



The Ins and Outs of Writing References

A reference is simply an organized way of providing a collegiate chapter with information about a potential new member, or PNM, who is attending their school. References are written and submitted by members of Delta Delta Delta, and serve as a great way to support not only Tri Delta but the fraternity and sorority movement as well.

Three Simple Steps for Referring a Potential New Member

1. Discuss sorority membership with potential new members you know. Ask about their accomplishments and goals. Ask what they hope to gain from sorority membership and talk to them about how sorority membership can help them achieve their goals.
2. Complete a Reference Form. The Reference Form is designed to help you highlight all of the information a chapter needs to know about a potential new member. Asking for a resume from the woman you're writing a reference for may prove to be helpful as you complete her form. You may also write a letter of recommendation to accompany this form if you choose.
3. Send the reference. There are two ways to send a Reference Form on behalf of a potential new member.

A. Send the Reference Form to that the alumnae chapter in or near the potential new member's hometown. This should be sent in attention to the Reference Chairman for the alumnae chapter.* The respective alumnae chapter will then send your Reference Form to the collegiate chapter that the potential new member is attending.

B. You may send the Reference Form directly to the collegiate chapter's Reference Chairman.*

*Contact information for all Tri Delta alumnae and collegiate chapter is available on www.tridelta.org on **Deltas Only**. You must first claim your Deltas Only account before accessing this information-further directions on this process are outlined on our website.

What to Expect After you Write a Reference Form

Once you write a reference, your work is complete. If the chapter needs more information, their Reference Chairman will contact you. Alumnae are asked to refrain from contacting the chapter regarding the status of a potential new member in the recruitment process.

Important Note

Membership selection is ultimately the privilege and responsibility of each collegiate chapter. A Reference Form, a letter of recommendation or a potential new member's legacy status does not guarantee an invitation into membership.

Did you know...

Many chapters participate in both formal and informal recruitment and collect Reference Forms throughout the year. Anytime you speak to a potential new member about the possibility of joining a sorority, you can fill out a Reference Form and send it to the Tri Delta chapter on her respective campus.

It is a myth that only alumnae can write Reference Forms. Collegiate members are encouraged to write Reference Forms for potential new members at either their own institution or on another campus.

“Sorority membership opens the doors of opportunity for kindling contact and enriching fellowships.”

Sarah Ida Shaw Martin, Founder

For More Information

Log on to the private side of Tri Delta’s website (Deltas Only) for more reference and recruitment resources:

Reference Form

Please use the Reference Form provided on Deltas Only under Member Resources in the Recruitment Folder. You may either type or handwrite directly into the fields. Please sign your completed form before sending it off. You may also want to keep a copy for your records.

Directories

The most current contact information for all alumnae and collegiate chapter Reference Chairmen can be found on Deltas Only under Member Resources.

Bylaws of Delta Delta Delta

Log into Deltas Only and click on Fraternity Bylaws under Member Resources. Article XVII contains information regarding eligibility to provide a reference. In order to submit a Reference Form, you must be in good standing with the Fraternity.

Legacy Policy

Tri Delta defines a legacy as a daughter, step-daughter, sister or step-sister of a Tri Delta member. As noted in the Fraternity Policies, Procedures and Forms, legacy status does not guarantee an invitation into membership.

Frequently Asked Questions

Who Can Provide a Reference?

Reference Forms or letters of recommendation may be provided by both alumnae and collegiate Tri Delta members that are in good standing with the Fraternity.

What is the deadline for sending a Reference Form?

The Reference Form should arrive at the collegiate chapter before recruitment. Furthermore, if you are planning to submit your Reference Form via the alumnae chapter in any potential new member’s hometown, be sure to ask about any specific submission deadlines they may have.

How does the collegiate chapter utilize Reference Forms?

Reference Forms serve as a valuable resource during recruitment and their exact use may vary slightly with each collegiate chapter. Every chapter may utilize Reference Forms a little differently depending on the size of recruitment, the volume of Reference Forms received and the methods by which they prepare to become familiar with potential new members participating in the recruitment process.

Should I also send a letter or recommendation?

This is certainly not a requirement, but a letter of recommendation is a welcomed accompaniment to a Reference Form that you submit on behalf of a potential new member. Additional letters of recommendation from special Tri Delta friends and/or family members may also be submitted on behalf of a potential new member. It is suggested that such letters complement rather than replace the Reference Form. Like the Reference Forms, these letters may be sent directly to the alumnae or collegiate chapter’s Reference Chairman.

More Questions?

Visit www.tridelta.org, or contact Tri Delta’s Executive Office at (817) 633-8001, or by email at: info@trideltaeo.org

Delta Delta Delta

Potential New Member Introduction

Name of Potential New Member _____
(last) (first) (nickname)

College/University Attending _____

▲ GEOGRAPHICAL/CLASS BALANCE

Hometown _____ State _____

Age _____ Classification () Fresh. () Soph. () Jr. () Senior Anticipated Major _____

High School _____ City, State _____

▲ SCHOLARSHIP

High School GPA _____ GPA Grade Scale _____

Honors (high school or college) _____

College previously attended _____ City, State _____

Terms/hours completed _____ College GPA _____

▲ CHARACTER/PERSONALITY TRAITS

▲ LEADERSHIP/ACTIVITIES/AWARDS

▲ WORK/VOLUNTEER INFORMATION

▲ LEGACY INFORMATION

Delta Delta Delta relatives (name and relationship) _____

Relatives in other Fraternal groups (sororities/fraternities) _____

Additional Information (if applicable) _____

(i.e. family legacy at the institutions)

Delta Delta Delta

Potential New Member Introduction

MEMBER'S STATEMENT

Check any of the following statements which best describes your relationship with the potential new member:

- I know the potential new member personally
- I know the family of the potential new member
- I don't know her, but she is referred by a reliable source
- I am recommending this potential new member for Tri Delta membership
- I am only providing information about this potential new member

Additional comments:

By signing this document, I attest that I am a Tri Delta member and the information provided to be true to the best of my knowledge.

Name (print) _____ Signature _____ Date _____

Address _____
(street) (city) (state) (zip)

Phone _____ (optional) Email _____ (optional)

Chapter _____ School _____ Year initiated _____

Member Number (if applicable) _____

INSTRUCTIONS: Please send the Reference Form to one of the following: Alumnae chapter Reference Chairman in the potential new member's hometown or collegiate chapter Reference Chairman for the university in which she is attending. For addresses, visit Tri Delta website at www.tridelta.org or contact Executive Office by phone at (817)633-8001 or by email at info@trideltaeo.org.

FOR ALUMNAE CHAPTER REFERENCE COMMITTEE USE ONLY

This reference has been processed by the alumnae chapter reference committee.

Name of alumnae chapter _____

Name _____ Phone _____

Alumnae Chapter Reference Chairman

FOR COLLEGIATE CHAPTER REFERENCE COMMITTEE USE ONLY

The chapter reference committee has secured complete, accurate information about this potential new member and has completed this form. After full consideration and vote of approval, this candidate is sponsored for lifetime membership in Delta Delta Delta.

Signed _____ Witnessed _____

Collegiate Chapter Reference Chairman

Lifetime Membership/Reference Advisor