



STUDENT AFFAIRS
FRATERNITY AND SORORITY LIFE
VIRGINIA TECH™

**Membership Intake and New Member
Presentation Policies and Guidelines for**

United Council of Fraternities and Sororities (UCFS)



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Intake/Recruitment Policy

Interest/Rush/Interviews/Informational Meetings

- A Chapter can host an informal “Meet and Greet”/ Informational/ recruitment event during a semester that the chapter is planning to conduct intake/ recruitment.
 - Application materials **cannot** be presented or shared during informal “Meet and Greet”/ Informational/ recruitment events. These events also **cannot** be mandatory for prospective members (i.e. you must attend in order to be eligible to join the organization).
 - Chapters **MUST** notify the Office of Fraternity and Sorority Life (i.e. UCFS Advisor) if they are planning to hold one of these events at least 10 business days prior to the event. This is done by a chapter representative completing the “Notice of Intake / Recruitment Event (**Step One**) Form.
- The Formal Interest meeting, “Rush”, or Informational must take place the same semester the chapter plans to have intake/recruitment. This must take place after the Fraternity and Sorority Life Showcase.
 - It is **mandatory** that students being considered for membership attend an official Interest meeting, Rush, or Informational where the council advisor, Director, or their designee are present to provide the anti-hazing presentation. An official attendance list must be turned in to the Office of Fraternity and Sorority Life (1) business day after the meeting.
 - Adam’s Laws/ Hazing Prevention information must presented at this meeting by the UCFS Advisor or their designee. If Adam’s Laws/ Hazing Prevention information cannot be presented at this meeting, it must be conducted to all attendees/ interested applicants prior to when the official application is due to the organization.
 - Chapters **MUST** notify the Office of Fraternity and Sorority Life (i.e. UCFS Advisor) if they are planning to hold one of these events at least 10 business days prior to the event. This is done by a chapter representative completing the “Notice of Intake / Recruitment Event (**Step One**) Form.
- **Advertising**
 - The respective chapter must submit an electronic copy (PDF, JPEG, etc.) to the council advisor of the official formal Interest meeting, Rush, or Informational flyer/advertisement for approval ten (10) days prior to the event.
 - All chapter must advertise the event for a minimum of one (1) week.
 - Chapters must advertise using all three (3) methods listed below:
 - Physical flyer in the Office of Fraternity and Sorority Life
 - Chapter’s official social media account
 - GobblerConnect

- **Reporting Selected and Initiated**

- The Chapter must submit an official list to the council advisor of the students selected to participate in the new member process **before** the official list is submitted to the national office (i.e. a list of potential members the chapter is interested in participating in MIP/ the new member process).
- This can be done via Step Three of the Membership Intake/ Recruitment procedure using the **Membership Eligibility Form (Step 3)**
- 24 hours after new members are initiated to chapter must confirm the initiated members via Step 5 of the intake procedure.

- **Intake, initiation, and reveal window**

- The intake window will open after the Fraternity and Sorority Life Showcase and must conclude by November 5th in the Fall semester and April 1st in the Spring semester. This includes initiation and probates/presentations shows/reveals.
- Deviation Request
 - The council advisor must be notified in writing if the chapter needs to deviate outside the intake/recruitment window. **A Deviation Request Letter must be submitted prior to November 5th in the Fall semester and April 1st in the Spring semester.** The letter should include the following:
 - The letter must be signed or come from someone authorized by the chapter (i.e. chapter advisor, or district, regional or national office). Additionally, documentation may be required.
 - The advisor and chapter president of the sponsoring chapter should be prepared to meet with the council advisor to further discuss the deviation plan.

