



NPHC/MGC Intake Packet

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

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 Student Engagement and Leadership staff (OSEL), will have access to these forms during the membership intake process.

Access to the documents will be denied to all parties except for chapter advisors, university officials and representatives of the National or International headquarters. **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 Office (in writing) no less than 2 business days prior to the new event time/date.**

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

Interfraternally,

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Membership Intake Paperwork

Overview of Membership Intake Guidelines

Organizations that wish to take new members must adhere to a number of guidelines and deadlines for the Office of Student Engagement and Leadership in addition to your chapters' policies and deadlines.

Deadlines

At least one chapter member, the chapter president or intake director, will meet with the advisor of Fraternity and Sorority Life **TWO WEEKS** before any intake activity occurs. Bring the following paperwork to this meeting or email it to approved staff prior.

- Any national/regional paperwork that needs to be signed by OSEL Staff
- Completed Notice of Membership Intake (Attached)
- Member Compliance Form, **signed by every chapter member** (Attached)
- Completed Anti-Hazing Statement (Attached)
- Copy of the Informational Flyer: 10 copies printed in color, digital file emailed to jackson.tidwell@louisiana.edu
- Confirmation from the Regional Director/ State Director approving the chapter to do membership intake.
- Signed Letter from the Advisory Team (Chapter Advisor and/or Grad Chapter Advisor) stating members and alumni members who are allowed to assist with MIP activities. These members must be financial and approved by nationals. Any unapproved member involved in the MIP process may result in an investigation and/or letter to the regional president.
- Finalized Membership Intake Calendar. This can be in an excel document or on fraternity or sorority letterhead. Calendar must include exact dates, locations, and member/advisor in charge of that activity. Please be specific as possible refraining from things only related to ritual.

Intake Window:

The Intake Window for the fall and spring semesters is the second Monday of school to dead day which is the Wednesday prior to finals week. All intake related activities should fall in between these time periods. OSEL Staff will update NPHC/MGC Leadership with exact dates of the Intake Window prior to the start of each semester.

Violations:

Violations of the intake process may result in probation or suspension. Whether the chapter will be placed on probation or receive suspension is based upon the infractions and is at the discretion of the Office of Student Engagement & Leadership and the Office of Student Rights and Responsibilities.

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 OSEL.
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)

Intent to Not Hold Membership Intake

Organizations must participate in the Membership Intake Process a minimum of once in a four semester cycle. For those wishing to **NOT HOLD** MIP activities during the semester, they must complete the attached "Intake Exemption Form". These forms must be turned in by the First Monday in October and the First Monday in March for fall and spring semesters.

Academic Standing for Membership Intake

Organizations that are placed on academic suspension and have received a GPA of below a 2.0 for three consecutive semesters will be ineligible for MIP.

Informational Meeting

A representative from the Office of Student Engagement and Leadership must be present at your organization's informational meeting.

Informational Flyer Policy

Flyers are required to be promoted on campus as well as on official university social media via the “**UL Get Involved Instagram**”. Informational Flyers must be delivered in both printed and digital format. Flyers must be posted on campus for 10 days. Organizations must agree not to remove flyers, place in obscure places, or refuse to create digital format. The organization is **NOT REQUIRED** to post digital format on their **OWN** social media.

Verification of Aspirants

All chapters conducting intake must submit a Verification of Aspirants Form. This form must be submitted **48 HOURS AFTER** the interest/informational meeting, and prior to the start date of the official process/education of aspirants listed on the chapter's intake calendar. This form will include **all students/alumni who attended the interest/informational session**. The verification form contains the following information:

- A. List of candidates for membership that will include each new member's:
 - 1. Name (please print)
 - 2. Signature
 - 3. ULID
 - 4. Academic Waiver (to be completed by OSEL Staff)
- B. Total number of Candidates
- C. Original signature of Chapter President
- D. Signature of 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 OSEL Staff)

Educational Candidate Form

All chapters conducting intake must submit an Educational Candidate Form. This form must be submitted **48 HOURS PRIOR** to the start date of the official process listed on the chapter's intake calendar. This form will include **all students starting the educational process**. The candidate form contains the following information:

- A. List of candidates for membership
- B. Signature of Chapter President
- C. Signature of Chapter Advisor
- D. A separate line for verification of date received. (To be completed by OSEL Staff)

Report of New Initiates

All chapters conducting intake must report new initiates to the university. This form must be submitted within **48 HOURS AFTER** the initiation date listed on the chapter's intake calendar. This form will include **all new undergraduate members**. Please list new members in line order as well as include the following information:

- A. Name and Line Name
- B. Signature of Chapter Advisor and Intake Chair

New Member Presentation Guidelines

In order for the Office of Student Engagement and Leadership 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 University of Louisiana at Lafayette Community:

