



Dear NPHC Chapter Presidents, Members and Advisors,

This packet will assist you in planning your membership intake programs for the upcoming year. The completion of these documents is **required** of all National Pan-Hellenic Council, Inc. (NPHC) member organizations in order to conduct an intake process on the Colorado State University and University of Northern Colorado campuses. Please take a moment to review these forms and guidelines, and bring any questions or concerns to the NPHC advisor or Fraternity/Sorority Professional on your specific campus. For your reference, those individuals are listed below:

*Colorado State University*

Lindsay Sell, Director of Fraternity & Sorority Life/NPHC Advisor

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*University of Northern Colorado*

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[Rebecca.Ingraham@unco.edu](mailto:Rebecca.Ingraham@unco.edu), 970.351.2873

### ***Paperwork Completion***

Chapters whose memberships span multiple campuses do not need to complete multiple versions of this paperwork. Rather, they can submit the paperwork to the fraternity/sorority professional on the campus where the Chapter President is enrolled as a student. The staff member on the campus where the paperwork is received will share it with other campuses where members are enrolled as students within 48 hours of receiving the information. The fraternity/sorority professionals at each of the campuses on which the chapter is represented will work collaboratively to ensure that accurate documentation is maintained and shared regarding the chapter.

### ***Privacy Statement***

We do not intend to use these documents in any manner that will undermine the traditions of NPHC organizations on these campuses. In doing so, we promise to protect the chapter's interests and privacy by keeping the information submitted private. No one, other than the fraternity/sorority professionals at the campuses where the chapter has members will have access to these forms during the membership intake process.

All Membership Intake packets will be stored in the Fraternity & Sorority Life Offices for a minimum period of twenty-four (24) months. Access to the documents will be denied to all parties except for chapter advisors, and representatives of the Inter/National headquarters. All other inquiries regarding these documents will be referred to the organization's chapter president and advisor. The only exception to this policy is in the event of University administration inquiries stemming from concerns related to violations of campus policies and/or local, state, and federal laws.

### ***Intake Windows***

Effective immediately; all membership intake activities for the 2016 Fall Semester must take place between the following time frames. These time frames are dictated by the latest start date of classes and the earliest end date of classes between the two institutions over which this policy spans.

**Fall 2016:** Monday, August 22, 2016 – Friday, December 2, 2016

*Adapted from policies from Vanderbilt University and Virginia Commonwealth University*

Membership intake activities are defined as any and all activities that are required by the International/National fraternity or sorority of prospective members to gain membership into an organization. For example, if it is required that prospective members attend a rush, informational meeting, interest meeting and/or awareness seminar, complete an application, provide transcripts, participate in an interview(s), pay fees, attend sessions, etc. in order to gain membership, the University regards those activities as a part of the membership intake process and therefore must fit within the intake windows.

It is imperative that you check with your Regional and/or District representatives to ensure that your organization can adhere to the aforementioned dates. If a mandatory event or conference pertaining to new member intake is scheduled after the intake window, please notify the office so that we can determine a new course of action.

If you have any questions regarding intake, please do not hesitate to ask. Good luck!

Interfraternally,



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## Membership Intake Paperwork Timeline/Worksheet

### Overview of Membership Intake Guidelines

Organizations that wish to take new members must adhere to a number of guidelines and deadlines for the campuses on which current members and interested wo/men are enrolled as students, in addition to your chapters' policies and deadlines.

### Intake Windows

Each chapter will ensure that all member/new member activities are completed within a specific period and that initiation and any new member presentations will occur no later than the date designated by the Fraternity & Sorority Life Offices where members or interested wo/men are enrolled as students. Intake windows for the Fall 2016 semester are:

**Spring 2014:** Monday, August 22, 2016 – Friday, December 2, 2016

### Deadlines

This is intended to be a worksheet for your chapter to track its progress. Where necessary, printed and completed forms should be submitted to the Fraternity & Sorority Life Offices on the campuses where the chapter has members or where interested wo/men are enrolled as students.

