

Dear Chapter Presidents, Members and Advisors,

This packet will assist you in planning your membership intake programs for the upcoming year. The completion of these documents is **required of all** National Pan-Hellenic Council, Inc. and Intercultural Greek Council chapters, in order to conduct an intake process on the Vanderbilt University campus. Please take a moment to review these forms and guidelines, and bring any questions or concerns to me.

Privacy Statement

We would also like to assure you that we do not intend to use these documents in any manner that will undermine the traditions of our organizations on this campus. In doing so, we promise to protect your chapter's interests and privacy by keeping the information submitted confidential. No one, other than the Office of Greek Life staff, will have access to these forms during the membership intake process.

All Membership Intake packets will be stored in the Office of Greek Life for a minimum period of twenty-four (24) months. Access to the documents will be denied to all parties except for chapter advisors, and representatives of the National or International headquarters. All other inquiries regarding these documents will be referred to the organization's chapter president and advisor.

Intake Windows

For the 2019-2020 academic year all membership intake activities must take place between the following time frames.

Fall: Thursday, September 11, 2020 – Sunday, November 15, 2020

Spring: Thursday, January 14, 2021 – Monday, April 4, 2021

Membership intake activities are defined as any and all activities that are required by the International/National fraternity or sorority of prospective members to gain membership into an organization.

For example, if it is required that prospective members attend a rush, informational meeting, interest meeting and/or awareness seminar, complete an application, provide transcripts, participate in an interview(s), pay fees, attend sessions, etc. in order to gain membership, the University regards those activities as a part of the membership intake process and therefore must fit within the intake windows. This window must also include any event in which you intend to present your new members to campus, family members, or friends.

It is imperative that you check with your Regional and/or District representatives to ensure that your organization can adhere to the aforementioned dates. If a mandatory event or conference pertaining to new member intake is scheduled after the intake window, please notify the office so that we can determine a new course of action.

Intake Seminars

All students wishing to seek membership in an NPHC chapter MUST attend (1) Membership Intake Seminar offered by the Office of Greek Life. If a student desires to **PURSUE MEMBERSHIP IN THE FALL, an INTAKE SEMINAR MUST BE COMPLETED BY SEPTEMBER 30, 2020.** If a student desires to **PURSUE MEMBERSHIP IN THE SPRING, an INTAKE SEMINAR MUST BE COMPLETED BY JANUARY 31, 2021.** Any student that has not attended (1) Membership Intake Seminar by the appropriate deadline will not be able to join an organization for that respective semester. Students must be present the entire duration of seminars and trainings in order to receive full credit. Intake Seminars must be done again every (2) years if membership is not obtained within that time span.

If you have any questions regarding intake, please do not hesitate to ask. Good luck!

Interfraternally,

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Coordinator of Greek Life
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Membership Intake Paperwork Timeline/Worksheet

Overview of Membership Intake Guidelines

Organizations that wish to take new members must adhere to a number of guidelines and deadlines for Vanderbilt University in addition to your chapters' policies and deadlines.

Intake Windows

Each chapter will ensure that all member/new member activities are completed within a ten-week period and that initiation and any new member presentations will occur no later than the date designated by the Office of Greek Life. Intake windows for 2019-2020 are:

Fall: Thursday, September 6, 2019- Friday, November 15, 2019

Spring: Friday, January 17, 2020 – Monday, April 6, 2020

Deadlines

This is intended to be a worksheet for your chapter to track its progress. Where necessary, printed and completed forms should be submitted to the Office of Greek Life. **YOU SHOULD FILL THIS OUT IN ITS ENTIRETY AND KEEP A COPY.**

Item	Due Date	Our Chapter's Due Date	Initials
Submit Notice of Membership Intake Form	2 weeks prior to the start of <i>any intake related activities</i> (pg. 6)		
Submit Anti-Hazing Form	Prior to the start of <i>any intake related activities</i> (pgs. 4-5)		
Submit Intake Program Cover Letter	2 weeks before the start of the intake process (pg. 7)		
Submit Interest/Informational/Rush Meeting Flyer to Office of Greek Life	1 week prior to the date of the interest meeting. <i>Office of Greek Life Staff Must Be Present at Interest/Informational/Rush Meeting.</i>		
Submit Interest Eligibility Verification form	Within 2 days of completed interest meeting (pgs. 8-10)		
Submit Report of Those <i>Going Through</i> Membership Intake	3 days prior to the start of the intake process (pg. 11)		
Submit Report of New Initiates	3 days prior to initiation (pg. 12)		
Submit reservation confirmation of New Member Presentation	2 weeks prior to date of New Member Presentation. <i>Always book a rain location!</i>		

Violations:

Violations of the intake process may result in probation or suspension. Whether the chapter will be placed on probation or receive automatic suspension is based upon the infractions and is at the discretion of the Office of Greek Life and the Office of Student Accountability Community Standards, & Academic Integrity.

