

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
 - 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
 - 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
 - Immediately following the formal meeting the original sign in sheet is to be submitted to Sorority and Fraternity Life Advisor.
- Step 5
 - 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
 - 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 _____

Chapter President/Date _____

Appointed Representative /Date_____

Office of Sorority & Fraternity Life Advisor/Date_____

Appointed representative-Designated local alumni advisor, regional, or national official appointed to approve membership processes.

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 and Date:* _____

Appointed representative-Designated local alumni advisor, regional, or national official appointed to approve membership processes.

NOTICE OF MEMBERSHIP INTAKE

_____ (name of organization) will be participating in membership for the Fall / Spring (circle one) semester of _____.
(Year)

Informational Meeting

(Date, Time, Location)

Interest/Formal Meeting

(Date, Time, Location)

Education of Aspirants/Ritual

(Date, Time, Location)

Initiation Date/Final Ceremony

(Date, Time, Location)

Presentation/Reveal Date

(Date, Time, Location)

Rush Activities

M- _____
(Date, Time, Location)

T- _____
(Date, Time, Location)

W- _____
(Date, Time, Location)

R- _____
(Date, Time, Location)

F- _____
(Date, Time, Location)

S- _____
(Date, Time, Location)

Su- _____
(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. Note, appointed alumni, regional, HQ official can only change dates.*

Person in Charge of Intake

(Name)

(Title in Chapter)

(Phone Number)

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 #

OSFL Advisor Name Printed

OSFL Advisor Signature

OSFL Advisor Phone #

**Appointed representative-Designated local alumni advisor, regional, or national official appointed to approve membership processes.*

New Member/Aspirant Reporting Form FERPA/Hazing/Conduct Release

Instructions

Each new member or aspirant intending to become a member of your organization must individually read and sign their acknowledgement of the following statements and provide their contact information. Only individuals included on this reporting form will be eligible to be added to your chapter roster, identifying them as new members of your organization.

FERPA Waiver Authorization

I understand that by signing this form I am waiving my rights granted to me by the Family Educational Rights and Privacy Act of 1974 and permit the University of Tennessee, Knoxville to release academic and student disciplinary information about me for membership/statistical data purposes and for reasons deemed necessary by the University to appointed sorority/fraternity members, campus/chapter/graduate advisors, and regional and national office(s). I understand that this waiver will be in effect until the conclusion of my enrollment at the University of Tennessee, Knoxville, termination of membership with affiliating chapter, or notification to the Office of Sorority and Fraternity Life that I no longer wish to allow such information to be released.

Hazing Policy

Under Tennessee Law, “hazing” is a crime and is likewise a violation of the UTK Code of Student Conduct. All UTK Student Conduct policies and procedures can be found in *Hilltopics*, the UTK Student Handbook. *Hilltopics* can be accessed online or a hard copy may be obtained from the Office of Sorority & Fraternity Life. 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, that 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; prohibited conduct is limited to actions taken and situations created in connection with initiation into or affiliation with any organization. I am aware that as a UTK student, I am responsible for all policies within *Hilltopics*, as outlined by the Office of Student Conduct & Community Standards.

By signing this agreement, I acknowledge that I have read and understand the University Policy on Hazing and *Hilltopics* and agree to neither violate or participate in any form of hazing pre, during, and/or post the membership intake/new member period. I also agree to abide by any additional regulations governing hazing established by policies of my sorority/fraternity, the (inter)national office, and/or the respective sorority/fraternity council.



New Members and Aspirants provide information and signatures on the following pages.

Name of Organization: _____

By signing this document, I acknowledge that I have read and understand the FERPA, Hazing, and Conduct Release policies (page 5).

PLEASE WRITE LEGIBLY

Legal First and Last Name	Signature	000-ID Number	UTK NetID	OSFL Notes



New Members and Aspirants provide information and signatures on the following pages.

Name of Organization: _____

By signing this document, I acknowledge that I have read and understand the FERPA, Hazing, and Conduct Release policies (Page 5).

PLEASE WRITE LEGIBLY

Legal First and Last Name	Signature	000-ID Number	UTK NetID	OSFL Notes

**CURRENT MEMBER
ANTI-HAZING FORM**

We, the undersigned, have read and understand the UTK hazing policy (Page 5). We agree not to violate the hazing policy nor participate in any form of hazing PRE, DURING, and/or POST membership.

PRINT NAME SIGNATURE ASSOCIATION STUDENT ID #

Chapter President

Date

Membership Chairperson

Date

Appointed Representative

Date