Intake Procedures

Informal Intake Activities

Phase 1 – Informal meeting(s) conducted for the purposes of observing potential membership interest

- Step 1
  - A letter from the graduate advisor, regional or national officer must be submitted approving chapter’s status i.e. Good standing.

- Step 2
  - Submit the necessary SFL Intake documents with the appropriate signatures a week prior to informal meeting:
    - SFL Membership Intake Procedures Form
    - SFL Notice of Informal Informational Form
    - Electronic Copy of informational flier in jpeg or power point format

*All documents must be signed by chapter president, graduate advisor and SFL advisor a week prior to the meeting taking place. A confirmation e-mail will be sent to approve the chapter to proceed forward.

- Step 3
  - Immediately following the informal meeting the original sign in sheet must be submitted.

- Step 4
  - A letter from graduate chapter advisor must be submitted stating the close of intake activities if no formal process is to continue.

Formal Intake Activities

Phase 2- Formal meeting(s) conducted for the purpose of bringing in new members i.e. Interest meetings and/or rush.

- Step 1
  - A letter from graduate advisor, regional or national officer approving the chapter’s status i.e. Good standing.
    - If said chapter has already conducted an informal meeting in the same semester with approval of good standing this step will not have to be repeated.
• Step 2  
  o Complete *Notice of Formal Membership Intake Form*. This document must be signed by chapter president, appointed representative and SFL advisor prior to any formal meetings taking place.  
    ▪ Any changes to membership dates must be submitted by appointed representative.  
    ▪ New membership presentation shows are on a first come first serve bases. The organization that confirms their date first has the authority on whether they want to share that date.

• Step 3  
  o Submit an electronic copy of rush/intake flier in jpeg or power point format  
    *Please see New Member Presentation Guideline Policies*

*A confirmation e-mail will be sent to approving the chapter to proceed forward.*

• Step 4  
  o Immediately following the formal meeting the original sign in sheet is to be submitted to Sorority and Fraternity Life Advisor.

• Step 5  
  o Prior to any *formal* interviews or documentation from said chapter’s national office being submitted the *Verification of Grades Form* must be submitted to the SFL advisor to approve good academic/conduct standing status.

• Step 6  
  o Once SFL advisor approves candidate(s) it is the responsibility of the chapter president or advisor to send an e-mail validating which member(s) have been voted on by the chapter to move forward with the formal intake process. Any changes to candidates withdrawing from membership must be sent to SFL advisor immediately.  
    ▪ Chapter’s advisor/representative must read Hazing Form policy to all candidate(s). All chapter members and candidate(s) must sign policy and return to SFL advisor.

*IF YOU FAIL TO ADHERE TO THE ABOVE GUIDELINES YOUR PROCESS COULD BE DISCONTINUED.*

Membership Intake Chairperson/Date __________________________

President/Date ____________________________________________

Chapter Advisor/Date _________________________________________

Sorority & Fraternity Life Advisor/Date __________________________
NOTICE OF INFORMAL INFORMATIONAL

Organization: __________________________________________________

Date of Submission: ____________________________________________

Informational – (please attach a copy of flyer/announcement)

Date: ________________

Time: ________________

Location: ________________

Chapter President: ____________________________________________

Membership Chairperson: ______________________________________

Appointed Representative Name: _________________________________

Telephone Number: ________________________________

Email address: ________________________________

Appointed Representative Signature: ____________________________ Date: ________________
NOTICE OF MEMBERSHIP INTAKE

The officers of ___________________________________________ are proud to announce the intake of new members for the Fall / Spring (circle one) semester of_______________ (Year).

Informational Meeting
______________________________________________________
(Date, Time, Location)

Rush Activities
M-_____________________________________________________
(Date, Time, Location)

T-_____________________________________________________
(Date, Time, Location)

W-_____________________________________________________
(Date, Time, Location)

Interest/Formal Meeting
______________________________________________________
(Date, Time, Location)

Person in Charge of Intake
_____________________________________________________
(Name) (Title in Chapter)

(phone Number)

Education of Aspirants/Ritual
______________________________________________________
(Date, Time, Location)

Initiation Date/Final Ceremony
______________________________________________________
(Date, Time, Location)

Presentation/Reveal Date
______________________________________________________
(Date, Time, Location)

*If you do not know the exact date at this time, please list the possible week that the event may take place.

