



KAPPA ALPHA THETA

# Recruitment FAQ for Alumnae

## HOW MANY REFERENCES SHOULD A POTENTIAL NEW MEMBER (PNM) HAVE?

As of the 2010 Grand Convention, **references are no longer required to receive an invitation to membership.** However, a reference is still valuable to a college chapter, as it allows them to get to know PNMs on a more personal level prior to the recruitment process. A PNM is given the same amount of bonus points whether she has one reference or ten references. There is no advantage to submitting multiple references. One quality reference per PNM is preferred.

## IS IT OKAY TO SUBMIT A REFERENCE FOR MY DAUGHTER?

Yes, Any Theta in good standing is eligible to write a reference, even for family members. Besides, who knows the PNM better than you? References are most beneficial when they are a personal account from someone with a relationship with the PNM. The reference form includes a legacy introduction portion.

## MY PNM NEEDS MY MEMBER ID NUMBER FOR HER PANHELLENIC APPLICATION. WHERE DO I FIND THAT?

Each campus Panhellenic may select what information they require on the recruitment registration form. While this number may be valuable to other organizations, it is not necessary for Kappa Alpha Theta. We are able to verify legacy relationships without this information. We suggest using your phone number without dashes or spaces if it is required to complete the registration form.

## WHAT IS THE DEADLINE TO SUBMIT A REFERENCE?

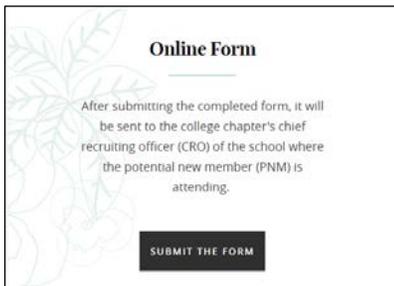
**Individual chapters should not have deadlines for reference submission.** College chapters are instructed to accept references through the preference round. It is advisable, however, to send references sooner rather than later. You can access the recruitment dates for each chapter on the [Reference Form & Legacy Introduction page](#) of the Theta website under Recruitment Information Report (on the bottom left).

## WHAT IS THE PREFERRED METHOD OF SUBMITTING A REFERENCE?

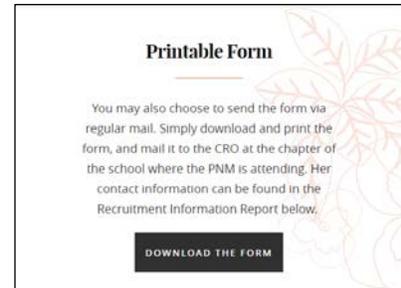
We strongly encourage members to submit the online form because it is faster and more secure than a hardcopy version. This can be completed online at via the [Reference Form & Legacy Introduction page](#) of the Theta website.



# KAPPA ALPHA THETA



After clicking **Submit the Form**, you will be taken to the Member Portal where you will be asked to log in. In order to do so, you will need your username and password. If it is your first time logging in, you will be asked to register and will need to access your member ID number. This is located on your official Kappa Alpha Theta member card or you can retrieve this number by calling Theta headquarters at 800-526-1870.



The printable form is also located on the [Reference Form & Legacy Introduction page](#) of the Theta website. Click **Download the Form** and follow the mailing instructions.

## WHERE DO I SEND THE REFERENCE?

Note: The preferred method for references is online, where the reference is automatically sent.



The reference should be sent directly to the college chapter chief recruiting officer (CRO). If the PNM lives in a recruitment reference board area, a copy of the reference may also be sent to the recruitment reference board chairman (RRBC), though it is not required. You may only choose to also send the reference to the RRBC if you are submitting the online form. You can access the CRO's contact information on the [Reference Form & Legacy Introduction page](#) of the Theta website. under Recruitment Information Report.

## WHAT IS THE ROLE AND PURPOSE OF A RECRUITMENT REFERENCE BOARD CHAIRMAN (RRBC)?

An RRBC is an alumna who is tasked with the role of connecting local PNMs with Theta alumnae who are eligible to write a reference on the PNM's behalf. They then ensure all references are sent to the appropriate college chapters. RRBCs are not active in all areas.

## DO I HAVE TO BE A MEMBER OF AN ALUMNAE CHAPTER TO WRITE A REFERENCE?

No. Any alumna in good standing is eligible to write a reference for a PNM. While being a member of an alumnae chapter is a great opportunity to be connected with local Thetas, it is not a requirement to recommend a PNM for membership.



# KAPPA ALPHA THETA

## WHAT ARE THE RULES ON ALUMNAE INTERACTION DURING RECRUITMENT?

Alumnae members are not permitted to participate in the recruitment of PNMs including, but not limited to, participating in the ceremonies and greeting or visiting with PNMs during the event rounds. Alumnae members may not contact college members during recruitment to discuss recruitment progress or the status of a PNM. Gifts to college chapters on behalf of a PNM are prohibited. Each campus Panhellenic has specific rules regarding PNM interaction which must be adhered to or the chapter can suffer consequences. It is important to remember that recruitment is confidential chapter business. Alumnae members may not be present when college members are voting, holding promotional sessions, or when the executive recruitment board (ERB) is meeting for any purpose (exceptions include recruitment advisors and Fraternity staff/officers). Recruitment is confidential chapter business and therefore no external affiliates may be involved.

