

DELTA GAMMA FRATERNITY

# **Guide to Recommendations**



UPDATED JULY 2022

## **What are Recommendation Forms?**

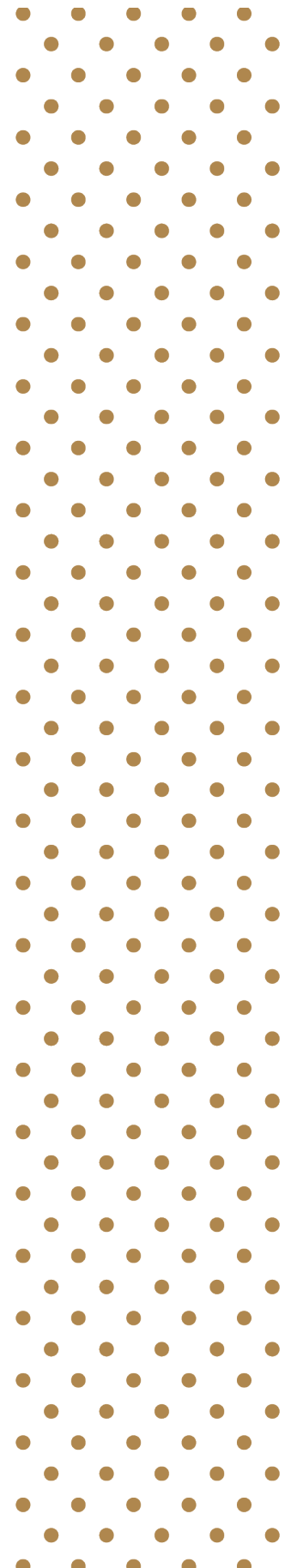
Recommendation Forms are a valuable part of the membership selection process and are used to help Delta Gamma get to know potential new members prior to the start of recruitment. Recommendation Forms are not required to participate in recruitment or join Delta Gamma, but anyone who knows a potential new member personally is welcome submit a Recommendation Form.

Sponsorship is a constitutional requirement for membership, and a Recommendation Form completed by a collegiate or alumna member of Delta Gamma in good standing on behalf of a potential new member is one way to sponsor her for membership.

## **Will the woman I recommend become a Delta Gamma?**

A woman you recommend may become a Delta Gamma, may be released, may decide to join another organization or may decide to withdraw from the recruitment process. Potential new members who have been recommended are not guaranteed membership in Delta Gamma. Regardless of the outcome, both you and the woman you recommend are important to us.

The National Panhellenic Conference follows a mathematical model (Release Figure Methodology or RFM) to determine the number of invitations each chapter can issue during recruitment. This helps maximize the number of potential new members who can ultimately affiliate with a sorority during primary recruitment. It also means that chapters cannot invite everyone back.



**As a member of Delta Gamma, can I contact a potential new member before or during recruitment?**

Delta Gamma supports the National Panhellenic Conference (NPC) position on positive Panhellenic contact throughout the year. To help increase the number of potential new members, sorority women, including alumnae, must promote general sorority membership.

Positive Panhellenic contact is intended to promote interest in the sorority community and bring more women to the recruitment process. It means promoting sorority membership in general, not just Delta Gamma.

While Delta Gamma supports NPC's position on positive Panhellenic contact, campuses may have different policies related to contacting potential new members. If you are interested in recommending a potential new member before the primary recruitment process begins, you can ask the potential new member or her family if she needs a Recommendation Form from Delta Gamma.

Learn more about sharing your experience with potential new members in the [Positive Panhellenic Contact resource](#) in the Delta Gamma Library.



**Will the chapter share with me where the woman I recommended ended up joining?**

Many campuses and Greek organizations consider a chapter's roster and membership to be private information. As such, lists of new members at each chapter are not made available. Similarly, chapters may not disclose information during the recruitment process, including if or why a potential new member was released. As a result of these privacy considerations, the Recommendation Form no longer contains a section to request to be notified of a potential new member's status.



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# **How to Complete a Recommendation Form**





### Accessing the Recommendation Form

Both members and non-members are able to complete a Recommendation Form on behalf of a potential new member (PNM) they know personally. To access the form, visit [deltagamma.org](https://deltagamma.org), scroll to the bottom of the website and click the Recommendation Form button under Quick Tools. You can also find a link on our Recommendations page [here](#).

We suggest completing your recommendation on a desktop or laptop computer, not a mobile device. We also suggest using a current version of your web browser. The Recommendation Form is compatible with Chrome, Firefox and Safari.