- 1) Presentation of new members must take place no more than **fourteen (14) 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 unless approval is given by the chapter president
- 3) No explicit or revealing attire is to be worn by new members
- 4) Vulgarity and profanity will not be tolerated
- 5) No disrespecting other Greeks or any other people or groups
- 6) No alcoholic beverages will be permitted
- 7) No physical abuse will be tolerated. This includes but is not limited to: slapping, kicking, spitting, punching, poking, etc... No paddles or bricks are permitted (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)
- 8) In the event of a fight or physical altercation during the presentation, those involved will be removed immediately, and the student involved will face sanctions. If a member of the presenting organization is involved, the presentation will be stopped immediately.
- 9) A staff member from the Office of Student Engagement and Leadership **MUST** be in attendance at all new member presentations.
- 10) Your organization is responsible for reserving the location of your new member presentation and submitting the event confirmation to the office two weeks prior to the date of the presentation.
- 11) All new members must participate in the new member presentation.
- 12) No blatant skipping of numbers will be allowed (ex:1, 2, 4, 5)
- 13) The duration of the presentation show should be no longer than 2 hours total. Shows may not be scheduled to begin after 9:00pm and must start within **15 minutes of scheduled time advertised**. Following the show members of the presenting organization must vacate the area within 30minutes. (This will help with crowd disbursement.) The presenting organization will be responsible for ensuring the site used is left in its original state after use
- 14) If a New Member Presentation does not occur, new members must be presented in some formal way (reception, tweet, email, flyer, Instagram, etc.) acknowledging all new members
- 15) It is the chapter responsibility to notify visiting and alumni members of all of University of Louisiana at Lafayette New Member Presentation rules.
- 16) Disruptions by other attending organizations will not be tolerated. This includes but is not limited to: walking through the presenters' show, talking over the presenting organization, etc.

OSEL Hazing Policy

The University of Louisiana at Lafayette Student Code of Conduct defines hazing as follows:

Hazing: is any intentional, knowing, or reckless act, occurring on or off the campus of an educational institution, by one person alone or acting with others, directed against an individual that endangers the mental or physical health or safety of a student for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any Organization whose members are or include students at the University of Louisiana at Lafayette, including but is not limited to: a. The person knew or should have known that such an act endangers the physical health or safety of the other person or causes severe emotional distress. b. The act was associated with pledging, being initiated into, affiliating with, participating in, holding office in or maintaining membership in any Organization.

The Office of Student Engagement and Leadership has developed the following guidelines to further clarify the University's policy against hazing and to help guide the actions of its members to promote a safe and positive fraternity/sorority experience which aligns with organization and University values. Within each fraternity and sorority at UL Lafayette, it is expected that the following shall include and but not be limited to new members (i.e. within the first semester of membership and/or thereafter):

1. No activities shall be required of a new member during his/her classes or assigned laboratory time.
2. No acts of personal servitude shall be required of any member of the organization.
3. No activities involving new members (either as a class or as individuals) may occur between the hours of 12:01 a.m. and 7:00 a.m., Monday through Friday. NOTE: Examples of this requirement include, but are not limited to: all forms of house cleanings, Homecoming pomping hours, community service hours, any activity which may entail a sign-up sheet, etc.
4. Candidates cannot be forced to not groom themselves, wear neutral clothing every day, or avoid being seen on campus.
5. No activities shall be sponsored, required, or otherwise encouraged, which will intentionally endanger the safety of all members of the organization.
6. No malicious or offensive physical contact or excessive exercise of new members, by members or alumni, and vice versa, shall be permitted. This shall include paddling, pushing, shoving, wrestling, calisthenics, or any other form of abusive, excessive, or offensive physical action or assault.
7. No controlled substances (drugs, alcohol, etc.) will be provided for, suggested to, or forced upon any organizational member at any time or place.
8. No psychological hazing. Psychological hazing shall be defined as follows:
 - any act or situation which is likely to cause a new member or a member to be the object of amusement, ridicule, and/or demeaning behavior or
 - any act or situation which is likely to cause a new member or member to be unreasonably humiliated or shamed, or
 - any act or situation which is likely to cause extreme psychological harm or strain to a new member or a member, or
9. Pre-initiation and initiation activities must conform to all standards included in this code, as well as to all standards established by the respective inter/national organization.
10. If organization and/or members of the UL community witness or suspect hazing activity, it is the responsibility and duty to report to assure the safety of our Cajun Family. Report an incident at <https://studentrights.louisiana.edu/node/52>.

What does hazing look like?
Adapted from HazingPrevention.org

Some definitions of hazing vary but all have common factors:

- Power differential between those in a group and those who want to join a group, or between upperclassmen members of a group.
- Intentional initiation rite, practice or ‘tradition’ involved.
- Willingness to participate does not absolve responsibility for either party.

