

Dallas RIF Process

1. Fill out the following info here or Send an email to DallasPiPhiRIF@gmail.com and include the following: Email Subject Line: College Name and Last Name of Potential New Member (PNM)
(example: SMU, Davis)

→ *Please include in the body of email:*

- Name, email and cell number of sponsoring alumna (your name)
- Full name, email and cell number of potential new member (PNM)
- Parent name, email and cell number
- High school attended by PNM
- College attending
- Please indicate if Pi Phi legacy

2. Log onto the National Pi Beta Phi website at www.pibetaphi.org

Members Only ▾ Blog Events The Arrow History Donate Pay Dues Shop ▾ Login 🔍



Sign in. If you have any issues.
Call the National Headquarters.
(636) 256-0680

SIGN IN

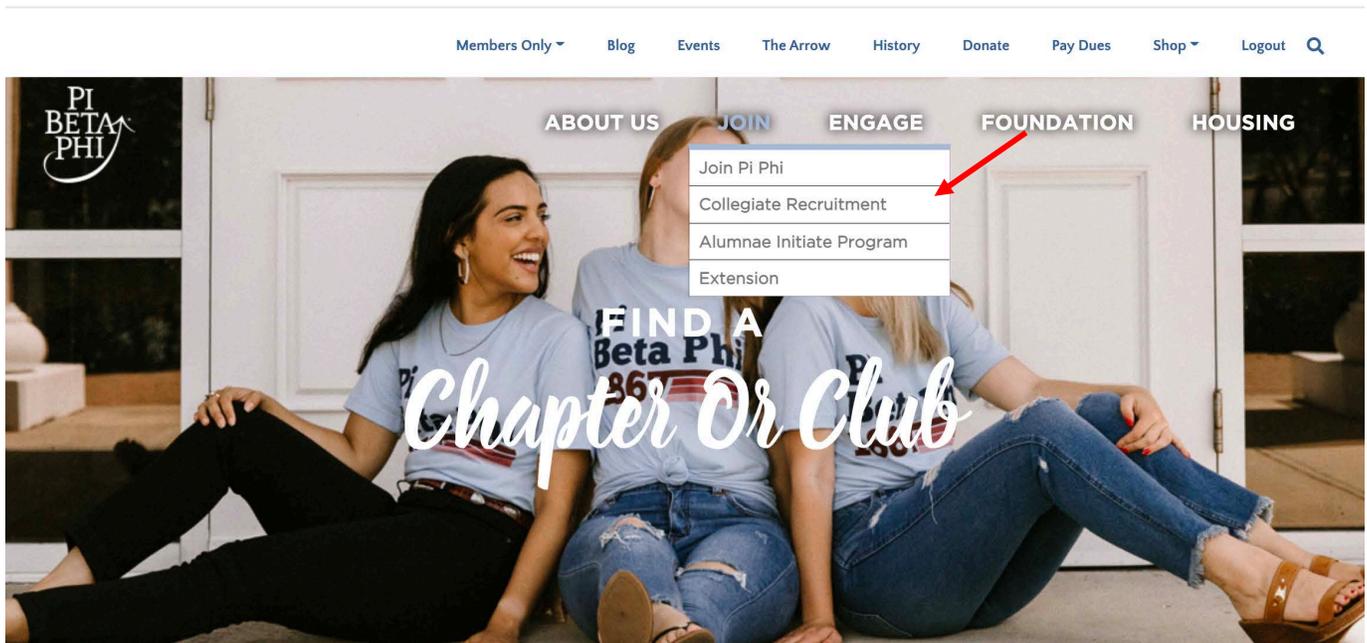
Username

Password

[Forgot Password](#) | [Create Account](#)

SUBMIT

3. Click on the "Join" Tab and then "Collegiate Recruitment"



4. Scroll down the page and Click Submit Online RIF "Recruitment Information Form"

DO YOU KNOW SOMEONE WHO WOULD MAKE A GREAT PI PHI?

Tell them about your experience as a sorority woman! The best thing Pi Phi can do to encourage Potential New Members to join is to share all the reasons you love Pi Beta Phi and demonstrate the impact Pi Phi has made in your life.

Alumnae have two options to recommend Potential New Members (PNMs) for membership in Pi Phi. The Recruitment Information Form (RIF) can be submitted online or the paper form can be printed and mailed to chapters. We recommend the use of the online RIF due to the convenience and speed at which it reaches the chapter.

You must be logged in to the website to gain access to the online form. If you do not have or cannot remember your login information, click the "Login" link at the top right corner of the home page and follow the steps to set up or reclaim your account

BEFORE you log in or claim your account, please clear your cache! We've made significant upgrades to our website and clearing your cache will eliminate most common issues! If you do experience an issue, please log out, clear your cache, log in and try again.

[Submit an Online RIF](#) [Download the paper RIF](#)

5. You may also download a paper RIF. Please mail directly to the Chapter. You can find physical mailing addresses and emails on the "Connect" Tab.

