

## COPPELL ALLUMNAE PANHELLENIC ASSOCIATION

### RECRUITMENT CHECKLIST

A. Register with Coppell Panhellenic (CAPA). In order for CAPA to best assist you in introducing you to the sororities on your campus we need you to provide us with a Recruitment Information Packet: **Please provide CAPA a complete packet x the number of sororities at your university plus one extra for CAPA.** Each packet should include the following.

1. CAPA Recruitment Registration Form (white page in Recruitment Package)
2. Resume- include Name-Education-School Activities and Honors-Community Involvement-Special Interest-Work Experience-Greek Affiliation (if applicable) mother, sister, aunt, grandmother, father, cousin.
3. SAT/ACT score (requested by most sororities, but not mandatory). This item can be included under the Education portion of your resume.
4. Most recent high school transcript with class size, rank, and GPA (copies are acceptable).
5. One close-up picture of you (professional or informal shots are both fine as are copies). If you are attending UT or T A&M also include one full length picture. Please make sure your name and Coppell, TX are written on the back of your pictures.
6. 9x12 envelopes x the number of sororities at your university. Paper clip 2 first class postage stamps on each envelope (be aware of current postage rate). Do not stick stamps on the envelopes! Do not address envelopes!

***Please deliver all your packets by April 15th to  
Jenny Reynolds  
525 Lynn Court  
Coppell, TX 75019***

***(A box will be on the front doorstep to leave your packets in)***

B. Register with your collegiate Panhellenic by their registration deadline date. You will need to provide them with similar information. Each university is a bit different so check on their website or call the university for specifics.