Office of Student Life  
GREEK ORGANIZATION INTAKE PROCESS GUIDELINES

The Office of Student Life must have the following:

1. **Complete Intake Packet**, which includes:
   a. Notice of Membership Intake
      i. Date of Interest Meeting
      ii. Selection Conclusion Date
      iii. List of Aspirants
      iv. Date education of aspirants/intake process will begin
      v. Date of aspirant initiation
      vi. Date new members will be presented
   b. **New Member Education Program Cover Sheet**, which includes:
      i. Name, email, phone number of Intake Chair
      ii. Intake begin and end dates
      iii. Alumni Advisor for Membership Intake
      iv. Location of Initiation
      v. Request for a copy of the intake program*
      vi. Request for a calendar of all new member and chapter events
      vii. Request for a detailed description of all new member activities*

2. **Anti-hazing Statement** signed by the President, Intake Chair and Chapter Advisor.

3. **Copy of Informational Flyer** (the interest meeting should be advertised to the entire student body and not just word of mouth to a few students).

*We understand that some chapter activities will include ritual ceremonies. Please indicate those in your list of programs. **This information will be treated in a confidential manner in the Office of Student Life.**