

Notice of Membership Intake Form

Must be TYPED – Due at one-on-one meeting with SFL Staff which must take place before the process begins

Organization:	
Semester:	Fall <input type="checkbox"/> Spring <input type="checkbox"/>
Year:	

A. Timeline: Complete if dates have changed.

<u>Action</u>	<u>Date / Selection</u>
<input type="checkbox"/> Informational Meeting(s) will be held on the following dates, times, and locations	
<input type="checkbox"/> Applications will be distributed on	
<input type="checkbox"/> Applications will be due	
<input type="checkbox"/> If applicable, Interviews will be held on the following dates, times, and locations	
<input type="checkbox"/> Selection of aspirants will conclude on the following date	
<input type="checkbox"/> Education of aspirants will begin on the following date	
<input type="checkbox"/> The education process has been developed by (check one):	<input type="checkbox"/> the (inter) national organization <input type="checkbox"/> local chapter <input type="checkbox"/> combination of (inter) national and local process
<input type="checkbox"/> Aspirants will be initiated on the following date:	
<input type="checkbox"/> The location of initiation will be (check one):	<input type="checkbox"/> On campus <input type="checkbox"/> Off campus
<input type="checkbox"/> The location of initiation will be where?	

<input type="checkbox"/> The membership education process will last ____ weeks (total number of weeks)	
<input type="checkbox"/> Aspirants will be presented on the following date:	
<input type="checkbox"/> The presentation will be (check one):	<input type="checkbox"/> New Member Presentation In Person <input type="checkbox"/> Other:

B. Membership Intake Personnel

The person in charge of Membership Intake for the chapter will be:

Full Name:	
Email:	
Phone Number:	

The Advisor supervising Membership Intake for the chapter will be:

Full Name:	
Sponsoring Graduate Chapter (NPHC only):	
Email:	
Phone Number:	

C. Membership Intake Process Outline – must be typed and attached to this form

This outline must include date, times, who will be in attendance (including advisors or alumni/ae), who is planning this activity, and a short description of all activities and events. It should also include how aspirants were notified of the activities and a description of the big brother/sister program if one exists for the chapter. Without this outline, this form will not be considered complete.

The above and attached information is accurate and correct to the best of my knowledge.

Chapter President Name	Signature	Date
Membership Intake Coordinator Name	Signature	Date
Advisor Supervising Intake Name	Signature	Date

Membership Intake Outstanding Paperwork Due Dates
For Confirmation Use by SFL Staff.

Organization:	
Semester:	Fall <input type="checkbox"/> / Spring <input type="checkbox"/>
Year:	

Action	Submitted Date
<input type="checkbox"/> Submit copy of Approval / Eligibility letter from (inter) national or Regional representative	
<input type="checkbox"/> Resubmission of the Notice of Membership Intake Form if changes were needed post approval from (inter) national or Regional representative	
<input type="checkbox"/> Submit Verification of Aspirants Form	
<input type="checkbox"/> Dates, times and locations of all educational sessions, programs or practices prior to the new member presentation	
<input type="checkbox"/> New Member Presentation Agreement	

Our signatures below certify that we understand and agree to abide by the above deadlines set. **We understand that Sorority & Fraternity Life reserves the right to suspend the membership intake process and/or cancel any events associated with membership intake if these deadlines are not adhered to.**

Chapter President Name	Signature	Date
Membership Intake Coordinator Name	Signature	Date
Advisor Supervising Intake Name	Signature	Date

Verification of Aspirants Form

Must be TYPED (additional sheets may be attached if necessary)

Organization:	
Semester:	Fall <input type="checkbox"/> Spring <input type="checkbox"/>
Year:	
Total Number of Aspirants:	
Date of Initiation Ceremony:	
Minimum Cumulative GPA / Credit Hour Requirement:	Cumulative GPA Credit Hours

By signing below, I attest that the Kansas statute on hazing, the University of Kansas Non-Academic Misconduct and SFL Anti-Hazing Policy has been reviewed and explained to all aspirants. I understand that I am not to engage in any activities that violate these policies or law and that all illegal actions must be reported to the Office of Student Affairs, Student Conduct & Community Standards studentconduct.ku.edu or law enforcement.