New Member Presentation Guidelines

In order for the Office of Greek Life to assist chapters with the intake process and avoid potential problems, all organizations must adhere to the following guidelines when presenting new members to the Vanderbilt Community:

- 1) Presentation of new members must take place no more than fifteen (15) calendar days after the members have been initiated into your organization.
- 2) New member presentations are to **start no later than 8PM** on any day of the week.
- 3) New member presentation shows are not to be scheduled on the same evening/time of a previously planned event of another chapter of the same council unless otherwise communicated in advance.
- 4) No explicit or revealing attire is to be worn by new members.
- 5) No open flames.
- 6) Vulgarity and profanity will not be tolerated.
- 7) Verbal attacks, whether intentional or not, on another individual will not be tolerated.
- 8) No alcoholic beverages will be permitted.
- 9) No physical abuse will be tolerated. This includes but is not limited to: slapping, kicking, spitting, punching, poking, etc... Canes, paddles, staffs, sticks, etc. may be used as part of the performance, but may not be used as a weapon to harm another individual.
- 10) In the event of a fight or physical altercation during the presentation, those involved will be removed immediately, University Police will be contacted, and the student involved will be referred to the Office of Student Accountability Community Standards, & Academic Integrity for disciplinary action. If a member of the presenting organization is involved, the presentation will be stopped immediately.
- 11) The duration of the presentation should be no longer than one and a half (1.5) hours total from the advertised start time. Following the show, members of the presenting organization must vacate the area within thirty minutes. The presenting organization will be responsible for ensuring the site used is left in its original condition after use.
- 12) The Coordinator of Greek life or his/her designee from the Office of Greek Life will be in attendance for all New Member Presentations.
- 13) Your organization is responsible for reserving the location of your new member presentation and submitting the event confirmation to the office two (2) weeks prior to the date of the presentation.

Violations:

Violations of the New Member Presentation Guidelines or intake process may result in probation or suspension. Whether the chapter will be placed on probation or receive automatic suspension is based upon the infractions and is at the discretion of the Office of Greek Life and the Office of Student Accountability Community Standards, & Academic Integrity.

Violations include but are not limited to:

1. Intentional submission of improper paperwork (i.e., changing of dates on forms, falsifying original signatures, incomplete paper work, etc.)
2. Holding membership intake without adhering to the Intake Guidelines set by the Office of Greek Life.
3. Hazing: Any violations of the Hazing Policy will result in disciplinary action.
4. Overt activity defined as any activity related to intake conducted in defiance of previous guidelines or warnings by council advisors.

5. Failure to adhere to New Member Presentation Guidelines (as included in this packet).



Anti-Hazing Statement

Policy on Hazing

Tennessee State Law: 49-7-123. Hazing prohibited

(1) "Hazing" means any intentional or reckless act in Tennessee on or off the property of any higher education institution by one student acting alone or with others which is directed against any other student, that endangers the mental or physical health or safety of that student, or which induces or coerces a student to endanger such student's mental or physical health or safety. "Hazing" does not include customary athletic events or similar contests or competitions, and is limited to those actions taken and situations created in connection with initiation into or affiliation with any organization; and (2) "Higher education institution" means a public or private college, community college or university.

Each higher education institution shall adopt a written policy prohibiting hazing by any student or organization operating under the sanction of the institution. The policy shall be distributed or made available to each student at the beginning of each school year. Time shall be set aside during orientation to specifically discuss the policy and its ramifications as a criminal offense and the institutional penalties that may be imposed by the higher education institution.

