



# FRATERNITY & SORORITY LIFE

## NEW MEMBERSHIP INTAKE GUIDELINES

NPHC Organizations

*Complete this paperwork in order (i.e. complete one listed item to move onto the next item)*

### **NPHC Organizations not planning to have membership intake this semester:**

1. Please fill out the notice of intentions not to have membership intake form (Appendix 2)

### **Membership recruitment/intake plan must be completed and turned in two weeks prior to the start of recruitment/intake.**

1. Complete the notice of membership intake form (appendix 1) and submit to the Fraternity & Sorority Advisor **two weeks prior** to any recruitment or informational programs.
2. Schedule a meeting with the Assistant Director of Fraternity & Sorority Life to discuss the intake plan **two weeks prior** to any recruitment or informational programs.
3. A copy of paperwork from the National Headquarters, which indicates permission for the chapter to initiate new members.
4. 1 Flyer must be submitted to the Assistant Director of Fraternity & Sorority Life via email at least **two weeks prior** to the event for approval.
  - a. It must include time, date, location, dress code, and any additional information.
5. Upon Assistant Director of Fraternity & Sorority Life approval, the Staff Office Manager for the Center for Student Involvement (CSI) will approve up to 30 flyers for distribution on campus.
  - a. Chapter must provide 1 flyer for FSL to securely affixed outside of the CSI office.

### **The flyer must be posted 3 days PRIOR to the meeting. NPHC Organizations approved to host recruitment, informational, or intake programs must abide by the following during intake:**

1. If the chapter has an interview process or informational meeting, the chapter will need to submit names of those interviewed/attendees to Assistant Director of Fraternity & Sorority Life for grade checks and intake approval.
2. Schedule a meeting with the Assistant Director of Fraternity & Sorority Life to meet with new members to review University policies and procedures **within the first week of intake beginning.**
3. All informational meetings, new member activities, intake activities, initiation/induction, and presentation of new members must be completed for the **fall 2019 semester by November 22, 2019** and **spring 2020 semester by April 20, 2020.**

### **Final paperwork required once new member(s) accepts an invitation to join the fraternity or sorority:**

1. [New Member Form](#) (FSL Wolf Connect Portal) filled out for each candidate/aspirant and approval from the Assistant Director of Fraternity and Sorority Life via email.
2. Added to the chapter's roster by using the [Roster Update Form](#) due the 1<sup>st</sup> of each month by noon (FSL Wolf Connect Portal).



**NPHC Organizations planning to have an official New Member Presentation the following steps must be met:**

- Presentations must be approved by the Assistant Director of Fraternity and Sorority Life **no later than 1 month** before the presentation is scheduled to take place.
  - This includes turning in a script for the show via email before approval can be granted
    - The Assistant Director of Fraternity and Sorority Life has the final approval on the script being used at the show
    - If changes need to be made, they are to be made by the chapter and new members participating in the show
      - Deviating from the approved script or changes made to the script will end the show effective immediately by the Assistant Director of Fraternity and Sorority Life and the attendees will be required to disperse the location of the show
- Presentations must be scheduled **no later than 10 calendar days** after their initiation unless your national policy requires a shorter timeline.
- The New Member Presentation flyer must be sent and approved by the Assistant Director of Fraternity and Sorority Life **no later than 7 days** before the presentation is scheduled to take place.
- Presentations are not to be scheduled on the same night/time of a previously planned event of FSL and/or another chapter of the same council and the date must be approved by the Assistant Director of Fraternity and Sorority Life.
- No explicit or revealing attire is to be worn by the new members or other “show” participants.
- Disparaging comments about other organizations and foul language will not be tolerated
  - If any disparaging comments and/or foul/explicit language is used, the Assistant Director of Fraternity and Sorority Life will end the show effective immediately and the attendees will be required to disperse the location of the show
- No alcoholic beverages will be permitted.
- No physical abuse will be tolerated.
  - This includes but is not limited to: slapping, kicking, spitting, punching, pushing, poking, caning, etc.
  - Canes, staffs, sticks, etc. may be used as a part of the performance, but may not be used as a weapon to harm another individual.
- In the event of a fight during the presentation, those fighting will be disciplined immediately. If a member of the presenting organization is involved, the presentation show will be stopped immediately.
- Disruptions by other attending organizations will not be tolerated.
  - This includes but is not limited to: walking through the presenters’ show, talking over the presenting organization, etc.



