



Washington, D.C.
Alumnae Panhellenic

**IMPORTANT - PLEASE READ & FOLLOW ALL OF THESE INSTRUCTIONS!
THIS INSTRUCTION SHEET IS NOT TO BE SUBMITTED WITH YOUR FORM OR PACKETS.**

1. ELIGIBILITY:

- a. Only female residents of the greater Washington DC Metropolitan area (*i.e. Montgomery County, Prince George's County, Howard County, Anne Arundel County (all in MD); and the District of Columbia*) are eligible for this service.
- b. Find the Alumnae Panhellenic Association list at www.npcwomen.org.

2. INSTRUCTIONS:

- a. Complete the Sorority Recruitment Information Form below. Please make sure you either type or use blue or black ink to complete the form.
- b. Photos
 - a. Are optional but **strongly recommended** -- they help a sorority recognize you.
 - b. Photos should be no larger than 4x6, preferably in color and no one else in the photo.
 - c. **DO NOT INSERT YOUR PHOTO INTO YOUR RESUME!** It must be a separate, stand-alone photo.
 - d. Computer-printed photos are okay. Be sure to have your name printed on the back of your photo.
- c. Resume
 - a. Type a separate resume **following the required resume format** shown on the Recruitment Resource Packet.
 - b. We need only the information in the four categories described, please do not add any other information into your resume.
- d. Recruitment Packets
 - a. Include the number of packets to match the number of NPC sorority chapters at your college or university, which can be found on your college or university's website (*i.e. if your college or university has 14 sororities, you will need to submit 14 packets*).
 - b. Each packet should contain a copy of your completed information sheet, resume, photo, and stamped, unaddressed (blank) envelope.
 - i. There is no need to address your envelopes or put any return address labels on them. Please use only #10 business envelopes!
 - c. If you already have a recommendation for a sorority at your college then deduct that from total number of packets you submit to us and attach a note listing the organizations you already have recommendations for accounted for.
 - d. If you need more than one recommendation per sorority, as is required by some schools, then increase the number of packets and let us know that you need more than one recommendation per sorority.
 - e. Do not staple any of your documents, please use paper clips to assemble each set of your packets.
 - f. **NOTE: IF POSSIBLE, PLEASE INCLUDE THE DUE DATE FOR WHEN LETTERS ARE DUE.** You will need to check the college's Panhellenic Website or each of the chapter's website for this information.
- e. You can mail or drop off everything to the following address:
Alumnae Panhellenic Association of Washington, DC
c/o Nikki Kawalec, Goldberg & Banks, P.C.
1829 Reisterstown Rd., Suite 120
Baltimore, MD 21208
- f. **DEADLINE:** The APADC MUST RECEIVE ALL FORMS NO LATER THAN **JUNE 15th, 2017!**
NOTE – If your college has deferred or winter/spring recruitment, informational forms and resume packets are due no later than **October 14th, 2017.**



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Sorority Recruitment Information Form

**PLEASE FOLLOW ALL INSTRUCTIONS ON THE SEPARATE INSTRUCTIONS FORM
(INCOMPLETE OR ILLEGIBLE FORMS WILL DELAY RECOMMENDATIONS)**

*NOTE: This form helps you obtain recommendations; it does not register you for recruitment.
You must register for recruitment separately with your university.*

FULL NAME: _____ PREFERRED NAME: _____

DATE OF BIRTH (MM/DD/YYYY): _____

HOME ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

PHONE NUMBER (area code first): _____ (circle one) Home Work Cell

EMAIL ADDRESS: _____

PARENT/GUARDIAN NAMES: _____

PARENT/GUARDIAN ADDRESS: (if different from above; include city, state & zip):

PARENT/GUARDIAN PHONE NUMBER (area code first): _____
(circle one) Home Work Cell

PARENT/ GUARDIAN EMAIL: _____

EDUCATION

HIGH SCHOOL: _____

ADDRESS/CITY/STATE/ZIP: _____

GRADUATION YEAR: _____ GPA: _____ IS THIS GPA WEIGHTED? (circle one) YES NO

CLASS RANK: # _____ out of _____

IS CLASS RANK BASED ON WEIGHTED GPA? *(circle one)* YES NO

SAT SCORE: Math _____ Critical Reading _____ Writing _____ ACT SCORE: _____

IF YOU ARE A TRANSFER STUDENT PLEASE COMPLETE THE FOLLOWING INFORMATION

NAME OF PREVIOUS SCHOOL: _____

ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____

DATES ATTENDED: _____

MAJOR: _____ GPA: _____

RECRUITMENT INFORMATION

COLLEGE: _____ MAJOR: _____

FIRST DATE OF RECRUITMENT: _____

GREEK AFFILIATION OF PARENTS /CLOSE RELATIVES:

(name, relationship, sorority/ fraternity, college)

SKILLS: _____

HOBBIES/INTERESTS _____

*You will also need to attach a copy of your resume to this application.
A sample resume can found in our Recruitment Resource Packet.
Please make sure to spell check and grammar check your resume before submission.*

My signature below certifies all information submitted is true & correct and gives the Washington, D.C. Alumnae Panhellenic Association permission to release data as needed for sorority recruitment. I also understand that the sorority alumna writing my recommendation may contact me for additional information if needed.

SIGNATURE: _____ DATE: _____