

## Membership Intake Intent Form

Must be TYPED – Due 14 days before the start of the Membership Intake Process. Organizations not conducting Membership Intake will complete/submit form prior to September 18th. Failure to submit this form may result in denial of intake procedures. This form should be submitted prior to an Informational.

O	rganization:		
C	hapter Designation:		
Se	ction 1. Intent		
A.	<b>Positive Intent</b> This notice is to inform S	Sorority & Fraternity Life that the organiza	ation above: will be conducting
	membership intake durin	g the Fall	nester of (year).
	Please Complete Page 2, Sect	ion 3	
В.		Sorority & Fraternity Life that the organiza intake during the Fall \(\square\) / Spring \(\square\)(che	<del></del>
C.	This notice is to inform S membership intake during However, we do plan to place on (or provide information to its provide information to its place of the provide information to its provide information t	to conduct an informal meeting for orderity & Fraternity Life that the organization of the Fall / Spring (check one) sembles an informational meeting for interest date) at (time) in nterested students about the organization we are not to engage in any pre-pledging/make process.	nester of (year).  ted individuals. This meeting will take (location). This meeting is to n, how to join, and the membership
Cha	apter President Name	Signature	Date
Me	mbership Intake Coordinator I	Name Signature	Date
Cha	apter Advisor Name	Signature	Date

#### Section 2. Membership Intake Information (to be completed if Membership Intake will be conducted)

### A. Chapter Contacts

Officer	Full Name	Phone	Email
President			
Membership Intake			
Coordinator			
Chapter Advisor			
Overseeing Intake			
Regional/(inter)			
national Representative			
Overseeing Intake			

#### B. Tentative Intake Outline

Tentative Intake Theme	
Tentative Interest Meeting Date	
Tentative Membership Intake	
Completion Date	
Tentative Date of New Member	
Presentation	

#### C. Compliance

We, the undersigned, attest that this information is accurate and correct to the best of our knowledge.

Furthermore, we agree to the following as conditions of Membership Intake:

- 1. We will submit a copy of Informational or Interest Meeting flyers to Sorority & Fraternity Life at least ten (10) business days prior to the meeting occurring.
- 2. We will comply with all the policies and procedures regarding Membership Intake put in place by the University of Kansas and our inter/(inter) national organization.
- 3. We will comply with local and federal laws and University and (inter) national organization rules, standards, and codes during the Membership Intake process.
- 4. We will inform Sorority & Fraternity Life of any changes to our Membership Intake schedule by the required deadline.

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



## Notice of Membership Intake Form

**Must be TYPED** – This form will not be accepted unless it is accompanied by a signed copy of: KU Sorority & Fraternity Life Anti-Hazing Agreement, the Membership Intake Coordinator Agreement, and an outline of the Membership Intake Process.

Organization:	
Semester:	Fall Spring Spring Spring Fall Spring
Year:	

#### A. Timeline

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



			proces	embership educations will last week number of weeks)			
				nts will be <b>present</b> following date:	ed		
			The project (check	resentation will be one):		☐ New Member Presentation ☐ Other:	
В.	Membership In The person in c			onnel embership Intake fo	or the	chapter will be:	
-	Full Name: Email:						
-	Phone Number	r:					
	The Advisor sup	pervi	ising M	embership Intake fo	or the	chapter will be:	
	Full Name:						
	Sponsoring Gr Chapter (NPH						
	Email:						
_	Phone Numbe	r:					
C.	-					typed and attached to this form attendance (including advisors o	
	is planning this	activ	ity, and	a brief description	of all	activities and events. It should a	lso include how
	aspirants were n	otifi	ed of th	ne activities and a d	escrip	otion of the big brother/sister pro	ogram if one exists
	for the chapter.	Witl	nout thi	s outline, this form	will 1	not be considered complete.	
	The above and a	attac	hed inf	ormation is accurat	e and	correct to the best of my knowle	edge.
Cha	pter President Nan	ne		Signa	ature		Date
Me	mbership Intake Co	ordir	nator Na	me Signa	ature		Date
Adv	visor Supervising Int	ake N	Name	Signa	ature		Date



