

Membership Intake Guidelines Baker University

The purpose of these documents is to provide Baker University Greek Community with an organized way to conduct membership intake. These forms are to ensure that all participants in the chapter's intake are ensured a successful intake experience.

Documentation

Prior to any intake activities, at least one chapter member, preferably the chapter president or intake chair will call to meet with the Director of Greek Life one week prior to the start of any intake activities. All forms must be complete with the required signatures prior to the meeting; not doing so will delay intake approval and activities. These forms are available from the Greek Life office and the Graduate Assistant. These items should be submitted at the time of the meeting:

- Any national or regional paper work that must be signed by our office
- Membership Intake Form- completed with a list of dates for intake activities and the appropriate signatures from the Chapter Advisor, Chapter President, and Chapter Intake Chair.

List of Intake Participants Form

All chapters participating in intake in any given semester must submit the List of Intake Participants Form. This form must be submitted immediately following the interest meeting before the new member education begins. This form must list the individuals who have been invited to participate and intake and whose names will be sent to your regional/ national office. This form is due immediately following the information/ interest meeting. Once the grade check is performed the chapter President and/ or Intake Chair will be notified of eligible intake participants according to the National organization's Membership Intake Guidelines

This form should contain the following information:

- Name of Student
- Signature so that we can perform grade checks
- Student ID Number
- The total number of candidates
- Original Signature of Chapter Presidents and Chapter Intake Chair, Chapter Advisors can fax a completed copy of this form with their signature on it to the Director of Greek Life and Health Education. If this will happen please notify the Graduate Assistant prior to the fax being sent.

Hazing

Be sure to read the hazing guidelines prior to beginning intake. When signing the Membership Intake Form, you adhere to all rules and regulations set forth by the Office of Greek Life, Division of Student Development, and Baker University concerning New Member Intake. You assume full responsibility for your actions as an individual and a chapter in the event that an investigation may have to occur. Any violation of this policy can result in an immediate suspension of the chapter and all intake activities.

Presentation to Campus Shows

The date for the Presentation to Campus Show must be approved by the Director of Greek Life and Health Education and the Graduate Assistant. The date of the show must be prior to the last week of classes (Dead Week) and not conflict with any other NPHC Organization Program or Presentation of Campus Show. This date is to be included on the Membership Intake Form as well. Any violation of these rules will result in this privilege being revoked!

The following guidelines must be followed:

- Presentation of new members must take place no more than 30 calendar days after the members have been initiated into the organization or prior to the last day of classes in the semester of initiation, whichever comes first.
- Presentation shows are not to be scheduled on the same night/time of a previously planned event of another chapter of the same council.
- A copy of the reservation confirmation e-mail must be submitted to the Director of Greek Life.
- No explicit or revealing attire is to be worn by the new members or other show participants/performers.
- Disparaging comments about other organization or use of foul language will not be tolerated.
- No alcoholic beverages will be permitted.
- No physical abuse will be tolerated. This includes, but is not limited to: slapping, kicking, spitting, punching, pushing, poking, caning, etc. Canes, staffs, sticks, etc. may be used as a part of the performance but may not be used as a weapon to harm another individual.
- In the event of a fight during the presentation, those fighting will be disciplined immediately by the appropriate person (Director of Greek Life, Dean of Students, graduate advisor, chapter presidents, etc.). If a member of the presenting organization is involved, the presentation show will be stopped immediately.
- 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.
- Presentations must begin no later than 9 p.m. and last no longer than 2 hours. Following the show, members of the presenting organization must vacate the area within 30 minutes to assist with crowd disbursement. The presenting organization will be responsible for ensuring the site used is left in its original state after use.

- The Director of Greek Life or his/her designee **MUST** be in attendance at all new member presentations. The presenting organization must coordinate the schedule with the Director of Greek Life.

Some important things to remember:

The Director of Greek Life will present the membership intake guidelines at the beginning of each semester. In the event that there is a change in this process the council advisor will explain it to the council members.

Remember that all intake dates and activities must be approved by the Director of Greek Life before intake begins. It is important that you schedule a meeting in advance with the Director of Greek Life before you begin intake activities. You can schedule a meeting by calling (785) 594-8304. Please do this well in advance as to not delay your intake activities. These meetings are confidential and the paperwork will only be available to the Director of Greek.

Each chapter must submit the Membership Intake Form complete with all signatures and dates at the initial meeting. Not doing so will delay approval and intake activities.

In the event that a form must be faxed with the advisor's signature please have the advisor contact the Director of Greek Life to inform him/her of this. This contact can occur by email or phone and must happen before the form is faxed.

When submitting the List of Intake Participants be sure that the form is complete with all required signatures and student ID numbers.

Within 48 hours of the completion of intake activities, new members are required to complete the New Member Addition cards to be added to the chapter roster.

Please be sure to share the information concerning hazing with all members of the chapter who will be participating in Membership Intake. If there are any questions do not hesitate to contact the Director of Greek Life.

Membership Intake Form

Baker University: Office of Greek Life

Chapter: _____
Semesters members will be initiated: _____

Please remember to schedule a meeting with the Director of Greek Life and Health Education and/ or the Graduate Assistant to gain approval for all the dates. This form must be completed and submitted to the Director of Greek Life and Health Education and/ or the Graduate Assistant at least one week before any intake activities begin.

Event

Informational/Interest Meeting(s) will be held on: _____

Selection will conclude on: _____

Education of candidates/aspirants/intake process begins on: _____

Candidates/aspirants will be initiated on: _____

Presentation to Campus Show will be held on: _____
(If applicable)

By signing this form you agree to adhere to rules and regulations set forth by the Office of Greek Life and Baker University concerning New Member Intake.

Intake Chair: _____
Email: _____ Phone Number: _____
Signature: _____

Chapter President: _____
Email: _____ Phone Number: _____
Signature: _____

Chapter Advisor: _____
Email: _____ Phone Number: _____
Signature: _____

Director of Greek Life and Health Education: _____
Date Submitted: _____

List of Intake Participants

We hereby declare that on _____ (date) the following individuals are participating in the Intake of the _____ (Chapter) during the _____ semester.

Signature of Chapter Presidents: _____

Signature of Chapter Advisors: _____

Signature of Intake Chair: _____

Name	Signature	BU ID Number	Cumulative GPA
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
Office Use Only	Date Received:		