Virginia Tech's Fraternity and Sorority Life Membership Intake Procedure

The purpose of this document is to provide a source of information regarding Fraternity and Sorority Life's (FSL) procedure for the Membership Intake Process. Membership intake refers to any process, steps, or procedures a student takes in order to become a member of a fraternity or sorority. All organizations, regardless of the intention to do intake, should complete some step in the process (Step 2). Those organizations who are seeking to partake in intake must follow the rest of the paperwork timeline outlined below. The 5 step process is as followed:

- Step 1** Submit the **Recruitment Event Form** at least 10 days prior to every informal or formal recruitment / Intake event. If you have multiple events planned, please include them all on the same form.
- Step 2** Submit the **Notice of Intake Form** by the end of the second week of the semester.
- Step 3** Once students are selected to participate in intake, complete the **Membership Eligibility Form**.
- Step 4** Additionally, each student who is starting the Intake process must complete the **Commitment to a Hazing Free Environment Form** and **Grade Release Form**. Those forms are located at: <https://fsl.vt.edu/> → Menu → Resources → Forms and Policies → Forms. **Those forms** should be printed off and submitted by a chapter member to your council advisor.
- Step 5** Once the chapter has finalized plans for the New Member Presentation, complete the **New Member Presentation Policy & Acknowledgement Form**.
- Step 6** Once students are initiated, complete the **New Member Initiation Form**.

Virginia Tech – Fraternity and Sorority Life Privacy Policy

All documents submitted to Fraternity & Sorority Life related to the Intake / Recruitment process will be kept confidential and be shared on a need-to-know basis. This information will only be shared administratively within FSL or with respective parties in cases of conduct, alleged hazing, and/or inquiry from administration or national organizations.

Membership intake forms will be kept for at least three academic years and in accordance to Virginia Tech's record retention policy. Access to these documents by members affiliated with the organization will only be granted to chapter advisors and/or representatives from the organizations' National Headquarters. All other inquiries about these documents will be referred to the chapter president and/ or chapter advisor(s).

Required Paperwork Timeline

STEP 1- Recruitment Event Form

- The Office of Fraternity and Sorority Life must be notified when the chapter plans to hold an informal or formal intake/ recruitment event. If you have multiple events planned, please submit a schedule.
- **Form must be submitted least 10 business days prior to the planned event.**

STEP 2- Notice of Membership Intake Form

- All UCFS chapters must notify the Office of Fraternity and Sorority Life of the chapter's intent to conduct intake for the semester. It is the expectation that all active chapters not under sanction by the university or the national, regional or district leadership will participate in membership intake at least once per academic year.
- All organizations, regardless of the intention to do intake, should complete this step in the process.
- All approved chapters must have intake within the membership intake window as indicated by FSL.
- The initiation period for fraternities and sororities must occur within the same semester in which the membership/intake period is conducted.
- **Form must be submitted by the end of the second week of the semester. ***

STEP 3- Membership Eligibility Form

- Once students have been selected to proceed through the new member process, (usually after interviews, approval from regional leadership) please complete this form.
- **This form must be submitted one week before the intake process begins and BEFORE it is submitted to national, regional or district leadership.**
- **The chapter must also submit a Change in Membership Status Form if a student is no longer part of the new process.**

STEP 4- Hazing Free Experience and Grade Release Forms

- Once students have begun the membership intake/ new member process, each student must complete the *Commitment to a Hazing-Free Fraternity and Sorority Life Experience* AND the Grade Release forms. Those forms are located at: <https://fsl.vt.edu/> → Menu → Resources → Forms and Policies → Forms
- Each student pursuing membership must review and sign the *Commitment to a Hazing-Free Fraternity and Sorority Life Experience and Grade Release* form within **72 hours of their first new member education meeting.**
- These forms must be submitted to FSL **48 hours after they are collected.**

STEP 5 - New Member Presentation Policy & Acknowledgement Form

- Once the chapter has finalized plans for a new member presentation, this form must be submitted at **least 3-weeks prior to the new member presentation.** With a meeting scheduled with your Council Advisor at least 2-weeks prior to the new member presentation.

STEP 6 -New Member Initiation Form

- Once students are initiated and officially members of the organization, please complete this form.
- This form must be submitted no less than **48 hours after being initiated but at least 72 hours** before a new member presentation.

