

## Fraternity and Sorority Life Intent for Recruitment/Intake

The Fraternity and Sorority Life at Virginia Commonwealth University puts forth an effort to encourage better development for our fraternity and sorority community and require equal reporting while ensuring the safety and well being of our students, other fraternities and sororities, local community and the University's reputation. This reporting is mandatory and may be available for review and revision each semester as needed.

It is our goal to have fair and equal reporting of all recruitment and membership intake processes of the four governing councils: College Panhellenic Council (CPC), Interfraternity Council (IFC), Multicultural Greek Council (MGC) and National Pan-Hellenic Council (NPHC). The measures will help secure a safe and equal fraternity and sorority community. Each organization conducting recruitment or intake will keep the Fraternity and Sorority Life Office informed of all membership recruitment or intake activities each semester.

Members, new members, alumni and members of the Graduate or Alumni Chapters will be held responsible for their actions during the new member process. It is important that they understand that their actions may have repercussions on the undergraduate chapter. Undergraduate chapters are responsible for communicating the governing council and VCU Anti-Hazing Policy to all members, new members, alumni and members of their Graduate or Alumni Chapters.

The steps listed below must be completed in addition to the inter/national organization's Policies and Procedures for Recruitment/Intake. The following information is private and is only available to the council advisors. These items are required in order to ensure the safety of all members of CPC, IFC, MGC and NPHC organizations, while preserving the traditions of the organizations.

1. Notify the council advisor of intent to have recruitment events or interest meetings.
2. The officer responsible for educating and/or facilitating the new member process must file the **General Recruitment/Intake Schedule**. It must include the dates of recruitment events or interest meetings, the date of the start of the new member process, the anticipated end date of the new member process, and the expected date of initiation and new member show (if applicable). This is due ten days prior to performing any recruitment/intake activity.
3. Grade checks are required for all potential members or aspirants. The grade check form can be found at: <http://www.greeksatvcu.com/forms-policies>. Advisors have three (3) days to return grade checks. Grade checks must be complete before extending an invitation of membership.
4. Within 48 hours of being accepted for membership, the **Name, Student ID Number, and e-ID of all New Members** must be submitted through the completion of the Fraternity and Sorority Life Office Grade Release and Anti-Hazing Statement. This is so that the council advisors are aware of all new members participating in activities. These "blue cards" are available in the Fraternity and Sorority Life Office.
5. If New Members would like to have a New Member Show/Presentation, they may do so, but shows are not mandated by the University. The following procedures should be used, and failure to do so will result in the New Member Show/Presentation being cancelled indefinitely.
  - a. Notify the MGC/NPHC advisor of the date of New Member Show.
  - b. The space reservation will then be made by the MGC/NPHC advisor and the chapter to meet with the advisor to review the details of the show.
  - c. All University policies and procedure must be followed.

If you have any questions regarding the paperwork that you need to submit please contact the Coordinator of Fraternity and Sorority Life at 804-828-4685.

Date Received: \_\_\_\_\_ by \_\_\_\_\_

## Virginia Commonwealth University Office of Fraternity and Sorority Life Membership Intake Information Form

This form must be completed and turned in ten days prior to start of recruitment/intake activities accompanied by:

- Any paperwork from the Inter/National Headquarters or other proper authority, which needs to be signed by the Fraternity & Sorority Life Staff.
- A copy of the recruitment or intake schedule: recruitment events or interest meetings, beginning date of process, ending date of process, initiation date, date of new member show/presentation (if applicable), and new member education plan.

Recruitment/Intake Will begin on \_\_\_\_\_

Bids (or membership offers) will go out on \_\_\_\_\_

Bids will be formally accepted on \_\_\_\_\_

New Member Education will begin on \_\_\_\_\_

New Member Education will complete on \_\_\_\_\_

New Members will be initiated on \_\_\_\_\_

New Member Show date & Time (If Applicable) \_\_\_\_\_

The Person in charge of the recruitment for the Chapter will be:

The person in charge of new member education for the Chapter will be:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title in Chapter

\_\_\_\_\_  
Title in Chapter

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Email Address

**The Chapter Advisors responsible for the above activities will be:**

The Person in charge of the recruitment for the Chapter will be:

The person in charge of new member education for the Chapter will be:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Name

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Email Address

The above information is accurate and correct to the best of my knowledge. If anything should change I will submit it in writing to the Fraternity & Sorority Life Staff as soon as possible.

\_\_\_\_\_  
President's Name Printed

\_\_\_\_\_  
President's Signature

\_\_\_\_\_  
President's Phone

\_\_\_\_\_  
Advisor's Name Printed

\_\_\_\_\_  
Advisor's Signature

\_\_\_\_\_  
Advisor's Phone

**PROCESS OUTLINE**

- I understand that if this form and the accompanying documents are not complete before the beginning of the recruitment/ intake process, no recruitment or intake of new members will be allowed. Forms need all required signatures.
- I declare that all information submitted on this form is true to the best of my knowledge, as well as that of the entire chapter membership, and hereby give permission to the Fraternity and Sorority Life Office and the council advisor to verify the validity of this information.
- If any of this information is found to be false or misleading, the Fraternity and Sorority Life Office and the council advisor reserves the right to suspend the recruitment/ intake process pending full investigation of false statements.
- I understand that all recruitment/intake activities will conform to the policy of the inter/national organization.
- I understand that auxiliary groups (little sister, little brother groups) are inconsistent with the purpose and philosophy of single-gender fraternal organizations, and are not allowed to be associated in any way with member chapters of the Virginia Commonwealth University fraternity and sorority community.
- I understand that any deviation from the policy of my inter/national organization must be supported in writing from the national headquarters.
- I understand that hazing is defined as the following and is considered a felony in the Commonwealth of Virginia and can be prosecuted as such if the chapter is found in violation:
  - "Any action taken or situation created, intentionally, whether on or off fraternity premises, to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Such activities may include but are not limited to the following: use of alcohol; paddling in any form; creation of excessive fatigue; physical and psychological shocks; quests, treasure hunts, scavenger hunts, road trips or any other such activities carried on outside or inside of the confines of the chapter house; wearing of public apparel which is conspicuous and not normally in good taste; engaging in public stunts and buffoonery; morally degrading or humiliating games and activities; and any other activities which are not consistent with academic achievement, fraternal law, ritual or policy."
- In the event of any illegal activity perpetrated against potential or prospective new members taking place before, during, or after the time period specified for intake, liabilities as a result of those actions will be the sole responsibility of the chapter. The Faculty/Campus Advisor, council advisor, the Fraternity and Sorority Life Office, and Virginia Commonwealth University will NOT be held liable nor considered responsible for any illegal activities.

\_\_\_\_\_  
Chapter Name

of

\_\_\_\_\_  
Fraternity/Sorority Name

\_\_\_\_\_  
Signature of President

\_\_\_\_\_  
Signature of New Member Educator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Recruitment Chair

\_\_\_\_\_  
Signature of Chapter Advisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date