#### FOR MEMBERS:

Once you have clicked through to the [Recommendation Form](#), select the “Delta Gamma members click here!” button in the “I am a member of Delta Gamma Fraternity” box. You will be prompted to log in with the same credentials you use for the Delta Gamma website and Anchorbase. If you are a member and do not have login credentials or need to reset your password, click the “Trouble Logging In?” link or [visit this link](#). You do not need your member number to claim your account or reset your password. If you do not have access to this number, fill in as many fields as you are able to locate your profile in our database.

*For additional assistance logging in, please email [dg-eo@deltagamma.org](mailto:dg-eo@deltagamma.org).*

As a member of Delta Gamma, please ensure your contact information and communication preferences on file are current. Once you have logged in to the Recommendation Form, you can update this information by visiting the [My Profile](#) tab at the top of the page. If you do not have an email address listed on your profile, you will not receive an automated confirmation email when your recommendation has been received. When you’ve updated your contact information, you can navigate back to the Recommendation Form tab at the top of your screen.

**Note:** *Just because you have login credentials to use for Delta Gamma’s website does not mean that same email address is automatically listed in the contact information on your profile.*

#### FOR NON-MEMBERS:

Once you have clicked through to the [Recommendation Form](#), select the “Non-members click here!” button in the “I am not a member of Delta Gamma Fraternity” box. You will be prompted to create an account. The email address you enter will be your username as well as where your confirmation email will be sent once a recommendation is submitted.



### Information Required to Complete a Recommendation Form

Delta Gamma recommends that you gather all needed information prior to beginning your Recommendation Form. This is the minimum information required to submit a recommendation:

- PNM’s first and last name
- College or university the PNM is attending.
- The academic year the PNM is going through recruitment.

The more information about a PNM you can provide, the more useful your recommendation will be to the collegiate chapters. If you are able, please provide the following information:

- PNM's name and contact information, including email, phone number, hometown and Instagram handle.
- PNM's high school information, including high school location and class size, and PNM's class rank, GPA, ACT score and/or SAT score.
- Other colleges or universities the PNM may have attended after high school, for those who are transfer students.
- PNM's qualifications in the areas of friendship, educational interests, cultural interests, social responsibility and character.
- Any additional information about the PNM you would like to share, including suggested topics for conversation during recruitment.

### Attaching a Photo or Document to Your Recommendation

Due to the amount of information PNMs are providing about themselves as a part of the registration process with their university's Panhellenic, we no longer accept attached documents or photos as a part of the recommendation process. Most of this information is provided by the PNM during their registration which is shared directly with our collegiate chapters. Please type any pertinent information contained in a PNM's resume or supporting materials directly into the text fields provided in the online Recommendation Form. Please do not send any additional recommendation materials to Delta Gamma collegiate chapters via mail or email.

### Saving and Submitting Your Recommendation

You can save your progress and come back to the recommendation later. To save your work, scroll to the bottom of the Recommendation Form and click the green Save button. Once you save, it will close out of your Recommendation Form and bring you back to the Recommendation Form tab.

To edit your saved recommendations, click on the edit icon in the table for the Recommendation Form you would like to edit. If you would like to delete a saved recommendation, click on the X icon next to the corresponding entry.

**Once a Recommendation Form has been submitted, it can no longer be edited or deleted.**

To submit your Recommendation Form, type your name into the signature line in the Endorsement section, click the checkbox next to "Ready to submit this form?" and click the blue Submit button. The Submit button will not appear until the checkbox has been selected above.

Your submitted recommendations are sent directly to the collegiate chapter's officer portal. There are no additional steps you need to take to ensure the collegiate chapter has received your recommendation, and you should not submit any duplicate recommendation materials for your PNM by email or mail. You will receive a confirmation email for your submission to the email associated with your account from Executive Offices within 24 hours.

**You will likely not receive a separate confirmation from the collegiate chapter.**



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# **Online Recommendation Form FAQ**



**Can I edit my Recommendation Form once it is submitted?**

No, once a Recommendation Form has been submitted, it can no longer be edited by the member or non-member submitting the form or by Executive Offices.

**I want to attach a photo or document to my Recommendation Form. Can it be added?**

No, we no longer accept additional attachments along with the Recommendation Form. On most college campuses, the details contained in these documents are already being shared with our chapters in a PNM's recruitment registration information. It is our preference that you do not email or mail photos and attachments directly to the collegiate chapter, as these extraneous resources are difficult for the collegiate recruitment team to use and keep track of.

**I sent my online recommendation to the wrong university. What do I do?**

Once a Recommendation Form has been submitted, it can no longer be edited. You will need to submit a new recommendation for your PNM to the correct university.