**We recognize every organizations' policies and timeline for intake vary. We will work with the chapter leadership if any of the required dates conflict.*

Virginia Tech's Fraternity and Sorority Life Recruitment Event Form Step One (1)

Intake Coordinator responsible for the event(s):

Name: _____ Title: _____

Email: _____ Phone Number: _____

Is your Region/ Grad Chapter/ Advisor aware of the event(s):

☐ Yes, if so, who was made aware of this event? _____

☐ No, if no, please explain: _____

Is your chapter planning to conduct Intake/Recruitment this semester?

☐ Yes. (Don't forget to complete Step 2).

☐ No. (Don't forget to complete Step 2).

This form must be turned in 10 business days prior to the events listed above.

Virginia Tech's Fraternity and Sorority Life Notice of Membership Intake Step Two (2)

Name of Organization/ Chapter Designation: _____

Date: _____ Academic Semester and Year: _____

Is your chapter planning to conduct Intake this semester?

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

If yes:

☐ Formal recruitment (i.e. rush, informational sessions, etc.) will start and end (anticipated date, time, location) with the following event(s): _____

☐ When are prospective members' materials due to the chapter (anticipated date): _____

☐ If applicable, when are prospective members being interviewed (anticipated date, time, location): _____

☐ The chapter will be voting on the prospective members on (anticipated date, time, location): _____

☐ Intake will begin on (anticipated date, time): _____

☐ Aspirants/New Members will be initiated on (anticipated date, time, location): _____

☐ If applicable, New Member Presentation will be on (anticipated date, time, and location). Please provide a rain locaton if outside. _____

☐ An FSL staff member will / will not (circle one) be needed at an event. If needed, please indicate what the event is and when: _____

Virginia Tech's Fraternity and Sorority Life **Notice of Membership Intake** Step Two (2)

Please provide a brief outline of your intake process schedule.



Virginia Tech's Fraternity and Sorority Life Notice of Membership Intake Step Two (2)

Chapter's Intake Coordinator:

Name

Position in Organization

Phone Number

Signature

Chapter Advisor Overseeing Intake Representative:

Name

Email

Phone Number

Signature

President's Name Printed

Signature

Date

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

OFFICE USE

Date Received: _____

Received by: _____

Reviewed by: _____

Notes: _____

Virginia Tech's Fraternity and Sorority Life Membership Eligibility Form Step Three (3)

Chapter Information

Fraternity/ Sorority Name: _____

Name of Officer Submitting Form: _____

Email Address: _____

Title: _____

GPA Required for membership: _____

Date Submitted to the Office of Fraternity and Sorority Life _____

Release Statement for grades/official VT records. By signing below, I give permission for the Office of Fraternity and Sorority Life to check my academic status, grades, and disciplinary records at Virginia Tech. I further give my permission for the Office of Fraternity and Sorority Life to release this information to the fraternity chapter of which I am associated. Additionally, I understand that my VT student email account will be added to a VT Fraternity & Sorority Life distribution list. This release will expire on the day that I disassociate, or otherwise discontinue my membership with this fraternity/sorority.

Virginia Tech's Hazing Policy. By signing below, I understand that hazing is a criminal offense in the Commonwealth of Virginia. Hazing is prohibited in all forms. This policy is based on the proposition that students are entitled to be treated with consideration and respect at all times. Specifically, hazing is defined as any mental or physical requirement, request, or obligation placed upon any person which could cause discomfort, pain, fright, disgrace, or injury, is personally degrading or violates any federal, state, local statute, or university policy, the willingness of an individual to participate in such activity notwithstanding. Fraternities and sororities at Virginia Tech recognize that hazing has no place in their organizations and that it will not be tolerated at Virginia Tech. I agree to report any hazing to the Office of Fraternity and Sorority Life. Read Virginia Tech's full policy on hazing here: https://codeofconduct.vt.edu/content/dam/codeofconduct_vt_edu/CodeofConduct-Spring23.pdf

**Additional content on next page.*



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Form must be turned in 48 hours after the chapter has determined and finalize new member selection (i.e. bid list/ invitation for membership).



