



Spring 2024 Intake Packet

Arkansas State University

Arkansas State University

Office of Fraternity & Sorority Life

P.O. Box 1980
State University, AR 72467
870.972.2055

Spring 2024 New Membership Intake Schedule

Sunday, January 14th, 2024 – Sunday, March 10th, 2024

Informational meetings, interest meetings, or smokers may take place, if allowed by its National Organization's Intake Guidelines. These informational meetings are designed to give new and returning students the opportunity to learn about each of the NPHC fraternities or sororities.

Friday, February 9th, 2024

If your organization plans to conduct an intake process, the chapter president/new membership chairperson should turn in:

- *Notice of Membership Intake* OR the *Notice of Intention to Abstain From Conducting MIP* form
- *Chapter Advisor Agreement (ONLY if conducting intake this semester)* found below.

If potential members are planning to participate in a community service project or any other event (dances, etc.) with the chapter during the intake process, that information should also be listed in the provided space on the form. **If any of your potential members participate in a function and/or attend a function with your organization, Chapter Advisors should be present at the event(s).** After the *Notice or Intention to Abstain of Membership Intake* forms have been submitted to the Office of Fraternity & Sorority Life, our office will contact chapter advisors to verify that your organization is in compliance with your national headquarters membership program.

Arkansas State University requires all prospective members to attend an Intake Seminar, which will be held twice in September and February of each semester. This seminar is designed to educate new members about joining NPHC organizations, anti-hazing policies on all levels (local, state, and national), answer questions about the new membership intake process, application and interview tips, plus much, much more.

* During your informational meeting, all organizations should stress the importance of this seminar. This seminar should last at least an hour or longer depending on questions/answers. Current NPHC members may not attend.

Wednesday, February 14th, 2024

This is the last day to submit your **NPHC Intake Verification Form**. The Primary Advisor for NPHC will run an official cumulative grade and hours check on the individual(s). After this date, the University will not approve forms beyond this point. If your **actual** intake process (ritual, history, etc.) is longer than 3- 5 days, it is suggested that you turn your paperwork in before this time.

Sunday, April 21st, 2024

All intake activities must cease by 10 p.m.

Office of Fraternity & Sorority Life

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New Membership Intake Guidelines for Spring 2024 Semester

Each organization must have the following information submitted in order to participate in the Intake/Initiation Program for the Spring 2023 Semester. Note item(s) checked:

_____ **DUE FRIDAY, February 9th, 2024**

_____ Complete and submit the Notice of Membership Intake form OR Notice to Intention to Abstain from Conducting Intake form by **Friday, Feb 9th**.

_____ Complete and submit Chapter Advisor Agreement form to the Office of Greek Life by **Friday, Feb 9th**. (**Only if conducting intake this semester**).

_____ Complete and submit the Intake Verification Form for all potential members with names and student ID numbers to the Office of Fraternity & Sorority Life ***at least 3 days prior*** to sending membership intake packets to your national headquarters. Last day to receive this is **Wednesday, February 14th**.

_____ All organizations must adhere to all Intake/Initiation deadline dates listed for the Spring 2024 Semester.

_____ All organizations conducting Intake this semester should submit Fraternity & Sorority Hazing Compliance Forms. Potential Members will sign Hazing Compliance Forms during the Intake 101 Session.

Note: All dates are **final** unless prior approval has been received from the Office of Greek Life.

Arkansas State University
NOTICE OF MEMBERSHIP INTAKE
DUE February 9th, 2024

The officers and members of _____ are proud to announce the intake
(Chapter & Fraternity/Sorority)
of new members for the Fall / Spring (please circle one) semester of _____.
(Year)

Interest Meeting(s) will be held on the following dates:

- Our chapter will announce the Intake 101 dates that are scheduled for this semester during our above Interest Meeting dates. These dates are provided by the Office of Greek Life.

If applicable, Chapter Interviews will be held on (List Date) _____.

Chapter Selection of New Members will conclude on (List Date) _____.

Education of aspirants/intake process begins on (List Date) _____.

**Miscellaneous Dates, (List Event & Date)_____.

Aspirants will be initiated on (List Date) _____.

If applicable, New Members will be presented on _____.

The last day to submit an Intake Verification Form is (List Date) _____. This form and date is provided by the Office of Greek Life.

The person in charge of intake for the Chapter will be:

Officer Name: _____

Officer Position: _____

Phone Number: _____

The chapter advisor supervising intake for the Chapter will be:

Chapter Advisor's Name: _____

Sponsoring Graduate Chapter: _____

Phone Number: _____

The above information is accurate and correct to the best of my knowledge.

President's Name Printed

Signature

Phone Number

Date

Chapter Advisor's Name Printed

Signature

Phone Number

Date

** If potential members are planning to participate in a community service project or any other event (dances, etc.) with the chapter during the intake process, that information should also be listed in the space provided.