Item	Due Date	Our Chapters' Due Date
Submit Notice of Membership Intake Form	Prior to the start of any intake related activities	
Submit Anti-Hazing Form	Prior to the start of any intake related activities	
Submit Intake Program Cover Letter	2 weeks before the start of the intake process	
Submit Interest Eligibility Verification form	Within 2 days of completed interest meeting	
Submit Report of Those Going Through Membership Intake	3 days prior to the start of the intake process	
Submit Report of New Initiates	3 days prior to initiation	
Submit reservation confirmation of New Member Presentation	2 weeks prior to date of New Member Presentation	

### Violations:

Violations of the guidelines outlined here may result in discipline, as well as possible individual conduct violations following respective council/office/institutional conduct processes.

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## New Member Presentation Guidelines

In order for the Colorado State University and University of Northern Colorado Offices of Fraternity & Sorority Life to assist chapters with the intake process and avoid potential problems, all organizations must adhere to the following guidelines when presenting new members to their respective campus communities:

- 1) Presentation of new members must take place no more than fifteen (15) calendar days after the members have been initiated into your organization.
- 2) New member presentation shows are not to be scheduled on the same evening/time of a previously planned event of another chapter of the same council. (Please check with your NPHC advisor to confirm that no other events are scheduled at the time you are hoping to plan the presentation.)
- 3) No explicit or revealing attire is to be worn by new members.
- 4) Vulgarity and profanity will not be tolerated.
- 5) Verbal attacks, whether intentional or not, on another individual will not be tolerated.
- 6) No alcoholic beverages will be permitted.
- 7) No physical abuse will be tolerated. This includes but is not limited to: slapping, kicking, spitting, punching, poking, etc... Canes, paddles, staffs, sticks, etc. may be used as part of the performance, but may not be used as a weapon to harm another individual.
- 8) In the event of a fight or physical altercation during the presentation, those involved will be removed immediately, University Police will be contacted, and the student involved will be referred to the conduct office on the campus at which they are enrolled as a student, even if they are not enrolled at the institution where the presentation is held. If a member of the presenting organization is involved, the presentation will be stopped immediately.
- 9) The duration of the presentation should be no longer than one and a half (1.5) hours total from the advertised start time. Following the show, members of the presenting organization must vacate the area within thirty minutes. The presenting organization will be responsible for ensuring the site used is left in its original condition after use.
- 10) A representative from the Office of Fraternity & Sorority Life on the campus at which the presentation is held must be in attendance.
- 11) Your organization is responsible for reserving the location of your new member presentation and submitting the event confirmation to the Office of Fraternity & Sorority Life on the campus where the presentation will be held two (2) weeks prior to the date of the presentation.

### **Violations:**

Violations of the New Member Presentation Guidelines or intake process may result in disciplinary measures executed by respective institutions, office, and/or governing councils.

### **Violations include but are not limited to:**

1. Intentional submission of improper paperwork (i.e., changing of dates on forms, falsifying original signatures, incomplete paper work, etc.)
2. Holding membership intake without adhering to the Intake Guidelines set by the Offices of Fraternity & Sorority Life on the campuses where members or interested wo/men are enrolled as students.
3. Hazing: Any violations of the Hazing Policy will result in disciplinary action.
4. Overt activity defined as any activity related to intake conducted in defiance of previous guidelines or warnings by council advisors.
5. Failure to adhere to New Member Presentation Guidelines (as included in this packet).

## Anti-Hazing Statement

### State of Colorado Hazing Law

*Colorado 1<sup>st</sup> Regular Session of the 62<sup>nd</sup> General Assembly > SENATE BILL NO. 106 > 1999 Colo. SB 106*

[\*1] SECTION 1. Part 1 or article 9 of title 18, Colorado Revised Statutes, is amended BY THE ADDITION OF A NEW SECTION to read:

18-9-124. **Hazing** - penalties - legislative declaration.