## HOW CAN I HELP SUPPORT A COLLEGE CHAPTER DURING RECRUITMENT?

Under Theta's advising philosophy, chapter advisors serve as coaches providing guidance that both challenges and supports advisees while the members maintain ownership and responsibility of programs and events. Therefore, each Kappa Alpha Theta chapter operates under an officer structure that provides for the effective management and operation of recruitment. However, chapter officers are very appreciative of support from our alumnae. Chapters always appreciate receiving letters of recommendation, goodie bags during pre-recruitment week (as long as they are not promoting an individual PNM), and alumnae attendance at conversation training workshops and mock recruitment events. Alumnae involvement during recruitment events must be limited to assistance serving food and beverages, helping with decorations, etc. If you would like to assist with a recruitment event, please contact the chapter's recruitment advisor prior to making plans to attend recruitment.

## WHO SHOULD I CONTACT IF I HAVE A QUESTION OR CONCERN DURING THE RECRUITMENT PROCESS?

If you have questions that require attention during the primary recruitment process, please complete the [Contact Us form](#) available on the Theta website. You will receive a response in a timely manner.

## WHAT CAN I EXPECT IF MY PNM DOES NOT MEET THE CHAPTER'S GPA REQUIREMENT?

Each college chapter is expected to recruit academically accomplished women. College chapters cannot recruit a PNM who is not academically qualified. Each chapter determines their GPA requirement for PNMs to be eligible to membership. If a PNM does not meet the chapter's GPA requirement, she will be released following Round I of primary recruitment, even if she is a legacy.



# KAPPA ALPHA THETA

## WHY DOES THETA KEEP/RELEASE A CERTAIN NUMBER OF PNMS?

The number of PNMs each chapter is permitted to keep or release each round is determined by an algorithm called release figure methodology (RFM). After each round of recruitment, an RFM specialist analyzes the data to provide each chapter with the number of PNMs that should be invited back to the next round. This is done to maximize the recruitment experience for both PNMs and chapters. After this number is calculated, chapters may invite up to that number of PNMs to the following round. All numbers are individualized for each chapter, as all data is different for each chapter.

## WHY DON'T CHAPTERS KEEP A SPECIFIC NUMBER OF MY HOMETOWN PNMS?

It is no longer acceptable for Theta chapters to set hometown quotas. PNMs are extended bids to Theta based solely on their values, thus the state or city they reside in is not taken into consideration. As a result, it is not uncommon for your hometown to be unrepresented in a new member class.

## WHO IS CONSIDERED A LEGACY?

A Theta legacy is defined as a daughter, granddaughter, great-granddaughter, or sister of a Kappa Alpha Theta member. Stepdaughters, step granddaughters, step great-granddaughters, and stepsisters are considered legacies if their family considers them as such. There is no such thing as an indirect legacy (i.e., cousin, niece) and such persons will not be given special consideration. However, it is still appropriate to submit a letter of reference for these PNMs.

## WHAT TYPE OF EXTRA CONSIDERATION IS GIVEN TO A LEGACY?

Kappa Alpha Theta believes legacies deserve special consideration due to their existing connection to the values that define our organization. All chapters are required to review all legacies not meeting the chapter's membership requirements with the RPDD. The RPDD will allow a chapter to release a legacy if it is determined that she has been given appropriate special consideration. Legacies that remain following the legacy review will be invited to the additional rounds thereafter. Although a legacy may be on the chapter's final bid list, a bid is not guaranteed, and is dependent on the rank in which the legacy falls and the number of PNMs accepting bids to the chapter.

## IF A LEGACY IS NOT RELEASED AFTER ROUND II, IS SHE GUARANTEED A BID?

No. She will be placed on the chapter's bid list in her ranked order. Depending on how far the chapter has to go down on their bid list in order to achieve quota, she may or may not receive a bid. The legacy policy is not intended to guarantee every legacy a bid. Instead, it is in place to ensure that legacies are given special consideration.



# KAPPA ALPHA THETA

## WHAT IS AN MRABA?

MRABA stands for membership recruitment acceptance binding agreement. PNMs are expected to sign this agreement immediately after attending the last preference event. This is a very serious aspect of recruitment and every PNM will be held accountable after signing. There is no way to change her selections after she signs the agreement, so it is vital that she understands what she is agreeing to before signing the MRABA. By listing a group on her MRABA, this means she is willing to accept a bid from that group, if offered. If she matches to one of the groups that she has listed on her MRABA and receives an invitation to membership, she is bound to that group until the next primary recruitment at that school and even if she declines her bid/de-pledges, she will not be permitted to join another NPC sorority on that campus until the next primary recruitment.

## WHAT WERE THE 2016 CHANGES TO PANHELLENIC RECRUITMENT?

In an effort to align Panhellenic recruitment with the values of our organizations, National Panhellenic Conference (NPC) adopted new policies in fall 2016. These policies aim to eliminate all unnecessary aspects that could take away from the conversations that should be occurring between the members and PNMs. This includes limiting recruitment budgets; keeping decorations to a minimum and confined to the interior spaces; eliminating costuming and excessive recruitment attire; prohibiting gifts, favors, and notes for the PNMs; and eliminating the production of skits. This is a change affecting all NPC organizations on every college campus. Kappa Alpha Theta is working diligently with all chapters to ensure the necessary changes are fully adopted and we are confident our chapters will continue to succeed as they recruit PNMs who share our values.

## WHAT IS THE BEST WAY TO PREPARE A PNM FOR RECRUITMENT?

- Remember that this is her experience.
- Do not make her feel pressured.
- Encourage her to be herself.
- Encourage her to be open to all NPC organizations on her campus.



KAPPA ALPHA THETA

# Updated Recruitment Terms

OLD TERMS	NEW TERMS
Cut/Drop	Release
Formal Rush	Primary Recruitment
Informal Rush	Continuous Open Bidding (COB)
Party	Event
Pledge (noun)	New Member
Rho Chi	Recruitment Counselor
Rush	Recruitment
Rushee	Potential New Member (PNM)
Suicide	Single Intentional Preference