Virginia Tech's Fraternity and Sorority Life **SAMPLE Fraternity and Sorority Life Grade Release Form** Step Four (4)

Aspirants / Prospective Members/ New Members **MUST** complete this form located
at: <https://fsl.vt.edu/> → Menu → Resources → Forms and Policies → Forms



Fraternity and Sorority Life Grade Release Form

The Family Education Rights and Privacy Act (FERPA) prohibits the release of personally identifiable information from the students' education records without their prior written authorization. Exceptions to this policy are limited to: 1) release of such information to a specific list of officials with a legitimate educational interest in the record, 2) the release of such information in response to a court order, health or safety emergency, or approved research project, or 3) the release of public directory information which has not been previously restricted by the student.

Records to be disclosed: Semester grade point average, cumulative grade point average, and any other records as authorized to Fraternity and Sorority Life.

Parties to whom the records may be disclosed: Chapter President, Chapter and/or Faculty Advisor(s), Scholarship Chairperson, National Headquarters Staff, Regional Chapter Advisors and Volunteers, Chapter Executive Officers, Council Leadership, and the Fraternity and Sorority Life Office.

Purpose of disclosure: For use in university affiliation authorization, chapter scholarship statistics, educational programming, awards, recognition, and verification of minimum academic standards and requirements.

Length of disclosure: Each member of the fraternity and sorority community completes a Grade Release Form once they become a new member (pledge, associate, aspirant, etc.), which releases semester grade point average, cumulative grade point average, and any other records as authorized to the Fraternity and Sorority Life Office for the duration of their enrollment at Virginia Tech as an affiliated member, unless written revocation of this authorization is submitted to the Director of Fraternity and Sorority Life.

By signing (or electronically signing) this form, I have reviewed and understand the grade release information.

Grade Release Statement and Requirements Information

I authorize Virginia Polytechnic Institute and State University to release my grades to the Fraternity and Sorority Life Office and any other necessary officials for the purpose of evaluating my academic standing and determining my eligibility to be offered membership and/or initiated.

----- I have read the Grade Release Form and understand that by clicking on or initialing this statement, the statements below, and by clicking on the "Sign Grade Release" button or signing below, I am authorizing the university to release my grades to those listed above.

----- I understand that although Fraternity and Sorority Life at Virginia Tech does not require a minimum grade point average to participate in intake or recruitment, that each individual organization has a minimum grade point average for membership eligibility.

Student Printed Name: _____ Signature: _____

Student ID # _____ Date: _____

VIRGINIA POLYTECHNIC INSTITUTE AND STATE UNIVERSITY
An equal opportunity, affirmative action institution

DO NOT USE THIS FORM



Virginia Tech's Fraternity and Sorority Life SAMPLE Commitment to a Hazing Free Experience Form Step Four (4)

Aspirants / Prospective Members/ New Members **MUST** complete this form located at: <https://fsl.vt.edu/> → Menu → Resources → Forms and Policies → Forms



Our Commitment to a Hazing-Free Fraternity and Sorority Life Experience Form

Commonwealth of Virginia Hazing Law

Commonwealth of Virginia Hazing Law- (Virginia Hazing, Civil Criminal Liability, Code of Virginia § 18.2-5, Amended 2014) <https://law.lis.virginia.gov/vacode/title18.2/chapter4/section18.2-56/> reads as follows:

