



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).
 - The Office of Fraternity and Sorority Life requests when the chapter is planning to hold one of these events that they must be on GobblerConnect at least 7 days prior to the planned event(s), or the event(s) cannot occur.
 - Attendance for your event(s) is required to be tracked through Gobbler Connect.
- 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 to attend an official Interest meeting, Rush, or Informational.
 - The Office of Fraternity and Sorority Life requests when the chapter is planning to hold one of these events that they must be on GobblerConnect at least 7 days prior to the planned event(s), or the event(s) cannot occur.
 - Attendance for your event(s) is required to be tracked through Gobbler Connect.

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 ten (10) days prior to the event.
- All chapters must advertise the event for a minimum of one (1) week.
- Chapters must advertise using two (2) out of the three (3) methods listed below:
 - Physical flyer in the Office of Fraternity and Sorority Life
 - Chapter’s official social media account
 - GobblerConnect

Intake, initiation, and reveal window

- The intake window will open after the Fraternity and Sorority Life Showcase and must conclude by the date set by the Fraternity and Sorority Life Office. This window includes initiation and probates/presentations shows/reveals.
- Deviation Request
 - If the chapter is anticipating their new member education deviates outside the intake/recruitment window, the new member education and chapter president must schedule a meeting with the council advisor to discuss the intended timeline.
- Once the chapter has finalized plans for the New Member Presentation, complete the New Member Presentation Policy & Acknowledgement Form at least 2 weeks (14 days) prior (Step 4).
- 24 hours after new members are initiated the chapter must confirm the initiated members via the Change of Member Status Form (Step 5).

Virginia Tech's Fraternity and Sorority Life Membership Intake Procedure

This document provides information about 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** Post the **Recruitment Event(s)** at least 7 days prior to every informal or formal recruitment / intake event on GobblerConnect and one of the following: chapter's social media account or in the Fraternity and Sorority Life Office.
- Step 2** Submit the **Notice of Intake Form** by the end of the second week of the semester.
- Step 3** The Chapter President & Membership Intake Coordinator are required to meet with Council Advisor to verify **Intended Membership Eligibility**. This step will verify students who are eligible to receive a bid / begin the intake process by submitting their information on the **Change of Member Status Form** with having completed both of the following:
- Attend an **Adam's Law Hazing Prevention session**
 - Complete the **Commitment to a Hazing Free Environment Form** and **Grade Release Form** on Hokie Spa
- Step 4** Once the chapter has finalized plans for the New Member Presentation, complete the **New Member Presentation Policy & Acknowledgement Form** at least **2 weeks (14 days)** prior.
- Step 5** Within 24 hours of initiation, complete the **Change of Member Status 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 with 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 Notification

- The Office of Fraternity and Sorority Life requests when the chapter plans to hold an informal or formal intake/recruitment event(s) that they **must be on GobblerConnect at least 7 days prior to the planned event(s), or the event(s) cannot occur.**
 - *Attendance for your events is required to be tracked through Gobbler Connect.*

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. All active chapters not sanctioned 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 unless preapproved by the council advisor. ***
- **Failure to submit this step on time will result in intake not occurring for the semester.**

STEP 3 – Intended Membership Eligibility

- As students are considered for membership in the organization, please complete the Fraternity & Sorority Life **Change of Member Status form**. This form must be submitted within 24 hours (1 day) after they have been cleared and eligible to be offered a bid and/or before the start of the new member education process.
- When completing the Change of Member Status Form for each potential new member, you will do the following:
 - List their name and VT email
 - Select Current Member/Student Designation as “PNM/ Unaffiliated”
 - Select Member Designation Changed To as “New”
 - In the Reason for change of membership type “Offered a bid/will be starting the intake process”
- Any student who is interested in participating in a new member education process must attend an **Adam's Law Hazing Prevention session**.
- Each student pursuing membership must review and sign the *Commitment to a Hazing-Free Fraternity and Sorority Life Experience and Grade Release* form on **Hokie Spa** prior to beginning the membership intake/new member process.
 - *If we need to verify grades for your perspective new members, this step must be completed prior to that request.*

STEP 4 - New Member Presentation Policy & Acknowledgement Form

- Once the chapter has finalized plans for a new member presentation, this form must be submitted at **least 2 weeks (14 days) prior to the new member presentation** during their meeting scheduled with your Council Advisor.

STEP 5 - New Member Initiation Notification

- Once students are initiated members of the organization, please complete the Fraternity & Sorority Life **Change of Member Status form**. This form must be submitted within **24 hours (1 day) after being initiated**.
- When completing the Change of Member Status Form for each new member, you will do the following:
 - List their name and VT email
 - Select Current Member/Student Designation as “New”
 - Select Member Designation Changed To as “Active”
 - In the Reason for change of membership type “Initiation”

**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 **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 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 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):

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

Intake 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 **(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 (e.g. Week One – 01/01).



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

Chapter's Intake Coordinator:

Chapter Advisor:

Name

Name

Position in Organization

Position in Organization

Phone Number

Phone Number

Signature

Signature

President's Name Printed

Signature

Date

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

OFFICE USE

Date Received: _____ **Received by:** _____

Reviewed by: _____

Notes: _____

Virginia Tech's Fraternity and Sorority Life **New Member Presentation Policy & Acknowledgement Form** Step Four (4)

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* (That I May Serve). 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 the intake window deadline of the semester (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, UCFS Week and RIOT, or an organization's "Founder's Day" and/or "Charter Day".
3. The appropriate space request form must be submitted before the event date according to the type of location (i.e. indoors or outdoors).
 1. 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. The 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 is 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 is 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. If water is provided, they must be a water bottle **with** a straw.
17. The presentation's duration should be no longer than two hours after the advertised start time. The show must start within fifteen (15) minutes of the scheduled time.
18. The presenting organization will be responsible for ensuring the site used is left in its original condition after use or better.
19. A consultation with your Council Advisor must be completed regarding the event's details no later than fourteen (14) University business days before the new member presentation.
20. 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. 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:
 - o Hokie Spa (*i.e., Classrooms, Auditoriums in academic spaces*)
 - o 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:
 - o Monday- Friday, 5pm till 9:30pm;
 - o Saturday- 10am until 10pm;
 - o Sunday- noon until 9:30pm
5. Amplification in or around residence halls is permitted during the following hours:
 - o Friday- 5pm until 10pm;
 - o Saturday- 11am until 10pm
 - o Amplification is not allowed Sunday through Thursday

Chapter Name **Date of New Member Initiation**

Preferred Location & Rain-Location (if applicable) **Date & Time of Presentation**

Signature of Chapter President **Date**

Signature of Intake Coordinator **Date**

Council Advisor **Date**

The form must be turned in at least 2 weeks prior to the new member presentation.