

**SAMPLE HOUSE CORPORATION TO PARENT LETTER.
MODIFY AS APPROPRIATE.**

September 23, 2010

Parents of Peyton Manning
1234 Anystreet
Anytown, NY 12345

Dear Mr. and Mrs. Manning:

On behalf of the Alpha Alpha House Corporation, I am excited your son chose our chapter. Alpha Alpha was founded at the University of Whoville in 1923 and since that beginning, more than 1200 men have called Alpha Alpha home. As a new pledge, Peyton will meet new people, experience new things, and learn about a wonderful organization – Delta Tau Delta. Peyton made a great fraternity choice!

Peyton has joined a chapter with rich tradition and a history of excellence on campus. Our chapter excels academically finishing among the top three fraternities for the past ten semesters. A chapter fact sheet is enclosed which documents the awards our chapter has earned during this period of time. I've also enclosed the chapter academic performance history in relation to the Greek and university community. Alpha Alpha also is competitive on the intramural field and chapter members can be found in a variety of campus organizations.

During recruitment, your son took a tour of the chapter shelter – or house. As President of the local house corporation, I work with other members of the corporation board to manage the shelter. The shelter, located at 111 Football Ave, has been owned by the Alpha Alpha House Corporation since 1927, four years after our founding. Although Peyton will be living in a residence hall during his first year at school, he will be required, per chapter by-law, to move into the shelter his second year. Our chapter does require four semesters of shelter residency to maintain good standing as a chapter member.

Next time you visit campus, please have Peyton bring you by the shelter. Although I live out of town, I'd be happy to arrange to have one of our local house corporation directors give you a tour. Our shelter boasts an outstanding meal program and I invite to join the members for dinner. We are undergoing some ongoing maintenance issues, primarily with the roof and bathrooms, so you may notice construction work during the early part of the semester. All of these projects will only enhance the living experience for Peyton.

Enclosed is a breakdown of current chapter costs. You will notice room and board charges for this year. Our room and board rates are very competitive compared to other fraternity houses and university dorms. You can expect a 3-5% increase next year in these costs. If you have any questions about these charges or questions about the shelter, please contact me or chapter advisor Edgrin James. Edgrin's contact information is: james.E@net.net or (222) 444-5566.

It is always thrilling to welcome to men to our brotherhood, it is equally gratifying to welcome their parents to our fraternity family as well. Please don't hesitate to contact if I can be of any assistance. I hope to meet you soon.

Sincerely,

Marvin Harrison, Whoville '89
President, Alpha Alpha House Corporation
Delta Tau Delta Fraternity
mharrison@yahoo.edu
(222)333-4455

Parent Letter Notes:

1. Make sure letter is sent to appropriate person(s). Does the pledge have a guardian vs. parents? Are both parents still living? You should adjust heading appropriately. This information can be found on the Report of Pledging card.
2. Letter could be from the chapter advisor and house corporation. Choose the style that best fits your advising situation.
3. Be forthright. If the shelter is in disrepair, talk about it in terms of what you/the house corporation are doing about it. Don't hide from problems – they will be found out. Don't oversell the shelter either. That will be obvious if parents visit.
4. Remember: it is often the case today in fraternity recruitment that we must also recruit and sell parents on the fraternity experience.
5. Parents like knowing that “adults” are ultimately in charge. Let them know who you are and that you provide oversight to the shelter.
6. In the letter, mention the great things the chapter is doing. If there are challenges, mention those as well – in most cases, the parents already know or will find out.
7. If there are requirements (i.e. living in the house), mention it in the letter. Avoid surprises if possible.
8. Consider parents your allies in the bill payment/collection process. Mention fees, bills, and due dates in all correspondence. The more parental outreach, the better.

Other thoughts:

The house corporation may want to sponsor a parents barbeque or other event early in the year to showcase the chapter and shelter. Remember: although young Peyton may move into the chapter house, his parents, if they support you, can have a tremendous impact on his willingness to meet his contractual obligation AND pay his bill in a timely manner.