Carefully read the information regarding recommendations in The Pointer or on the UGA Panhellenic website at greeklife.uga.edu. Click on Councils, then Panhellenic Council.

- 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 EXCEPT for: Alpha Gamma Delta, Delta Delta Delta, & Sigma Kappa

- Inform alumna that instructions on how to provide a recommendation can be found on their sorority’s national website or by calling the sorority’s national office.

- Gather materials to be sent to the alumna writing recommendation:
  - Résumé 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 address (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 7th!

- Send a follow-up email or phone call to the alumna to check-in on the status of your recommendation! You will NOT receive confirmation that a sorority received your information. It is your responsibility to follow-up with the alumna!

Do not let your questions or concerns go unanswered!

Greek Life Office         Monday - Friday
706.542.4612                  9AM-5PM

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