



DELTA GAMMA FRATERNITY

# **Alumnae Recommendation Chair FAQ**

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*\*Please note that this position is not required for alumnae groups. For more information, please reference the [Volunteer Position Description Handbook](#).*

### **Alumnae groups have the opportunity to identify one member to serve as an Alumnae Recommendation Chair for their group. If we have an Alumnae Recommendation Chair, does that mean that one person has to fulfill all Recommendation Form requests by herself?**

No. Recommendations are not required to participate in recruitment or to receive a bid from Delta Gamma, and Delta Gamma's Recommendation Form is now open to both members and non-members to complete. This allows for PNMs to ask those who know her best to complete a recommendation on her behalf and alleviates the responsibility from an alumnae group to fulfill all recommendation requests in their area. In areas where recommendations are heavily emphasized and the group would like to appoint an Alumnae Recommendation Chair to coordinate this process, we encourage the Chair to utilize a committee of recommendation writers to help share the workload.

### **How does a PNM find a Delta Gamma to complete a Recommendation Form on her behalf?**

Recommendation Forms are not required to participate in recruitment or join Delta Gamma. Anyone, both members and non-members of Delta Gamma, who knows a potential new member personally is welcome submit a Recommendation Form.

- Ask a friend or family member who is a Delta Gamma.
- Contact the Alumnae Panhellenic in her area to be linked with a member.
- Contact a Delta Gamma alumnae group in her hometown. Groups can be found by using the Chapter Locator on Delta Gamma's website. Search results in the Chapter Locator will provide an email address, and many groups also have contact information on their websites.

### **Who might reach out to an Alumnae Recommendation Chair for assistance getting a recommendation?**

- **A PNM in your area**
  - If someone from your committee knows this PNM or is willing to get to know her, please feel free to complete a recommendation on her behalf. For all other instances, feel free to respond to the request with information on how the PNM can ask a non-member who can speak on her qualifications to complete the recommendation on her behalf.
- **A collegiate chapter's EVC**
  - A collegiate chapter might reach out to you for assistance because you are the closest alumnae group to them, or because you are the closest alumnae group to the PNM's hometown. Please work within your committee to provide a recommendation for PNMs who are known by members in your alumnae group. There is no expectation that your committee will complete a recommendation for all PNMs sent to you by a collegiate chapter.



- **An Alumnae Panhellenic in your area**

- As your alumnae group's Alumnae Recommendation Chair, you will serve as a Delta Gamma liaison to the Alumnae Panhellenic in your area, if there is one. It will be important that you communicate with the Alumnae Panhellenic that Delta Gamma allows both members and non-members to complete our Recommendation Form so they can share this information with PNMs who contact them. If the Alumnae Panhellenic still sends PNM requests to you to fulfill, your committee is welcome to submit recommendations for any PNMs they know or are able to get to know prior to recruitment.

### **Do PNMs need a recommendation to participate in recruitment? What is the purpose of completing a Recommendation Form?**

PNMs are not required to have a recommendation to participate in recruitment. Recommendations are valuable as they allow our collegiate chapters to gather PNM data early and begin making connections with those women prior to the start of recruitment. Both member and non-member recommendations communicate useful information that helps our collegians be the most prepared for recruitment. PNMs do need to be sponsored by a member of Delta Gamma to receive a bid, and a recommendation completed by a member is one way to fulfill this requirement.

### **What happens if a PNM does not have a recommendation when recruitment begins?**

If a PNM does not have a recommendation prior to the start of recruitment, it is not a problem. If the PNM has not been sponsored by an alumna member of Delta Gamma, the collegiate chapter has the opportunity get to know her during the rounds of recruitment and sponsor her through the chapter's voting software.

### **How do Alumnae Recommendation Chairs obtain contact information for collegiate EVC members so we can communicate about recommendations?**

In Anchorbase, there is a report of this information available to Alumnae Recommendation Chairs and alumnae group presidents under Roster > Reports > Collegiate Recruitment Contacts. You may use this contact information for a chapter's vp: membership and the director of recruitment records to communicate about recommendation needs.

### **How do collegiate EVC members and Alumnae Recommendation Chairs access contact information for all available Alumnae Recommendation Chairs and alumnae group presidents for purposes of recommendation communications?**

In Anchorbase, there is a report of this information under Roster > Reports > Alumnae Recommendation Chairs.



### **How do I access the Recommendation Form? Are paper forms still utilized?**

Delta Gamma no longer accepts paper recommendations. Our online Recommendation form can be accessed by logging in to [members.deltagamma.org](https://members.deltagamma.org). This site asks for the same login credentials a member would use at [www.deltagamma.org](https://www.deltagamma.org). Any questions about the online form can be emailed to [recommendations@deltagamma.org](mailto:recommendations@deltagamma.org).

### **Where can I learn more about the Recommendation Form and any recent changes?**

[The Guide to Recommendations](#) is the go-to resource for all questions and information regarding the Recommendation Form and the recommendation process.