# Membership Intake Coordinator Agreement

# Must be TYPED – Due at one-on-one meeting with Sorority & Fraternity Life Staff Advisor

Organiz		Fall		<u> </u>	_	
Semester/ Year:			Ш	Spring		Year:
	rship Intake Coordinator					
Full Na	me:					
	T					
	I shall submit a copy of the elig	gibility	y le	tter from	n	ny (inter) national or regional
(Initials	representative providing the or	rganiz	atio	on with a	pp	proval for intake.
(IIIIIIIII)	I certify that I have read in full <b>ALL</b> of University of Kansas membership intake					
						er relevant information from my (inter)
(Initials)	national organization regarding					
/						the regulations of membership intake a
	will keep the Sorority & Frater	nity L	ife	(SFL) in	fo:	ormed on all membership intake activition
(Initials)	conducted by chapter.	,		` /		•
,	Lagree to provide the names of	f the	200	irants to	ÇI	FL within 5 business days before the st
	of the membership intake educ		-		O1	112 within 3 business days before the st
(Initials)	or the membership make educ		Р			
	I understand that if the Member	ership	In	take forn	ns	s are not fully completed and signed by
/T :: 1 )	parties by the outlined deadline					, ,
(Initials)	ı ,					
						tion submitted to SFL, will only allow y give permission to SFL to verify the
(Initials)	validity of all information subm			and nere	Юу	y give permission to SFL to verify the
(IIIItiais)	,			ion subn	nit	tted to SFL is found to be false or
	-					membership intake process pending a
(Initials)	investigation of all statements.	8		-ор		
/	Ü	dinati	on	with the	(ir	nter) national organization, reserves the
						evidence is present that indicates the
(Initials)	chapter is unfit for initiating as					
	$\cup$		_			Non-Academic Misconduct and SFL Ar
		-				ts. I will also make sure that all member
(Initials)	(including alumni/ae) understand and follow these guidelines. I further understand that					
					-	p intake process if the organization is
	found or suspected of being in					
	I understand that all membership intake activities will coincide with the policies set forth by					
my (inter) national organization. Any deviation from the policies of my (inter) national organization must be supported in writing by the Chapter Graduate Advisor, the Regional						
(IIIIIIIIII)	Director and/or my (inter) national headquarters.					
	1 2202					
mh arabia l	ntaka Coordinator Nama	C: ~	2+	ro		Data
mbership li	ntake Coordinator Name	Sign	atu	ie		Date
t Mamhar	ship Intake Coordinator Name	Sign	2†111	ro.		Date
c. Michibels	sing intake coordinator Name	Jigili	atu			Date

Date

Signature

Asst. Membership Intake Coordinator Name

### KU Non-Academic Misconduct and SFL Anti-Hazing Policy

#### A. Compliance Statement

We certify that all activities sponsored or required by our fraternity/sorority members or aspirants comply with the Kansas statute, University of Kansas Non-Academic Misconduct and SFL Anti-Hazing Policy as well our (inter) national organization's hazing policies.

We have informed the aspiring members of our fraternity/sorority of the contents of University of Kansas Non-Academic Misconduct and SFL Anti-Hazing Policy as defined under the Code of Student Rights and Responsibilities, listed below and on sfl.ku.edu. We acknowledge the following policy statements and will provide/read it to all aspirants at the beginning of each semester of the chapter's membership intake process.

KU Non-Academic Misconduct Statement: Students are expected to show positive regard for each other and for the community. Behavior that violates the core value of respect includes but is not limited to: Hazing: engaging in hazing of another person for the purpose of initiation or admission into, affiliation with, or continuation of membership in any organization operating under the sanction of the University. Hazing includes, but is not limited to, any action, activity or situation which recklessly, negligently or intentionally endangers the mental or physical health, welfare or safety of a person, creates excessive fatigue, sleep deprivation, mental or physical discomfort, exposes a person to extreme embarrassment or ridicule, involves personal servitude, destroys or removes public or private property, or implicitly or explicitly interferes with the academic requirements or responsibilities of a student. It is presumed that hazing is a forced activity regardless of the apparent willingness of an individual to participate in the activity. Apathy or acquiescence in the presence of hazing is not neutral; both are violations of this rule.

SFL Anti-Hazing Policy Statement: Hazing will not be tolerated in the University of Kansas community. No student or organization has the right to inflict physical or mental harm on a person or to demean, disgrace, or degrade a person. Hazing is prohibited and defined by the State of Kansas, in addition to the University of Kansas' Code of Conduct. All forms of hazing by any university student, student organization members (including alumni/ae), or employee, are expressly prohibited and serious penalties, such as separation from the University or loss of recognition by University of Kansas, may be imposed on individuals or groups found in violation of these rules.

We understand that failure to uphold the University's Non-Academic Misconduct and SFL Anti-Hazing Policy may result in organizational and/or individual charges.

We understand that participation in any hazing activity or knowledge of it and taking no action to stop the hazing is in effect giving our approval to haze. We understand our responsibility to not allow members of our organization, whether graduate/alumni status or affiliated at another institution of higher education, to haze our aspirants. Failure to report any such activity of which we become aware of may result in individual charges.

