



DELTA SIGMA THETA SORORITY, INCORPORATED
A Service Sorority Founded in 1913

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

DIRECTIONS TO APPLICANT:

Note: The member letter of recommendation **MUST** be dated **AFTER** the date of the chapter's RUSH activity to be considered. To submit the required public service letter of recommendation chose one of the options below:

- 1) You may request that a member of Delta Sigma Theta Sorority, Incorporated to provide you with an official written letter of recommendation that meets all requirements for **you to upload** with your membership application.
 - a. You will choose the **"I will upload my letter"** option in the membership application.

OR

- 2) You may request that a member of Delta Sigma Theta Sorority, Incorporated to upload their official letter of recommendation that meets all requirements to your application.
 - a. You will choose the **"I would like to request a letter"** option in the membership application.
 - b. You will need to include the member's name and email address in the required section of the application. Note: You may change the email address once requested if needed.
 - c. The Delta member will receive an automatic email with the instructions below to upload the letter to your application packet. Note: You will be able to view the letter prior to submission.

DIRECTIONS AND LETTER REQUIREMENTS TO MEMBER OF DELTA SIGMA THETA SORORITY, Inc.

Please review the instructions for a list of required items to be included in the member recommendation letter for the applicant.

One letter of recommendation **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** include (if the letter does not contain this information the applicant's application packet will be deemed **ineligible** and **will not** be scored) the following information:

- Letter of recommendation from member **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.*
- Letter of recommendation from member **MUST** include the Name of the Applicant, and the letter must be **typed**, include **signature** (pen and ink-not digital), and **dated** (typed or pen and ink and in Month-Day-Year format) **AFTER** the official RUSH date.
- Letter of recommendation from member **MUST** include the name, and contact information (email and/or phone) of the member writing the letter.
- All applicants receiving a recommendation letter **MUST** include an uploaded copy of the Verification of Membership letter, dated within the current sorority year, located in the Sister's Portal (this is applicable to alumnae members writing letter of recommendation for membership intake). Failure to upload a copy of the Verification of Membership letter will make the applicant packet ineligible. **Note:** Collegiates writing

Delta letters may upload (or provide) the Member Verification of Membership letter or a statement confirming they are a collegiate member. The online application requires that a document be uploaded.

Additional components that may be included in the letter (*omission of the items below will not cause an applicant packet to be considered ineligible*):

- Member number, current affiliation (e.g., chapter name or member at large). Note: This information is included on the Verification of Membership letter.
- A statement stating the applicant's primary residence is in the chapter's service area (alumnae applicants only)

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.

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 and COLLEGIATE ALUMNAE MEMBERS: The *Verification of Membership letter* located in the Member Portal will be used to verify your membership status and select member events that may be required for eligibility (e.g. attend chapter meetings, membership intake verification, legacy certification requirements). The Verification of Membership letter must be uploaded with your letter of recommendation. Failure to include the Verification of Membership letter (dated within the current sorority year) will deem the applicant's packet ineligible. **Note:** Collegiate Members- this verification will be used to verify your status as a Collegiate member for membership intake verification.