- (1) (A) THE GENERAL ASSEMBLY FINDS THAT, WHILE SOME FORMS OF INITIATION CONSTITUTE ACCEPTABLE BEHAVIOR, **HAZING** SOMETIMES DEGENERATES INTO A DANGEROUS FORM OF INTIMIDATION AND DEGRADATION. THE GENERAL ASSEMBLY ALSO RECOGNIZES THAT ALTHOUGH CERTAIN CRIMINAL STATUTES COVER THE MORE EGREGIOUS **HAZING** ACTIVITIES, OTHER ACTIVITIES THAT MAY NOT BE COVERED BY EXISTING CRIMINAL STATUTES MAY THREATEN THE HEALTH OF STUDENTS OR, IF NOT STOPPED EARLY ENOUGH, MAY ESCALATE INTO SERIOUS INJURY.  
(B) IN ENACTING THIS SECTION, IT IS NOT THE INTENT OF THE GENERAL ASSEMBLY TO CHANGE THE PENALTY FOR ANY ACTIVITY THAT IS COVERED BY ANY OTHER CRIMINAL STATUTE. IT IS RATHER THE INTENT OF THE GENERAL ASSEMBLY TO DEFINE **HAZING** ACTIVITIES NOT COVERED BY ANY OTHER CRIMINAL STATUTE.
- (2) AS USED IN THIS SECTION, UNLESS THE CONTEXT OTHERWISE REQUIRES  
(A) "**HAZING**" MEANS ANY ACTIVITY BY WHICH A PERSON RECKLESSLY ENDANGERS THE HEALTH OR SAFETY OF OR CAUSES A RISK OF BODILY INJURY TO AN INDIVIDUAL FOR PURPOSES OF INITIATION OR ADMISSION INTO OR AFFILIATION WITH ANY STUDENT ORGANIZATION; EXCEPT THAT "**HAZING**" DOES NOT INCLUDE CUSTOMARY ATHLETIC EVENTS OR OTHER SIMILAR CONTESTS OR COMPETITIONS, OR AUTHORIZED TRAINING ACTIVITIES CONDUCTED BY MEMBERS OF THE ARMED FORCES OF THE STATE OF COLORADO OR THE UNITED STATES.  
(B) "**HAZING**" INCLUDES BUT IS NOT LIMITED TO
  - (I) FORCED AND PROLONGED PHYSICAL ACTIVITY;
  - (II) FORCED CONSUMPTION OF ANY FOOD, BEVERAGE, MEDICATION OR CONTROLLED SUBSTANCE, WHETHER OR NOT PRESCRIBED, IN EXCESS OF THE USUAL AMOUNTS FOR HUMAN CONSUMPTION OR FORCED CONSUMPTION OF ANY SUBSTANCE NOT GENERALLY INTENDED FOR HUMAN CONSUMPTION;
  - (III) PROLONGED DEPRIVATION OF SLEEP, FOOD, OR DRINK.
- (3) IT SHALL BE UNLAWFUL FOR ANY PERSON TO ENGAGE IN **HAZING**.
- (4) ANY PERSON WHO VIOLATES SUBSECTION (3) OF THIS SECTION COMMITS A CLASS 3 MISDEMEANOR.

[\*2] SECTION 2. Effective date - applicability. This act shall take effect July 1, 1999, and shall apply to offenses committed on or after said date.

[\*3] SECTION 3. Safety clause. The general assembly hereby finds, determines, and declares that this act is necessary for the immediate preservation of the public peace, health, and safety.

### Colorado State University Hazing Policy

*Found in the Colorado State University Student Code of Conduct > Article III: Proscribed Conduct > B. Rules and Regulations Specific to Student Organizations > Section 2*

Hazing, which includes any act that endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for

*Adapted from policies from Vanderbilt University and Virginia Commonwealth University*

continued membership in a group or organization. The express or implied consent of the victim will not be a defense. Apathy or acquiescence in the presence of hazing is not neutral; they are violations of this rule.

**University of Northern Colorado Hazing Policy**

*Found in the University of Northern Colorado Student Code of Conduct > Article III: Student Conduct > B. Prohibited Student Conduct > Section 8*

Hazing, defined as an act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in, a group or organization. The express or implied consent of the victim will not be a defense. Apathy or acquiescence in the presence of hazing is not a neutral act; they are violations of this rule.

**Examples of hazing include, but are not limited to:**

- A pledge/new member activity that active members do not participate in. No pledge/new member should be involved in an activity that the active members don't do. There should be an equal number of actives and new members, and the actives must be participating in the same manner as the new members (i.e. not just sitting around watching them clean...everybody helps)
- Sleep deprivation— New member activities should not go on between 12:00 am—8:00 am
- Any activities that interfere with academics
- Physical or verbal harassment
- Any form of questioning under unnecessary pressure or in an uncomfortable position. Ex. – a new member should not be verbally abused after missing a question
- Mandatory workouts – While working out may be “healthy,” there are risks associated with making someone work out. If someone falls and breaks a leg, or passes out and hits their head, the chapter will be liable. Requiring new members to wear ridiculous costumes or perform ridiculous activities, or having them all wear the same clothing item(s)
- Silence periods of any kind
- Requiring new members to call active members Mr., Miss, etc. You should address new members and brothers exactly how your headquarters prescribes.
- Requiring new members to perform personal service to active members such as carrying books, running errands, performing maid duties, etc.
- Stealing of any kind (i.e. taking composite, furniture)
- Requiring only new members to enter through the back door
- Scavenger hunts of any kind
- Line-ups

Hazing is prohibited and any member failing to comply with this policy is subject to disciplinary action. This policy pertains to all potential new members, active members, and alumni/ae members of the Fraternity/Sorority.

