



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:

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Please provide a brief outline of your intake process schedule (e.g. Week One – 01/01).

New Member Education Team

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



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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: _____