

## UGA PANHELLENIC RECOMMENDATIONS CHECKLIST



- Carefully read the information regarding recommendations in the Pointer or on the UGA Panhellenic website at <http://panhellenic.uga.edu/>.
  - *Click on 2016 Recommendation Addresses & Instructions*
  
- Locate & contact alumnae to write recommendations
  - Begin with high school teachers & parents' friends
  - Moms who are an alumna of a sorority: It is okay for you to write a recommendation for your daughter!
  - *Remember: only Alumnae can write recommendations. UGA does not accept collegiate recommendations from active sorority women.*
  
- Inform alumna that instructions on how to provide a recommendation can be found on their sorority's national website.
  
- Gather materials to be sent to alumna writing recommendation:
  - Resume or list of activities (including GPA)
  - Picture of PNM (wallet-sized or 4X6)
  
- Send materials to alumna for recommendation, **including** the UGA sorority's chapter addresses (*can be found in The Pointer or on the Panhellenic website*)
  
- Provide alumna with a deadline to send in the recommendation. There is no official deadline, but *all recommendations should be in before the start of recruitment on August 8<sup>th</sup>!*
  
- Send a follow-up email or phone call to the alumna – check-in on the status of your recommendation! ***You will NOT receive confirmation that a sorority received your information.***