Fraternity and Sorority Life

Intent for Intake Form

The Office of Fraternity and Sorority Life at Virginia Commonwealth University encourages the growth and development of our fraternal community by ensuring a safe and educational environment for membership selection. Each organization conducting intake shall keep the Fraternity and Sorority Life Office informed of all intake activities each semester. This reporting is mandatory and may be available for review and revision each semester as needed.

Members, new members, alumni and members of the Graduate or Alumni Chapters will be held responsible individually for their actions during the new member process. It is important that everyone understand that their actions may have repercussions on the undergraduate chapters.

The steps listed below must be completed each semester in addition to the inter/national organization’s Policies and Procedures for Intake. The following information is private and is only available to the Fraternity and Sorority Life office staff. These items are required in order to ensure the safety of all members and aspirants, while preserving the traditions of the organizations.

1. Notify the council advisor of intent to have recruitment events or interest meetings and submit the Membership Intake Request Form (found below) at least 10 days in advance of any informal or formal interest meeting.

2. The Membership Intake Request Form must include the dates, times and locations of recruitment events or interest meetings (formal or informal), the date of the start of the new member process, the anticipated end date of the new member process, and the expected date of initiation and new member show (if applicable). It also must include all required signatures and supporting documentation.

3. The chapter officer must also supply a copy of the formal/informal interest meeting flyer to be approved by the Office of Fraternity and Sorority Life. The Intake Paperwork will not be approved without a flyer.

4. Within 24 hours of the interest meeting, the chapter must turn in an attendance/grade check list to the Office of Fraternity and Sorority Life. This must include the signatures and student ID numbers of all attendees.

5. If the chapter would like to continue with the process, grade checks are required for all potential members or aspirants. Grade checks must be complete before extending an invitation of membership. The grade check form can be found at: http://www.greeksatvcu.com/forms-policies. Advisors have three (3) days to return grade checks.

6. Within 48 hours of being accepted for membership, all aspirants must meet as a group with an FSL Office advisor and sign the Anti-Hazing Card. Failure to turn in these cards will result in an immediate cease and desist of all intake activities.

7. If New Members would like to have a New Member Show/Presentation, they may do so, but shows are not mandated by the University. The following procedures should be used, and failure to do so will result in the New Member Show/Presentation being cancelled indefinitely.
   a. Notify the MGC/NPHC advisor of the date of New Member Show.
   b. The space reservation will then be made by the MGC/NPHC advisor, and the chapter must meet with the advisor to review the details of the show.
   c. All University policies and procedure must be followed.
   d. All presentations must be respectful, supportive of the fraternal community, family-oriented and portray a positive image of Fraternity and Sorority Life at VCU.
Virginia Commonwealth University Office of Fraternity and Sorority Life
Membership Intake Request Form

Please Note: This form must be completed and turned in at least ten days prior to start of recruitment/intake activities.

Chapter Information:
Completed by the __________________________ Chapter of __________________________
Officer Name: ________________________________________________________________
Officer Email Address: _________________________________________________________
Officer Cell Phone Number: ____________________________________________________

Timeline:
Flyers will be posted:
  Date: ______________________________
  Location(s): ________________________

Interest/Informal/Formal Meeting(s):
  Date: ______________________________  Date: ______________________________
  Time: ______________________________  Time: ______________________________
  Location: __________________________  Location: __________________________

Attendance List will be turned into FSL on (24 hours after meeting): ________________
Grade Checks will be given to chapter by (up to 72 hours after receiving Attendance List): ________________

Membership Offers will go out:
  Date: ______________________________
  Time: ______________________________
  Location: __________________________

Aspirants will meet with FSL staff member on:
  Date: ______________________________
  Time: ______________________________
  Location: __________________________

Educational Meetings (must be held on-campus):
  Date: ______________________________  Date: ______________________________
  Time: ______________________________  Time: ______________________________
  Location: __________________________  Location: __________________________
  Date: ______________________________
  Time: ______________________________
  Location: __________________________
  Date: ______________________________
  Time: ______________________________
  Location: __________________________
  Date: ______________________________
  Time: ______________________________
  Location: __________________________
  Date: ______________________________
  Time: ______________________________
  Location: __________________________
  Date: ______________________________
  Time: ______________________________
  Location: __________________________

New Members will be initiated:
   Date: ______________________________
   Time: ______________________________
   Location: ___________________________

New Member Show date & Time *(if applicable)*
   Date: ______________________________
   Time: ______________________________
   Preferred Locations (number in preferential order): ___________________________

**Supporting Documents:**
1) Any paperwork from the Inter/National Headquarters or other proper authority, which needs to be signed by the Fraternity & Sorority Life Staff.
2) A copy of a flyer to advertise any informal/formal interest meetings or activities.
3) A copy of a flyer to advertise new member show (may be given later in process).

**Chapter Officer Contact Information:**
The Officer in charge of Intake for the Chapter:
Name: ______________________________________
Position in Chapter: ___________________________
Phone Number: _______________________________
Email Address: _______________________________

The Officer in charge of New Member education will be:
Name: ______________________________________
Position in Chapter: ___________________________
Phone Number: _______________________________
Email Address: _______________________________

**Intake Advisor Information:**
Name: ______________________________________
Phone Number: _______________________________
Email Address: _______________________________

Name: ______________________________________
Phone Number: _______________________________
Email Address: _______________________________
Statement of Acknowledgement:

By signing below, I am acknowledging that the above information is accurate and correct to the best of my knowledge. If anything should change I will submit it in writing to the Fraternity and Sorority Life Staff as soon as possible.

I understand that if this form and the accompanying documents (flyer and/or calendar) are not approved then intake will not 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 Fraternity and Sorority Life Office and the council advisor to verify the validity of this information.

If any of this information is found to be false or misleading, the Fraternity and Sorority Life Office and the council advisor reserves the right to suspend the recruitment/intake process pending full investigation of false statements.

I understand that all Intake activities will conform to the policy of the inter/national organization.

I understand that auxiliary groups (little sister, little brother groups) are inconsistent with the purpose and philosophy of single-gender fraternal organizations and are not allowed to be associated in any way with member chapters of the Virginia Commonwealth University fraternity and sorority community.

I understand that any deviation from the policy of my inter/national organization must be supported in writing from the national headquarters.

I understand that hazing is defined as the following and is considered a felony in the Commonwealth of Virginia and can be prosecuted as such if the chapter is found in violation. I understand that it is my responsibility as a chapter Officer, Member, and/or Advisor to ensure that my chapter is creating a safe environment and abiding by all local and national laws.

“Any action taken or situation created, intentionally, whether on or off fraternity premises, to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Such activities may include but are not limited to the following: use of alcohol; paddling in any form; creation of excessive fatigue; physical and psychological shocks; quests, treasure hunts, scavenger hunts, road trips or any other such activities carried on outside or inside of the confines of the chapter house; wearing of public apparel which is conspicuous and not normally in good taste; engaging in public stunts and buffoonery; morally degrading or humiliating games and activities; and any other activities which are not consistent with academic achievement, fraternal law, ritual or policy.”

I understand that in the event of any illegal activity perpetrated against potential or prospective new members taking place before, during, or after the time period specified for intake, liabilities as a result of those actions will be the sole responsibility of the chapter. The Faculty/Campus Advisor, council advisor, the Fraternity and Sorority Life Office, and Virginia Commonwealth University will NOT be held liable nor considered responsible for any illegal activities.