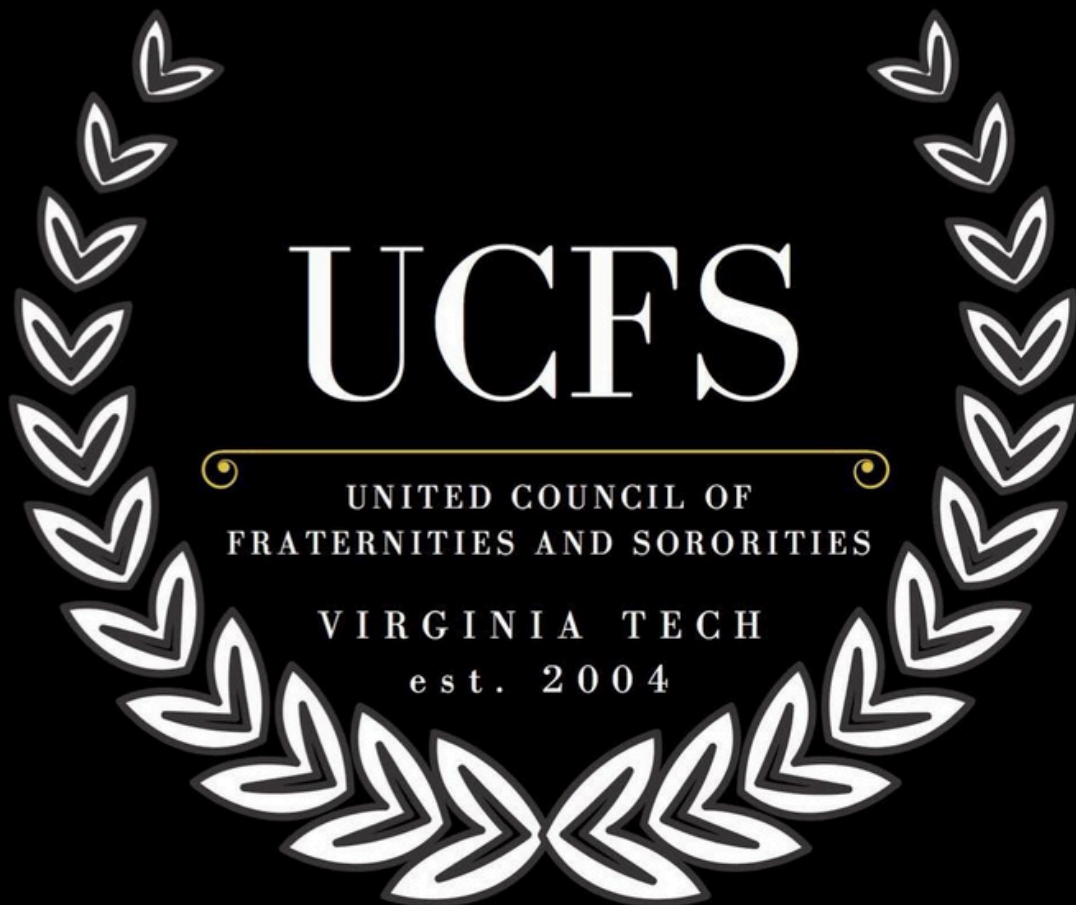


United Council of Fraternities & Sororities

Step 2: Notice of Membership Intake Forms

Updated August 2025



STUDENT AFFAIRS
FRATERNITY AND SORORITY LIFE
VIRGINIA TECH.



VIRGINIA TECH'S FRATERNITY AND SORORITY LIFE **STEP 2: NOTICE OF MEMBERSHIP INTAKE**

Chapter: _____

Semester: _____

Academic Year: _____

Is your chapter planning to conduct Intake this semester?

- ☐ Yes. Complete the sections below and on pages two (2) and three (3).
☐ No. Complete page three (3).

If yes:

- Formal recruitment (i.e. rush, informational sessions, etc.) will occur during the following time frame (anticipated start and end dates):
- Prospective members' materials due to the chapter (anticipated date):
- If applicable, when are prospective members being interviewed (anticipated date[s], time):
- The chapter will vote on prospective members on (anticipated date, time):
- Intake / new member education will begin on (anticipated date, time):
- Aspirants/New Members will be initiated on (anticipated date, time):
- If applicable, New Member Presentation will be on (anticipated date):
- An FSL staff member will / will not be needed at an event. If needed, please indicate what the event is and when:



VIRGINIA TECH'S FRATERNITY AND SORORITY LIFE
STEP 2: NOTICE OF MEMBERSHIP INTAKE

New Member Education Schedule

Please provide a brief timeline of your intake process schedule (e.g. Week One – 01/01). Include major dates such as Big Little pairing, crossing / initiation, etc.

New Member Education Schedule

If applicable: Please list the New Member Education Team i.e. Chapter Intake Coordinator / New Member Educator, Assistant New Member Educator(s), etc.



VIRGINIA TECH'S FRATERNITY AND SORORITY LIFE STEP 2: NOTICE OF MEMBERSHIP INTAKE

This form must be turned in by the end of the second week of the semester.

CHAPTER'S INTAKE COORDINATOR

Name Printed	Position in Organization
Phone Number	Signature
	Date

CHAPTER ADVISOR

Name Printed	Position in Organization
Phone Number	Signature
	Date

CHAPTER PRESIDENT

Name Printed	Signature	Date
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OFFICE USE ONLY

Date Received	Received by	Notes:
Date Reviewed	Reviewed by	