**Who can submit a Recommendation Form?**

Anyone who knows a PNM personally can complete a Recommendation Form. This means both collegiate and alumnae members of Delta Gamma as well as non-members are eligible to submit a Recommendation Form.

**When are Recommendation Forms due?**

We ask that those completing a recommendation submit complete their Recommendation Forms at least two weeks prior to the start of recruitment on that campus, if possible. This will allow the collegiate recruitment team enough time to process your recommendation prior to the start of recruitment. Many Alumnae Panhellenics collect and track recommendations several months prior to the start of recruitment in a particular area. Delta Gamma is not involved in setting those Alumnae Panhellenic deadlines and welcomes all to submit recommendations online up until two weeks prior to the start of recruitment.

**What is the difference between a Recommendation Form and a Letter of Support?**

Delta Gamma does not ask for letters of support in addition to a Recommendation Form. If you would like to recommend a PNM for membership, please complete our online Recommendation Form.

**I received a packet of pictures, transcripts, resumes, etc. from the PNM I am recommending. Once I complete the online Recommendation Form, what do I do with these materials?**

If you received these materials digitally, you may copy the content and paste it into the Recommendation Form fields as necessary or summarize the most pertinent information for inclusion in your Recommendation Form. If you received hard copies of these materials, you can type the necessary information into the fields of the Recommendation Form. Once you are finished with any paper documents sent by the PNM, you may discard these materials or ask if the PNM would like you to return the materials to her.

**Once I complete my recommendation, do I need to send it to the chapter any other way?**

No, once your recommendation is submitted online, the chapter's recruitment officers have access to this information immediately and do not need duplicate materials sent to them via mail or email.



### **Can I print my completed Recommendation Form?**

No, you are not able to print a copy of your completed Recommendation Form, but you can view each recommendation you have submitted. To do this, visit the Recommendation Form tab of [members.deltagamma.org](https://members.deltagamma.org), scroll to the table of saved and submitted recommendations and click the magnifying glass icon next to the recommendation you would like to view.

### **I did not receive a confirmation email. Did you receive my recommendation?**

You can see saved and submitted recommendations in the table located on the Recommendation Form tab of [members.deltagamma.org](https://members.deltagamma.org). Submitted recommendations show in a light green color and have a date listed in the Date Submitted column. If your recommendation is showing as submitted, then the collegiate chapter received your recommendation. If you did not receive a confirmation email and you are a member of Delta Gamma, it is most likely that you did not have an email address listed on your member profile at the time you submitted your recommendation. Members can check the contact information on file by clicking on the My Profile tab of [members.deltagamma.org](https://members.deltagamma.org).

### **I am trying to start a new Recommendation Form but am not seeing the “Create a Recommendation” button. What is wrong?**

This is usually caused by an issue with the member's internet browser. Try switching to a different internet browser or try clearing the cache in the settings of your current internet browser and restarting the browser.

### **How do I indicate Delta Gamma legacy relationships on the online Recommendation Form?**

We no longer have a space to indicate Delta Gamma legacy relationships on the Recommendation Form. If the PNM you are recommending is a legacy and joins Delta Gamma, there will be an opportunity for her to disclose this relationship at that time. Please note that in June 2020, Delta Gamma changed the legacy policy so that legacies no longer receive preferential treatment during recruitment. Now, all potential new members, including legacies, are given the same consideration during the recruitment process. Questions? [Read this FAQ](#).

### **How do I indicate that a PNM has earned college credit prior to graduating high school?**

Those completing a Recommendation Form can elaborate on any academic achievements, such as dual credit coursework, in the Qualifications section of the online form, more specifically in the Educational Interests and Additional Comments text boxes.

### **I am completing a Recommendation Form but have concerns about the candidate and do not think she should be a member of Delta Gamma. What should I do?**

In the Endorsement section of the Recommendation form, please update the slider to Yes next to the statement “I DO NOT endorse this PNM for membership” and provide any supporting information throughout the rest of the Recommendation Form. Note, you may be contacted by an adviser for additional information if there are questions after reviewing your recommendation.

### **I want to recommend a PNM, but I am not tech savvy. How should I proceed?**

You are welcome to ask family or friends more comfortable with technology to help you get logged in and complete your Recommendation Form. If you are involved with an alumnae group, you can also ask the Alumnae Recommendation Chair of that group for assistance completing your form. It is important, though, that if you ask another Delta Gamma to assist you with your recommendation that it is still submitted from your member account, not theirs.



# Questions?

If you have specific questions about the online Recommendation Form not addressed in this resource, email [recommendations@deltagamma.org](mailto:recommendations@deltagamma.org) for additional assistance.

