

Membership Recruitment / Intake Guidelines For Greek Organizations at Georgia State University

The Office of Student Life and Leadership at Georgia State University has been putting forth an effort to encourage development for our fraternity and sorority community to require equal reporting while ensuring the safety and well being of our students, other fraternities and sororities, local community, and the University's reputation.

It is our goal to be more knowledgeable about the recruitment and membership intake processes of the member groups of all 21 Greek organizations recognized on campus. The measures we are taking will help secure a safe, open and equal fraternity and sorority community. We are requiring that each organization conducting membership recruitment or intake will keep the office informed of all membership recruitment or intake activities each semester.

The steps listed below must be completed in addition to the National Organization's New Member Policies and Procedures for recruitment, intake, and/or new member education programs. The following information is private and is only shared with the Office of Student Life and Leadership. These items are required in order to ensure the safety of members and new members of Greek organizations while preserving the fraternal traditions.

Members, new members, alumni and members of graduate chapters will be held responsible for their actions during the new member process. It is important that they understand that their actions may have repercussions on the collegiate chapter. Collegiate chapters are responsible for communicating the Membership Recruitment /Intake Guidelines and Anti-Hazing Compliance Policy to all members, new members, alumni and members of their graduate chapters.

Greek organizations planning to host recruitment, informational, or intake programs must abide by the following:

- Complete the Membership Recruitment/Intake Plan and submit to Greek Life Advisor two weeks prior to any recruitment or informational program
- Set a date and time for the review of the plan with the Greek Life Advisor.
- Chapter must be in compliance with GPA requirements from the previous semester (Overall chapter cumulative GPA must be above 2.5 for Fall Semester to engage in membership intake)
- All new member education, intake programs, initiation/induction, presentation of new members (bid day activities, and coming out or probate shows) must be completed by the following dates:
 - **Fall Semester: November 21, 2008**
 - **Spring Semester: April 17, 2009**
- All new member educators must meet with Greek Advisor/Graduate Assistants and present timelines for intake/ recruitment prior to leaving for Winter break. If this policy is not followed there will be no intake/recruitment Spring 2008.
- Presidents and/or new member educators must furnish names and panther IDs of all potential new members within 48 hours of initial meeting.

- If Greek organizations would like to have an official presentation of new members (bid day, coming out or probate show), they may do so but are not mandated by the University. The following steps must be met. Failure to do so will result in the presentation of new members being cancelled indefinitely by the Office of Student Life and Leadership.
 - Presentation of new members (bid day, coming out or probate shows) will be held on campus and must have their location approved by the Greek Life Advisor. These programs should not disrupt classes or any other campus activity and abide by the Special Event and Late Night Policies.
 - All national fraternity/sorority and University policies and procedures must be followed.

- New Member Presentation Guidelines
 - All new member presentations must start within 30 minutes of scheduled time.
 - Profanity and derogatory language towards another organization will not be tolerated as this does not promote Greek unity.
 - New members will not participate in any activity requiring them to march around the campus or participate in any type of public hazing.

The Membership Recruitment/Intake Plan must be completed and turned in two weeks prior to the start of recruitment or intake accompanied by:

- A copy of paperwork from the national headquarters, which indicates permission for the chapter below to initiate new members (if applicable).

- All potential new members must furnish names, panther IDs, contact information (including email and cell phone numbers), addresses, and emergency contact information.

- On a separate typed page, please include the schedule for the recruitment/intake program, including start and end date of the process. This should include:
 - When flyers will be posted around campus (marketing plan).
 - Recruitment activities, informational programs, and interview dates.
 - Applications: date of distribution, when due, selection, and participate notification.
 - Day by day schedule of the new member education/intake program.
 - Initiation/induction date, time, and location.
 - Presentation of new members (bid day, coming out or probate show).
 - If any of the above activities do not apply, please type "N/A" on your sheet.
 - It must include date, times, participants (who all will attend) and short description of all activities and events. Example: Monday, October 16 at 10:00 a.m. New Members will meet in the 460/465 University Center to learn about the history of XYZ Sorority.

- Risk Management/Social Chairs must meet with Greek Advisor/Graduate Assistant before social activities take place.

- Membership Activity Forms for each individual recruitment activity, informational program, new member education meeting, and/or intake process date. Must be submitted at least 24 hours prior to any event where prospective or new members are present.

- All fraternity/sorority promotion weeks must be approved and placed on the Greek Master Calendar prior to booking/scheduling events.
- A signed copy of the Georgia State University Anti-Hazing Compliance Policy.

