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 8th!

- 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.