

GUIDELINES FOR CONDUCTING MEMBERSHIP INTAKE

In alignment with the Fraternal Organization Agreement (FOA), chapters that conduct membership intake agree to provide timely information to Fraternity & Sorority Life regarding their intake plans and process. The required information for submission to Fraternity and Sorority Life is listed below and is intended to help facilitate a consistent and efficient intake process for chapters and members.

INTAKE TIMELINE & FORM SUBMISSION

Every semester:

- Chapter officers complete the “*Intake Intent*” form
 - This form must be completed regardless of a chapter’s intention to conduct intake.
 - No intake activities may take place until this form has been approved by FSL.
 - Dates may be revised with prior notification and approval.

Prior to Intake Activities

- Complete any national or regional paperwork that needs to be signed by a FSL staff member.
- Complete “*Membership Intake Intent*” form

Membership Intake Timeline

- Chapters must provide FSL with a timeline that includes interest meeting dates, membership selection date, beginning and end of the educational period, initiation date, and new member presentation date.
- At least one week prior to the Informational/Interest/Rush Meeting
 - Share a copy of the Interest Meeting Flyer with FSL and post it in visible locations around the University to ensure all interested students are made aware. To ensure students are fully aware of the expectations for the chapter’s Interest Meeting, we suggest that fliers include the following information:
 - Date, time, location, dress code, and any additional expectations for aspirants (copy of resume, transcript, etc.).

Acknowledgment of Aspirants / Candidates for Membership

- Complete the “*Acknowledgement of Aspirants/Candidates for Membership*” form
 - Chapters must provide a comprehensive list that includes the full name and UVA computing ID of all participants in the organization’s educational/intake process.
- **Chapters must confirm that all candidates for membership have completed the Hoos Against Hazing education program, in compliance with Virginia’s *Adam’s Law*, effective July 2022.**
- Ensure that all candidates complete the [Academic Record Release Authorization](#).
- All the above requirements must be fulfilled before candidates can proceed with the membership intake process.
- If any candidate decides to withdraw from the process, chapter officials must immediately notify FSL staff.

REQUIRED FORMS FOR SUBMISSION

<https://studentaffairs.virginia.edu/subsite/fsl/policies-resources>

Important Considerations for Conducting Membership Intake

Hazing Prevention at the University of Virginia

Hazing is a crime in Virginia and is prohibited by University policy and the University Standards of Conduct. State and/or local law enforcement agencies investigate allegations of hazing under Virginia law. The Division of Student Affairs/Judicial Affairs investigates allegations of hazing under University policy. Please review the [Hoos Against Hazing](#) website for information and resources aimed at hazing prevention, education, and reporting. **All candidates for membership, as well as current chapter members and advisors, must complete the required Hoos Against Hazing training prior to conducting membership intake. Available dates for the training may be found on the “prevention” section of the Hoos Against Hazing website.** Your national organization also has anti-hazing policies that you should fully understand, discuss with your chapter advisor, and communicate to candidates for membership.

In addition, fraternities and sororities are expected to abide by the University’s Standards of Conduct and other policies applicable to all students and student organizations.

New Member Presentations

The new member presentation is an important aspect of membership in NPHC and MGC chapters, which celebrates new members and the unique history and traditions of each organization. New member presentations should be conducted in a way that honors the core values and legacy of your organization, keeping appropriate language, attire, and behavior in mind. Your national organization may have specific new member presentation performance guidelines that you should also be aware of.

- Presentations of new members must take place by the deadline determined by Fraternity and Sorority Life (usually no later than two weeks before the last day of classes).
- Any changes to the time and location should be communicated to FSL in advance.
- We encourage you not to schedule your new member presentation on the same day / time as other chapters within your council. FSL will monitor this and work with organizations to address conflicts.
- It is the chapter's responsibility to notify visiting and alumni members of all rules, policies, and New Member Presentation guidelines.
- No alcoholic beverages or drugs will be permitted. This includes visiting chapters, alumni, and/or graduate members.
- No references to hazing, and no physical abuse will be tolerated.

Academic Record Release

Students who accept membership in a fraternity or sorority are expected to provide authorization for Fraternity & Sorority Life to provide individual semester grade point and cumulative grade point averages to the president and/or scholarship chair of their organization. This information is used to determine the chapter academic trends, student eligibility within the chapter, and calculate chapter, council, and all Greek averages. Chapter Statistics will be released to the inter/national headquarters, chapter advisors, and presidents. Students have the right not to consent to this release of educational records, and should notify the appropriate chapter contact (President, advisor, etc.) as well as Fraternity and Sorority Life if they do not want this information shared with their organization.