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
  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 ________________________________

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 # ___________________________


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

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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.

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Chapter President                     Date

______________________________  _________________________
Membership Chairperson              Date

______________________________  _________________________
Appointed Representative             Date

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Last Modified January 2018