*The above information is accurate to the best of my knowledge

________________________________________
President’s Name
________________________________________
President’s Signature
________________________________________
President’s Phone #

________________________________________
Appointed Rep. Name Printed
________________________________________
Appointed Rep. Signature
________________________________________
Appointed Rep. Phone #

________________________________________
SFL Advisor Name Printed
________________________________________
SFL Advisor Signature
________________________________________
SFL Advisor Phone #
VERIFICATION OF ASPIRANTS FORM

Organization & Chapter Name ___________________________________________________________

We hereby declare that on ______________________ (date submitted), the following individuals are aspirants for membership into our regional/national representative(s).

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<th>Total # of Candidates</th>
<th>Signature: Chapter President</th>
<th>Signatures: Appointed Representative</th>
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<th>Aspirant's Name</th>
<th>Signature*</th>
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*Department Use Only  Date Received: ___________________________

* By signing above, I wish to waive my rights granted to me by the Family Educational Rights and Privacy Act of 1974 and permit UTK to release academic and student disciplinary information about me for membership/ statistical data purposes to appointed sorority/fraternity members, campus/graduate advisor(s), regional and national office(s). I understand that this waiver will be in effect until I notify SFL that I no longer wish to allow such information to be released.

*Cumulative grades will be verified approved for intake by the Assistant Director for Sorority and Fraternity Life.
HAZING

Participation of students in hazing activities is prohibited. “Hazing” means any intentional or reckless act, on or off university property, by one student acting alone or with others, which is directed against any other student and endangers the mental or physical health or safety of that student, or which induces or coerces a student to endanger his or her mental or physical health or safety, and includes treatment of a violent, abusive, shameful, insulting, or humiliating nature. Such action is prohibited when connected with initiation into or affiliation with an organization and does not include participation in customary athletic events or similar competition. A student committing an act of “hazing” is subject to disciplinary.

State of Tennessee Hazing Law 49-7-123. Hazing prohibited.

(a) As used in this section, unless the context otherwise requires:

(1) "Hazing" means any intentional or reckless act in Tennessee on or off the property of any higher education institution by one (1) student acting alone or with others which is directed against any other student, that endangers the mental or physical health or safety of that student, or which induces or coerces a student to endanger such student's mental or physical health or safety. "Hazing" does not include customary athletic events or similar contests or competitions, and is limited to those actions taken and situations created in connection with initiation into or affiliation with any organization; and

(2) "Higher education institution" means a public or private college, community college or university.
Each higher education institution shall adopt a written policy prohibiting hazing by any student or organization operating under the sanction of the institution. The policy shall be distributed or made available to each student at the beginning of each school year. Time shall be set aside during orientation to specifically discuss the policy and its ramifications as a criminal offense and the institutional penalties that may be imposed by the higher education institution.

[Acts 1995, ch. 500, § 1.]

National Organization Policies (i.e. Greek Headquarter offices, etc.)

Check with your own organization for their hazing policies and consequences.

The following activities have at one time or another been construed as hazing. Such actions are often required or implied as conditions necessary for an individual to be included in a group. The list is not inclusive of all possible hazing violations at the university. Organizations that are found to be in violation of this policy are subject to discipline by the university and may lose their status as recognized student organizations of the university. Individual members/interest(s) that are found to be in violation of the Code of Student Conduct may be disciplined in accordance with established university procedures.

_Hazing may include but is not limited to the following activities:_

- Requiring calisthenics such as sit-ups, pushups, runs or any form of physically abusive exercise
- Forcing or requiring consumption of alcoholic beverages or any drug
- Requiring the ingestion of any undesirable or unwanted substance (i.e. spoiled food, insects, raw eggs, etc.)
- Total nudity at any time
- Paddle swats
- Pushing, shoving or attacking associate/pledge members
- Assigning "pranks" such as stealing, painting objects, panty raids and harassing another organization
- Calling associates by degrading names such as "scum"
- Activities which allow associates/pledges less than six continuous hours of sleep
- Required road trips and kidnapping of associates or members
- Running up stairs while reading material
- Yelling, screaming or use of obscenities at pledges/associates
- Activities which encourage failure of associates/pledges to comply with the directions of faculty, staff or other university officials
- Burning, branding or tattooing any part of the body, whether voluntarily or involuntarily
- Activities which call for blindfolding, confinement, jumping from heights and other potentially dangerous activities
- Intentional actions that obstruct, disrupt or physically interfere with the use of university premises, buildings, streets or other facility of the university

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- Activities which encourage failure to comply with the laws of local, state or federal government

We, the undersigned, have read and understand the UTK hazing policy. We agree not to violate the hazing policy nor participate in any form of hazing PRE, DURING, and/or POST membership.

NAME/ SIGNATURE /ASSOCIATION(Member or Interest)                     STUDENT ID #

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Chapter President                                Date

Membership Chairperson                           Date

Appointed Representative                        Date