6. Click on “Create a reference for a Potential New Member”

RECRUITMENT INFORMATION FORM

Beginning July 1, 2020 – Photos and resumes will no longer be attached to online RIFs.

Why?

PNMs provide their own photos to the chapter using their campus recruitment system and the photos that were being added by alumnae previously were not being utilized by chapters. The resume doesn't need to be attached as it would be repetitive and identical to the information already provided in the required fields of the online form. Additionally, we observed these attachments were difficult for many alumnae to attach. Knowing the attachments weren't utilized by chapters, it was not worth the stress that it was causing. On the chapter side, we're excited that their process will also be improved by shrinking the size of the Online RIF reports they were receiving.

Thank you for using the online form! To start a new RIF, click the link below!



+ Create a reference for a Potential New Member.

7. Next, you will need to fill out each of the sections below for the RIF (some of the sections are optional for submission)

For the best experience we recommend using a desktop computer or laptop with a current web browser (i.e. Chrome, Firefox, Internet Explorer or Safari).

- * Required to Save
- ** Required to Submit
- *** May Be Required to Submit Depending on the Selected Country

► Ready? Let's get started!

Potential New Member (PNM)		
High School		
Other Colleges/Universities Attended		
Additional Information		
Endorsement		

8. Fill out the “Potential New Member” field

→ Photos and Resumes are no longer accepted by Pi Phi. A PNM will add photos to their school's Panhellenic Registration.

For the best experience we recommend using a desktop computer or laptop with a current web browser (i.e. Chrome, Firefox, Internet Explorer or Safari).

- * Required to Save
 - ** Required to Submit
 - *** May Be Required to Submit Depending on the Selected Country
- ▶ Ready? Let's get started!

Potential New Member (PNM)

Please provide basic contact information on the potential new member.

* First Name: <input type="text" value="Jane"/>	Hometown Address
Preferred Name: <input type="text"/>	** Address Line 1: <input type="text" value="123 Main St."/>
Middle Name: <input type="text"/>	Address Line 2: <input type="text"/>
* Last Name: <input type="text" value="Doe"/>	** City: <input type="text" value="Springfield"/>
** Name of College Attending: <input type="text" value="Select a College/University"/>	*** State/Province: <input type="text" value="Select a State/Province"/>

9. Enter High School information and click “Next”

Potential New Member (PNM)

High School

Please provide the potential new member's high school information.

** Name of High School Attended: <input type="text" value="Wheaton North"/>	** Graduation Year: <input type="text"/>
** High School City: <input type="text" value="Springfield"/>	High School GPA: <input type="text" value="-"/>
*** High School State: <input type="text" value="Select a State/Province"/>	High School GPA Scale: <input type="text" value="-"/>
High School Country: <input type="text" value="United States"/>	

10. Enter any Other Colleges/Universities attended by clicking the “Add College/University” button and click “Next”

New Institution ✕

* Name of College/University: <input type="text" value="College of DuPage"/> 	College GPA: <input type="text" value="-"/>  <input type="text"/> 
College/University City: <input type="text" value="Springfield"/> 	College GPA Scale: <input type="text" value="-"/>  <input type="text"/> 
*** State/Province: <input type="text" value="College/University State"/> 	Began: <input type="text" value="MM/DD/YYYY"/> 
College/University Zip Code: <input type="text"/> 	Ended: <input type="text" value="MM/DD/YYYY"/> 
College/University Country: <input type="text" value="United States"/> 	

11. Under “Additional Information” you can write any additional information you would like to provide to the chapter (this section is optional). Click “Next” after completed

Additional Information

This section is optional; please only provide relevant information. Pi Beta Phi has six core values: Integrity, Lifelong Commitment, Honor and Respect, Personal and Intellectual Growth, Philanthropic Service to Others, and Sincere Friendship. Reflect on the PNM in the context of our values, focusing specifically on what she has achieved and what qualities she possesses that align with our values and would make her an asset to Pi Beta Phi.

Additional Feedback:

Characters: 0/250

12. Under “Endorsement” fill out how you know the PNM or how you are endorsing membership. And sign by typing your name.

Endorsement

Please choose an endorsement.

Describe how you know the PNM (personally, family, both).

Characters: 0/30

Endorsement

Yes I endorse this potential new member.

No I endorse this potential new member but I do not have a personal relationship with the PNM. This RIF is factual information only.

No I do not endorse this potential new member.

**** Sign your name here acknowledging the information you have entered is accurate.**

[Previous](#)

Ready to submit this form? (You won't be able to edit any information about this potential new member once you submit the form.)

[Save](#) [Cancel](#)

13. Click on “Ready to submit this form” and then click “Submit”

→ Please note that after you have submitted the RIF you will not be able to make any changes, but you can also save the RIF you have created and reopen it if you need to gather additional information ,