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 2016-2017 academic year all membership intake activities must take place between the following time frames.

**Fall:** Wednesday, September 6, 2017 - Friday, November 17, 2017
**Spring:** Monday, January 22, 2018 – Monday, April 9, 2018

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.

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

Interfraternally,

Harold Brown
Coordinator of Greek Life
harold.e.brown@vanderbilt.edu
615-875-0946
# 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 2016-2017 are:

**Fall:** Wednesday, September 6, 2017 - Friday, November 17, 2017  
**Spring:** Monday, January 22, 2018 – Monday, April 9, 2018

## 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.**

<table>
<thead>
<tr>
<th>Item</th>
<th>Due Date</th>
<th>Our Chapter’s Due Date</th>
<th>Initials</th>
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<tbody>
<tr>
<td>Submit Notice of Membership Intake Form</td>
<td>2 weeks prior to the start of any intake related activities (pg. 6)</td>
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<tr>
<td>Submit Anti-Hazing Form</td>
<td>Prior to the start of any intake related activities (pgs. 4-5)</td>
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<tr>
<td>Submit Intake Program Cover Letter</td>
<td>2 weeks before the start of the intake process (pg. 7)</td>
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<td>Submit Interest Meeting Flyer to Office of Greek Life</td>
<td>1 week prior to the date of the interest meeting</td>
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<td>Submit Interest Eligibility Verification Form</td>
<td>Within 2 days of completed interest meeting (pgs. 8-10)</td>
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<tr>
<td>Submit Report of Those Going Through Membership Intake</td>
<td>3 days prior to the start of the intake process (pg. 11)</td>
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<tr>
<td>Submit Report of New Initiates</td>
<td>3 days prior to initiation (pg. 12)</td>
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<tr>
<td>Submit reservation confirmation of New Member Presentation</td>
<td>2 weeks prior to date of New Member Presentation</td>
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**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 presentation shows are not to be scheduled on the same evening/time of a previously planned event of another chapter of the same council.
3) No explicit or revealing attire is to be worn by new members.
4) No open flames
5) Vulgarity and profanity will not be tolerated
6) Verbal attacks, whether intentional or not, on another individual will not be tolerated
7) No alcoholic beverages will be permitted.
8) 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.
9) 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.
10) 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.
11) The Coordinator of Greek life or his/her designee from the Office of Greek Life must be in attendance for all New Member Presentations.
12) 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
- Requiring new members to call active members Mr., Miss, etc. You should address new members and brothers exactly how your headquarters prescribes.
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.**
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.

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.

_________________________________________ Date ___________________________

Intake/New Member Coordinator (print) E-mail

_________________________________________ Date ___________________________

Chapter President (print) E-mail
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.

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<th>VUnet ID</th>
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<td>Overall GPA/Semester GPA/Hours</td>
<td>Discipline</td>
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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.

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Advisor’s Signature: ________________________________ Date: ____________
### Before signing below, please read the information on the cover page.

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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: __________________________

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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: ____________________________

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Intake/New Member Coordinator Signature: ____________________________  Page ______ of ______

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