



Welcome to Sorority Recruitment!

The sorority women of the Coppell Alumnae Panhellenic Association (CAPA) want to introduce you to a unique experience that you are sure to find both educational and enjoyable – sorority life! Sororities promote high scholarship, personal development, leadership, good citizenship, service to others, and life-long friendships. We hope you will want to explore the possibility of sorority membership for yourself.

There are 26 National Panhellenic Conference (NPC) sororities, many of which have alumnae in the Coppell area. Our alumnae Panhellenic represents a cooperative effort of local sorority women who wish to promote sorority ideals and membership. We are college alumnae from a variety of schools who may be your neighbor, your teacher, your mother or one of her friends.

Sorority Membership is for Life!

Sororities were created with the desire for friendship, leadership, achievement, and philanthropy among women pursuing higher education. They serve as a home away from home, help you to develop leadership skills, maintain high academic standards, and offer an endless source of lasting friendships. And, after the college years are over, alumnae members continue to pursue community involvement and philanthropic efforts as members of alumnae associations all across the country and the world.

Financial Responsibility

Young women participating in sorority recruitment should be aware of the significant financial obligations of sorority membership. Expenses for sorority membership include, but are not limited to, new member fees, initiation fees, building fees, and dues. To find information regarding sorority membership expenses on your campus, go to the college/university website and search “Greek Life”. CAPA strongly recommends you educate yourself on this topic before participating in recruitment as failure to meet your financial obligations can result in losing certain membership privileges.

Time Commitment

Sorority membership brings with it a significant time commitment - especially in the new member time period. You will be required to attend meetings, workshops, campus activities, etc. Be sure to consider this when making your decision to participate in sorority recruitment and subsequently sorority membership, as failure to meet these time commitments could result in your losing certain membership privileges.

Recruitment

Sororities choose new members each year through a mutual selection process now called Recruitment (formerly called Rush). Recruitment typically consists of 3-4 events, commonly called parties or rounds. Each party or round is intended for a Potential New Member (PNM – that’s you!) to learn more about sorority life and each sorority in particular. The emphasis is on conversation and getting to know each other, since it is a mutual selection process. PNM’s will

visit each sorority once, followed by invitations to subsequent parties. Although sororities have the right to choose whom to invite to subsequent parties, each PNM will have the right to choose which parties to attend. The Recruitment process ends with sororities extending bids, or invitations to join. You will maximize your opportunities for sorority membership by keeping an open mind during the Recruitment process. You must register for Recruitment with the Panhellenic Office at the school you will attend by their designated deadline in order to participate in Recruitment. **Do not forget this step.**

References (Recommendations)

While not a pre-requisite for membership, most sororities prefer to have a personal reference written by one of their alumnae to help their collegiate chapter members become familiar with potential new members (PNMs). In order for us to best assist you with obtaining recommendations, please provide the requested information in a timely manner. While it is actually the responsibility of the sorority to obtain this reference and not the Potential New Member, it may help you to be proactive by providing this information to alumnae who are interested in helping you. The best reference is one given by someone who knows you personally and can speak to your character, interests, etc. So, start asking your family's friends, where you worship, and relatives who are sorority alumnae to write a reference for you. If CAPA does not have a member for a sorority on your campus, you can contact the national headquarters of that sorority to get a contact for a recommendation.

The members of Coppell Alumnae Panhellenic Association are excited to provide you with the tools and information you need for a successful Recruitment experience. To supplement the information included in this Recruitment Guide, visit our website, www.coppellsororities.com, www.thesororitylife.com, and your college Panhellenic website for additional information. Please feel free to contact me with any additional questions or assistance needed.

Sincerely,

Candice Kuzov, CAPA Vice President
ckuzov@gmail.com
214-673-1733

Six Steps to Recruitment Readiness

1. **Review** the information about Greek life and sorority recruitment on the Panhellenic website for the college you are attending. In the months preceding Recruitment this will be your go-to guide for important recruitment information, dates/deadlines and Recruitment registration. Recruitment registration is done via your college Panhellenic website; registration start dates, end dates, and fees vary. Links to many college Panhellenic websites are available at www.coppellsororities.com.
2. **Determine** which sororities are on the college campus you are attending. This information will be available on your college Panhellenic website (mentioned above).

Some sororities require paper recommendation and others require electronic recommendation. **You will need to provide CAPA with information in both paper and electronic formats.** Complete the Recruitment Readiness Worksheet on page 4 to determine which sororities are on your campus and how many packets you will need to prepare.

