

Greek Life

Membership Recruitment / Intake Guidelines

In order to maintain a safe environment for students interested in joining a Greek organization, all chapters conducting membership recruitment or intake must keep Greek Life staff informed of all membership recruitment or intake activities each semester.

The steps listed below must be completed in addition to the 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 Greek Life staff and select university administrators as necessary. These items are required in order to ensure the safety of members and new members of Greek 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 Recruitment /Intake Guidelines and Anti-Hazing Compliance Policy to all members, new members, alumni and members of their graduate chapters.

Greek organizations planning to host recruitment, informational, or intake programs must abide by the following:

- Complete the Membership Recruitment/Intake Plan and submit to Greek Life staff three weeks prior to the beginning of any recruitment and/or informational activities.
- Set a date and time for the review of the plan with the Greek Life staff.
- Chapter must be in compliance with GPA requirements from the previous semester (Overall chapter cumulative GPA must be above 2.5 for the previous semester to engage in membership intake).
- All new member education, intake programs, initiation/induction, presentation of new members (bid day activities, and coming out or probate shows) must be completed by the following dates:
 - **Fall Semester: November 17, 2017**
 - **Spring Semester: April 13, 2018**

****Chapters may request exceptions to these dates which will be considered on a case-by-case basis.***

- If an activity is not listed on the recruitment plan it is not to occur.
- Organizations must have publicity posted for a minimum of two weeks prior to informational/first activity prior to recruitment/intake. However, publicity cannot be posted without completing the process outlined in the Recruitment/Intake Guidelines.

- Presentation of new members (bid day, “coming out shows”, etc.) will be held on campus and must have their location approved by Greek Life staff. These programs should not disrupt classes or any other campus activity and abide by the Special Event and Late Night Event Policy (*see section J. of the Student Code of Conduct and Administrative Policies and Procedures*).
 - All national fraternity/sorority and University policies and procedures must be followed.

- Presidents and/or new member educators must furnish names and panther IDs of all students who have been selected for membership within 48 hours of selection. Further, a New Member Information Form must be submitted for each student within 48 hours of notification to the student that they have been selected for membership.

- New Member Presentation Guidelines
 - Security meetings must be held for new member presentations. The meeting must occur ten business days prior to the event. Therefore, the forms must be submitted at least 15 business days prior to the event date.
 - **All new member presentations must start within 15 minutes of scheduled time.**
 - All music should be the radio-edited version.
 - Profanity and derogatory language towards another organization is discouraged as this does not promote Greek unity.
 - New members may not participate in any activity requiring them to march around the campus or participate in any type of public hazing.
 - Failure to abide by the preceding guidelines may result in cancellation of the presentation by Greek Life staff.

Greek Life

Membership Recruitment / Intake Process

A minimum of three week prior to the first activity, submit the following.

Remember no events or advertising can occur without Greek Life (1) meeting with the President and Recruitment/Intake Chair and (2) approving the Membership Recruitment/Intake Plan.

- ❑ A copy of paperwork from the national headquarters, which indicates permission for the chapter to initiate new members (if applicable).
- ❑ Membership Activity Forms for each individual recruitment activity, informational program, new member education meeting, and/or intake process date. (Submitted virtually)
- ❑ Copy of advertisement for recruitment.
- ❑ Copy of New Member/Intake Educational program. This can be a week-by-week break down of the educational components.
- ❑ A submitted copy of the Georgia State University Anti-Hazing Compliance Policy, by the New Member Educator/Dean.

Required documents to be submitted through the process:

- ❑ Informational (NPHC & MGC only): Attendance sheets from the informational session. These should include the attendees' name, Panther IDs, and email address.
- ❑ Interviews (NPHC & MGC only): A list of names, Panther IDs, and phone numbers for each student you have selected to be interviewed for your organization. This information must be submitted to Greek Life staff at least 48 hours before interviews begin.
- ❑ Selected New Members: Each must sign a copy of the Greek Membership and Anti-Hazing Compliance Form. Submit to Greek Life staff within 48 hours of selection.
- ❑ Binding Agreements (PC only): Must be completed for women signing bid cards and submitted within 24 hours of accepting a bid from a chapter.

Other documents that may be submitted through the process:

- ❑ Membership Activity Form for new or changed recruitment activity, informational program, new member education meeting, and/or intake process date. Forms must be submitted at least 48 hours prior to any event where prospective or new members are present.
- ❑ Grade Inquiry Form (must have signatures of all potential members to release the information to the organization).
- ❑ Membership Relinquishment Form: To be completed and turned in by any new member that withdrawals/de-pledges from the process.
- ❑ Chapter Presidents should complete a Roster Change Form if new members withdrawals/de-pledges.

Greek Life Membership Recruitment / Intake Plan

Section 1: General Information

Organization Name: _____

President Name: _____

Phone Number: _____ Email Address: _____

Recruitment Chairperson (if applicable): _____

Phone Number: _____ Email Address: _____

Intake Coordinator or New Member Educator Chairperson: _____

Phone Number: _____ Email Address: _____

Chapter Advisor: _____

Phone Number: _____ Email Address: _____

Section 2: Membership Recruitment/Intake Dates

Identify the dates for each item below, put n/a if not applicable to your organization.

- Publicity will begin on _____.
- Recruitment or Informational Events will begin on _____.
- Interview date(s) (if applicable) will be _____.
- Pledging/Pinning/Induction Ceremony (if applicable) will occur on _____.
- The New Member Educator or Intake Process will begin on _____ and conclude on _____.
- Initiation will occur on _____.
- Presentation of new members will occur on _____.

Section 3: Required Documents (attach to this Plan)

- A copy of paperwork from the national headquarters, which indicates permission for the chapter to initiate new members (if applicable).
- Membership Activity Forms for each individual recruitment activity, informational program, new member education meeting, and/or intake process date.
- Copy of advertisement for recruitment.
- Copy of New Member/Intake Educational program. This can be a week-by-week break down of the educational components.
- A signed copy of the Georgia State University Anti-Hazing Compliance Policy, by the New Member Educator/Dean.

Section 4: Recruitment / Intake Agreements

- I understand that if this form and the accompanying documents are not complete before the beginning of the intake process, no intake of new members will be allowed. Forms need all required signatures. I declare that all information submitted on this form is true to the best of my knowledge, as well as that of the entire chapter membership, and hereby give permission to Greek Life staff to verify the validity of this information.
- Events cannot occur until I meet with Greek Life staff and receive authorization to proceed.
- Event flyers announcing recruitment events must be approved by Greek Life staff.
- I understand that Greek Life staff may reserve the right to deny intake or new member education process if evidence is presented that indicates that a chapter unfit for initiating new members.
- If any of this information is found to be false or misleading, Greek Life staff reserve the right to suspend the intake or new member education process pending full investigation of false statements.
- I understand that all recruitment, intake, and new member education activities will conform to University policies and the policies of my national organization.
- I understand that any deviation from the policy of my national organization must be supported in writing from the regional or national headquarters.
- In the event of any illegal activity perpetrated against potential new members occurring before, during, or after the time period specified for recruitment or intake, liabilities as a result of those actions will be the sole responsibility of the Chapter.

Recruitment Chair (if applicable) Signature: _____ Date: _____

Intake Coordinator/New Member Educator Signature: _____ Date: _____

Chapter President Signature: _____ Date: _____

Chapter Advisor Signature: _____ Date: _____

To be completed by Greek Life staff:

I hereby give this chapter permission to conduct recruitment or intake activities for the semester indicated on this form.

Greek Life Staff

Date