It shall be unlawful to haze so as to cause bodily injury, any student at any school or institution of higher education. Any person found guilty thereof shall be guilty of a Class 1 misdemeanor. Any person receiving bodily injury by hazing shall have a right to sue, civilly, the person or persons guilty thereof, whether adults or infants. The president or other presiding official of any school or institution of higher education receiving appropriations from the state treasury shall, upon satisfactory proof of the guilt of any student hazing another student, sanction and discipline such student in accordance with the institution's policies and procedures. The institution's policies and procedures shall provide for expulsions or other appropriate discipline based on the facts and circumstances of each case and shall be consistent with the model policies established by the Department of Education or the State Council of Higher Education for Virginia, as applicable. The president or other presiding official of any school or institution of higher education receiving appropriations from the state treasury shall report hazing which causes bodily injury to the attorney for the Commonwealth of the county or city in which such school or institution of higher education is, who shall take such action as he deems appropriate. For the purposes of this section, "hazing" means to recklessly or intentionally endanger the health or safety of a student or students or to inflict bodily injury on a student or students in connection with or for the purpose of initiation, admission into or affiliation with or as a condition for continued membership in a club, organization, association, fraternity, sorority, or student body regardless of whether the student or students so endangered or injured participated voluntarily in the relevant activity.

Hazing Policy Compliance

I agree to the following (please initial each)

- _____ 1. I have received, read, and fully understand the Virginia Tech Hazing Policy found on the Fraternity and Sorority Life website under the Resources link and the Commonwealth of Virginia Hazing Law listed above.
- _____ 2. I have read and fully understand the national hazing policy of the organization of which I am seeking membership.
- _____ 3. I understand that hazing puts both myself, and my organization at risk and I agree to comply with these policies and to report any hazing of which I am aware.
- _____ 4. I understand that hazing practices are not only harmful, but also have no place in collegiate fraternal organizations. I will not allow myself to be hazed nor will I participate or tolerate the hazing or harassment of any fellow members.
- _____ 5. I promise that I will work to eliminate all forms of hazing practices found within my fraternity/sorority chapter, as well as to uphold all other rules and regulations of the university.

By signing this form, I agree to the Virginia Tech Hazing Policy and the Commonwealth of Virginia Hazing Law.

Member Signature _____ Date _____

President Signature _____ Date _____

Printed Name _____

Organization Name _____

Student ID # _____

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DO NOT USE THIS FORM

Virginia Tech's Fraternity and Sorority Life New Member Presentation Policy & Acknowledgement Form Step Five (5)

Guidelines for New Member Presentations

New member presentations are envisioned as an important portion of cultural fraternity and sorority membership. Historically, these experiences have served as a celebration of an individual becoming a member of the interfraternal community. While each organization's new member presentation may have a unique format, these means of welcoming new members into the Virginia Tech community not only emphasize shared values of brotherhood and sisterhood but also serve as a "rite of passage" into the fraternal experience for many new members. All organizations are expected to adhere to their inter/national organization's values and the values of Virginia Tech during the course of their activities, demonstrating curiosity, self-understanding and integrity, civility, courageous leadership, and *Ut Prosim*. To that end, organizations should be mindful of both perception and impact of their actions.

In order for Fraternity and Sorority Life (FSL) to help promote unity amongst all new member experiences and to ensure the safety of members of the FSL community, all United Council of Fraternities and Sororities (UCFS) organizations must adhere to the following guidelines when presenting new members to the campus community:

1. Presentation of new members must take place no more than fourteen (14) calendar days after the members have been initiated into your organization, or prior to November 5th (whichever comes first).
2. New member presentations are not to be scheduled on the same evening/time of a previously planned event of another organization of the same council or an organization's "Founder's Day" and/or "Charter Day".
3. The appropriate space request form must be submitted prior to the date of the event according to the type of location (i.e. indoors or outdoors).
 - a. It is preferred that the reservation is completed prior to the start of intake and that a rain location is also reserved if the preferred site is outdoors.
4. The presentation venue's capacity must be maintained at all times and not exceeded.
5. No explicit or revealing attire is to be worn by new members. Attire of the members being presented should be appropriate and respectful for the occasion.

