

NPHC/NALFO Membership Intake Guidelines

In order to maintain a safe environment for students interested in joining a National Pan-Hellenic organization (NPHC) or a National Association Latino Fraternal (NALFO) organization, all chapters conducting membership intake must keep the Assistant Director of Fraternity & Sorority Life informed of all membership intake activities each semester.

The steps listed below must be completed in addition to the (Inter) National Organization's New Member Policies and Procedures for recruitment, intake, and/or new member education programs. The following information is private and is only shared with select university administrators as necessary. These items are required in order to ensure the safety of members and new members of fraternal organizations while preserving the fraternal traditions.

Members, new members, alumni and members of graduate chapters will be held responsible for their actions during the new member process. It is important that they understand that their actions may have repercussions on the collegiate chapter. Collegiate chapters are responsible for communicating the Membership Intake Guidelines and Anti-Hazing Compliance Policy to all members, new members, alumni and members of their graduate chapters.

Fraternities and Sororities planning to host recruitment, informational, or intake programs must abide by the following:

Prior to new membership recruitment activities, Organizations' Chapter President and Advisor must schedule, and plan to meet with the Assistant Director of Fraternity and Sorority Life. Documents to be submitted prior to the meeting are:

- Notice of Membership Intake Intent (pages 4-6)
- Education Plan (page 11)

Activities that are not included in the membership intake plan will not be permitted. All (Inter) National fraternity/sorority and University policies and procedures must be followed.

Qualifications for Membership Intake

All organizations participating in membership intake must be in good standing with the university, their respective council, and their (Inter) National organization. If an organization has a question regarding their status, they are to contact the Assistant Director of Fraternity and Sorority Life and/or their (Inter) National Office.

Chapter GPA Requirements

Overall chapter cumulative GPA must be above 2.5 from the previous semester to engage in membership intake.

Publicity of Intake related events

Organizations must have publicity posted for a minimum of one week prior to informational/interest meeting prior to recruitment/intake. However, publicity cannot be posted without completing the process outlined in the Intake Guidelines.

Aspirants' Qualifications for Membership Intake

All aspirants must have a minimum of a 2.5 cumulative GPA, have completed 9 collegiate credit hours at Augusta University prior to participating in intake, be current full time students who are enrolled in at least 12 credit hours, and have attended Intake 101 at Augusta University at least once in their collegiate career to participate in any membership intake activities. Please note that individual organizations may have higher academic eligibility requirements. All aspirant student conduct records will be reviewed by the Fraternity and Sorority Life Assistant Director.

Verification of Aspirants

A list of all aspirants who attended the informational/interest meeting must be submitted 72 hours after the event. All aspirants must also sign a grade and conduct release form; this form can be signed and submitted as early as the information/interest meeting but no later than aspirant interviews. Offers of candidacy to become members should not be made prior to completing the verification process. Please allow two business days for verification to be completed. The chapter will receive a list of all submitted names and their status along with rationale if a candidate is not eligible.

Guidelines for Intake related activities:

All chapters conducting intake must submit the New Member Anti-Hazing Compliance Form. The compliance form must be submitted within 48 hours prior to the start date of official intake process/education of aspirants listed.

The Aspirant/New Member Education Plan must be submitted to the Assistant Director of Fraternity and Sorority Life at the time the intent to hold intake form is submitted. This plan will be reviewed during your pre-intake planning meeting. A finalized education plan must be submitted 5 business days prior to the start of the education process. Any changes made to the education plan must be submitted within 24 hours before the changed activity is to occur.

All intake related events/activities should take place on campus, in an official chapter facility, or an approved off campus venue with appropriate insurance. Under no circumstances should any intake events or activities take place at a personal residential facility.

All intake activities must be completed by reading day of the semester they are taking place in, and all new member presentations must take place within 7 calendar days after initiation.

All new members must be presented to campus in some form. Options for presentations to campus include a New Member/Initiate Presentation, an introduction post/video on social media, or an email to the Fraternity and Sorority community. Below are additional guidelines for presenting new members:

New Member Presentation Guidelines

- New Member Presentation shows MUST be held on campus.
- The Fraternity and Sorority Life Assistant Director must be notified of the date, time, and location of the presentation no less than two weeks in advance
- All new member presentations must begin no later than 9 pm and must start within 15 minutes of scheduled start time.
- An advisor for the chapter must be in attendance in order for the event to take place.
- All music should be the radio-edited version.
- Vulgarity and profanity will not be tolerated.
- Verbal attacks (i.e. dissing, calling out, etc.) against an individual or organization will not be tolerated.
- New membership presentations must not include any form of hazing or suggestive hazing.
- Physical abuse will not be tolerated. This includes but not limited to slapping, kicking, spitting or punching
- Failure to abide by the preceding guidelines may result in cancellation of the presentation by the Assistant Director of Fraternity and Sorority Life.

