



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

**INSTRUCTIONS FOR REQUIRED CONTENT PUBLIC  
SERVICE LETTER**

**DIRECTIONS TO APPLICANT:**

Note: The public service 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 the public service official 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 the public service official 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 public service official's email address in the required section of the application. Note: You may change the email address once requested if needed.
  - c. The public service official 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 & LETTER REQUIREMENTS TO PUBLIC SERVICE ENTITY**

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

One letter of recommendation **must** be from a public service entity verifying the applicant's public service. **The public service letter must be written by an official of the entity on the public service's official letterhead.** "Official" is whatever your given organization deems its public or customary letterhead.

**Collegiate Applicants**

- ✓ An individual must complete a minimum of Twenty-five (25) hours of public service to the same entity for a period of three (3) months within the last 9 months prior to the date of the RUSH. Note: The letter must state the month and the number of hours of service provided each month and in what year (This is only an example for collegiate applicants: For a September 2022 RUSH; Jan 1-31, 2022: 15 hours; April 4-22, 2022: 6 hours; July 1-12, 2022: 10 hours). **Note:** An applicant may demonstrate additional public service in either hours or months.

**Alumnae Applicants**

- ✓ An individual must complete a minimum of one hundred and twenty hours (120) hours of public service to the same entity within 24 months (2 years) prior to the date of the RUSH. Alumnae examples include: January-March 2020: 52 hours, May-June 2020: 40 hours, January-February 2021: 8 hours, July-September 2021: 20 hours, November-December 2021: 15 hours, etc. An applicant may demonstrate additional public service in either hours or months.

The public service 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:

- Letters of verification of service **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.*
  - Letters of verification of service **MUST** include the Name of the Applicant, Name of the organization, and the letter **MUST** be typed, include signature of public service representative (pen and ink-not digital), and dated (typed or pen and ink and in Month-Day-Year format) **AFTER** the official RUSH date.
  - Letters of verification of service **MUST** explicitly state the months and number of hours service was provided to service entity.
    - ✓ **Collegiate Applicant Example:** Jan 1-31, 2022: 15 hours; April 4-22, 2022: 6 hours; July 1-12, 2022: 10 hours, etc.
    - ✓ **Alumnae Applicant Example:** January-March 2020: 52 hours, May-June 2020: 40 hours, January-February 2021: 8 hours, July-September 2021: 20 hours, November-December 2021: 15 hours, etc.
- Note:** Applicants can demonstrate additional public service in either hours or months; however, the minimum must be stated to meet requirements.
- Letters of verification of service **MUST** be on public service official letterhead, and include the name, position and contact information (email and/or phone) of the person writing the letter.

### **Delta Sigma Theta Sorority, Incorporated's Public Service Criteria**

In Delta Sigma Theta Sorority, Incorporated, public service is that which provides solace, support and/or care for the needy. Public service activities are activities performed above and beyond those that are job-related or those that are done in the interest of the applicant's family or self.

### **The official Delta Sigma Theta Sorority, Incorporated definition of Public Service is:**

Service provided to a community (not necessarily in the applicant chapter's current service delivery area) validated by an official representative of the entity receiving the service, an official responsible for management of the service mission (third party verification of service is acceptable), or the organization's campus advisor.

Public Service is **UNPAID** voluntarism that is **NOT** mandated or required by an organization in which the candidate is a member (e.g., The Links, Junior League, or Jack & Jill), or for completion of a college requirement for graduation (as determined in the university/college requirements).

### **Eligible Public Service Examples**

- Feeding the homeless, mentorship, organizing clothing drive, serving at a food pantry, organizing drives (e.g. clothing, blood drives, mobilizing voters), volunteering at senior centers).
- Applicants who are volunteering their time to provide tutoring services which **ARE NOT** required as a condition of their employment and/or college/university credit, **WOULD BE** considered eligible public service credit under these guidelines.
- Applicants who are members of community/national organizations (e.g., NAACP, Urban League), in which community service participation is **NOT REQUIRED** as part of their membership, **WOULD BE** considered eligible for public service credit under these guidelines.

- Applicants who are volunteering at an animal shelter assisting with the adoption of pets, caring for rescue animals and assisting with the care and nurture of animals in a shelter **WOULD BE** considered eligible public service credit under these guidelines.
- Applicants who serve/hold non-profit board membership by way of election or appointment, without fiscal compensation, inclusive of community service benefiting/supporting the community (e.g., feeding the homeless, kids lock-in, food bank volunteerism, etc.) would be considered eligible public service. The letter must share the applicants time on board, services provided to the community and their individual contribution, along with the frequency of service.
- Applicants involved in school organizations that benefit all children (e.g. PTA, troop leader). Note: If the applicant's child is part of the group, the public service letter must verify that the service benefits all children.

### **NOT Eligible Public Service Examples**

- Applicants who are volunteering at any city/state/national official political campaign office or any political campaign duties **WOULD NOT** be considered eligible for public service credit under these guidelines.
- Applicants who are college/university graduate assistants and **ARE REQUIRED** to complete a specified amount of community service hours for graduate credit or completion of a degree, **WOULD NOT** be considered eligible for public service credit under these guidelines.
- Applicants who are officers in a collegiate, community, or national organization and **REQUIRED** to complete a minimum number of public service hours as a condition of being an officer, **ARE NOT** eligible for public service credit under these guidelines.
- **Volunteerism in Delta-sponsored activities/programs is invalid for a letter of recommendation when applying for membership in Delta Sigma Theta.**

### **Self Serving Involvement:**

Self-serving Involvement does **NOT** meet the public service criteria. Self-serving involvement examples such as includes:

- Church activities common/internal to all churches, examples such as Sunday school teacher and singing in the choir, serving as an officer of the church, or completing administrative duties (**NOTE:** However, involvement in church activities that goes beyond the congregation to the community-at-large, (e.g., outreach) such as participation in food banks, clothing collection/distribution, or disaster relief are considered public service)
- Member of an investment club
- Member of a bowling team
- Parental involvement with one's own child's or family member's activities (e.g., PTA, coach of your child's/family member's team, troop leader of your child's or family member's troop)
- Activities associated with a condition of employment
- Activities directly related to course requirements (high school, college/university, etc.)
- Volunteer activities for local, state and national candidate's election campaigns

### **Non-Profit/Not-for-Profit/Foundation established by an applicant**

If applicant has established a non-profit, not-for-profit or a foundation, the following criteria **MUST** be met in order for it to be considered eligible for Public Service:

- the organization must have been established **three (3)** years or more (prior to the date of the RUSH);  
**AND**
- the applicant can NOT receive any form of payment, reimbursement, stipend, and/or in-kind services for her service and/or time.

The public service 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:

- Letters of verification of service **MUST** include the Name of the Applicant, Name of the organization, and the letter **MUST** be typed, include signature of public service representative (pen and ink-not digital), and dated (typed or pen and ink and in Month-Day-Year format) **AFTER** the official RUSH date.
- Letters of Recommendation **MUST**:
  - Come from a partner organization that has benefited from the services of the applicant's organization or from an elected public official (examples include, but are not all-inclusive of, Alderman, Mayor, City Council member, School Board official, Governor) in the area where the service is being provided; **AND**
  - Be on the partner organization's or the elected official's letterhead; **AND**
  - Include details of the impact of the partnership with the applicant's organization or the impact to the community, if the letter is from an elected official. The letter should also highlight the impact of the applicant's direct involvement.