Arkansas State University

**NOTICE of INTENTION TO ABSTAIN FROM CONDUCTING MEMBERSHIP INTAKE
DUE February 9^h, 2024**

The _____ Chapter of _____ does not intend to conduct membership intake during the _____ semester. We understand that should that decision change, we must notify the ASU Office of Greek Life in writing, with approval from the Chapter Advisor. We understand that if we engage in pre-pledging activities not a part of the inter/national process, it will be reported to the Director of Greek Life, the Office of Student Conduct, and the National Headquarters.

_____	_____	_____
Chapter President's Name (Printed)	Chapter President's Signature	Chapter President's Phone
_____	_____	_____
Chapter Advisor's Name (Printed)	Chapter Advisor's Signature	Chapter Advisor's Phone
_____	_____	_____
Director of Greek Life's Name (Printed)	Director of Greek Life's Signature	Director of Greek Life's Phone

**Arkansas State University
Office of Fraternity & Sorority Life**

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870.972.2645

Spring 2023 Chapter Advisor Agreement

DUE ON FRIDAY, February 9th, 2024

As an advisor, I agree to insure that the Organization will comply with the University's Rules and Regulations governing the Spring Intake/Initiation Program:

Note items listed below:

- Organization must complete and submit the Notice of Intake or Notice of Intention to Abstain from Intake form.
- Organization must complete and submit Intake Verification form.
- Organization must adhere to all deadline dates.
- Organization must submit a Fraternity and Sorority Hazing Compliance Form.
- Organization must submit Notice of Membership Intake/Intake Calendar.

Advisor Agreement

I, _____, have agreed and approved all activities associated with
Advisor's Name (Print)

_____ Membership Intake Process. I and/or another

graduate chapter designee will be present and in charge during **all** activities associated with this

organization's Membership Intake Program.

Advisor's Signature

Date

**ARKANSAS STATE UNIVERSITY
OFFICE OF GREEK LIFE
INTAKE VERIFICATION FORM**

Fraternity/Sorority Name _____

Initiation Date _____ **Form Submitted by** _____

Phone No. _____ **Email** _____

		FOR OFFICE USE ONLY					
<u>Full Name</u> <small>(alphabetical order)</small>	<u>Student ID Number</u>	<u>Last Semester</u>		<u>Cumulative</u>		<u>Approved</u>	<u>Not</u>
		HRS. A/E	GPA	HRS. A/E	GPA		Approved

FOR OFFICE USE ONLY

Date Received _____ **Processed** _____ **Approved** _____

Assistant Director, FSL

Please complete this form and return it to the Office of Greek Life at least three (3) business days prior to submitting membership intake packets to your national headquarters. No later than 2/23/24.

Presentation of New Members Policy

All organizations must adhere to the following guidelines when presenting new members to the campus community.

- I. Presentation of new members must take place no more than 30 calendar days after the members have been initiated into the organization or prior to **10pm on Sunday, April 21, 2024**, whichever comes first.
- II. Requested New Member Presentation dates for Spring will be determined on a first-submitted, first served basis. The Office of Greek Life will review the requested date on the Notice of Intake Form and determine if that date is available and approved.
- III. Presentation shows are not to be scheduled on the same night/time of a previously planned event of another chapter of the same council or the Office of Greek Life.
- IV. No explicit or revealing attire is to be worn by the new members or other show participants/performers.
- V. Disparaging comments about other organizations or use of foul language will NOT be tolerated.
- VI. All music MUST be edited.
- VII. No alcoholic beverages will be permitted.
- VIII. No physical abuse will be tolerated. This includes, but is not limited to: slapping, kicking, spitting, punching, pushing, poking, caning, etc. Canes, staffs, sticks, etc. may be used as part of the performance, but may not be used as a weapon to harm another individual.
- IX. Paddles of any form are prohibited.
- X. Open flames are prohibited, unless reserved venue permits.
- XI. In the event of a fight during the presentation, those fighting will be disciplined immediately by the Office of Student Conduct. If a member of the presenting organization is involved, the presentation will be stopped immediately.
- XII. Disruptions by other attending organizations will not be tolerated. This includes, but is not limited to: walking through the presenters' show, talking over the presenting organization, etc.
- XIII. Presentations must begin **no later than 8pm** and last **no longer than 2 hours**. Following the show, members of the presenting organizations must **vacate the area within 30 minutes** to assist with crowd disbursement. The presenting organization will be responsible for ensuring the site used is left in its original state after use.
 - a. **All shows must start within 15 minutes of the scheduled start time or the show will be canceled.**
- XIV. An Arkansas State University staff member, other than an organization's advisor, (professional or graduate), MUST be in attendance at all new member presentations. The presenting organization must coordinate the schedule with the staff member who will be present.