6. Current active members of the hosting undergraduate chapter may participate in the presentation show; however. All alumni and/or visiting chapters must remain in the audience.
7. Vulgarity and profanity will not be tolerated.
8. Defaming commentary and degrading language toward other organizations and/or individuals will not be tolerated.
9. Disruptions by other attending organizations will not be tolerated. This includes, but not limited to: walking through the presenters' show, talking over the presenting organization, etc.
10. Verbal attacks (i.e., dissing, calling out or slamming) on another individual or organization will not be tolerated.
11. No mention or reference to hazing will be tolerated. This includes, but not limited to, mentioning or making references to: "skating", "being paper", "made", etc.
12. No drugs or alcoholic beverages will be permitted.
13. No physical abuse will be tolerated. This includes but is not limited to: slapping, kicking, spitting, punching, pushing, caning, poking, etc. Canes, paddles, staffs, sticks, etc. may be used as part of the performance, but may not be used as a weapon or to harm another individual.
14. Music must be **radio-edited** versions.
15. Face coverings, e.g., masks, are permitted.
16. The duration of the presentation should be no longer than two hours total after the advertised start time. The show must start within fifteen (15) minutes of the scheduled time.
17. The presenting organization will be responsible for ensuring the site used is left in its original condition after use or better.
18. A consultation with your Council Advisor must be completed regarding the details of the event no later than fourteen (14) University business days prior to the new member presentation.
19. A representative from the FSL must be invited for all new member presentations.

Things to Remember

FSL will present the intake guidelines at the beginning of each academic semester in preparation for intake the following semester.

1. Each chapter must submit a calendar of events for intake and a New Member Intake or Recruitment form to the FSL Office. Potential new members must also complete the grade release form and commitment to a hazing-free FSL form which can be found online via Hokie Spa.
2. In order to proceed with your new member presentation, please submit the date and a copy of the reservation confirmation at the FSL Office. If any changes need to be made, the FSL Office must be notified and approve such changes.
3. To reserve a room, please contact the following:
 - Hokie Spa (*i.e., Classrooms, Auditoriums in academic spaces*)
 - Student Engagement and Campus Life Event Services (*i.e., Squires Student Center, Johnston Student Center, Outdoor and Public Space*)
4. Amplification in or around academic buildings is permitted during the following hours:
 - Monday- Friday, 5pm till 9:30pm;
 - Saturday- 10am until 10pm;
 - Sunday- noon until 9:30pm
5. Amplification in or around residence halls is permitted during the following hours:
 - Friday- 5pm until 10pm;
 - Saturday- 11am until 10pm
 - Amplification is not allowed Sunday through Thursday

Chapter Name	Date of New Member Initiation
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Preferred Location & Rain-Location (if applicable)	Date & Time of Presentation
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Signature of Chapter President	Date
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Signature of Intake Coordinator	Date
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Signature of Chapter Advisor	Date
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Council Advisor	Date
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Form must be turned in at least 3-weeks prior to the new member presentation.

Virginia Tech's Fraternity and Sorority Life

New Member Initiation Form

Step Six (6)

Chapter Information

Fraternity/ Sorority Name:

Name of Officer Submitting Form:

Email Address:

Title:

Date Submitted to the Office of Fraternity and Sorority Life

Chapter Roster Additions: By listing the newly initiated members on the back side of this form, you are indicating that these are new members of your chapter and should be added to your official chapter roster. In addition to these new members be reflected on your roster, they will also be included on your academic report. Permission was previously given to include them on the academic report when they completed Membership Eligibility Form (Step 3) and the Grade Release/ Commitment to a Hazing Free Experience forms (Step 4). These new members will stay on your report until you have communicated a status change with Fraternity and Sorority Life or updated their membership status on the biannual Roster Audit.

Change of Member Status Form: This Change of Member Status Form should be completed every time a new (uninitiated) OR initiated member's status changes after the beginning of the semester chapter roster audit/review and before the end of the semester chapter roster audit/review. Please complete this form if an Aspirant/ New Member/ Prospective member discontinues the MIP/ New Member process.

**Additional content on next page.*

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