



2020-2021- Guidelines for Conducting Membership Intake: NPHC and Sigma Lambda Gamma Sorority, Inc.

Acknowledgment: *These guidelines have been adopted/adapted from the University of North Carolina-Charlotte and Southern Illinois University-Edwardsville Fraternity and Sorority Life's Guidelines for Conducting Membership Intake.*

The purpose of this document is to provide the fraternities and sororities of the Missouri State Fraternity and Sorority Community, their advisors, and prospective members with a source of information regarding Membership Intake for chapters governed by the National Pan-Hellenic Council. Chapter members, chapter advisors and the Office of Student Engagement will work together to ensure a successful and positive experience for all involved.

COVID-19:

Due to the COVID-19 pandemic, it is critically important to follow the guidance of your organization on how to effectively conduct membership intake. MSU is supportive of virtual membership intake processes as well as virtual ways to present neophytes/new initiates.

Meeting and Documentation:

1. Prior to the start date for education of aspirants/candidates, the chapter president and chapter member responsible for membership intake will meet with the Assistant Director of Involvement or their designee. At this meeting, the advisor will review the documents and assist with filling out the membership intake documentation. The chapter, in conjunction with the advisor will submit/provide:

- a. Any national or regional paperwork that needs to be signed by the Office of Student Engagement and/or the Assistant Director of Involvement, or their designee.
- b. **Notice of Membership Intake**- This should include the letter from the national organization to conduct membership intake.
- c. **A calendar of events**- This should include a timeline of any intake activities with dates, times, and locations. Activities must be approved **one week before** they commence. The Activities to include on the calendar, if applicable:
 - i. Selection date(s)
 - ii. Start date of the new member's official process and education.
 - iii. Initiation date
 - iv. Presentation of neophytes/new initiates
 1. The date, time, and location of the Neophyte/New Initiates Presentation must be approved by the Assistant Director of Involvement or their designee.



Notice of Membership Intake

The officers and members of _____ are proud to announce the membership intake of new candidates for the **Fall** **Spring** (circle one) of _____.

Interest Meeting(s) will be/were held on _____

Selection will conclude on _____

Education of aspirants/intake process begins on _____

Aspirants will be initiated on _____

Neophytes/new initiates will be presented on _____

The person in charge of intake for the chapter is:

The chapter advisor supervising intake for the chapter is:

Name

Name

Title in Chapter

Title in Chapter

Missouri State Email Address

Email Address

The above information is accurate and correct to the best of my knowledge.

President's Printed Name

President's Signature

President's MSU Email Address

Member Responsible for Membership Intake's Printed Name

Member Responsible for Membership Intake's Signature

Chapter Advisor Printed Name

Chapter Advisor's Signature

Chapter Advisor's Email Address



Verification of Aspirants Form

Verification of Aspirants: All chapters conducting membership intake must submit a verification form with all aspirant/candidate information. The form must be submitted prior to the start date for education of aspirants/candidates. These forms list the individuals approved by your chapter, graduate chapter advisor, your regional representatives, and/or national representatives as aspirants/candidates for membership. In cases where the national membership intake team conducts the intake process, all correspondence forwarded to any regional or local representatives should also be forwarded to the Assistant Director of Involvement or their designee. The information will need to be completed for the verification form:

In addition to the completed form, chapters must have each aspirant attend a hazing prevention session with the Assistant Director for Involvement or their designee prior to initiation of the candidates.

Candidate/Aspirant's Full Legal Name

Candidate/Aspirant's M-Number

Chapter President Signature

All documents supplied to the Office of Student Engagement are kept confidential from students, student workers, student leaders (including the respective governing council officers). They may be shared, at times, with university officials and national/regional staff as needed. In the event any dates and times need to be changed on the intake calendar of events, the chapter president or chapter member in charge of intake must **notify the Assistant Director for Involvement (in writing) no less than 2 business days prior to the new event time.**

Step by Step Process for Membership Intake

This packet must be submitted prior electronically to the Assistant Director of Involve prior to the start date for education of aspirants/candidates.

- ✓ Set up meeting with the Assistant Director of Involvement to gain approval for Membership Intake and to review the form process.
- ✓ Summit: A calendar of events for intake activities, and a Notice of Membership Intake form will need to be completed.
- ✓ The calendar of events must be approved **at least one week before** any intake related activities commence.
- ✓ Submit the date of the neophyte/new initiate presentation.
- ✓ Summit Verification of Aspirants form
- ✓ Have aspirants attend the virtual hazing prevention session with Assistant Director of designee

Please review **Article VI -4.6 in the Code of Student Rights and Responsibilities Failure to Comply**. *Failure to comply with directives of university officials or law enforcement officers acting in performance of their duties (including, without limitation, failure to comply with a no-contact directive) and/or failure to identify oneself to these persons when requested to do so* If the chapter is found to be in violation of the Code of Student Rights and Responsibilities, consequences will be administered at the discretion of the Office of Student Conduct in partnership with the organization's headquarters and the Fraternity & Sorority Life Staff.