#### **B.** Expectations



- 1. The academic mission of the institution will be upheld and promoted to aspirants.
- 2. Membership intake activities will not interfere with academic endeavors or class schedules, will not occur between the hours of 12 a.m. and 8 a.m., and will not include the presence or consumption of alcohol.
- 3. The selection of aspirants will be free of any form of mental and/or physical abuse and hazing.
- 4. Members will be selected on the criteria set forth by the (inter) national organization.
- 5. Organizations will not engage in pre or post hazing activities. Hazing is not tolerated in any form—as part of the new member program or as acts of individual members of the chapter.
- 6. Organizations will be in good standing with their (inter) national organization, their respective collective, Sorority & Fraternity Life, and University of Kansas.
- 7. Organizations will complete all required paperwork thoroughly and will not omit any information.
- 8. Aspirants will be thoroughly educated on the University of Kansas Hazing Policy by the chapter.
- 9. Organizations are not to engage in any membership intake activities outside of the parameters outlined by their (inter) national headquarters/organizations.
- 10. All membership intake activities must be completed one week prior to the University's designated finals week.
- 11. The position of SFL concerning a chapter's membership intake process is that it will be a positive, educational experience for all involved. Names such as "Hell Week" should not be associated with/used at any point during the membership intake process.
- 12. The practice of surprising aspirants with the date/and or time of initiation is not acceptable. All initiation activities and new member presentations must conclude prior to Stop Day (the last Friday before finals of every fall and spring semester).
- 13. Aspirants should never be subject to sleep deprivation, servitude and/or moral degradation or humiliation.
- 14. Aspirants should never be forced to stay or live anywhere against their will.

Our signatures below certify that we have read, understand, and agree to abide by the University of Kansas Non-Academic Misconduct Statement and Anti-Hazing Policy. We understand that the Office of Student Conduct & Community Standards, the (inter) national headquarters, and the chapter graduate advisors(s) will be notified of cases of alleged and/or confirmed violations of the Anti-Hazing Policy.

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



# Membership Intake Outstanding Paperwork Due Dates Must be TYPED

Organization:	
Semester:	Fall /Spring
Year:	

Action	Due	Actual Deadline Date
Submit Informational Meeting Attendance Sheet	5 business days following Informational Meeting(s)	
Submit copy of Approval / Eligibility letter from (inter) national or Regional representative	5 business days prior to Membership Intake educational process beginning	
Resubmission of the Notice of Membership Intake Form if changes were needed post approval from (inter) national or regional representative	5 business days prior to Membership Intake educational process beginning	
Submit Verification of Aspirants Form	5 business days prior the start of the Membership Intake education process beginning	
New Member Presentation Agreement	15 business days prior to the date of the show (must include a copy of confirmation from Office of Event Management & Protocol)	

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



# **Informational Meeting Attendance Sheet**

# Must be TYPED – Due 5 business days following the Informational Meeting (Attach an additional sheet if more space is needed)

Year:	Fall S	Spring	
Meeting Date/Time:	Date		Time AM PM
Meeting Location:			
8			
Ir	nterested Stu	dents in Atten	dance
Full Name		Phone	KU Email



Date

Signature

Advisor Supervising Intake Name

## Verification of Aspirants Form

Must be TYPED – Due 5 business days prior to the beginning of the Membership Intake process (Additional sheets may be attached if necessary)

Organization:	
Semester:	Fall Spring Spring
Year:	
Total Number of Aspirants:	
Date of Initiation Ceremony:	
Minimum Cumulative GPA /	Cumulative GPA   Credit Hours
Credit Hour Requirement:	

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, <u>studentconduct.ku.edu</u> 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



Membership Intake Coordinator Name	Signature	Date
Chapter President Name	Signature	Date
		tached page (if needed) are aspirants for er the approval of our regional and/or
List of Aspirants continued  Declaration		
Tiet of Assissants assetioned		



Date

Signature

Advisor Supervising Intake Name

#### **New Member Presentation Agreement**

#### Must be TYPED - Due 15 business days prior to New Member Presentation

Organization:	
Semester:	Fall_/Spring_
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 not be 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 2 hours. The show must begin no later than 15 minutes after 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, the 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 Event Management and Protocol confirmation at least 14 business days prior 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.



Date of Show	
	Advertised time of start:
Time of Show	Actual start time:
	End time:
Location	
Description of Show	
(including but not limited to):	
<ul> <li>Outline of Show</li> </ul>	
Music being used	
Skits being conducted	
Materials/props that will be	
used during the show:	
NOTE: Sorority & Fraterni	ty Life staff will keep the details of this show confidential
and will use	the information for planning purposes only.

Signature

Signature

Organization Representative Name

Chapter Graduate Advisor Name

21. Violation of these guidelines will result in a referral to Taylor Pullen, Program Coordinator of

Last Updated: 07/11/2023



Date

Date