3. **Prepare** the following documents and we will make your information available to the CAPA representatives of the NPC sororities at your campus, for them to use as appropriate.
 - CAPA Recruitment Registration form. This form is included on the last page of this Recruitment Guide and posted on the CAPA website.
 - Social resume. Limit to one page if possible, no “fancy” paper. If you include sorority legacy information, use the full name including maiden name. Sample resume provided on page 5.
 - 2 photos – one full length and one face shot. These are used to identify you before parties and should look like you – same hairstyle, hair color, etc. Your photos should not place you in HS – no CHS or NT@C overalls, prom dress photos, or photos with friends or pets. Label the back of each photo with your name, HS attended, and Coppell, TX. **PHOTOS DO NOT NEED TO BE PROFESSIONALLY TAKEN BUT SHOULD BE ON PHOTO PAPER.**
 - If you have a friend who is an alumna of a sorority on your campus who has offered to submit a recommendation for you, please note this on your CAPA registration form on the line provided.
4. **Assemble** a packet for each sorority indicated on your Recruitment Readiness Worksheet **plus** one packet for CAPA records and prepare your electronic documents. Refer to the charts below:

Each packet should contain:
CAPA Recruitment Registration form (complete one form and make copies)
Social resume – see the example included in this information
2 photos face and full length – label the back of each photo with your name, HS and Coppell, TX. Suggest placing photos in Ziploc bag for protection
3 stamps for postage
Paper clip all documents and stamps together
Place in 9x12 envelope. In pencil , write the name of the sorority on the flap of each envelope

Each document will also need to be provided electronically in the following formats and order:		
Required Document	File Format	Naming Format
<i>CAPA Recruitment Registration Form</i>	PDF (scanned)	YourLastNameFirstNameCAPAform.pdf Example: CowboyCaitlinCAPAform.pdf
<i>Resume</i>	Word document	YourLastNameFirstNameResume.docx
<i>Photos</i>	Maximum file size is 350 KB in jpg, gif, or png format	YourLastNameFirstNamePic1.jpg YourLastNameFirstNamePic2.jpg

5. **Submit** your packets and electronic documents to CAPA. It is recommended that you submit paper packets *and* electronic documents on the same day. The submission deadline is Tuesday, March 31st, 2020. Submitting your packets and electronic documents by this date is very important and will result in your recommendation letters being received by each sorority sooner, providing you maximum exposure. Please secure your packets together to ensure they don't get mixed up with other submissions.

Packets should be delivered to: Pamela Gaines, 323 Copperstone Trail, Coppell

Electronic documents should be emailed to: ckuzov@gmail.com

Important!
The FINAL DEADLINE to submit packets and documents for CAPA assistance is Tuesday, March 31st, 2020.

Please note: If you are waiting for late acceptance or undecided on your college choice, determine the sororities on both campuses and prepare the number of packets (plus CAPA) for the college with the most sororities. Attach a note to your packets listing the two schools you are considering, include this information in an email with your electronic documents and submit by Tuesday, March 31st, 2020. Once you have decided, inform CAPA – Pamela Gaines and Candice Kuzov immediately. We may not be able to complete your recommendations if we do not receive your college decision in time.

6. **Remember** to register with your college Panhellenic! **You must be registered with your college Panhellenic to participate in recruitment.** Most college Panhellenics begin registration in May or June. Please note your transcript (high school, college, or both) may be required at registration.

Questions? Please call, text or email:

Candice Kuzov
ckuzov@gmail.com
214-673-1733 (cell)

or Pamela Gaines
pamela.gaines@verizon.net
214-232-2899 (cell)

Visit the CAPA website for more information, or to download forms:
www.coppellsororities.com

Recruitment Readiness Worksheet

To calculate the number of packets you'll need to submit, mark the organizations that are represented at the school you will be attending:

