



Office of Student Life
GREEK ORGANIZATION INTAKE PROCESS GUIDELINES

The Office of Student Life must have the following:

1. **Complete Intake Packet**, which includes:
 - a. **Notice of Membership Intake**
 - i. Date of Interest Meeting
 - ii. Selection Conclusion Date
 - iii. List of Aspirants
 - iv. Date education of aspirants/intake process will begin
 - v. Date of aspirant initiation
 - vi. Date new members will be presented
 - b. **New Member Education Program Cover Sheet**, which includes:
 - i. Name, email, phone number of Intake Chair
 - ii. Intake begin and end dates
 - iii. Alumni Advisor for Membership Intake
 - iv. Location of Initiation
 - v. Request for a copy of the intake program*
 - vi. Request for a calendar of all new member and chapter events
 - vii. Request for a detailed description of all new member activities*
2. **Anti-hazing Statement signed by the President, Intake Chair and Chapter Advisor.**
3. **Copy of Informational Flyer** (the interest meeting should be advertised to the entire student body and not just word of mouth to a few students).

*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 Office of Student Life.**