



DELTA GAMMA FRATERNITY

Guide to Recommendations





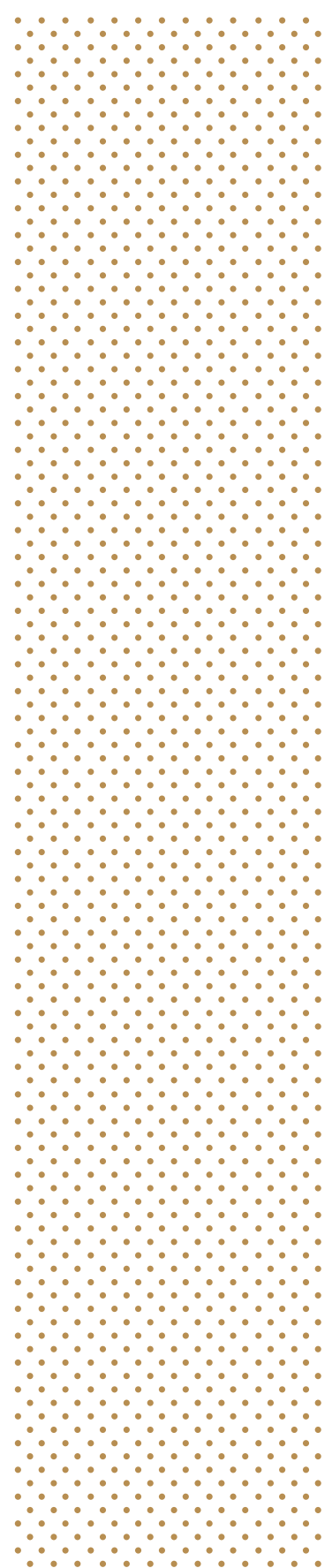
What are Recommendation Forms?

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. Sponsorship is a constitutional requirement for membership, and completing a Recommendation Form on behalf of a potential new member is one way to sponsor her for membership. Any collegiate or alumna member in good standing may submit a Recommendation Form.

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. Legacies and women 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.





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 DG Library.



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

Many campuses and Greek organizations consider the chapter rosters 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

Delta Gamma members in good standing are eligible to complete a Recommendation Form on behalf of a potential new member (PNM) they know. You can access the Recommendation Form by visiting www.deltagamma.org and logging in. Once logged in, you should scroll to the bottom of the website and click the Recommendation Form button under Quick Tools or you can visit the website members.deltagamma.org directly and log in with the same credentials you would use for www.deltagamma.org.

If you do not have login credentials for Delta Gamma's websites or need to reset your password, you should visit www.deltagamma.org/members/create-account. You can find your member number in the address panel of a recent ANCHORA magazine, or you can email dg-eo@deltagamma.org for further assistance.

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.
- PNM's high school and college graduation year

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, home address and social media handles.
- 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 sorority affiliations with Delta Gamma or other Panhellenic organizations
- 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.

Getting Started on Your Recommendation

Prior to starting your Recommendation Form, **ensure your contact information and communication preferences on file with Delta Gamma are current.** You can do this by visiting the My Profile tab of members.deltagamma.org. 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.

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.

When you've updated your contact information, you can navigate back to the Recommendation Form tab at the top of your screen and click the "Create a recommendation for a Potential New Member" button to begin.

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 form should be compatible with Chrome, Firefox, Internet Explorer, or Safari.

[Watch this video tutorial](#) to guide you through the process.

Password: **DeltaGamma73!** (including punctuation).

Attaching a Photo or Document to Your Recommendation

At the bottom of the Potential New Member Contact Information section of the Recommendation Form, you can attach a photo and a document to your recommendation. **Attachments are an optional part of recommending a PNM. The form will only accept one photo and one document.**

To upload a photo, your image file must be 2 MB or less and a JPG, PNG or GIF. Headshots or individual photos are preferred over group shots to easily identify the candidate. Hover over the blue question mark icon to display help text related to resizing any photos that do not meet the size criteria required by the form.

To upload a document, your file must be 10 MB or smaller and formatted as a plain text, PDF or Word document. Members will typically upload a resume in this field. If you have multiple documents you would like to share, it is best to combine all the documents into one file, such as a PDF.

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. If your contact information is current on your member profile, you will receive a confirmation email from Executive Offices for your submission within 24 hours. **You will likely not receive a separate confirmation from the collegiate chapter.**

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 by Executive Offices.

I forgot to attach a photo or document when I submitted my Recommendation Form. Can it be added now?

No, once a Recommendation Form has been submitted, attachments can no longer be added to the form by the member or by Executive Offices. Attachments are an optional component of the Recommendation Form, and in many cases, the chapter will already be receiving a PNM's photo and resume with the rest of her recruitment registration information. It is our preference that you do not email or mail additional 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?

Both collegiate and alumnae members in good standing can submit a recommendation via the online form. Good standing refers to members who have not resigned their membership or been expelled from the Fraternity. It is also an expectation that members have paid their per capita dues for the current fiscal year (or currently be a 50-year member) prior to completing a recommendation. If you are an alumna member and have questions about your current membership status or your most recent dues payment, email alumnaedept@deltagamma.org.

I was asked by an Alumnae Recommendation Chair to complete a Recommendation Form on behalf of a PNM in our area. Is there a place to indicate this?

Yes, in the Endorsement section of the online form, you will find the following field: "If submitting on behalf of an alumnae group, please select it below." Choose the appropriate alumnae group from the dropdown. If you do not know the PNM you are writing a recommendation for, you can also update the slider to "No" next to the statement "I know this potential member personally." If you are asked by a collegiate chapter or alumnae group to submit a Recommendation Form on behalf of a PNM

but you are unable to fulfill this request, please let the group know as soon as possible so they can seek assistance elsewhere.

I accidentally selected that I am not in good standing on the Recommendation Form. Will that negatively impact the PNM I am recommending?

No, your answer to this question is not shared with the collegiate chapter.

When are Recommendation Forms due?

We ask that members 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 members 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 could combine the files into one document and attach that document to your online Recommendation Form prior to submitting. If you received these materials in paper form, you may scan them in as one document and attach the file to your online Recommendation Form prior to submitting. 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 online, 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, 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?

Members can see all their saved and submitted recommendations in the table located on the Recommendation Form tab of 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, it is most likely that you did not have an email address listed on your member profile at the time you submitted your recommendation. You can check the contact information you have on file by clicking over to the My Profile tab of 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?

Members can indicate Delta Gamma legacy relationships in the Sorority Affiliations section of the online form. 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 the FAQ document.](#)

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

Members 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.

How do I indicate that a PNM has earned a GED?

In the High School section of the online form, members can indicate the PNM's high school name where she attended prior to receiving her GED, and then include an approximate date the GED was awarded in the Graduation Year field. Members can provide additional information about the GED, as needed, in the Qualifications section of the online form.

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.

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