



THE FLORIDA STATE UNIVERSITY  
DEAN OF STUDENTS DEPARTMENT  
*Office of Greek Life*

## Intake Procedures for MGC and NPHC

The Office of Greek Life at The Florida State University is increasingly concerned with the success and support of the new member education and induction programs throughout our Greek community. In an effort to encourage the development of our fraternity and sorority community, the following procedures will require equal reporting among MGC and NPHC member organizations to ensure the safety and well being of our students, fraternities and sororities, local community and the University's reputation. This reporting is mandatory and may be reviewed and revised each semester as needed.

Each fraternity and sorority conducting membership intake will keep the office informed of all membership recruitment or intake activities each semester. All documents submitted to the Office of Greek Life are kept confidential from students, student workers or student leaders, including the respective council officers. Documents may be shared with university officials and inter/national organization staff as needed. **Chapters must indicate whether they will or will not conduct intake (Notice of Intake Form) by April 22, 2011. Chapters will also sign and submit a copy of this procedural document, indicating their understanding of the policy.**

Members, new members, alumni, and members of Graduate Chapters are responsible for their actions during the new member process, as their actions may hold consequences for the collegiate chapter. Collegiate chapters are responsible for communicating the Office of Greek Life Intake Procedures and the University Hazing Policy to all members, new members, alumni and members of their corresponding Graduate Chapters. **All aspirants must complete the intake process and be initiated by July 25, 2011.**

### Meetings and Documentation:

I. Prior to any intake activities, the chapter president and intake director will meet with their chapter liaisons and/or a Greek Life staff member. The Chapter Advisor should either attend this meeting or make arrangements to be included via phone. The meeting will consist of a review of the University Hazing Policy and an overview of the Membership Intake Procedures. In addition to the meeting, the chapter representatives will submit the following:

- A. Any inter/national or regional paperwork that needs to be signed by the Office of Greek Life
- B. Notice of Membership Intake
- C. Fraternity and Sorority Hazing Compliance Form
- D. Verification of Aspirants Form

II. Verification of Aspirants: All chapters conducting intake must submit a Verification of Aspirants Form. The verification form must be submitted after the interest meeting, and at least 48 hours prior to the start date of the official process/education of aspirants listed on the chapter's intake calendar. This form is the list of the individuals approved by your chapter that will be submitted to your regional or inter/national representatives as aspirants for membership. In cases where the inter/national intake team conducts the intake process,

all correspondence forwarded to any regional or local representatives should also be forwarded to the council advisor and/or Office of Greek Life chapter liaison. The verification form contains the following information:

- A. List of candidates for membership that will include each new member:
  - 1. Name (please print)
  - 2. FSUID
  - 3. Signature
  - 4. Cumulative grade point average
- B. Total Number of Candidates
- C. Original signature of the chapter president
- D. Signature of Faculty or Grad Chapter Advisor (chapter must bring in form with the original signature; **no faxes will be accepted**).
- E. A separate line for verification of date received. (to be completed by the Office of Greek Life)

### **Presentation of New Members Procedures (if applicable):**

- I. All organizations must adhere to the following guidelines when presenting new members to the campus community:
  - A. Guidelines for those who present new members using a “show” (ie: “probate,” “rollout,” “neophyte show”):
    - 1. The presentation of new members may not be scheduled on the same night/time of a previously planned event of another chapter of the same council, without prior approval
    - 2. A Special Events Permit must be completed and approved by the Student Activities Center. A copy of the reservation confirmation must be submitted to the Office of Greek Life chapter liaison (must include both the primary location and rain location)

### **Violations:**

Violations of the intake procedures may result in a referral to the Office of Student Rights and Responsibilities and loss of recognition by The Florida State University. Loss of recognition will prevent the organization from participating in/hosting any social functions (on or off campus), participating in philanthropies, reserving space on campus, or otherwise functioning as a student organization.

Violations include:

- 1. Intentional submission of improper paperwork (i.e., changing of dates on forms, falsifying original signatures, incomplete paperwork, etc.)
- 2. Holding membership intake without adhering to the Intake Procedures established by the Office of Greek Life.
- 3. Hazing: Any violations of the University Hazing Policy will result in a referral to the Office of Student Rights and Responsibilities.
- 4. Failure to adhere to the Presentation of New Members Procedures (as included in this packet).

### **Intake:**

The council advisor(s) will present the intake guidelines at the first general body meeting of each academic semester.

- 1. Each chapter must submit a Notice of Membership Intake Form and Intake Procedures Form by April 22, 2011. The Notice of Membership Intake form must

contain the original signature (**no faxes will be accepted**) of the chapter president and the Faculty or Graduate Chapter Advisors

2. The Hazing Compliance Form will be submitted at the initial meeting with the council advisor(s) and/or Office of Greek Life chapter liaison. The form must contain the original signature of the chapter president and intake chairperson

3. A copy of the reservation confirmation is required to proceed with the “show” if applicable. Chapters must submit the authorized Special Events Permit required by the Student Activities Center to proceed with the activity.

Without the submission of the required paperwork, intake will not be approved. In the event that the intake activities begin without the knowledge and signed approval of the council advisor(s), and the chapter has not adhered to these written Intake Procedures, intake activities will cease immediately, and the chapter may be referred to the Office of Student Rights and Responsibilities.

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Chapter President (printed)	Signature	Date
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Chapter Advisor (printed)	Signature	Date
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If you have any questions regarding the paperwork that you need to submit please contact your council advisor(s) or chapter liaison in the Office of Greek Life at 850.644.9574.