University of Oklahoma
Panhellenic Recruitment
Guide to
Recommendation Letters
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The term, "recommendation letter" is a generic way of referring to the support documentation a woman interested in joining a sorority, a potential new member (PNM), will have completed on her behalf.
Recommendation Letters

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- 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.
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

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 YOU A RECOMMENDATION LETTER FOR YOU!
2. DO NOT PANIC IF YOU CANNOT FIND AN ALUMNA FROM EACH OF THE 11 ORGANIZATIONS AT OU. MANY WOMEN WHO GO THROUGH RECRUITMENT JOIN CHAPTERS REGARDLESS OF HAVING RECOMMENDATION LETTERS OR NOT. REMEMBER, IF A RECOMMENDATION IS REQUIRED, THE ORGANIZATION IS RESPONSIBLE FOR OBTAINING IT.
3. PROVIDE YOUR RECOMMENDERS WITH A RESUME, PHOTO, AND TRANSCRIPT. THE ALUMNA COMPLETING YOUR 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.
recommendation addresses

You can send them directly to the chapter houses and their addresses are on our website. You can also have them sent to our office:

Panhellenic Association
Attn: Sorority Name
900 ASP Avenue Suite 370
Norman, OK 73019
4. Follow up with a thank you note. Be sure to thank the women who spent the time to complete the recommendation letter on your behalf. A well-timed note serves as a reminder for your recommender to send the recommendation letter.
5. Register for recruitment with the Panhellenic Association. Ensuring your recommendation letters are sent does not register you for recruitment at OU. You can register at www.pan.ou.edu.
recommendation letter
due dates

There is not a specific due date for recommendation letters to be sent to chapters. It is recommended that all letters be submitted by August 1 in order for the chapter to have the proper time to review the information.
have additional questions? contact us!

PHONE — (405) 325-3163
EMAIL — PANHELLENIC@OU.EDU
WEBSITE — WWW.PAN.OU.EDU
TWITTER — @OUPANHELLENIC
FACEBOOK — FB.ME/OKLAHOMAPANHELLENIC