NPHC Organizations not planning to have membership intake this semester

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

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

- Complete the notice of membership intake form (appendix 1) and submit to the Greek Advisor two weeks prior to any recruitment or informational programs.
- Schedule a meeting with the Greek Life Advisor to discuss a plan two weeks prior to any recruitment or informational programs.
- Schedule a meeting with a member of the Greek Life staff to meet with new members to review University Hazing Policy
- If your chapter has an interview process you will submit those interviewed to Greek Life staff member
- All new member activities, intake activities, initiation/induction, presentation of new members must be completed for the Fall 2013 semester by November 15, 2013 and Spring 2013 must be completed by April 18, 2014

Membership recruitment/Intake plan must be completed and turned in two weeks prior to the start of Recruitment or Intake.

- A copy of paperwork from the National Headquarters which indicates permission for the chapter to initiate new members.
- 1 Flyer must be submitted to the Greek Life Advisor at least two weeks prior to the event.
- After Greek Life approval, the CSI office will approve up to 30 flyers for distribution on campus
- Grade check forms for each candidate under consideration for membership. Grade check forms can be found online or in the Center for Student Involvement.

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

- Grade Release/Non Hazing form (CSI office and webpage) for each new member
- CSI staff member will meet with new member/aspirant class to review University policies
- Added to the chapters roster by using the Chapter additions form (CSI office and webpage).

NPHC Organizations planning to have an official presentation of new members may do so. The following steps must be met.

- Presentations must be scheduled no later than 14 days after their initiation unless your national policy is a shorter timeline.
- Presentations are not to be scheduled on the same night/time of a previously planned event of another chapter of the same council and date must be approved by the Greek Life Office
- No explicit or revealing attire is to be worn by the new members or other "show"participants.
- Disparaging comments about other organizations and excessive use of 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 CSI 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.

A member from the organization must meet with the CSI staff member to review the show, timing, entrance for new members, etc 30 minutes prior to the start of show.
Appendix 1

University of West Georgia

NOTICE OF MEMBERSHIP INTAKE

The officers and members of are proud to announce the intake of new members for the Fall Spring (circle one) semester of

Interest Meeting(s) will be held on

Selection will conclude on

Education of candidates/aspirants/intake begins on

Candidates/aspirants will be initiated on

New Members will be presented on


The person in charge of intake for the Chapter will be:

The chapter advisor supervising intake for the Chapter will be:

________________________________________
Name

Title in Chapter

Phone Number

________________________________________
Name

Title in Chapter

Phone Number

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

Date Received: ____________________
Appendix 2

Notice of Intentions Not To Have Membership Intake

The________________________________chapter of________________________does not intend to have membership intake during the ________________semester. We understand that should that decision change, we must notify the Office of Greek Life in writing, with approval from the chapter advisor. We understand that if we engage in pre-pledging activities not a part of the National process it will be reported to the Director of Student Life, and/or the University Police and the National Headquarters.

_________________________  __________________________  ______________________
President’s Name Printed                President’s Signature                President’s Phone #

_________________________  __________________________  ______________________
Chapter Advisor Name Printed                Chapter Advisor Signature                Chapter Advisor Phone #

_________________________  __________________________  ______________________
Assistant Director of Greek Life Name Printed                Assistant Director of Greek Life Signature                Assistant Director of Greek Life Phone #

If your chapter is not having intake this semester then this form must be submitted within the first three weeks of school.