- The duration of the presentation show should be no longer than 1-hour total.
  - The show must begin on time or it will be canceled effective immediately
  - Following the show, members of the presenting organization must vacate the area within 30 minutes. (This will help with crowd disbursement.)
  - The presenting organization will be responsible for ensuring the site used is left in its original state after use.
  - **Presentations must begin no later than 9:30 p.m.**
- A FSL Staff member (full-time professional or graduate) MUST be in attendance at all New Member Presentations.
  - This means that the hosting organization must coordinate with the schedule of the staff member who will be present prior to the event.
  - The member from the organization that is in charge of the presentation must meet with the FSL Staff member to review the show, timing, entrance for new members, etc. **30 minutes prior** to the start of show.
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**\*\*If any regulations are not met and/or violations occur, the hosting organization will be put through the council's judicial procedure, the Office of Community Standards process, and/or other sanctions as deemed necessary by the Center for Student Involvement and the Assistant Director of Fraternity and Sorority.\*\***



Appendix 1

**MEMBERSHIP INTAKE REQUEST FORM**

Organization Name: \_\_\_\_\_

Semester: \_\_\_\_\_ Year: \_\_\_\_\_

Chapter Name: \_\_\_\_\_

President Name: \_\_\_\_\_ President Phone: \_\_\_\_\_

**Member Coordinating Membership Intake**

Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Graduate Advisor Overseeing Membership Intake**

Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

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**Calendar of Events**

Date of Interest Meeting/Informational: \_\_\_\_\_ Time: \_\_\_\_\_

Location of Interest Meeting/Informational: \_\_\_\_\_

Selection will conclude on: \_\_\_\_\_ Education begins on: \_\_\_\_\_

**Initiation**

Date of Initiation: \_\_\_\_\_ Location of Initiation: \_\_\_\_\_

**New Member Presentation**

Date of Presentation: \_\_\_\_\_ Time of Presentation: \_\_\_\_\_

Location of Presentation: \_\_\_\_\_

By completing this form, I understand that the above information is true and to the best of my knowledge. I also understand that all submitted information will remain confidential.

President Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**For Office Use Only:**

\_\_\_\_\_ Date of Submission

\_\_\_\_\_ Intake Request Accepted

\_\_\_\_\_ Copy Sent to Graduate Advisor

\_\_\_\_\_ Intake Request Denied



Appendix 2

**Notice of Intentions Not to Have Membership Intake**

The \_\_\_\_\_ chapter of \_\_\_\_\_ **does not** intend to have membership intake during the \_\_\_\_\_ semester of \_\_\_\_\_. We understand that should that decision change, we must notify Fraternity & Sorority Life in writing, with approval from the graduate advisor. We understand that if we engage in pre-intake activities not a part of the National process, it will be reported to the Director of Center for Student Involvement, University Police, and the National Headquarters.

**Chapter President:**

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Graduate/Chapter Advisor:**

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Assistant Director of Fraternity and Sorority Life:**

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date Received: \_\_\_\_\_

If your chapter is not having intake this semester, this form must be submitted to:  
**Center for Student Involvement – Fraternity and Sorority Life**  
Assistant Director of Fraternity and Sorority Life



Appendix A

## **NPHC Potential New Member Roster**

Organization: \_\_\_\_\_

Date: \_\_\_\_\_

This list indicates those persons who are being considered for membership of a National Pan-Hellenic Fraternity or Sorority. This form should be completed as a part of Appendix 1.

<b>FULL NAME</b>	<b>STUDENT ID#</b>	<b>EMAIL ADDRESS</b>	<b>MOBILE PHONE</b>

Chapter President Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Graduate Advisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_

This form must be submitted to:  
**Center for Student Involvement – Fraternity and Sorority Life**  
Assistant Director for Fraternity and Sorority Life  
for grade approval prior to the new member beginning the interview process.