All members are subject to federal, state and local laws, and rules and regulations of the institutions at which members and/or interested wo/men are enrolled as students.

***By signing below, you are verifying that you have read, understand, and will comply with the policies and guidelines outlined above.***

\_\_\_\_\_  
*Grad Chapter Advisor's Signature*                      \_\_\_\_\_ *Date*                      \_\_\_\_\_ *Phone #*

\_\_\_\_\_  
*Intake Chair Signature*                                      \_\_\_\_\_ *Date*                                      \_\_\_\_\_ *Phone #*

\_\_\_\_\_  
*Chapter President Signature*                                      \_\_\_\_\_ *Date*                                      \_\_\_\_\_ *Phone #*

***Adapted from policies from Vanderbilt University and Virginia Commonwealth University***



### Notice of Membership Intake

RETURN THIS FORM TO THE FRATERNITY/SORORITY PROFESSIONAL ON THE CAMPUS WHERE THE CHAPTER PRESIDENT IS ENROLLED AS A STUDENT AT LEAST TWO WEEKS BEFORE THE PROCESS BEGINS.

The \_\_\_\_\_ Chapter of \_\_\_\_\_ is proud to  
*Chapter Designation* *Fraternity or Sorority Name*

announce the intake of new members for the \_\_\_\_\_ of \_\_\_\_\_.  
*Semester* *Year*

The following schedule outlines the Membership Activities which will comprise the Intake Process:

Interest flyer will be posted in the Offices of Fraternity & Sorority Life on the campuses where intake will be held (at least one week):

\_\_\_\_\_

Other promotional efforts will consist of:

\_\_\_\_\_

Interest meeting(s) shall be held on:

\_\_\_\_\_

Selection shall conclude on:

\_\_\_\_\_

Education of potential new members/intake process begins on:

\_\_\_\_\_

Potential New Members will be initiated on:

\_\_\_\_\_

New Members will be presented on:

\_\_\_\_\_

The person responsible for intake for the Chapter will be:

The chapter advisor supervising intake for the Chapter will be:

\_\_\_\_\_  
*Name*

\_\_\_\_\_  
*Name*

\_\_\_\_\_  
*Title in the Chapter*

\_\_\_\_\_  
*Title in the Chapter/Organization*

\_\_\_\_\_  
*Phone Number*

\_\_\_\_\_  
*Phone Number*

\_\_\_\_\_  
*Email Address*

\_\_\_\_\_  
*Email Address*

The above information is accurate and complete to the best of my knowledge. I further understand that it is my responsibility to inform Offices of Fraternity & Sorority Life at all Universities involved of any changes to the above information immediately following the alterations.

\_\_\_\_\_  
*President's Name Printed*

\_\_\_\_\_  
*President's Signature*

\_\_\_\_\_  
*President's Phone Number*

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*Grad Chapter Advisor's Name  
Printed*

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*Grad Chapter Advisor's  
Signature*

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*Grad Chapter Advisor's Phone  
Number*



### Intake Program Cover Sheet

RETURN THIS FORM TO THE FRATERNITY/SORORITY PROFESSIONAL ON THE CAMPUS WHERE THE CHAPTER PRESIDENT IS ENROLLED AS A STUDENT AT LEAST TWO WEEKS BEFORE THE PROCESS BEGINS.