While including the statutory limitations of hazing above (i.e., student acts directed at students on or off campus), the University expands its definition of hazing to include any act that may produce, or is intended to produce, mental or physical discomfort, embarrassment, harassment, or ridicule; or any acts that are humiliating, intimidating, or demeaning, or that endangers the health and safety of another person. Such acts include – but are not limited to – paddling in any form; inducement of excessive fatigue, or physical or psychological shocks; acts of personal servitude; implementing or participation in treasure hunts, scavenger hunts, or road trips that are not approved by a University department; publicly wearing apparel which is conspicuous and not normally in good taste; engaging in public stunts; morally degrading or humiliating games and activities; drinking games; late work sessions and other obligations which interfere with scholastic purposes of the organization; and any other activity inconsistent with the purposes of the organization's constitution, by-laws, standing rules and policies, or University policy. Students are subject to federal, state and local laws, and policies and regulations of the University.

Examples of hazing include, but are not limited to:

- A pledge/new member activity that active members do not participate in. No pledge/new member should be involved in an activity that the active members don't do. There should be an equal number of actives and new members, and the actives must be participating in the same manner as the new members (i.e. not just sitting around watching them clean...everybody helps)
- Sleep deprivation– New member activities should not go on between 12:00 am–8:00 am
- Any activities prior to the start of intake related activities and post initiation
- Any activities that interfere with academics
- Physical or verbal harassment
- Any form of questioning under unnecessary pressure or in an uncomfortable position. Ex. – a new member should not be verbally abused after missing a question
- Mandatory workouts – While working out may be “healthy,” there are risks associated with making someone work out. If someone falls and breaks a leg, or passes out and hits their head, the chapter will be liable. Requiring new members to wear ridiculous costumes or perform ridiculous activities, or having them all wear the same clothing item(s)
- Silence periods of any kind

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- Requiring new members to call active members Mr., Miss, etc. You should address new members and brothers exactly how your headquarters prescribes.
- Requiring new members to perform personal service to active members such as carrying books, running errands, performing maid duties, etc.
- Stealing of any kind (i.e. taking composite, furniture)
- Requiring only new members to enter through the back door
- Scavenger hunts of any kind
- Line-ups

Hazing is prohibited and any member failing to comply with this policy is subject to disciplinary action. This policy pertains to all potential new members, active members, and alumni/ae members of the Fraternity/Sorority.

All members are subject to federal, state and local laws, and rules and regulations of the institution.

By signing below, you are verifying that you have read, understand, and will comply with the policies and guidelines outlined above.

Grad Chapter/Campus Advisor (if there is no Grad Chapter Advisor) Signature *Date* *Phone #*

Intake/New Member Coordinator Signature *Date* *Phone #*

Chapter President Signature *Date* *Phone #*

Notice of Membership Intake

RETURN THIS FORM TO SARRATT 207 AT LEAST TWO WEEKS BEFORE THE PROCESS BEGINS

The officers and members of _____ are proud to announce the intake of new members for the _____ semester of the _____ - _____ academic year.

Fraternity or Sorority Name

The following schedule outlines the Membership Activities which will comprise the Intake Process:

The date an Interest flyer will be posted in Greek Life Office **(at least one week)**:

Other promotional efforts will consist of:

Interest meeting(s) shall be held on:

Selection shall **conclude on:**

Education of potential **new members/intake process begins on:**

Potential New Members shall **meet with Greek Life staff on:**

Potential New Members will be **initiated on:**

New Members will be **presented on:**

The person responsible for intake for the Chapter will be:

The Grad or Campus Advisor supervising intake for the Chapter will be:

Name

Name

Title in the Chapter

Title in the Chapter/Organization

Phone Number

Phone Number

Email Address

Email Address

The above information is accurate and complete to the best of my knowledge. I further understand that it is my responsibility to inform the Office of Greek Life staff members of any changes to the above information immediately following the alterations.

President's Name Printed

President's Signature

President's Phone Number

Grad Chapter Advisor/ Campus Advisor (if there is no Grad Chapter Advisor) Name Printed

Grad Chapter Advisor/ Campus Advisor (if there is no Grad Chapter Advisor) Name Signature

Grad Chapter Advisor/ Campus Advisor (if there is no Grad Chapter Advisor) Phone Number

Intake Program Cover Sheet

RETURN THIS FORM TO SARRATT 207 AT LEAST TWO WEEKS BEFORE THE PROCESS BEGINS

Fraternity/Sorority: _____

Intake/ New Member Coordinator: _____ E-mail: _____

Phone #: (home) _____ (cell or other) _____

Intake Begins: _____ Intake Ends: _____

Total Number of Weeks: _____ Initiation Date: _____

Grad Chapter Advisor/ Campus Advisor (*if there is no Grad Chapter Advisor*) for Membership Intake: _____