I also understand that my signature shall serve as a request that a preliminary academic eligibility check for all listed aspirants be completed by SFL. Confirmation of aspirants having met the minimum academic requirements listed above shall then be provided to the chapter president and advisor.

Full Name	KU Email	KU ID

Declaration

We hereby declare that the individuals listed above and in the attached page (for list greater than six) are aspirants for membership into our organization and will be duly initiated per the approval of our regional and/or inter/national representative(s).

Chapter President Name	Signature	Date
Membership Intake Coordinator Name	Signature	Date
Advisor Supervising Intake Name	Signature	Date

Verification of Aspirants Continued

Organization:	
Semester:	Fall <input type="checkbox"/> Spring <input type="checkbox"/>
Year:	

[illegible]

New Member Presentation Agreement

Organization:	
Semester:	Fall <input type="checkbox"/> / Spring <input type="checkbox"/>
Year:	

A. Guidelines/Expectations

1. All shows must be held no more than 14 business days after the members have been initiated into the organization and prior to Stop Day (the last Friday before finals of every fall and spring semester).
2. **Shows are not to be scheduled on the same night/time of a previously planned show of another chapter in NPHC, MGC or an All-Greek meeting/event planned by Sorority & Fraternity Life.**
3. No explicit or revealing attire is to be worn by the aspirants or other show participants.
4. No alcoholic beverages are to be consumed prior to or during the New Member Presentation.
5. References to hazing and/or other illegal activities will be not allowed.
6. No physical abuse will be tolerated. This includes, but is not limited to: slapping, kicking, punching, pushing, poking, caning, etc. (canes, staffs, sticks etc. may be used as part of the performance but may not be used as a weapon to threaten or harm another individual).
7. Props and/or spectacle to be used during the show must be approved. Any outright symbols of "pledging" (such as but not limited to paddles, bricks, and rocks) will not be allowed.
8. No profane language (in any language)/gestures in chants, music or speech will be used before, during, or after the show. No members of the organization may dance provocatively with any members of the audience.
9. Chants/sayings/songs will not allude negatively to any other Greek organization, individual, or student group.
10. There are to be no references to any individual(s) departing from the membership intake process.
11. 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, derogatory speech or comments and death marches.
12. **The duration of the show will be no longer than 1.5 hours. Show must begin no later than 15 minutes of the time advertised. Shows must be over, and room/location vacated by 11pm.**
13. Organizations are limited to one new member presentation.
14. In the event of a fight or other altercation during the show, individuals involved will be removed immediately. If a member of the presenting organization is involved, the show will be stopped immediately and the show will not be rescheduled.
15. The presenting organization will be responsible for ensuring the site is left in its original state after use.
16. Organizations must have space confirmation at least 14 business days previous to the scheduled Show.
17. The New Member Presentation Agreement must be submitted to Sorority & Fraternity Life accompanied Event Management and Protocol space confirmation no later than 15 business days prior to the date of the show.
18. A Sorority & Fraternity Life staff member will be in attendance at all shows.
19. Shows must occur in the same semester as the new member education. There can be no delay in the presentation or show.
20. All actions of organization members/aspirants must adhere to the Student Code of Conduct.
21. Violation of these guidelines will result in a referral to the Assistant Director of Sorority & Fraternity Life and may result in punitive sanctions.

New Member Presentation Information	
Date of Show	
Time of Show	Advertised time of start: Actual start time: End time:
Location	
Description of Show (including but not limited to): <ul style="list-style-type: none"> • Complete Outline of Show • Music being used • Skits being conducted 	
Materials/props that will be used during the show:	

NOTE: Sorority & Fraternity Life staff will keep the details of this show confidential and will use the information for planning purposes only.

I hereby certify that the information provided on this form is accurate and true and that I have read, understand, and agree to the New Member Presentation Guidelines/Expectations.

Organization Representative Name	Signature	Date
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Chapter Graduate Advisor Name	Signature	Date
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