Fraternity/Sorority: \_\_\_\_\_

Universities listed on Chapter Charter: \_\_\_\_\_

Intake Chair: \_\_\_\_\_ Phone # (cell): \_\_\_\_\_

E-mail: \_\_\_\_\_

Intake Begins: \_\_\_\_\_ Intake Ends: \_\_\_\_\_

Total Number of Weeks: \_\_\_\_\_ Initiation Date: \_\_\_\_\_

Grad Chapter Advisor for Membership Intake: \_\_\_\_\_

Phone #: \_\_\_\_\_ E-mail: \_\_\_\_\_

Location of initiation: ( ) On Campus ( ) Off Campus

Membership Intake Program to include but not limited to: (Please attach a copy)

- Calendar of all new member and chapter events, including dates and locations\*
- Detailed description of all new member/intake activities
  - At a minimum, this program description should address the following areas:
    - Scholarship expectations and initiatives
    - Community service opportunities
    - Fraternity/Sorority history
    - Leadership development
    - Mentoring programs within the chapter (i.e. Big Brother/Sister programs)
    - Campus involvement
- The Anti-hazing statement, signed by the president, intake chair, and graduate chapter advisor on behalf of all chapter members
- Interest Flier that will be used to promote your intake process
- Other pertinent information regarding your new member education program

\*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 Offices of Fraternity & Sorority Life where chapter members and/or interested wo/men are enrolled as students.

Was this program devised by your: ( ) Inter/National Office and/or ( ) Local Chapter

We, the undersigned, certify that we have read and agree to abide by the University's policies and regulations concerning new member/pledge/associate education and hazing.

\_\_\_\_\_

*Intake Chair (print)* *Date* *E-mail*

\_\_\_\_\_

*Chapter President (print)* *Date* *E-mail*

*Adapted from policies from Vanderbilt University and Virginia Commonwealth University*



### Interest Eligibility Verification Form

Organization: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_ Location: \_\_\_\_\_

Students who wish to participate in membership intake for a fraternity or sorority must meet the minimum academic qualifications of the chapter and national organization for which they are seeking membership.

\_\_\_\_\_ requires that interested students must have a minimum grade point average of a \_\_\_\_\_ on a 4.0 scale. **Please note that students who do meet the minimum qualifications are NOT guaranteed membership in the organization.**

By completing and signing this form, you, the student interested in membership in a fraternity or sorority, consent to the disclosure of your academic and disciplinary record to the chapter in which you are seeking membership and the Office of Fraternity & Sorority Life on the campuses where this organization has members/is conducting intake for the purpose of verifying your eligibility for membership.

Printed Name	Phone Number	Signature	University	Student ID #	OFSL use only		Intake Seminar
					GPA/Hours	Discipline	

As the Graduate Chapter Advisor, I confirm that this interest meeting was held in compliance with our inter/national organization’s procedures and guidelines.

Advisor’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Page \_\_\_\_\_ of \_\_\_\_\_

*Adapted from policies from Vanderbilt University and Virginia Commonwealth University*

Before signing below, please read the information on the cover page.

Printed Name	Phone Number	Signature	University	Student ID #	OFSL use only		Intake Seminar
					GPA	Discipline	

As the Graduate Chapter Advisor, I confirm that this interest meeting was held in compliance with our inter/national organization’s procedures and guidelines.

Advisor’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Page \_\_\_\_\_ of \_\_\_\_\_

*Adapted from policies from Vanderbilt University and Virginia Commonwealth University*

## Report of Those Going Through Membership Intake

RETURN THIS FORM TO THE FRATERNITY/SORORITY PROFESSIONAL ON THE CAMPUS WHERE THE CHAPTER PRESIDENT IS ENROLLED AS A STUDENT NO MORE THAN 3 DAYS AFTER SELECTION OF POTENTIAL MEMBERS.

Organization: \_\_\_\_\_

Today's Date \_\_\_\_\_ Date of Initiation: \_\_\_\_\_

First Name	Middle Name	Last Name	University	Student ID #

Intake Chair Signature: \_\_\_\_\_

Grad Chapter Advisor Signature: \_\_\_\_\_



## Report of New Initiates

RETURN THIS FORM TO THE FRATERNITY/SORORITY PROFESSIONAL ON THE CAMPUS WHERE THE CHAPTER PRESIDENT IS ENROLLED AS A STUDENT 3 DAYS PRIOR TO INITIATION.

Organization: \_\_\_\_\_

Today's Date \_\_\_\_\_ Date of Initiation: \_\_\_\_\_

Number of Initiates: \_\_\_\_\_

First Name	Middle Name	Last Name	University	Student ID #

Intake Chair Signature: \_\_\_\_\_

Grad Chapter Advisor Signature: \_\_\_\_\_