



Alumnae Recommendation Chair FAQ

Alumnae groups are being asked to identify one member to serve as an Alumnae Recommendation Chair for their group. If we can only appoint one Alumnae Recommendation Chair, does this mean that one person has to fulfill all recommendation form requests by herself?

No! Especially in areas where recommendations are heavily emphasized, we encourage alumnae groups to form a committee of recommendation writers to help share the workload. We understand and value the time invested by our members into completing recommendations, and while we have asked groups to have one chair coordinating this process, a group can have as many committee members as want to participate or are needed to fulfill the recommendation requests in their area. The Alumnae Recommendation Chair will oversee and appoint members to this committee.

Why did Delta Gamma eliminate the State Recommendation Chair and City Recommendation Chair positions, in favor of an Alumnae Recommendation Chair tied to an established alumnae group?

While fewer than eight states had an appointed State Recommendation Chair, those volunteers serving in that role were responsible for business outside of the alumnae group model. In order to streamline volunteer support and supervision, it was important that Delta Gamma clarified the chain of communication, expectations, and responsibilities for volunteers working on Recommendation Forms. In the spirit of this need, each alumnae group has the option to appoint one Alumnae Recommendation Chair to complete recommendation requests. This is to better align volunteer support, supervision, and clarity as to where to send requests. Formerly, the State Recommendation Chair helped gather

recommendation forms for PNMs in scattered, rural areas. As those areas have no alumnae groups, the responsibility can still be upheld by the Alumnae Recommendation Chair if she receives a request. See below for ways the Alumnae Recommendation Chair can help find recommendations for PNMs in these areas.

How can volunteers who were serving as State Recommendation Chairs continue to help with the recommendation process?

We suggest that volunteers who are still interested in assisting with the recommendation process reach out to their nearest alumnae group to see if the current Alumnae Recommendation Chair needs any support. Alumnae Recommendation Chairs are able to form a committee to help manage the recommendation requests for their area. If you are looking for new ways to engage as a Delta Gamma volunteer, we encourage you to work with your alumnae group president if the role of Alumnae Recommendation Chair needs to be filled, or you can assist the Alumnae Recommendation Chair in completing requests as a committee member, as needed. You can also connect with your alumnae group president for more opportunities on the alumnae board. Alternatively, you are welcome to connect with the Assistant Director for Volunteer Management, Lauren Utley (lauren@deltagamma.org), to identify another way to get involved with Delta Gamma beyond our alumnae groups.

How does a PNM find a Delta Gamma to complete a recommendation form on her behalf?

- 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.
- Contact Executive Offices staff by emailing recommendations@deltagamma.org to be linked with an Alumnae Recommendation Chair.

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

- A PNM in your area
 - Please ensure someone from your committee of recommendation writers replies to this PNM, requests any necessary information, and completes a 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 whose information has been sent to you by a collegiate chapter. Some ideas for how to complete recommendations for PNMs outside the area of your alumnae group are listed below.
- 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. Please work with the Alumnae Panhellenic to receive recommendation requests submitted by PNMs to the Panhellenic and delegate the completion of these recommendations amongst your committee.
- Executive Offices staff
 - EO staff will link a PNM with you because your alumnae group is near the PNM's hometown (or your alumnae group is the closest to the PNM's hometown, even if it's a bit of a distance). Please ensure someone from your committee of recommendation writers reaches out to this PNM for information and completes a recommendation on her behalf.

What happens if a PNM's hometown is not near an established Delta Gamma alumnae group or Alumnae Panhellenic? How do PNMs in this situation obtain a recommendation form?

Here are a few ideas that Alumnae Recommendation Chairs and their committees can consider for PNMs in this situation:

- Alumnae Recommendation Chairs for different groups in the same area, state, or region can be in communication with each other, sharing

information between groups to refer a PNM to a group closer to her hometown.

- Consider creating an email list or Facebook group to keep everyone in touch!
- Alumnae Recommendation Chairs and their committees can utilize the Member Search at members.deltagamma.org to locate alumnae from a PNM's hometown. The committee member assigned to that PNM's recommendation can reach out to DG members via the email provided in the search results to ask if they would be willing to help with a recommendation for that particular PNM. If they are willing, consider adding them to your recommendation committee as the point person for that area!
- Even if the PNM is not from your area, the Alumnae Recommendation Chair or committee members could reach out to the PNM for her resume or schedule a phone call, and complete an "information only" recommendation on her behalf.

Do PNM's need a recommendation to participate in recruitment? What is the purpose of completing a recommendation form? Are "information only" recommendations valuable if the writer does not know the PNM personally?

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 recruitment beginning. All types of recommendations communicate useful information that helps our collegians be the most prepared for recruitment.

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, the chapter will have the opportunity to meet and get to know her during their recruitment rounds. The Delta Gamma Fraternity Constitution states that a PNM must "be sponsored by a member of Delta Gamma" in order to be eligible for pledging, so if a PNM does not have a recommendation on file prior to the final round of recruitment, the Evaluating Committee (EVC) may recommend a candidate if all other options to obtain a recommendation form for the PNM have been exhausted.

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?

The online recommendation form can be accessed by logging in to members.deltagamma.org. This site asks for the same login credentials a member would use at www.deltagamma.org. Any questions about the online form can be emailed to recommendations@deltagamma.org.

Where do I find a calendar of prep week and recruitment dates for the 2020-2021 academic year?

Due to the uncertain nature of Panhellenic recruitment due to COVID-19, many campuses are still determining when and how recruitment will take place for the Fall 2019 and Spring 2020 recruitments. At this time, a calendar of prep week and recruitment dates for all Delta Gamma chapters is not available. If you're curious about a particular campus, feel free to visit that university's Panhellenic website for any announcements on finalized recruitment dates. We hope to share a list next year with dates for all our chapters when times are more certain.