Phone #: _____ E-mail: _____

Location of initiation: () On Campus () Off Campus

PLEASE ATTACH A COPY of Membership Intake Program & Calendar

- *Calendar should consist of all new member meetings and events as well as chapter meetings and events, including dates and locations**
- *Detailed description of all new member/intake activities*

FYI: At a minimum, the Membership Intake Program should address the following areas:

- Scholarship expectations and initiatives
- Community Service Opportunities
- Fraternity/Sorority History
- Leadership Development
- Mentoring programs within the chapter (i.e. Big Brother/Sister programs)
- Campus Involvement
- Greek community information
- The Anti-hazing statement, signed by the president, intake chair, and graduate chapter advisor on behalf of all chapter members
- Other pertinent information regarding your new member education program

*We understand that some chapter activities will include ritual ceremonies. Please indicate those in your list of programs. This information will be treated in a confidential manner in the Greek Life Office.

Was this program devised by your: () (Inter) National Office and/or () Local Chapter

We, the undersigned, certify that we have read and agree to abide by the University's policies and regulations concerning new member/pledge/associate education and hazing.

Intake/New Member Coordinator (print) _____ Date _____ E-mail _____

Chapter President (print) _____ Date _____ E-mail _____

[[KEEP THIS AND RETURN NO LATER THAN 2 DAYS AFTER YOUR INFORMATIONAL/INTEREST MEETING!]]

Interest Eligibility Verification Form

Organization: _____ **Date:** _____ **Time:** _____ **Location:** _____

Students who wish to participate in membership intake for a fraternity or sorority must meet the minimum academic qualifications of the chapter and national organization for which they are seeking membership as well as the minimum standard provided by the Office of Greek Life.

_____ requires that interested students must have a minimum grade point average of a _____ on a 4.0 scale. ***Please note that students who do meet the minimum qualifications are NOT guaranteed membership in the organization.***

By completing and signing this form, you, the student interested in membership in a Greek organization, consent to the disclosure of your academic and disciplinary record to the chapter in which you are seeking membership and the Office of Greek Life for the purpose of verifying your eligibility for membership.

Printed Name	Phone Number	Student ID #	VUnet ID	OGL use only			Intake Seminar
				Overall GPA	Semester GPA	Hours	

As the chapter advisor, I confirm that this interest meeting was held in compliance with our national organization’s procedures and guidelines.

Advisor’s Signature: _____ Date: _____

Page _____ of _____

Before signing below, please read the information on the cover page.

Printed Name	Phone Number	Student ID	VUNet ID	OGL use only			Intake Seminar
				Overall GPA/Semester GPA/Hours	Discipline		

As the chapter advisor, I confirm that this interest meeting was held in compliance with our national organization’s procedures and guidelines.

Advisor’s Signature: _____ Date: _____

Before signing below, please read the information on the cover page.

Printed Name	Phone Number	Student ID	VUnet ID	OGL use only			Intake Seminar
				Overall GPA/Semester GPA/Hours	Discipline		

As the chapter advisor, I confirm that this interest meeting was held in compliance with our national organization’s procedures and guidelines.

Advisor’s Signature: _____ Date: _____ Page _____ of _____

Report of Those Going Through Membership Intake

KEEP THIS AND RETURN NO LATER THAN 3 DAYS AFTER THE SELECTION OF POTENTIAL NEW MEMBERS!

Organization: _____ **Today's Date** _____

Date of Initiation: _____

First Name	Middle Name	Last Name	VUnet ID	Student ID

Intake/New Member Coordinator Signature: _____ **Page** _____ **of** _____

Grad Chapter Advisor/ Campus Advisor (if there is no Grad Chapter Advisor): _____

Report of New Initiates

KEEP THIS AND RETURN NO LATER THAN 3 DAYS PRIOR TO THE INITIATION OF NEW MEMBERS!

Organization: _____ **Today's Date:** _____

Date of Initiation: _____ **Number of Initiates:** _____

First Name	Middle Name	Last Name	VUnet ID	Student ID

Intake/New Member Coordinator Signature: _____ **Page** _____ **of** _____

Grad Chapter Advisor/ Campus Advisor (if there is no Grad Chapter Advisor): _____