



DELTA SIGMA THETA SORORITY, INCORPORATED

A Service Organization Since 1913

2020-2021

INSTRUCTIONS FOR REQUIRED CONTENT MEMBER OF DELTA SIGMA THETA SORORITY, INCORPORATED LETTER

DIRECTIONS TO APPLICANT:

Please distribute this document to the member of Delta Sigma Theta Sorority, Incorporated, that you have requested to write your official recommendation letter for membership.

DIRECTIONS TO MEMBER OF DELTA SIGMA THETA SORORITY, INC.:

Please review the content of required items to be included in your official recommendation letter for the applicant.

GENERAL REQUIREMENTS:

- Letters of recommendation must be written by persons who are not related to the applicant. *A relative is defined as a person connected to another by birth, marriage or adoption.*
- Only original signed (pen and ink - not digital) letters of recommendation will be accepted. A scanned, electronic, and special font signature on any letter of recommendation is unacceptable.
- All letters of recommendation must include the name, position, date, signature, and contact information of the person writing the letter. The date must be in Month Day Year format and may be typed or pen and ink. The signature must be in pen and ink - not digital. The contact information must include the email address and/or telephone number of the person writing the letter.
- All Letters of Recommendation must be dated (type or pen and ink - in Month Day Year format) **AFTER** the official RUSH date (**NOT** before).
- All Letters of Recommendation must be TYPED. Handwritten letters will not be accepted and the application will be deemed ineligible.
- All letters of recommendation must include the name, position, date, signature, and contact information of the person writing the letter. The date must be in Month Day Year format and may be typed or pen and ink. The signature must be in pen and ink - not digital. The contact information must include the email address and/or telephone number of the person writing the letter.
- Ensure your name on the letter matches the name on file at National Headquarters.
- Please **DO NOT** write this letter if you are **NOT** a financial member of the Sorority.
- Chapter letterhead cannot be utilized for personal letters of recommendation. If the member letter is on a chapter's letterhead, the application will be deemed ineligible.

HONESTY STATEMENT:

When writing letters of recommendation for applicants seeking membership into Delta Sigma Theta Sorority, Inc., members must ensure they adhere to the guidelines as to who is eligible to write these specific letters by referencing the Administrative Procedures for Membership Intake.

Before agreeing to write letters of recommendation, it is strongly encouraged that the member revisits our principles of Honesty and Justice. It should be the goal of every member only to recommend and bring forth for consideration candidates that the member 1) has a relationship with, either professional or personal; and 2) sincerely believes would carry forth the mission of our organization and would serve for a lifetime. Be reminded the inclusion of untrue statements are considered a violation of the Code of Conduct.

Sorors, we are living in a time when we must take into careful consideration those to whom we extend membership. Given the value we place on our bond of sisterhood, we must ensure that each recommendation is for a woman who embodies the true spirit and sustenance of sisterhood. When we are asked to submit letters of recommendation, we are submitting a personal testament that says this woman can and will continue our legacy. All members must put forth their best effort in ensuring letters of recommendation are submitted in the spirit of honesty, justice, and dedication—all in which will sustain Delta Sigma Theta for another 100 years.

LETTER FROM A MEMBER OF DELTA SIGMA THETA SORORITY, INCORPORATED

One letter of recommendation for both collegiate and alumnae applicants **must** be from a member of the Sorority. **(To be eligible to write a letter of recommendation on behalf of an applicant, a member of Delta Sigma Theta Sorority, Incorporated must be recorded in the Red Zone as financial for both her local and national dues for the previous and current fiscal years).**

The member of the Sorority's letter **must** be typed and include (if the letter does not contain this information, the applicant's packet is ineligible and **will not** be scored):

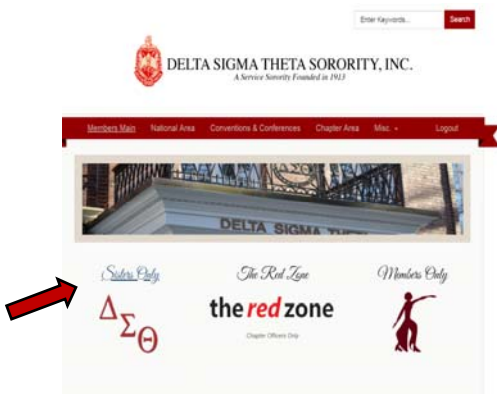
- Name of member providing recommendation, member number, current affiliation (e.g., chapter name or member at large), and contact information (email address and telephone number).
- Applicant's Name
- A statement explicitly stating the applicant's primary residence is in the chapter's service area (alumnae applicants only)
- The member must sign (pen and ink signature - not digital) and date (typed *or* pen and ink and in Month Day Year format) the letter.
- The *Verification of Eligibility to Write a Letter of Recommendation for Membership Intake* as an attachment to the letter (applicable to alumnae members writing letters of recommendation only. Must be dated within the current sorority year)

NOTE:

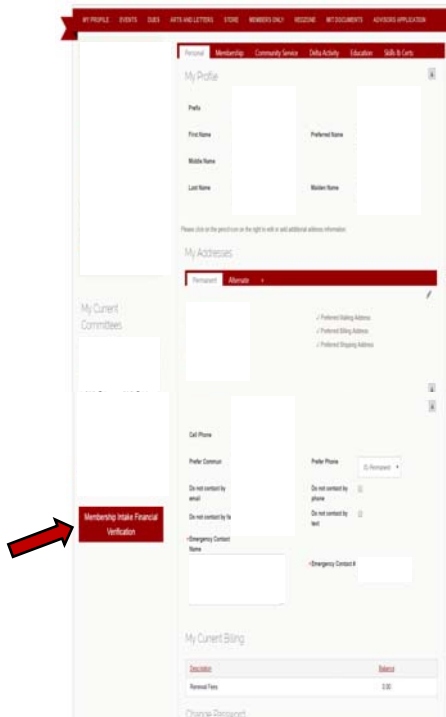
1. In order to provide ample time for the submission/processing of dues by the chapter to National Headquarters, and then by National Headquarters, it is advisable that you submit your dues 90 calendar days prior to writing a Letter of Recommendation. Submission of a member's dues less than 90 calendar days prior to the date the Letter of Recommendation is submitted **may** disqualify the letter. Sorors are not considered financial until dues are received and receipted by National Headquarters.
2. **If a member falsifies all or any part of her letter of recommendation, the member shall be subject to Code of Conduct—Sanction 7E.**

ALUMNAE MEMBERS: The *Verification of Eligibility to Write a Letter of Recommendation for Membership Intake* is obtained from the Sisters Only portal and must be provided as an attachment to your letter of recommendation. Failure to include this *Verification of Eligibility to Write a Letter of Recommendation for Membership Intake* (dated within the current sorority year) will deem the applicant's packet incomplete.

Step 1: Sisters Only Portal



Step 2: Membership Intake Financial Verification



Step 3: Print the pdf of the MI Financial Verification letter

