



Office of Greek Affairs Membership Intake Packet

The purpose of this packet is to articulate expectations for Multicultural Greek Council and National Pan-Hellenic chapters conducting membership intake at Iowa State University. The goal of this process is to maintain a safe environment for students interested in joining a MGC or NPHC organization that conducts intake and to keep the Office of Greek Affairs informed of chapters' intake plans. It is the responsibility of all chapters conducting membership intake to communicate with the Office of Greek Affairs staff regarding intentions of any membership recruitment or intake activities each semester.

Iowa State University-Office of Greek Affairs Privacy Policy

In an effort to protect the interests, privacy and confidentiality of the interested student, as well as the ISU chapter/organization, the Office of Greek Affairs will keep all intake-related documents confidential. No one other than the Assistant Dean/Director of Greek Affairs, Assistant Director of Greek Affairs, select university administrators and respective National Headquarters' offices upon request will have access to these forms and information.

All membership intake forms will be stored for a minimum of seven (7) academic years. Access to these documents and information will be denied to all parties except chapter advisors, and/or representatives from the respective organization's National Headquarters. All inquiries about these documents are to be referred to the chapter president and/or chapter advisors.

Non-Hazing Statement

All members (alumni & students) of the Iowa State University (ISU) Collegiate Panhellenic Council, Interfraternity Council, Multicultural Greek Council, and National Pan-Hellenic Council must abide by the ISU hazing policy. Any violation of this policy should be reported immediately to the Office of Greek Affairs at 515-294-1023.

The Student Conduct Code (4.2.8 Hazing) identifies hazing as any intentional, knowing, or reckless action, request, or creation, of circumstances that:

1. Endangers the health or safety of any individual;
2. Causes or presents a substantial risk of physical injury, serious mental distress, or personal humiliation to any individual; or
3. Involves the destruction or removal of public or private property in connection with initiation or admission into, or continued membership in, any group affiliated with the university, including but not limited to, any student, campus, fraternal, academic, honorary, athletic, or military organization.

Membership Intake Guidelines

Chapter organizations planning to host recruitment, informational, or intake programs must complete the following:

Intake Process

- Step 1
Verify all points of eligibility have been met through local, state, regional, and national levels. Proof of eligibility from National Organization should be provided to Office of Greek Affairs staff (i.e. electronically, hard copy, etc.).
- Step 2
Complete Membership Intake Plan document (pages 4 and 5) and supplemental materials including required signatures from Chapter President, Membership Intake Chair, and Chapter Adviser.
- Step 3
Schedule a meeting with the Office of Greek Affairs staff member, Chapter Adviser, Chapter President, and Membership Intake Chair. **You may schedule this meeting the semester prior to starting the recruitment/intake process.**
- Step 4
Conduct meeting mentioned in Step 3. This meeting should include the Membership Intake Plan document (pages 4 and 5) and supplemental materials. It is strongly encouraged that all parties be present in person, however, conference calls can be arranged.
- Step 5
President and/or Membership Intake Chair must submit completed verification of aspirants/bid cards* (provided by the Office of Greek Affairs) **within 72 hours of selection of potential new members.** This information will be used to verify grades and eligibility for membership intake and will remain confidential. The information provided by the bid cards will not be entered until members are fully initiated into the chapter. The Office of Greek Affairs must be notified within 72 hours of initiation so new members can be entered into Odysseus. If any member relinquishes their bid, or a chapter terminates the membership education process for a potential new member, the Office of Greek Affairs must be notified within 24 hours of the termination. Bid cards of terminated members will be shredded. Failure to provide this notification will result in termination of all membership intake activities for that semester.

