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| **Guideline** | **Description** | **Fall 2023****Deadline**  | **Spring 2024****Deadline** | **Submission****Requirements**  |
| **Meet the Greeks****MGC Meet & Greet****Misconceptions & Stereotypes** | Meet the Greeks (Fall), Misconceptions and Stereotypes (Fall/Spring), and MGC Fest (Fall/Spring) are the first official introduction that students have to Greek Life. All NPHC chapters must attend and participate in Misconceptions and Stereotypes and Meet the Greeks. All MGC chapters must attend and participate in Meet the Greeks and MGC Meet & Greet. | **Wednesday, August 23rd****Monday, August 28th** **Wednesday,** **August 30st**  | **-****Thursday, January 25th** **Monday, January 29th**  | All Chapters Must Participate  |
| **Interest Meetings/Rush** | Organizations may host advertised informational/interest meetings and rush. These activities must take place after Meet the Greeks/MS/MGC Fest and within the given time frame. All interested students must receive a copy of the UTK Hazing Policy and consent to release non-public information by signing the MIP Interest Meeting Sign-In Form. | **Thursday, August 31st- Sunday, October 1st**  | **Thursday February 1st-Sunday, March 3rd**  | Each Attendee must sign the MIP Interest Meeting Sign-In Form. These must be submitted to Greek Life by the Chapter within 48 hours of the meeting  |
| **Letter of Intent** | The Letter of Intent notifies the Office of Sorority & Fraternity that an organization plans to have intake or entertain the possibility of intake through an Interest Meeting or Rush Activity. | **Friday, September 29th**  | **Friday, March 1st**  | Letter of Intent Must be submitted on official letterhead with signature of Chapter President and Advisor |
| **Intake Meeting and Advisor Verification** | An Intake Meeting must be scheduled with Office of Sorority & Fraternity Life to discuss the chapter’s calendar and plan for dates. This meeting must be attended by the President, Intake Coordinator, and Advisor. ***Chapters are asked to submit the MIP Notification Form \*\**** This meeting should be scheduled by the Chapter Intake Chair with the NPHC/MGC Advisor no later than October 4th (Fall)/March 1st(Spring)  | **Wednesday, October 4th** \*The Meeting must take place by this date and after Interest meeting, etc. | **Wednesday, March 6th** \*The Meeting must take place by this date and after Interest meeting, etc. | To be presented at the meeting: 1. Official Copy of Candidates submitted to national organization 2.MIP Notification Form 3. Proof of Approval for Intake from National Office |
| **MIP Activity Begins**All membership Intake Activities must begin by this day!**October 8, 2023 (Fall) / March 23, 2024 (Spring)** |
| **Pre-Intake Meeting with Candidates** | Upon the selection of new members, organizations must invite the Director/NPHC/MGC Advisor to the FIRST official intake meeting/educational session with the selected new members | **No later than Monday, October 9th** | **No later than Monday, March 18th**  | Scheduled by the Chapter Intake Coordinator with the NPHC/MGC Advisor no later than October 9th / March 18th  |
| **New Member Presentation Meeting** | Organizations participating in the New Member Presentation must schedule & complete a New Member Presentation Meeting by this date. This meeting’s purpose is to review NMP policies. | **No later than Wednesday, November 1st**  | **No later than Wednesday, April 3rd**  | **Organizations should officially add new members to the university roster at this meeting** |
| **Health and Safety Orientation Module** | ALL attendees wishing to be considered for intake must register for and complete the OSFL New Member Health & Safety Module on Canvas.  | **Due on Thursday, October 30th** | **Due on April, 30th**  | **All aspirants/****candidates must completed the HSOM.** |
| **Cease Activity**Chapters may no longer conduct activities. All new members must be initiated.**November 18th/ April 20st**  |
| **New Member Presentations**  | All newly initiated members must visibly display org. paraphernalia by this date  | **Final Day: November 19th** | **Final Day: Sunday, April 21st**  | Presentation of New Members |
| **New Member Orientation** | All new members are required to attend the New Member Orientation the semester they are initiated | **Monday, November 20th**  | **Monday, April 22nd**  | It is the chapter's responsibility to ensure all new members are in attendance |

**The UTK Sorority & Fraternity Life Office expects the line of communication to stay open for the duration of the Membership Intake Process. Should issues arise, it is an expectation that all changes are communicated with the NPHC/MGC Advisor, Stephen J. Black, or designated member of the UTK OSFL staff immediately.**