



2011-2012 Reference Packet Instructions

Your Houston Tri Delta Reference Committee works very hard processing hundreds of references each year. Please understand that you are helping your potential new member if packets are complete and ALL copies are made and submitted on time to the reference committee member in charge of that university (or the chairman if undecided) **by May 1!**

A completed reference packet should include the following:

1. **Original Reference Form plus 2 copies**

- **Fill in all sections including honors, interests, etc. Do NOT write “see attached resume.”** The resume is provided as a resource of information to include on the reference form. Active collegians view hundreds of references. They must have as much information as possible at a glance.
- **Sign the form and make two sided copies to save paper! ☺**

2. **2 Copies of High School Transcript**

- Inform the student that their social security number may be on the transcript and should be blacked out **BEFORE** making copies.
- Convert the grade point average (GPA) to a 4.0 equivalent. GPA Conversion formula:
(GPA x 4.0/max GPA=GPA on a 4.0 scale).
- The transcript should include a class rank (i.e. 125/400 or 2nd quarter). If it is a non-ranking school, this should be noted.
- Standardized scores are helpful, but technically not required.

3. **2 Copies of Resume**

- Recently, pictures of the prospective members have been scanned onto the resumes; although this is helpful, it is not required.
- Cellular numbers of prospective members are helpful though not required..

4. **Pictures**

- Texas and southern universities prefer **THREE** pictures, one being full length.
- One close-up picture is sufficient for other out of state schools.
- On the back of the picture, include name, high school and city of prospective member.

5. **Letters of Support**

- Two letters are sufficient for Texas and southern universities and should be personal. Please do not repeat the resume. Suggestions to include:
 - ★ Elaborate on character
 - ★ Talk about unusual life experiences
 - ★ Note ties to sororities and the university
 - ★ Mention their plans for the summer, when they will be attending orientation or summer school, where they attend camp
 - ★ Where and with whom they will be living with in the fall
- Many parents submit “brag sheets” to high school counselors and these can be helpful to describe personality traits. Letters are not necessary for other out-of-state schools.

For more information, please contact:

Reference Chairman, Connie Wright, ckw2@subell.net