment.)
- Understand the Pi Beta Phi Constitutional policy governing legacies. It is as follows:

### ***Constitution: Article I-Membership, Section 3. Legacies.***

A daughter, sister, granddaughter of an initiated member shall be considered a legacy of the Fraternity. Special consideration shall be given to legacies whose qualifications are comparable to those of other Potential New Members.

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 first bid list.

*Please note that the national Fraternity has no mandate or authority under our constitution to require any chapter to pledge specified individual Potential New Members, including legacies. (This has always been Pi Phi's policy and is not a change.)*

As alumnae of Pi Beta Phi, we can expect ...

- Our alumnae organization or the collegiate chapter to whom we submit a RIF will acknowledge the receipt of our recommendation.
- Due to privacy rights, individual alumna will **not** be contacted personally by the chapter or a member of the Alumnae Advisory Committee if potential new members, including legacies, are released during the recruitment process.
- During formal recruitment, a legacy will be invited to at least one invitational round and will receive an invitation to membership from Pi Beta Phi if she attends the Preference event. The chapter must be informed prior to the start of recruitment that the Potential New Member is a legacy.

### **National Panhellenic Conference (NPC) and Pi Beta Phi Guidelines**

Alumnae are bound by all NPC and local Panhellenic rules. Violations of these rules by alumnae may cause the collegiate chapter to be penalized. Please adhere to the list of guidelines below before, during and after the recruitment process.

- Encourage the potential new member to fill out an Alumnae Panhellenic Information Form if there is an Alumnae Panhellenic in her area, and remind her **she must register for recruitment on campus**.
- Do not contact the chapter collegiate members during recruitment to inquire about the process.
- Do not expect to receive information about the status of a specific Potential New Member.
- Do not expect to receive a chapter's bid list once formal recruitment is over; this information can be found on the Fraternity website.
- Do not air your grievances in a public forum.

*Leading with Values*<sup>®</sup> is a registered trademark of Pi Beta Phi.



# Recruitment Information Form (RIF)

This form may be copied. Send this form by mail directly to the Chapter Vice President of Membership at the respective chapter or process through your Alumnae Club Recruitment Information Chairman (ACRIC) if potential new member is from the same area as your club of record. Addresses for the Vice President of Membership are available by visiting [www.pibetaphi.org](http://www.pibetaphi.org) and clicking on About Us > Process of Joining > [Recruitment Dates and Info](#). Do not send RIFs to Headquarters.

Name of Potential Member: \_\_\_\_\_ Attending: \_\_\_\_\_  
College/University

Preferred name: \_\_\_\_\_

Home Address: \_\_\_\_\_  
Street City State Zip

Year in College:  Freshman  Sophomore  Junior  Senior

If transfer student: College attended: \_\_\_\_\_ College GPA: \_\_\_\_\_

High School attended: \_\_\_\_\_  
Name City State Zip

GPA: \_\_\_\_\_

SAT/ACT (if known): \_\_\_\_\_

Parent or Guardian: \_\_\_\_\_

### Pi Beta Phi Relatives (sister, mother, grandmother):

*Pi Beta Phi legacy status does not guarantee an invitation to membership.*

Name: \_\_\_\_\_ Name: \_\_\_\_\_ Name: \_\_\_\_\_  
Chapter: \_\_\_\_\_ Chapter: \_\_\_\_\_ Chapter: \_\_\_\_\_  
Relationship: \_\_\_\_\_ Relationship: \_\_\_\_\_ Relationship: \_\_\_\_\_

### Other Greek Affiliated Relatives:

Name: \_\_\_\_\_ Name: \_\_\_\_\_ Name: \_\_\_\_\_  
Affiliation: \_\_\_\_\_ Affiliation: \_\_\_\_\_ Affiliation: \_\_\_\_\_  
Relationship: \_\_\_\_\_ Relationship: \_\_\_\_\_ Relationship: \_\_\_\_\_

### Please check ONE of the following:

- I recommend this woman for membership into Pi Beta Phi.  I do NOT recommend this woman for membership into Pi Beta Phi.  I cannot recommend this woman for membership into Pi Beta Phi due to lack of information.

### Please check all that apply:

- This recommendation was voluntarily sent because this woman exhibits Pi Beta Phi values.  
 This recommendation was requested by the chapter.  
 I have known this woman personally for [ ] years. How long ago was your last interaction: [ ]  
 I have known her family personally for [ ] years.  
 I serve as the ACRIC for an alumnae organization.  
 Only factual information included. Source of information: \_\_\_\_\_

Submitted by: \_\_\_\_\_  
Signature

\_\_\_\_\_ First Middle/Maiden Last

\_\_\_\_\_ Street City State Zip

\_\_\_\_\_ Phone Number with Area Code Email Initiated chapter Initiation Year

How would you like to receive acknowledgement of receipt of RIF?  Email  Mail

## Pi Beta Phi Core Values

This section is optional; please only provide applicable information. Pi Beta Phi has six core values: integrity, lifelong commitment, honor and respect, personal and intellectual growth, philanthropic service to others, and sincere friendship. Please reflect on the Potential New Member for whom you are providing this recommendation in the context of these values, focusing specifically on what she has achieved and what qualities she possesses that align with these values and would make her an asset to Pi Beta Phi.

*Thank you for your recommendation for membership of Pi Beta Phi Fraternity for Women. The chapter takes into consideration each recommended Potential New Member. Please note that it is against Pi Beta Phi policy for alumnae to contact the chapter and its members regarding Potential New Members during the formal recruitment process.*

### FOR INTERNAL PURPOSES ONLY

*I verify this information was processed for recruitment. The information received was also acknowledged with the member who submitted it.*

Processing Date:

Initials:

Acknowledgement Date:

Initials: