



## Welcome to Sorority Recruitment!

Dear High School Senior/Collegian,

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.

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. Each party 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 to participate in Recruitment. In addition, you will need a letter of recommendation written by an alumna member of each sorority on your campus. The members of CAPA will assist you by providing letters of recommendation for the sororities represented by our members, if you provide us with the information we require in a timely manner. If CAPA does not have a member for a sorority on your campus you will be responsible for obtaining a letter of recommendation outside CAPA.

Sorority membership is for life, and CAPA members 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](http://www.coppellsororities.com) for additional information. Please feel free to contact me with any additional questions or assistance needed.

Sincerely,

Pamela Gaines, CAPA Vice President, Recruitment  
[Pamela.gaines@verizon.net](mailto:Pamela.gaines@verizon.net)  
214.232.2899



## 7 Steps to Recruitment Readiness and Letters of Recommendation

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](http://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 letters of recommendation and others require electronic letters of 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 information CAPA will need to write your letters of recommendation. You will need to prepare the following documents:
  - CAPA Recruitment Registration form. This form is included on the last page of this Recruitment Guide and also 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.
  - Official HS transcript, NorthLake if applicable. Sign if you are under age 18. **MARK OUT YOUR SS#.** College sophomores who are participating in recruitment should provide their high school *and* college transcript.
  - 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.**
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:

<b>Each packet will contain:</b>
CAPA Recruitment Registration form (complete one form and make copies)
Social resume – see example on page 5
Transcripts – HS and NorthLake. You may order one official copy and make copies
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 9x 12 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:		
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>Transcript</i>	PDF (scanned)	YourLastNameFirstNameTranscript.pdf
<i>Photos</i>	Maximum file size is 350 KB in jpg, gif, or png format	YourLastNameFirstNamePic1.jpg YourLastNameFirstNamePic2.jpg

- Donate** to CAPA. As a 501c(3) organization, CAPA is funded through membership dues, fundraising events and donations. There is no charge for letters of recommendation, however we appreciate a \$10 donation per family. 100% of your donation will go to our scholarship fund for high school seniors and active members. To donate, please attach cash or a check payable to CAPA to your CAPA packet envelope. Visit [www.coppellsororities.com](http://www.coppellsororities.com) to apply for a scholarship.
- Submit** your packets and electronic documents to CAPA. It is recommended that you submit paper packets *and* electronic documents on the same day. The **Preferred Submission date is Monday, April 6.** Submitting your packets and electronic documents by April 6 is very important and will result in your recommendation letters being received by each sorority sooner, providing you maximum exposure.

**Packets** should be delivered to: Paula Butcher, 18 Winding Hollow Lane, Coppell

**Electronic documents** should be emailed to: [kgavin@aol.com](mailto:kgavin@aol.com)

**Important! The FINAL DEADLINE to submit packets and documents for CAPA assistance is May 31, 2015. The only exception is late acceptance.**

*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 April 6. Once you have decided, inform CAPA – Paula Butcher and Karen Gavin immediately.*

- Remember** to register with your college Panhellenic! You must be registered with your college Panhellenic to participate in recruitment. Most college Panhellenic's begin registration in May or June.

**Questions? Please call, text or email:**

**Paula Butcher**

**or**

**Karen Gavin**

**[jpmtbutcher@msn.com](mailto:jpmtbutcher@msn.com)**

**[kgavin@aol.com](mailto:kgavin@aol.com)**

**972-505-9096 (cell)**

**469-358-6227(cell)**

**Visit the CAPA website for more information, or to download forms:**  
[www.coppellsororities.com](http://www.coppellsororities.com)

## Recruitment Readiness Worksheet

NPC Sororities with CAPA representation*	Example: U of Alabama	Your School
CAPA	X	
Alpha Chi Omega	X	
Alpha Delta Pi	X	
Alpha Gamma Delta	X	
Alpha Phi	X	
Alpha Omicron Pi	X	
Alpha Xi Delta		
Chi Omega	X	
Delta Delta Delta	X	
Delta Gamma	X	
Delta Zeta	X	
Gamma Phi Beta	X	
Kappa Alpha Theta	X	
Kappa Delta	X	
Kappa Kappa Gamma	X	
Phi Mu	X	
Pi Beta Phi	X	
Sigma Kappa		
Sigma Delta Tau	X	
Zeta Tau Alpha	X	
<b>Total # Packets</b>	<b>18</b>	
<b>1 set of digital documents</b>	<b>1</b>	
NPC Sororities with <u>no</u> CAPA representation*	Example: U of Alabama	Your school
Sigma Sigma Sigma		
Alpha Sigma Tau		
Alpha Sigma Alpha		
Alpha Epsilon Phi		
Theta Phi Alpha		
Phi Sigma Sigma		
Delta Phi Epsilon		
Alpha Delta Chi (no NPC affiliation - Christian sorority)	X	
* CAPA does not have alumna to write letters for these sororities; please locate your own		

# Sample Resume

**Caitlin Cowboy**  
123 Main St.  
Coppell, TX 75019  
Cell #

**University Attending:** Texas A&M

**High School:** Coppell High School, Class of 2015

**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 2012-13  
"C" Award, Sidekick Newspaper 2012  
Coppell Youth Leadership – one of 30 juniors selected for yearlong leadership program 2013  
CHS Best Photographer Award 2012  
CHS Interior Design Award 2013  
CHS Tennis Team Spirit Award 2011

**Activities:** CHS Sidekick Newspaper 2012-14  
Student Council 2011-15  
Vice President 2014-15  
Fellowship of Christian Athletes 2011-2015  
CHS Tennis Team 2011-2015  
Captain 2014-2015  
Hope for Africa Club 2011-13  
First United Methodist Youth 2011-15

**Community Service:** Austin Street Shelter, Dallas, TX 2011-2015  
Coppell Youth Leadership 2013-14  
Lead organizer for Battered Women's Foundation  
Relay for Life Captain 2012  
Susan G. Komen Volunteer 2012-2015  
Appalachia Mission Trip 2012  
Performed home improvements for impoverished residents in Appalachian Mountains  
Sacramento Methodist Assembly Mission Trip 2013  
Prepared a camp for summer residents and assisted Junior High Youth

**Employment:** J. Macklin's Restaurant, Hostess 2014-present

**Hobbies/Interests:** Travel, photography, Tennis, Hiking

**Parents:** Jim and Sue Cowboy

**Greek Affiliation:** Mother – Sue Maiden Name Cowboy – Chi Omega, Univ. of Illinois  
Aunt – First Maiden Last Name – Gamma Phi Beta - UCLA



**RECRUITMENT REGISTRATION FORM**  
**Coppell 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) \_\_\_\_\_

Father's Occupation: \_\_\_\_\_ Mother's Occupation: \_\_\_\_\_

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: \_\_\_\_\_  
\_\_\_\_\_

I hereby give my permission to release the above information.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

CAPA can be of the MOST help to you if this form and required documents are received by **April 6, 2015**. This will ensure that your information reaches the appropriate university chapter in a timely manner. Please return this form to:

Paula Butcher, 18 Winding Hollow Lane, Coppell, Texas 75019

Questions: call/text 972-505-9096

**FINAL DEADLINE: May 31, 2015**

**Remember, you must also register for Recruitment with the Panhellenic office at your college.**