



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.*