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

MGC Organizations not planning to have membership intake this semester:

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 (sent via email adamron@westga.edu) must be submitted to the Assistant Director of Fraternity & Sorority Life 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, Staff Assistant, Margie Boykin, in 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.
   b. The flyer must be posted 3 days PRIOR to the meeting.

MGC 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.
3. All informational meetings, new member activities, intake activities, initiation/induction, and presentation of new members must be completed for the fall 2018 semester by November 30, 2018 and spring 2019 semester by April 24, 2019.

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

1. Grade Release/Non Hazing form (FSL OrgSync 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 1st of each month by noon (FSL OrgSync Portal).
MGC 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.
- 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.
- 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 be in attendance at all New Member Presentations.
  - This means that you must coordinate with the schedule of the staff member who will be present prior to the event.
  - 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.
Appendix 1

MEMBERSHIP INTAKE REQUEST FORM

Organization Name: ________________________________________________
Semester: __________________ Year: __________________
Chapter Name: ____________________________________________________
President Name: _________________________________________________

Collegiate Member Coordinating Membership Intake
Name: ____________________________________________________________
Phone: ____________________________ Email: ________________________

Graduate Advisor Overseeing Membership Intake
Name: ____________________________________________________________
Phone: ____________________________ Email: ________________________

Calendar of Events
Date of Open Espresso: ________________________________ Time: ____________
Location of Open Espresso: _______________________________________
Selection will conclude on: __________________________ Education begins on: ____________

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
_________ Copy Sent to Graduate Advisor

UWG New Membership Intake Guidelines
Updated July 2018
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
Amy Damron (adamron@westga.edu) or Office (CSI 122)
Appendix A

**MGC Potential New Member Roster**

Organization: ________________________________ Date: ________________________________

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

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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**
Assistant Director for Fraternity and Sorority Life
Amy Damron (adamron@westga.edu) or Office (CSI 122)
for grade approval prior to the new member beginning the interview process.