New Member Presentations

The purpose of a New Member Presentation (special presentation, coming out show, new member showcase, etc.) is to welcome newly initiated members of the Greek community in a public forum. The following measures must be met in order for groups to conduct new member presentations:

New Member Presentation Process

- **Step 1**
Obtain written consent (either physical or electronic) from National Headquarters stating that your chapter is granted permission to conduct a New Member Presentation during the appropriate semester.
- **Step 2**
Abide by all on campus event approval processes set by the Event Authorization Committee (EAC). The Event Authorization Application can be found at <https://events-stuorg.sws.iastate.edu/application/>
- All presentation of new members (bid day activities, and new member/probate shows) must be completed before dead week each semester unless an exception has been made through the Student Activities Center.
- **Step 3**
Provide the Office of Greek Affairs with the consent received from National Headquarters along with any promotional materials (flyers, posters, etc.) at least one (1) week prior to the expected date of the show. If the original agreed upon date of the new member presentation changes, the national representative must approve the new scheduled date. The Office of Greek Affairs must be notified at least 48 hours in advance of the new date.

Considerations for New Member Presentations

- The ability to host a New Member Presentation is a privilege given by the university, NOT an automatic right afforded to Greek chapters.
- All shows need to be in “good taste” meaning that there should be no obscenities, derogatory behavior, disrespect of other Greek organizations, etc.
- No element of the new member presentation (including language, motions, or appearance) should depict a hazing or hostile environment.
- Any violations to university policy may result in university judicial charges.

**Iowa State University
Office of Greek Affairs Membership Intake
Chapter Information**

Organization Name: _____

President Name: _____

Phone Number: _____ Email Address: _____

Membership Intake/Recruitment Chairperson: _____

Phone Number: _____ Email Address: _____

Informational Sessions:

Date	Time	Location

Membership Intake Activity:
(Attach additional pages if needed.)

Date	Time	Location	Activity

Planned Dates for Formal Membership Intake (Approximate is appropriate):

Start Date of Educational Process: _____

End Date of Educational Process: _____

Projected Number of Prospective New Members/Aspirants: _____

Actual Number of Perspective New Members/Aspirants: _____

Projected Date of Initiation: _____

Actual Date of Initiation: _____

Projected Date of New Member Show (if applicable): _____

Actual Date of New Member Show (if applicable): _____

Recruitment & Membership Intake Agreements

I have attached the Membership Recruitment/Intake plan for our Greek organization as outlined in the Membership Recruitment/Intake Guidelines and the Membership/Intake Plan. The Chapter Advisor has verified approval of these events with his/her signature on the Recruitment/Intake plan. If any changes occur, I will notify the Office of Greek Affairs staff at least 48 hours prior to the event listed on the plan. Furthermore, I understand and agree to the following:

- If an activity is not listed on the recruitment plan it is not to occur.
- Events cannot occur until I meet with the Office of Greek Affairs staff and receive authorization to proceed.
- Event flyers announcing recruitment events must be approved by the Office of Greek Affairs.
- I understand that if this form and the accompanying documents are not complete before the beginning of the intake process, no intake of new members will be allowed. Forms need all required signatures. I declare that all information submitted on this form is true to the best of my knowledge, as well as that of the entire chapter membership, and hereby give permission to the Office of Greek Affairs staff to verify the validity of this information.
- I understand that the Office of Greek Affairs staff may reserve the right to deny intake or new member education process if evidence is presented that indicates that a chapter is ineligible to initiate new members.
- If any of this information is found to be false or misleading, the Office of Greek Affairs staff reserve the right to suspend the intake or new member education process pending full investigation of false statements.
- I have read and signed the Iowa State University Hazing Policy outlined on my bid card, and agree to abide by that statement as it is written.
- I understand that all recruitment, intake, and new member education activities will conform to University policies and the policies of my national organization.
- I understand that any deviation from the policy of my national organization must be supported in writing from the regional or national headquarters.

SIGNATURE OF CHAPTER PRESIDENT **DATE**

SIGNATURE OF CHAPTER MEMBERSHIP INTAKE COORDINATOR **DATE**

SIGNATURE OF CHAPTER ADVISER **DATE**

SIGNATURE OF OFFICE OF GREEK AFFAIRS STAFF **DATE**