



Recommendation Letters

Confused on the recommendation letter process? Review the following to learn more!



The term “Recommendation Letter” is a generic way of referring to the support documentation a women interested in joining a sorority, a potential new member (PNM), will have completed on her behalf.



Recommendation Letter Facts

- Recommendation letters are completed by sorority alumnae on behalf of a potential new member.
- Each inter/national organization has a form on which the recommendation is to be completed. These forms are located on the websites for each organization.



Recommendation Letter Facts

- If a recommendation letter is required for an organization to offer membership to a PNM, it is the responsibility of the organization to seek that recommendation letter. This is a national policy.
- PNMs can choose to collect their own recommendation letters.



Step-by-Step Guide to Collecting Recommendation Letters

If you choose to collect your own recommendation letters, follow this step-by-step guide.



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1. Ask women that you know attended college if they are sorority members.

You might be surprised to find that teachers, counselors, family friends, Sunday school teachers, neighbors, or employers are sorority alumnae and would be happy to write a recommendation letter for you!

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2. Do not panic if you cannot find an alumna from each of the 12 organizations at Oklahoma State University.

While we do recommend having one recommendation letter per chapter, many women attend recruitment at OSU without any recommendation letters and join chapters. The current Panhellenic President is a great example. She did not have a single recommendation letter! Remember, if a recommendation letter is required, the organization is responsible for soliciting it.

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3. Provide your recommenders with a resume, photo, transcript(s), and a stamped, pre-addressed envelope.

The sorority alumna completing your recommendation letter will want to include as much personalized information as possible in order to introduce you to her organization. She can include the above items as attachments to her recommendation letter.

The stamped, pre-addressed envelope ensures the recommendation letter makes it to the right destination, which is the address listed on the chapter's profile in the [recruitment booklet](#) at Oklahoma State.



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4. Follow up with a Thank You Note.

Be sure to thank the women who the spent time to complete a recommendation letter on your behalf. Also, a well-timed note serves as a reminder for your recommender to send the recommendation letter.



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5. Register for recruitment with the Panhellenic Council.

Ensuring your recommendation letters are sent does not register you for recruitment with the Panhellenic Council at Oklahoma State University. [Click here](#) to register. The deadline is 5 p.m. on July 12, 2013. No late registration is accepted.



Additional Tips for Recommendation Letters

Next, review this additional tips and facts about recommendation letters.



One Recommendation Letter per Chapter

The Oklahoma State University Panhellenic Council recommends submitting one recommendation letter per organization. Submitting more than one recommendation letter per organization does not send a positive message to the chapter. Recommendation letters serve the purpose of introducing a PNM to the chapter. It is like waving hello in the hallway at school. Just like you would only wave at an acquaintance once in the hallway, you only need to be introduced to the chapter once via recommendation letter. Further, many of the chapters will throw out additional letters received after one. Do not waste your time or energy collecting more than one per organization even if someone else recommends this to you. The Oklahoma State University Panhellenic Council is the authority on the recruitment process here, not any other entity or group.



Personalized Recommendation Letters

Recommendation Letters are best completed by sorority alumnae that know you. Personalized letters serve to introduce a woman to a chapter. However, some women choose to contact their local Alumnae Panhellenic Associations to obtain assistance collecting recommendation letters. To find your local Alumnae Panhellenic Association, type the following into your favorite search engine: “[Hometown] Alumnae Panhellenic.”

If the alumna completing your recommendation letter is unfamiliar with her organization’s process, she should first visit her organization’s website. There will be a link on their homepage where she can find additional information. She can also call the Executive Office of her organization and speak to a representative to learn more. The contact information for each inter/national organization is available online.



Due Dates

There is not a “due date” for recommendation letters to be sent to chapters. Sorority women will return to campus in late July. It is recommended that all letters be submitted by that time in order for the chapter to have the proper time to review the information.



Recommendation Letter Delivery

Completed recommendation letters should be mailed directly to the chapter houses. Addresses are listed on the chapter profile pages in the [recruitment booklet](#). They should not be sent to the Office of Fraternity & Sorority Affairs or to the Panhellenic Council. If they are sent to the Office of F&SA or to the Panhellenic Council, they will be destroyed. It is essential that those planning recruitment remain unbiased; therefore, those planning recruitment cannot handle recommendation letters.



Letters of Support

There is no such thing as a “letter of support” with regard to the recruitment process at Oklahoma State University. It is not advisable for women to solicit letters of support from anyone. Chapters will only review the recommendation letters alumnae provide on the proper form.

The OSU Panhellenic Council recognizes that other institutions may accept such letters. Here, we do not. Do not waste your time or that of an alumna. Recommendation letters should be completed on each organization’s specific form.



Questions?

If you have additional questions regarding recommendation letters, please contact us!



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