

CHECKLIST FOR NEW MEMBER PROCESS

Fall 2019 Membership Intake Window:

PC: August 25 – October 20

IFC: September 1- October 27

MGC: September 22 - November 17

NPHC: September 28 – November 23

As your chapter begins/proceeds through its membership intake process, please make sure that you complete the items on the Membership Intake checklist below. The checklist should be completed in the order listed below. Please note that interest meetings and recruitment are permitted before the intake window; however, the chapter **SHOULD NOT** under any circumstances have a formalized relationship with prospective members (IGs, interest groups, pre-pledging programs, etc.) prior to the beginning of the intake window. **Regardless of start date, all membership intake activities SHALL end no later than the end date for your specific council listed above.**

- NPHC & MGC ONLY - Complete Membership Intake Intent Form:** must complete the form whether they plan on having intake or not. Forms are due to the Office of Sorority & Fraternity Affairs no later than the beginning of the new member intake/education window.
- Attend Outcomes of New Member Education Workshop:** conducted by the SFA and your council each semester. This workshop covers the desired outcomes of the new member education process.

The *Outcomes of New Member Education* workshop is required for New Member Educators and Chapter Presidents.

- Outcome of New Member Education Workshop:**
 - PC:** August 28th
 - IFC:** September 4th
 - NPHC:** September 9th at 5:30pm – Reitz Union 2103
 - MGC:** September 11th at 5:30pm – Reitz Union 2315
- Complete and sign the Anti-Hazing Commitment**
- NPHC & MGC ONLY - Chapter holds Interest Meeting and attendees complete Interest Meeting Sign-in Form.** These attendees do NOT sign the New Member Report Form.
- Complete and submit **New Member Report Form** by the required deadline.
- Complete and submit **Initiation Roster** three days after initiation of new members. **All activities MUST commence by end of window listed above.**