NPHC Organizations planning to host recruitment, informational or intake programs must abide by the following:

- Complete the notice of membership intake form and submit to the Fraternity & Sorority Advisor **two weeks prior** to any recruitment or informational programs.
- Schedule a meeting with the Director of Student Engagement and Leadership to discuss a plan **two weeks prior** to any recruitment or informational programs.
- Schedule a meeting with the Director of Student Engagement and Leadership to meet with new members to review University Hazing Policy.
- If the chapter has an interview process, the chapter will submit names of those interviewed to the Director of Student Engagement and Leadership.
- All informational meetings, new member activities, intake activities, initiation/induction, and presentation of new members must be completed for the **Spring 2021 semester by April 19, 2021.**

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

- A copy of paperwork from the National Headquarters, which indicates permission for the chapter to initiate new members.
- The organization must be submit flyers electronically to csi@westga.edu at least **two weeks prior** to the event for approval. It must include time, date, location, dress code, and any additional information.
- Upon the Director of Student Engagement and Leadership approval, the chapter can post flyer. **The flyer must be posted 3 days PRIOR to the meeting.**

**Final Paperwork required once new member accepts an invitation to join the fraternity/sorority:**

- Grade Release/Non-Hazing form (CSI office and FSL Wolf Connect) filled out for each candidate/aspirant and approval from the Director of Student Engagement and Leadership via email.
- Schedule a meeting with the Director of Student Engagement and Leadership and the new members/aspirant class to review University policies.
- Must turn in rosters by assigned date (refer to President’s Resource Manual)

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

- Presentations must be scheduled **no later** than 12 days after their initiation unless your national policy requires a shorter timeline.
- The New Member Presentation flyer should be sent to the Director of Student Engagement and Leadership **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 another chapter of the same council and the date must be approved by the Director of Student Engagement and Leadership.

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.
- 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. 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 attend all New Member Presentations.
- This means that you must coordinate with the schedule of the staff member who will be present.
- A member from the organization 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.
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: ______________________________________

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: _________________________

For Office Use Only:

_________ Date of Submission

_________ Intake Request Accepted

_________ Copy Sent to Graduate Advisor

_________ Intake Request Denied

UWG New Membership Intake Guidelines
Updated January 2021
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 Student Engagement and Leadership, University Police, and the National Headquarters.

Chapter President:

Name: ____________________________  Signature: __________________________
Phone: ___________________________  Email: ___________________________

Graduate/Chapter Advisor:

Name: ____________________________  Signature: __________________________
Phone: ___________________________  Email: ___________________________

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
Director of Student Engagement and Leadership
Dr. Lakiesa Rawlinson (lrawlinson@westga.edu) or Office (CSI 122)
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.

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Chapter President Signature: ____________________________ Date: ________________

Graduate Advisor Signature: ____________________________ Date: ________________

This form must be submitted to:

Center for Student Involvement – Fraternity and Sorority Life
Director for Student Engagement and Leadership
Dr. Lakiesa Rawlinson (lrawlinson@westga.edu) or Office (CSI 122) for grade approval prior to the new member beginning the interview process.