Some Examples of Hazing:

- Forced activities for new members to ‘prove’ their worth to join.
- Forced or required consumption of alcohol, drug, and or any food/beverage.
- Required to endure hardships such as sleep deprivation, menial tasks, physical labor/servitude, etc.
- Activities and/or behavior that could be humiliating and/or isolation.
- Beating, paddling, and/or other acts of physical abuse.
- Requirements for new members to perform acts or tasks which active members are not required to do.
- Any illegal activities such as requirement to steal or vandalize as part of a scavenger hunt.

Is this hazing?

- Would I feel comfortable participating in this activity in my parents were watching?
- Would we/I get in trouble if an administrator walked by and saw us?
- Am I being asked to keep these activities secret?
- Am I doing anything illegal?
- Does participation in this activity violate my values or those of this organization?
- Is this causing emotional and/or physical distress or stress to myself and/or others?
- Am I going to be able to get a job if I have to put a criminal offense of hazing on my application?

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.

Chapter Advisor’s Signature *Date* *Phone #*

Intake Chair Signature *Date* *Phone #*

Chapter President Signature *Date* *Phone #*

Notice of Membership Intake

The officers and members of _____ are proud to announce the
Fraternity or Sorority Name

intake of new members for the _____ semester of the _____ - _____ academic year.

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

Informational(s) shall be held on (time and location):

Selection shall conclude on:

Education of potential new members/intake process begins 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 chapter 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 Student Engagement and Leadership staff members of any changes to the above information immediately following the alterations.

Date

Phone #

Date

Phone #

Date

Phone #

Intake Exemption Form

The officers and members of _____ will not be conducting
Fraternity or Sorority Name

intake of new members for the _____ semester of the _____ - _____ academic year.

We understand that should that decision change, we must notify the Office of Student Engagement and Leadership in writing, with approval from the chapter advisor. We understand that if we engage in pre-pledging activities, not a part of the National process, it will be reported to **Chapter Advisor, Regional Leadership, University Administration, and the National Headquarters.**

President's Name Printed *President's Signature* *President's Phone Number*

Chapter Advisor's Name Printed *Chapter Advisor's Signature* *Chapter Advisor's Phone Number*

**UL Fraternity and Sorority Agreement
OSEL Hazing Policy
Member Compliance Form**

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14. No activities shall be sponsored, required, or otherwise encouraged, which will intentionally endanger the safety of all members of the organization.
15. No malicious or offensive physical contact or excessive exercise of new members, by members or alumni, and vice versa, shall be permitted. This shall include paddling, pushing, shoving, wrestling, calisthenics, or any other form of abusive, excessive, or offensive physical action or assault.
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 - any act or situation which is likely to cause extreme psychological harm or strain to a new member or a member, or
18. Pre-initiation and initiation activities must conform to all standards included in this code, as well as to all standards established by the respective inter/national organization.
19. If organization and/or members of the UL community witness or suspect hazing activity, it is the responsibility and duty to report to assure the safety of our Cajun Family. Report an incident at <https://studentrights.louisiana.edu/node/52>.

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- Am I doing anything illegal?
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- Is this causing emotional and/or physical distress or stress to myself and/or others?
- Am I going to be able to get a job if I have to put a criminal offense of hazing on my application?

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.

University of Louisiana at Lafayette will investigate all hazing allegations. Individuals and organizations found in violation of the OSEL Hazing Policy or the Code of Conduct will be sanctioned and turned over to the proper law enforcement agency. If you believe you or someone you know has been a victim of hazing, contact the Fraternity and Sorority Advisor at (337) 482-6267 or the Office of Student Rights and Responsibilities at (337)-482-6373.

By signing this statement, I agree that I have read and understand the OSEL Hazing Policy and Student Code of Conduct. I agree to comply with this policy, local/state laws, the policies of my fraternal organization (which are more specific) and the local and national governing council to which my organization belongs.

Member Name _____

Organization _____ Chapter _____

ULID _____ Semester _____

Member’s Signature _____ Date _____

Verification of Aspirants 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 OSEL Staff.

Our organization 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 OSEL Staff for the purpose of verifying your eligibility for membership. **Our office will not share your information with anyone outside of the university.**

Printed Name	ULID	Signature	OSEL Will Verify	Attended Meet The Greeks
			Cumulative GPA	

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	ULID	Signature	<i>OSEL Will Verify</i>	<i>Attended Meet The Greeks</i>
			Cumulative GPA	

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: _____

Educational Candidate Form

Organization: _____ **Date:** _____ **Number of Candidates:** _____

This form should include all of the students who were selected to begin the educational process of your organization. If you need additional sheets, please print more copies and submit to the OSEL within the required deadline. **Our office will not share this information with anyone outside of the university.**

Printed Name	Cell	University Email Address

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: _____

Report of New Initiates

(TO BE SUBMITTED 72 HOURS AFTER INITIATION/ BEFORE NEW MEMBER PRESENTATION)

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

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

First Name	Last Name	Line Name	ULID

Intake Chair Signature: _____

Chapter Advisor Signature: _____