Additional items to be completed and turned prior to new member selection:

- 20 flyers promoting the Recruitment or Informational Event must be submitted to the Greek Life Advisor at least two weeks prior to the event. These flyers will be posted in the Office of Student Life and Leadership and in the Student*University Center display cases.
- Grade Release Form (must have signatures of all potential members to release the information to the organization). This must include names of all members participating in the process.
- Interviews (NPHC & MGC only): Place a list of names, social security numbers, and phone numbers for each student you have selected to be interviewed for your organization. This information must be submitted to the Office of Student Life and Leadership at least 24 hours before interviews take place. If interviews are scheduled for a weekend, turn in materials no later than the Friday before the event is to take place. There is an expectation that pledging will occur no later than two weeks after interviews are conducted.

Final paperwork to submit once new members accepts the invitation to join the fraternity/sorority:

- Greek Membership Form for each new member beginning the Intake or New Member Education process. This must be submitted within 48 hours of accepting invitation to join the organization.
 - Individuals will be confidential for MGC and NPHC groups until the induction date.
 - Chapter Presidents should complete a Roster Change Form if new members do not complete the process and 'de-pledge'. This would occur when a new member is not initiated or inducted into the fraternity/sorority.
- Binding Agreements must be completed for women signing bid cards from sororities in the Panhellenic Council.

Membership Recruitment / Intake Plan

For Greek Organizations at Georgia State University

The following information will be kept private from outside sources and will not be shared with students and/or other student organizations unless otherwise requested.

Section 1: General Information

Organization Name: _____

Recruitment Chairperson (if applicable): _____

Phone Number: _____ Email Address: _____

Intake Coordinator or New Member Educator Chairperson: _____

Phone Number: _____ Email Address: _____

Section 2: Membership Recruitment/Intake Plan

I have attached the Membership Recruitment/Intake plan for our Greek organization as outlined in the Membership Recruitment/Intake Guidelines and the Membership/Intake Plan. The Chapter Advisor has verified approval of these events with his/her signature on the Recruitment/Intake plan. If any changes occur, I will notify the Greek Advisor at least 24 hours prior to the event listed on the plan. Furthermore, I understand and agree to the following:

- If an activity is not listed on the recruitment plan it is not to occur.
- A membership activity form is to be submitted for each item listed on the overall recruitment plan/spreadsheet no later than 24 hours prior to the start of the event.
- Events cannot occur until I meet with the Greek Life Advisor and receive a written confirmation acknowledging receipt of these items.
- Recruitment or Informational Events will begin on _____.
- The New Member Educator or Intake Process will begin on _____ and conclude on _____.
- Initiation/Induction will occur on _____.
- Presentation of new members (bid day, coming out or probate show) will occur on _____
(if applicable)
- Event flyers were delivered to the Greek Life Advisor on _____
(Greek Advisor will complete)

(Continued on next page)

Section 3: Recruitment / Intake Agreements

- I agree that the names of the prospective members selected for the intake or new member education process will be turned in to the Greek Life Advisor within 24 hours of selection.
- I agree that the names of the initiated members will be turned in to the Greek Life Advisor within 3 days of the end of the intake/new member education period.
- I understand that if this form and the accompanying documents are not complete before the beginning of the intake process, no intake of new members will be allowed. Forms need all required signatures. I declare that all information submitted on this form is true to the best of my knowledge, as well as that of the entire chapter membership, and hereby give permission to the Office of Student Life and Leadership to verify the validity of this information.
- I understand that the Greek Life Advisor may reserve the right to deny intake or new member education process if evidence is presented that indicates that a chapter unfit for initiating new members.
- If any of this information is found to be false or misleading, the Office of Student Life and Leadership reserve the right to suspend the intake or new member education process pending full investigation of false statements.
- We have read and signed the Georgia State University Anti-Hazing Compliance Policy and agree to abide by that statement as it is written. The Office of Student Life and Leadership and the Chapter Advisor also reserve the right to suspend the recruitment, intake, or new member education process if the chapter is found or suspected of being in violation of the hazing policy as it is written.
- I understand that all recruitment, intake, and new member education activities will conform to the policy of my national organization.
- I understand that any deviation from the policy of my national organization must be supported in writing from the regional or national headquarters.
- In the event of any illegal activity perpetrated against potential or prospective new members taking place before, during, or after the time period specified for recruitment or intake, liabilities as a result of those actions will be the sole responsibility of the Chapter.

Recruitment Chairperson Signature: _____ Date: _____
(If applicable)

Intake Coordinator/New Member Educator Signature: _____ Date: _____

Chapter President Signature: _____ Date: _____

Chapter Advisor Signature: _____ Date: _____

To be completed by Greek Advisor:

I hereby give _____, _____ chapter permission to conduct recruitment or intake activities during the time period from _____ until _____. The chapter is in both good academic and financial standing with the university.

Marlon Gibson

Greek Life Advisor

Date