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 (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.

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.
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).
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.
- 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.
# 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

UWG New Membership Intake Guidelines
Updated July 2018
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

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.

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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.