Student Life and Engagement Privacy Policy

To protect the interests and privacy of affiliate chapters planning to participate in intake, all documents submitted to the Office of Student Life and Engagement will be kept confidential. No one other than the Office of Student Life and Engagement will have direct access to any information submitted by a chapter. All membership intake forms will be stored for a minimum period of twenty-four (24) months. While access to these documents will be restricted, university administrators, chapter advisors, and/or representatives from the (Inter) National headquarters will have access on a need to know basis.

Augusta University

Notice of Membership Intake Intent

Please turn in this form to the Assistant Director of Fraternity and Sorority Life.

Membership Intake Form can be submitted in conjunction with your request to your regional/national headquarters but no later than two business days after regional/national approval.

The purpose of this document is to enhance communication between Augusta University, the Office of Student Life and Engagement, regional, and (Inter) National organizations to increase accountability at the chapter level. The information on this document will be treated as confidential by the Office of Student Life and Engagement.

The officers and members of the _____ chapter of _____ will conduct membership intake during the _____ (fall or spring) semester of _____ (year).

Contact Information

Chapter President:

Augusta University E-mail: _____ Cell Phone: _____

Primary Chapter Advisor:

E-mail: _____ Cell Phone: _____

Secondary Chapter Advisor (If Applicable):

E-mail: _____ Cell Phone: _____

Sponsoring Graduate Chapter:

Graduate Chapter President:

E-mail: _____ Cell Phone: _____

Tentative Intake Outline (Complete full outline on page 11)

Informational/Interest Meeting Date(s):

Education of Aspirants/Intake Process Begins:

Initiation Date: _____

We will hold a formal New Member Presentation show

Yes No

If Yes:

New Member Presentation Date: _____ Location: _____

Location has been reserved: Yes (Please attach confirmation) No

If No:

Indicate informal method of introduction to campus (social media, letter, flyers, email, etc.)

Intake Team:

Please list individuals who will be involved with the education of new members (attach additional names as needed)

| Position/Role | Name | Email Address | Phone Number |
|------------------------------|------|---------------|--------------|
| Regional/Providence Director | | | |
| Intake Chair | | | |
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The above information is accurate and correct to the best of my knowledge. I understand that any modifications to this membership intake plan must be reported to the Assistant Director of Fraternity & Sorority Life 24 hours of the change. Failure to report full and accurate information may result in referral to the Dean of Students Office.

Chapter President (printed)

Signature

Date

Chapter Advisor (printed)

Signature

Date

Office use only:

Date Submitted: _____

Submitted by: _____

Organization: _____

Chapter: _____

Received by: _____

Review Meeting Date: _____

Review Meeting Held by: _____

Information/Intake/Rush Meeting Attendance Form

Must be submitted within 72 hours after every interest/intake meeting

Organization & Chapter _____

Meeting Date _____ Meeting Location _____

| Name | Student ID Number | AU Email Address | Cell Phone |
|------|-------------------|------------------|------------|
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Candidates to be verified for Membership

Please allow two business days for verification to be completed. Chapters are NOT to offer to candidates before verification is completed.

Organization & Chapter _____

Ideal date candidates will be notified _____ Intake/Education start date _____

| Candidate Name | Candidate Student ID Number | AU Email Address | Candidate Phone |
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Please note: Students who have not attended the Intake 101 workshop and/or fail to meet other intake requirements after being checked by the Office of Student Life & Engagement, will not be allowed to participate in membership intake.

