



Division of Student Affairs
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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 development of our fraternity and sorority community, these 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 available for review and revision 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. The steps listed below must be completed in addition to the corresponding inter/national organization's policies and procedures for the Membership Intake Process. 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. In the event that any dates and times need to be changed on the intake calendars of events, the chapter president or chapter member in charge of intake must notify the council advisor and/or Office of Greek Life chapter liaison (in writing) no less than 2 class days prior to the new event time. These items are required in order to ensure the safety of members and new members of MGC and NPHC organizations while preserving the traditions of the organization.

Members, new members, alumni, and members of Graduate Chapters are responsible for their actions during the new member process, because their actions may have repercussions on 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.

Meetings and Documentation:

I. Prior to any intake activities, the chapter president and intake director will meet with their chapter liaisons and/or the Assistant/Director of Greek Life. The meeting will consist of a presentation on the University Hazing Policy, the Chad Meredith Act, generally accepted practices for the Membership Intake Process, as well as other educational materials. In addition to the meeting, the chapter will submit/provide:

- 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 (attached). The verification form must be submitted immediately after the interest meeting, and 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. Signature
- 3. Social Security Number
(see *Verification of Aspirants Form*)
- 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 (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 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 a Fraternity and Sorority Hazing Compliance Form at the initial meeting with the council advisor(s) and/or Office of Greek Life chapter liaison. The Notice of Membership Intake must be submitted at least one week before any intake related activities commence.
- 2. 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.
- 3. The Greek Life Fraternity and Sorority Hazing Compliance Form must contain the original signature of the chapter president and intake chairperson.
- 4. Bring a copy of the reservation confirmation required to proceed with the “show” if applicable. Chapters must submit the signed 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.

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.