



Recruitment Information Form (RIF) Instructions

What to Send?

Fill out a Recruitment Information Form (RIF) for any Potential New Member (PNM) you wish to sponsor for membership in Pi Beta Phi. The RIF can be completed on paper and mailed to the chapter or via the online form found on our website.

Most College Panhellenics require a PNM to provide extensive information about herself when registering for recruitment. This often includes resume information as well as a current photograph. Chapters do not require this type of information to also be sent as part of the RIF, nor do they need additional letters of support. Only one RIF is needed for each PNM.

How to Send?

Either paper or online RIFs can be submitted to our chapters. You can find the RIF (both paper and online form), chapter address to mail the paper RIF and recruitment dates on our website: pibetaphi.org/recruitment. At the bottom of the page you can search by chapter. The online RIF is the fastest and easiest way to submit, but we do have a number of alumnae that prefer the paper RIF. Either are acceptable and both are processed the exact same way by our chapters.

You must be logged in to the website to gain access to the online form. If you do not have or cannot remember your login information, [click here](#) and follow the steps to set up or reclaim your account. We highly encourage you to take the time to update your personal information, like your address and email, in your account as well. If you are not able to access your login information via this online link, you can always call Headquarters at (636) 256-0680 for login assistance.

Please note that RIFs and other supporting documentation **may not be submitted via email**. We must take all measures to protect the privacy of all PNMs. We must also take the greatest caution to protect the reputation of Pi Beta Phi. If personal information or recommendation comments about a PNM are made public, we face serious reputational risk. Please help prevent this from happening by avoiding email submissions.

Do not send or email RIFs to Headquarters. Paper RIFs should be mailed directly to the chapter.

Alumnae Involvement in Recruitment

Our collegiate chapters value the opinion of our alumnae. Local chapter advisors and Pi Beta Phi Fraternity officers serve as dedicated coaches and mentors to our collegians.

As alumnae of Pi Beta Phi, we have the responsibility to...

- Provide information on PNMs for Pi Beta Phi membership through RIFs
- Understand that sending a RIF does not guarantee a bid to membership.
- Trust our collegians. They are well versed in Fraternity policies and exercise complete autonomy with regard to membership selection.

As alumnae of Pi Beta Phi, we can expect ...

- The collegiate chapter to whom we submit a RIF will acknowledge the receipt of our recommendation.
- Due to privacy rights, individual alumnae will **not** be contacted personally by the chapter or a member of the Alumnae Advisory Committee if PNMs are released during the recruitment process.

When Selecting “I do NOT wish to recommend”

In some cases, an alumna may choose not to recommend a PNM for membership in Pi Beta Phi. Not recommending a woman for membership is a serious matter and should not be taken lightly. If the PNM has violated Pi Phi standards, the action must have been witnessed personally and/or be verified. The situation must be factual, not rumor or hearsay. In the event that a chapter would like to extend membership to a woman who has a “do not recommend” RIF, the Grand Vice President Fraternity Growth will call the alumna who wrote the RIF to gather details and determine if the reason should keep the chapter from pledging the PNM. The details of the situation are never shared with the chapter, only the final determination if the “do not recommend” is valid.

National Panhellenic Conference (NPC) and Pi Beta Phi Guidelines

Alumnae are bound by all NPC and local Panhellenic rules. Violations of these rules by alumnae may cause the collegiate chapter to be penalized. Please adhere to the list of guidelines below before, during and after the recruitment process.

- Do not contact the chapter collegiate members during recruitment to inquire about the process.
- Do not expect to receive information about the status of a specific PNM.
- Do not expect to receive a chapter’s bid list once primary recruitment is over
- Do not air your grievances in a public forum.



Recruitment Information Form (RIF)

Name of Potential Member: _____ Attending: _____
College/University

Preferred Name: _____

Home Address: _____
Street City State Zip

Year in College: Freshman Sophomore Junior Senior

If transfer student: College attended: _____ College GPA: _____

High School Attended: _____
Name City State Zip

GPA: _____

Please check ONE of the following:

- I recommend this woman for membership into Pi Beta Phi. I do NOT recommend this woman for membership into Pi Beta Phi.

Please check all that apply:

- I have known this woman personally for years.
 I have known her family personally for years.
 Only factual information included. Source of information: _____

Submitted by: _____
Signature

_____ First Middle/Maiden Last

_____ Street City State Zip

_____ Phone Number with Area Code Email Initiated chapter Initiation Year

How would you like to receive acknowledgement of receipt of RIF? Email Mail

Pi Beta Phi Core Values

This section is optional and should remain very brief if completed. Please only provide applicable information within the context of our six values, focusing specifically on what qualities she possesses that align with these values and would make her an asset to Pi Beta Phi.

FOR INTERNAL, CHAPTER PURPOSES ONLY

I verify this information was processed for recruitment. The information received was also acknowledged with the member who submitted it.

Processing Date:

Initials:

Acknowledgement Date:

Initials:

Thank you for your recommendation for membership of Pi Beta Phi Fraternity for Women. The chapter takes into consideration each recommended Potential New Member. Please note that it is against Pi Beta Phi policy for alumnae to contact the chapter and its members regarding Potential New Members during the formal recruitment process.