Candidates Agreeing to Participate in Membership Process

Must be submitted within 48 hours of first candidate meeting/education activity

Organization & Chapter _____ Intake/Education start date _____

By signing below I attest that I meet all requirements to participate in membership intake with the chapter listed above. Furthermore I am entering into this activity on my own accord and will follow all rules and policies as well as report any misconduct immediately.

| Candidate Name | Candidate Student ID Number | AU Email Address | Signature |
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Please note: *It is the responsibility of the chapter to notify Student Life and Engagement within 24 hours of candidates who withdraw from the process or are asked to leave the process.*



AUGUSTA UNIVERSITY

ANTI-HAZING COMPLIANCE FORM

- HAZING IS NOT A PART OF THE ASSOCIATION PROCESS INTO ANY GREEK ORGANIZATION.
- HAZING CONFLICTS WITH THE RULES AND REGULATIONS OF AUGUSTA UNIVERSITY AND IS PROHIBITED.
- HAZING INCLUDES, BUT IS NOT LIMITED TO:
 - ANY INTENTIONAL OR RECKLESS ACT ON OR OFF CAMPUS BY ONE (1) STUDENT ACTING ALONE OR WITH OTHERS WHICH IS DIRECTED AGAINST ANY OTHER STUDENT THAT ENDANGERS THE MENTAL, EMOTIONAL, OR PHYSICAL HEALTH OR SAFETY OF THAT STUDENT, OR WHICH INDUCES OR COERCES A STUDENT TO ENDANGER SUCH STUDENT’S MENTAL, EMOTIONAL, OR PHYSICAL HEALTH OR SAFETY
 - ANY ACTION TAKEN OR SITUATION CREATED ON OR OFF CAMPUS WHICH COULD BE REASONABLY EXPECTED TO PRODUCE MENTAL OR PHYSICAL DISCOMFORT, EMBARRASSMENT, HARASSMENT, OR RIDICULE
 - ANY INTENTIONAL OR RECKLESS ACT ON OR OFF CAMPUS THAT VIOLATES ANY UNIVERSITY RULES AND REGULATIONS, LAWS OR POLICIES OF THE PARENT ORGANIZATION, OR LOCAL, STATE OR NATIONAL LAWS
- IT IS MY DUTY TO REPORT ANY ACTS OF HAZING BEING OPPOSED ON MYSELF OR ANY OTHER INDIVIDUALS THAT I WITNESS OR BECOME INVOLVED WITH TO THE DEPARTMENT OF STUDENT LIFE AND ENGAGEMENT.
- I HAVE READ AND UNDERSTOOD AUGUSTA UNIVERSITY’S HAZING STATEMENTS (STUDENT CODE OF CONDUCT, 3.12)

SIGNATURE

DATE

NAME (PLEASE PRINT)

GRADE RELEASE AUTHORIZATION

I hereby grant the Department of Student Life and Engagement the authority to access my official university transcripts for the purpose of compiling semester grade reports. I understand that my academic transcripts will be available for viewing by the members of my Greek organization, the advisors of my Greek organization, my national fraternity headquarters’ representatives, and the Department of Student Life and Engagement. I expressly waive my rights under the Family Educational Rights to Privacy Act so that my academic performance and student judicial record may be monitored and reported by the Department of Student Life and Engagement to the aforementioned parties as long as I am enrolled at Augusta University and a member of a fraternity.

SIGNATURE

DATE

Augusta University

Aspirant/New Member Education Plan

The Aspirant/New Member Education Plan must be submitted to the Assistant Director of Fraternity and Sorority Life at the time the intent to hold intake form is submitted. This plan will be reviewed during your pre-intake planning meeting. A finalized education plan must be submitted 5 business days prior to the start of the education process. Any changes made to the education plan must be submitted within 24hours before the changed activity is to occur.

| Date | Start Time | End Time | Location | Topic |
|-------------|------------|----------|----------|---------------------|
| Ex. 9-15-22 | 6:30pm | 10:00pm | UH 170 | Orientation Meeting |
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*You may also attach a calendar or the same document you submit to your nationals about your education plan

Date of Initiation: _____ Start Time: _____ End Time: _____

Location of Initiation:

Membership Intake Checklist

- Obtain approval to conduct membership intake from sponsored national/regional/graduate chapter
- Complete & turn in pages Notice of Membership Intake Intent (p. 4-6) and education plan (p. 11).
- Schedule and meet with Fraternity & Sorority Life Assistant Director to review Notice of Membership Intake Intent (p. 4-6) and education plan (p. 11).
- Advertise interest/information/rush meeting
- Submit information/intake/rush meeting attendance (p. 7)
- Have all aspirants complete the Anti-Hazing Compliance and grade release form (p. 10). Submit forms to SLE
- Submit candidates to be verified for membership (p. 8)
- Submit candidates agreeing to participate in membership process (p. 9) within 48 hours of selection. (All candidates must sign in order to continue the membership process.)
- Any updates to education and candidates must be reported immediately.
- Present new members to campus (formally or informally) see pages 2-3.