Fraternity and Sorority Life

Intent for Recruitment

Each organization conducting recruitment shall keep the Fraternity and Sorority Life Office informed of all membership recruitment activities each semester. This reporting is mandatory and may be available for review and revision each semester as needed.

Also, 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 they understand that their actions may have repercussions on the undergraduate chapters. Undergraduate chapters are responsible for communicating the governing council and VCU Anti-Hazing Policy to all members, new members, alumni and members of their Alumni Chapters.

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

1. Notify the council and chapter advisor of intent to have recruitment events or interest meetings.

2. The officer responsible for educating and/or facilitating the new member process must file the Membership Recruitment Information Form (below). It must include the dates of recruitment events or interest meetings, 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. This schedule is due ten days prior to performing any recruitment activity.

3. Grade checks are required for all potential members. 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. Council advisors will return the grade checks within three (3) business days.

4. Bid lists must be verified by the respective council advisor, prior to any Bids being given out. Once given to the advisor, they will be verified with one (1) business day.

5. Within 48 hours of being accepted for membership, the Name, Student ID Number, and e-ID of all New Members must be submitted through the completion of the Fraternity and Sorority Life Office Grade Release and Anti-Hazing Statement forms. These “blue cards” are available in the Fraternity and Sorority Life Office. Failure to turn in these cards, within 48 hours of bid acceptance will result in an immediate cease and desist of all new member activity.

If you have any questions regarding the paperwork that you need to submit please contact Fraternity and Sorority Life at 804-828-4685.
Virginia Commonwealth University Office of Fraternity and Sorority Life
Membership Recruitment Information Form

This form must be completed and turned in ten days prior to start of recruitment activities accompanied by:

- Any paperwork from the Inter/National Headquarters or other proper authority, which needs to be signed by the Fraternity & Sorority Life Staff.
- A copy of the recruitment schedule: recruitment events or interest meetings, beginning date of process, ending date of process, initiation date, date of new member show/presentation (if applicable), and new member education plan.

Recruitment Will begin on

Interest Meeting/Recruitment Event Dates (If Applicable):

Bids (or membership offers) will go out on

Bids will be formally accepted on

New Member Education will begin on

New Member Education will complete on

New Members will be initiated on

Bid Day w date & Time (If Applicable)

Educational Meetings (must be held on-campus):

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The Person in charge of the recruitment for the Chapter

___________________________________________
Name

___________________________________________
Title in Chapter

___________________________________________
Phone Number

___________________________________________
Email Address

The person in charge of new member education for the Chapter will be:

___________________________________________
Name

___________________________________________
Title in Chapter

___________________________________________
Phone Number

___________________________________________
Email Address

The Chapter Advisors responsible for the above activities will be:

___________________________________________  ___________________________________________
Name  Name

___________________________________________  ___________________________________________
Phone Number  Phone Number

___________________________________________  ___________________________________________
Email Address  Email Address

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 & Sorority Life Staff as soon as possible.

___________________________________________  ___________________________________________
President’s Name Printed  President’s Signature

___________________________________________  ___________________________________________
Advisor’s Name Printed  Advisor’s Signature

___________________________________________  ___________________________________________
President’s Phone  Advisor’s Phone
PROCESS OUTLINE

- I understand that if this form and the accompanying documents are not completed before the beginning of the recruitment process, no recruitment 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 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 process pending full investigation of false statements.

- I understand that all recruitment 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:

  - “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.”

- 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 recruitment, 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.

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<td>Signature of New Member Educator</td>
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<td>Signature of Recruitment Chair</td>
<td>Signature of Chapter Advisor</td>
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