NPC Sororities with CAPA Representation	Example: University	Your School
CAPA (doesn't require stamps)	X	X
Alpha Chi Omega	X	
Alpha Delta Pi	X	
Alpha Epsilon Phi	No Writer Avail.	-----
Alpha Gamma Delta	X	
Alpha Phi	X	
Alpha Omicron Pi	No Writer Avail.	-----
Alpha Sigma Alpha	No Writer Avail.	-----
Alpha Sigma Tau	No Writer Avail.	-----
Alpha Xi Delta	X	
Chi Omega	X	
Delta Delta Delta	X	
Delta Gamma	X	
Delta Zeta	X	
Delta Phi Epsilon	No Writer Avail.	-----
Gamma Phi Beta	X	
Kappa Alpha Theta	X	
Kappa Delta	X	
Kappa Kappa Gamma	X	
Phi Mu	X	
Phi Sigma Sigma	No Writer Avail.	-----
Pi Beta Phi	X	
Sigma Kappa	No Writer Avail.	
Sigma Delta Tau	X	
Sigma Sigma Sigma	No Writer Avail.	-----
Theta Phi Alpha	No Writer Avail.	-----
Zeta Tau Alpha	X	
Total # Packets	17	
1 set of digital documents	1	1

- CAPA does not have alumnae to write letters for all sororities.
- “No Writer Avail.” means CAPA cannot provide a reference from that organization. You will need to find alternative arrangements for these sororities if they are on your campus and can contact the sorority’s headquarters for guidance.
- Please only submit packets for the NPC sororities at your campus.

Sample Resume

Caitlin Cowboy

123 Main St.
Coppell, TX 75019
Cell #
Email

University Attending: Texas A&M

Intended Major: Marketing

High School: Coppell High School, Class of 20xx

Academics: GPA: 4.7/5.0
Class Rank: (if applicable)
ACT: 28 SAT: 1450
Dual Credit Classes at North Lake College: (12 hrs.) 4.0/4.0

Honors/Awards: Quill & Scroll National Honor Society 20xx-20xx
"C" Award, Sidekick Newspaper 20xx
Coppell Youth Leadership – one of 30 juniors 20xx
selected for yearlong leadership program
CHS Best Photographer Award 20xx
CHS Interior Design Award 20xx
CHS Tennis Team Spirit Award 20xx

Activities: CHS Sidekick Newspaper 20xx-20xx
Student Council 20xx-20xx
Vice President 20xx-20xx
Fellowship of Christian Athletes 20xx-20xx
CHS Tennis Team 20xx-20xx
Captain 20xx-20xx
Hope for Africa Club 20xx-20xx
First United Methodist Youth 20xx-20xx

Community Service: Austin Street Shelter, Dallas, TX 20xx-20xx
Coppell Youth Leadership 20xx-20xx
Lead organizer for Battered Women's Foundation
Relay for Life Captain 20xx
Susan G. Komen Volunteer 20xx-20xx
Appalachia Mission Trip 20xx
Performed home improvements for impoverished residents in Appalachian Mountains
Sacramento Methodist Assembly Mission Trip 20xx
Prepared a camp for summer residents and assisted Junior High Youth

Employment: J. Macklin's Restaurant, Hostess 20xx-present

Hobbies/Interests: Travel, photography, Tennis, Hiking

Parents: Jim and Sue Cowboy

Greek Affiliation: Mother – Sue Maiden Name Cowboy – sorority name, college/university
Aunt – First Maiden Last - sorority name, college/university



2020 RECRUITMENT REGISTRATION FORM
Coppel Alumnae Panhellenic Association (CAPA)

Name: _____
(Last) (First) (Middle) (Nickname)

College/University Planning to Attend: _____

Recruitment classification: _____ Freshman _____ Sophomore _____ Junior

Your address at college, if known: _____

Parents Address: _____

City: _____ State: _____ Zip Code: _____

Parents Phone: _____ Your Cell Phone: _____

Your Date of Birth: _____ Your Email: _____

Father's Name: _____

Mother's Name: (including maiden name) _____

High School GPA: _____ High School Graduated: _____

Point System Used: 4.0 or 5.0 (circle one)

Test Scores You Wish to Share: SAT: _____ ACT: _____

High School Graduation Date: _____ Rank: _____ # in Graduating Class _____

Previous college/dual credit earned: Hours completed: _____ GPA: _____

High School & College Clubs, Honors, Activities, Leadership Positions: _____

Special Interests: _____

Family Greek Affiliations: Mother, Sister, Grandmother. Please include full name (first, maiden, last), sorority and school: _____

Note Sororities Where Recommendations have been Obtained: _____

I hereby give my permission to release the above information.

Signature: _____ Date: _____

Coppel Alumnae Panhellenic Association requires the submission of this form and required documents to be received no later than **Tuesday, March 31st, 2020**. This will ensure that your information reaches the appropriate university chapter in a timely manner. Please return this form to:

Pamela Gaines, 323 Copperstone Trail, Coppell, Texas 75019
 Questions: call/text 214-232-2899