

Membership Intake Manual

The National Panhellenic Council (NPHC) intake manual will provide NPHC organization members, advisors, and various

with university personnel to ensure a successful and positive experience for all involved in the intake process. To avoid problems, chapters must include forms to provide specific information and adhere to the guidelines as enumerated in this document.

These membership intake guidelines and forms are to be used by

During the intake process, the organizations are responsible for:

- 1. Requesting prior approval from the University to be considered for membership intake;
- 2. Must ensure that membership intake activities will not interfere with the academic requirements of the candidates;
- 3. As candidates are perused for membership all precaution must be taken to ensure the intake process is free of any form of hazing
- 4. All chapter advisors must be present at all membership activities
- 5. Organizations must complete all required paperwork in a timely manner.
- 6. Each organization is allowed 50 candidates per membership intake period, no exceptions will be made.
- 1. The date time location of all new member presentations will be determined by the office of Student Engagement or the Division of Student Affairs designee
- 2. Death marches is

- All candidates for membership must sign a Candidate Anti-Hazing Compliance Agreement.
- The form must be signed by all candidates wishing to participate in the membership intake process and submitted with the Verification of Candidates form.

All membership intake documents submitted are kept confidential. If any dates and times need to be changed on the event calendar, chapter representatives must notify the Office of Student Engagement and Leadership in writing at least three business days before the new event.

Membership intake can only take place with the approval of the Office of Student Engagement and Leadership. If intake activities begin without the knowledge and signed approval of the Office of Student Engagement and Leadership, and/or immediately, and the

chapter will be placed on immediate suspension. Any sanctions will be administered appropriately at the discretion of the Office of the Dean of Students or his designee.

At the conclusion of the intake process (after initiation), an updated chapter membership roster form must be submitted to the Office of Student Engagement and Leadership to show any changes in membership since the Verification of Candidates form was submitted.

To maintain a positive membership intake process, please note the following information:

- 1. The University will hold intake only during the spring semester and in such a manner as to not interfere with any exercises of the University schedules.
- 2. All organizations shall complete requirements connected with their initiation within the designated intake period.
- 3. During the initiating period, no organization shall conduct any part of its membership intake procedures without the presence of the official advisor(s).
- 4. At the request of the Office of Student Engagement and Leadership, the Student Health Center staff may, at random, examine candidates before, during and after the intake period for the purpose of safeguarding the health of the students being initiated.
 - x Any evidence of physical or mental brutality will be reported to the Office of the Vice President for Student Affairs and the GSU Police Department by the medical staff or any person having knowledge thereof.
- 5. For violation of any regulation, the organization will face potential suspension for a period or permanent expulsion as indicated, to be determined by the Office of Student Engagement and Leadership and VP for Student Affairs/ or designee.



The following information must be submitted this form to be considered for membership intake:

- x A hard copy of the informational flyer
- x A proposal schedule of all dates, times, and locations for all membership intake activities along with a summary of what each session/activity will involve.
- x Any paperwork from the national organization that needs to be signed by the Dean of Students.

CHAPTER INTAKE INFORMATION

Name of Chapter and Organization

Date/Time/Location of Information Meeting

Dates intake process will begin/end______ Location of Intake Meetings:

CHAPTER ORGANIZATION REPRESENTATIVE INFORMATION

GSU email address:	Phone	
: GSU email address	Phone	
Email address	Phone	
Email address	Phone	

CERTIFICATION INFORMATION

By signing this document, the chapter advisor certifies that the information presented is accurate and correct. The advisor also agrees to the following conditions per the Membership Intake Manual:

- x The chapter will comply with all the policies and procedures for Membership Intake put in place by Grambling
- x The chapter will comply with local, state, and federal laws, and University and national organization policies during the Membership Intake process.
- x Once reviewed, the Office of Student Engagement/Leadership will send out the official approval/denial letter.

Chapter Advisor	Sgnature	Date
Student Engagement Leadership Coordinator	Sgnature	Date
Associate Dean, Student Experience	Sgnature	Date
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The _

Chapter of

_certifies that all

Participating in any form of hazing or allowing yourself to be hazed in any form is forbidden by any student(s) or organization(s) including but not limited to the Greek organizations, clubs, band, and athletic teams affiliated with Grambling State University. The following definition has been developed to clearly inform the University community as to the position and stand on what is considered hazing at our institution.

Any action taken or situation created on or off university premises (membership intake is explicitly not to take place off campus) to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Such activities and situations include, but are not limited to:

- 1. Paddling in any form, slapping, pushing;
- 2. Forced inducement or the causing of another to consume any food, liquid, or other substance;
- 3. Creation of excessive fatigue, physical and psychological shocks;
- 4. Kidnapping, coercion resulting in menial tasks being performed-4(g)-3(ue, physi)-4(cal a)-4(nd p)3(sy)-7(chologi)-6(cal sho



 Semester/Year

 Chapter/Organization: