

**Office of Greek Life & Student Leadership Programs**

National Pan-Hellenic Council

**Membership Intake Policy**

-Spring 2018-

**DATES TO REMEMBER**

Intake opens ……………………………………………………………………………………………………………….Tuesday, January 16 at 12:00 am

Form A due ……………………………………………………………………………………………………………………..Friday, February 2 by 4:00 pm

Form B due­...………………………………. …………………………………………………………………….…Thursday, February 22 by 4:00 pm

Spring Break (Intake closed) ……………………………….Friday, March 16 at 4:30 pm – Sunday, March 25 at 12:00 pm

Informational/Interest Deadline ………………………………………………………………………….………………………Monday, March 26

Form F due ………………………………………………………………………………………………………………….....Monday, April 23 at 4:00 pm

Intake closes …….……………….…………………………………………………………………………….………………… Friday, April 27 at 11:59 pm

**IMPORTANT FORMS & REFERENCE PAGES**

Hazing Compliance Form …………………………………………………………………………………………………………………………………….Page 6

\*Intake Policy Instructions/ 7 Steps ……………………………………………………………………………………………………………….Pages 8-9

Intake Plan Cover…………………………………………………………………………………………………………………………………………….Pages 10-12

Form A …………………………………………………………………………………………………………………………………………………………………….Page 13

Form B …………………………………………………………………………………………………………………………………………………………………..Page 14

Attendance Rosters Form ………………………………………………………………………………………………………………………………….Page 15

Form C...……………………………… …………………………………………………………………………………………………………….……………….…Page 16

Form D ………………………………………………………………………………………………………………………………………………………………….Page 17

Form E ………………………………………………………………………………………………………………………………………….………………………Page 18

Form F ……………………………………………………………………………………………………………………………………………………………….....Page 19

\*Reference Page if you need help

**Murray State University**

**National Pan-Hellenic Council**

**Membership Intake Policy Packet**

This document provides Murray State University fraternities & sororities, their advisors, and prospective members with information regarding the intake process for NPHC organizations. Chapter members, chapter advisors, and the Coordinator of Greek Life and Leadership Programs will work together to ensure a successful and positive experience for all involved.

In order for the Office of Greek Life to assist chapters with the membership intake process and avoid potential problems, chapters must adhere to the following guidelines when conducting intake at Murray State University.

**Meetings and Documentation**

Preliminary documentation must be completed and submitted, and a meeting with the Coordinator of Greek Life & Student Leadership Programs must occur **before** a chapter begins an intake process.

1. Prior to any intake activities, at least one chapter member, preferably the chapter president or intake chair, must meet with the Coordinator of Greek Life & Student Leadership Programs. To schedule an appointment, call the Coordinator at
(270) 809-6953. At this meeting, the chapter must submit:
	1. Any inter/national or regional paperwork that needs to be signed by the Coordinator of Greek Life & Student Leadership Programs.
	2. Notice of Intention to Conduct Membership Intake Process Form
	3. Fraternity and Sorority Hazing Compliance Form
	4. A calendar of events, including a timetable for any intake activities, with dates and times. Activities to be included, if applicable:
		1. Informational and/or interest meetings (sign-in sheets must be turned no later than 48 hours after the event)
		2. Rush events
		3. Selection date(s)
		4. Start date of the new members’ intake process
		5. Initiation date
		6. Date of new member presentation shows, if applicable
		7. Any additional dates specific to your organization (i.e. interview dates)
2. Verification of Candidates/Aspirants: All chapters conducting a membership intake process must submit a Verification of Candidates/Aspirants Form, which must be submitted within 48 hours after the interest meeting or rush event. This should be accompanied by the Murray State University Statement on Hazing form which must be signed by all candidates.
3. All documents supplied to the Office of Greek Life are kept confidential from students, student employees, or student leaders, including council officers. They may be shared with university officials and inter/national organization staff as needed. In the event that any dates and times need to be changed on the intake calendar of events, the chapter president or intake chair must notify the Coordinator of Greek Life & Student Leadership Programs (via e-mail) no less than two (2) business days prior to the new event time.

**Murray State University**

**Hazing Policy**

Murray State University recognizes that student organizations exist for the purpose of extending opportunities for education, social interaction, leadership and skill development, and personal growth beyond the classroom. Therefore, the practice of hazing pledges, associate members, initiates, or members is antithetical to the purposes of registered student organizations at Murray State University and is strictly prohibited by the university.

Furthermore, hazing is a violation of Chapter 164 of Kentucky Revised Statutes, in pertinent part, the statute reads as follows:

“This statute prohibits any action or situation which recklessly or intentionally endangers mental or physical health or involves the forced consumption of liquor or drugs for the purpose of **initiation** into or affiliation with any organization… in the case of a **student** or faculty violator his suspension, expulsion or other appropriate disciplinary action and, in the case of an organization which authorizes such conduct, rescission of permission for that organization to operate on campus property. Such penalties shall be in addition to any penalty pursuant to the penal law or any other chapter to which a violator or organization may be subject.”

Specifically, on the campus of Murray State University, hazing is defined as any on-campus or off-campus activity which results in mental or physical harassment, humiliation, degradation, ridicule, shock, endangerment, physical disfiguration, excessive fatigue, danger to health or the involuntary consumption of alcohol or drugs.

This prohibition against hazing applies equally to student organizations, individual students, and faculty and staff members, visitors to the campus, and licensees and invitees on the campus.

Any student who participates in hazing as defined above has violated the Murray State University Code of Conduct and will be subject to disciplinary action as described in the Standard in Disciplinary Proceedings of the Student Life policies.

**Definition**

**Physical Abuse:**

* Forced or coerced use or consumption of liquor, drugs, or any other vile substance
* Calisthenics (push-ups, sit-ups, jogging, runs, etc.)
* Paddling
* Line-ups

**Mental Abuse:**
Harassment is defined by exacting degrading and disagreeable work, ridicule or abusive and humiliating conduct which tends to bring the reputation of the organization or University into disrepute.  Any action that intentionally prevents students from fully participating in the academic process is also considered hazing.

* Theft of any property
* Sleep Deprivation
* Public Humiliation
* Personal Servitude
* Forcing a violation of University policies and federal, state, or local laws”

**The foregoing statement is not intended to be inclusive of all acts that could be considered hazing.**

**Murray State University**

**Information Regarding Violations of Hazing and Membership Intake Policies**

Violations of the policies regulating the membership intake process may result in probation or suspension of the violating chapter. Murray State will work closely with the inter/national organization to investigate and determine a course of action to resolve the situation. The chapter will either be placed on probation or receive automatic suspension, depending upon the severity of the infractions, at the discretion of the Coordinator of Greek Life & Student Leadership Programs and the Assistant Vice President of Student Affairs. During the period of probation, if the chapter commits any violation of the membership intake policies or any other rules set forth by the University or inter/national organization, the chapter will be placed on suspension. Suspension is noted by a period wherein all social and formal programming, all fundraising activities, and membership intake functions are prohibited. The suspension period will be determined by the Assistant Vice President of Student Affairs and will be a time of no less than one semester.

Violations include, but are not limited to:

1. Intentional submission of improper paperwork (i.e., changing of dates on forms without notice, falsifying signatures, incomplete paperwork, etc.)
2. Holding membership intake events without adhering to the Membership Intake Guidelines set by the University or the inter/national organization
3. Hazing: any violations of the State General Statute and/or Murray State Hazing Policy will result in a referral to the Assistant Vice-President of Student Affairs
4. Overt activity, defined as any activity related to membership intake conducted in defiance of established guidelines or warnings by chapter advisors and/or the Office of Greek Life & Student Leadership Programs.
5. Failure to adhere to the Presentation of New Member Guidelines (included in this packet)

Students found in violation of the Murray State University hazing policies will be subject to penalties outlined in the General Statutes of the State, Murray State University, as well as any sanctions outlined by the inter/national organization. Violations of Murray State University’s Student Code of Conduct will be adjudicated through the Murray State University Office of Student Affairs.

**Murray State University**

**Membership Intake: Things to Remember**

The Coordinator of Greek Life & Student Leadership Programs will present the membership intake guidelines at the first governing council meeting of each academic semester.

1. Each chapter must submit a calendar of events for intake activities, a Notice of Membership Intake Form, and a Fraternity and Sorority Hazing Compliance Form at the initial meeting with the Coordinator of Greek Life & Student Leadership Programs. The calendar of events must be submitted to the Coordinator before any intake activities begin.
2. The Notice of Membership Intake Form and the Fraternity & Sorority Hazing Compliance Form must contain the original signature of the chapter president and the primary chapter advisor.
3. Submit the date of the presentation of new members, if applicable. If this cannot be submitted at the initial meeting, notify the Coordinator no less than two (2) weeks prior to the event.

Without the submission of the required paperwork, the chapter’s membership intake process will not be approved. In the event that the intake activities begin without the knowledge and signed approval of the Office of Greek Life, and/or the chapter has not adhered to these written Membership Intake Guidelines, then intake activities will cease immediately and the chapter may be placed on suspension. These sanctions will be administered appropriately at the discretion of the Coordinator of Greek Life & Student Leadership Programs, and the Assistant Vice President of Student Affairs.

**Murray State University**

**Fraternity and Sorority Hazing Compliance Form**

**DUE: At initial meeting with Coordinator of Greek Life & Student Leadership Programs**

We certify that all activities sponsored or required by our inter/national organization comply with the Murray State University Hazing Policy and with the State law.

We have informed the candidate/aspirant member(s) of our fraternity/sorority of the contents of Murray State University Hazing Policy. This policy will be read to aspirants at the beginning of each semester’s membership intake process.

We understand that the chapter is not to engage in any pre and/or post pledging activities.

We understand that failure to uphold the University Hazing Policy as stated will result in referral to the Assistant Vice President of Student Affairs for an organizational violation of the University Hazing Policy (i.e. the fraternity/sorority will face charges), and/or referral for an individual violation of the Hazing Policy (i.e. individuals involved will face charges). We understand that our inter/national organization will be immediately notified if there are any concerns or allegations of illegal membership activities occurring.

We understand that participation in any hazing activity or having knowledge of any hazing activity and taking no action to stop the hazing is in effect giving our approval to haze. We understand our responsibility to not allow members of our organization, whether graduate status or affiliated at another institution of higher education to haze our aspirants. Failure to report any such activity of which you become aware may cause personal referral to the Assistant Vice President of Student Affairs.

Our signatures below certify that we have read, understand, and agree to abide by the Murray State University Hazing Policy.

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President’s Name President’s Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

Intake Chair’s Name Intake Chair’s Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

Chapter Advisor’s Name Chapter Advisor’s Signature Date

**Murray State University**

**Statement on Hazing Form**

Murray State University recognizes that student organizations exist for the purpose of extending opportunities for education, social interaction, leadership and skill development, and personal growth beyond the classroom. Therefore, the practice of hazing pledges, associate members, initiates, or members is antithetical to the purposes of registered student organizations at Murray State University and is strictly prohibited by the university.

Furthermore, hazing is a violation of Chapter 164 of Kentucky Revised Statutes, in pertinent part, the statute reads as follows:

“This statute prohibits any action or situation which recklessly or intentionally endangers mental or physical health or involves the forced consumption of liquor or drugs for the purpose of **initiation** into or affiliation with any organization… in the case of a **student** or faculty violator his suspension, expulsion or other appropriate disciplinary action and, in the case of an organization which authorizes such conduct, rescission of permission for that organization to operate on campus property. Such penalties shall be in addition to any penalty pursuant to the penal law or any other chapter to which a violator or organization may be subject.”

Specifically, on the campus of Murray State University, hazing is defined as any on-campus or off-campus activity which results in mental or physical harassment, humiliation, degradation, ridicule, shock, endangerment, physical disfiguration, excessive fatigue, danger to health or the involuntary consumption of alcohol or drugs.

This prohibition against hazing applies equally to student organizations, individual students, and faculty and staff members, visitors to the campus, and licensees and invitees on the campus.

Any student who participates in hazing as defined above has violated the Murray State University Code of Conduct and will be subject to disciplinary action as described in the Standard in Disciplinary Proceedings of the Student Life policies.

My signature indicates that I have read this document and understand that I should not participate in any hazing activities and should report any hazing activities to the Office of Student Affairs.

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Intake Policy**

**Intake Window**

All new member informational/awareness meetings, intake, education, initiations and presentations must occur within a window as defined by Murray State Office of Greek Life each fall and spring semester. The exact dates for this window will be set by the Office of Greek Life prior to the start of each semester.

**Intake Steps**

All new member informational/awareness meetings, intake, education, initiations and presentations must occur within a specified window as defined by Murray State Greek Life each Fall and Spring semester. The exact dates for this window will be set by Murray State Office of Greek Life/Student Life prior to the start of each semester. All forms are due on their respective dates to the Coordinator of Greek Life & Student Leadership Programs for review and approval and to ensure that organizations have a fully completed Intake packet.

**7 Step Process:**

1. Submit for approval the ***Fraternity and Sorority Hazing Compliance Form (pg. 6), Cover Page (pgs. 10-12)*** and ***Form A*** ***of the Intake Plan (pg. 13)***to the Office of Greek Life & Student Leadership Programs.
	* Friday, February 2, 2018 by 4:00 pm
2. Submit ***Form B of the Intake Plan (pg. 14)*** –complete list of informational/awareness/rush meetings – to the Office of Greek Life & Student Leadership Programs
	* Thursday, February 22, 2018 by 4:00 pm
3. Submit ***Attendance Rosters******(pg. 15)*** – complete list of persons who attended any informational/awareness/rush meetings – signed by President, Membership Intake Coordinator, and chapter advisor to the Office of Greek Life & Student Leadership Programs. Return paperwork to Office of Greek Life within 24 hours after meeting time
	* Informational/Awareness/Rush meetings must occur prior to Monday, March 26, 2018
4. Submit ***Form C of the Intake Plan (pgs. 16)*** complete list of all condoned, initiated or encouraged events, functions and meetings prior to and during the intake process. Please include formal initiation. Please include dates, times and location of any post initiation exhibition show practices and date.
5. Submit ***Form D of the Intake Plan (pg. 17)*** – a complete list of persons who have been selected to participate in the New Member Education process and period to the Murray State University Office of Greek Life & Student Leadership Programs for the semester roster.
	* As soon as verification of candidates is received from inter/national headquarters.
6. Submit ***Form E of the Intake Plan* (*pg. 18)*** – a complete list of persons who have been initiated or have successfully completed the New Member Education Period (success being define as intent to initiate) to the Office of Greek Life & Student Leadership Programs.
	* List should be submitted **no later** than 24 hours post initiation, circumstances provided.
7. Submit ***Form F (pg. 19)*** – the Post Initiation Form.
	* Must be turned in **ten days** prior to the Presentation of New Members
	* Or by: Monday, April 23, 2018 by 4:00 pm.

**Intake Plan Cover Page**

Please complete the following forms. Please understand that a failure to fully complete and return in the following forms in the specified time period will result in the loss of intake privileges for the current semester.

Please answer the following question to the best of your organization’s ability:

1. **Is your organization participating in the Membership Intake Process for Spring 2018**?
	1. Yes
	2. No
		1. If you answered no, please use the space below to indicate why the organization is not participating in intake for the Spring 2018 semester. If there is a possibility that your organization may participate in Intake for the Spring 2018 semester, please denote what information your organization is waiting on to finalize potential participation in Intake for Spring 2018.
		2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
		3. **Though you may not be participating in Intake for Spring 2018, all organizations are required to turn in Form A, indicating that members have been educated, read and agreed to adhere to the spirit and letter of all Murray State University policies on hazing and intake.**

(Form continued on next page)

1. Please indicate when the organization’s intake window opens, closes and a general idea of when the organization is trying to start the Intake Process, i.e. “Mid-February”, “March 1st”, etc. (interest session/formal rush).
	1. Opens: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	2. Closes: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	3. General Start Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**President’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Advisor’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Greek Life Coordinator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

(Form continued on next page)

**Intake Plan Cover Page**

**DUE: Friday, February 2, 2018 by 4:00 pm**

Please complete the following forms. Please understand that a failure to fully complete and return in the following forms in the specified time period will result in the loss of intake privileges for the current semester.

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

**Chapter Advisor Information**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mobile Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mailing Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Area/State and/or Regional Director Information**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mobile Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mailing Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Chapter President Information**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mobile Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mailing Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Member Coordinating Membership Intake Information**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mobile Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mailing Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Intake Plan: Form A**

**DUE: Friday, February 2, 2018 by 4:00 pm**

**ALL CURRENT CHAPTER MEMBERS MUST SIGN**

My signature below affirms that I have read and agree to adhere to the spirit and letter of all Murray State University policies on hazing and intake. I further affirm that I understand my individual conduct or conduct I give active or tacit consent to can result in individual sanctions and/or organizational sanctions, whether that conduct is officially organizationally sanctioned or otherwise condoned.

**PLEASE PRINT**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Last Name** | **First Name** | **Signature** | **M-Number** | **Mobile Phone** |
| Smith | Jane | Jane Smith | M00123456 | 123-456-7890 |
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**President’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Advisor’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Greek Life Coordinator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Intake Plan: Form B**

**DUE: Thursday, February 22, 2018 by 4:00 pm**

This list is to be inclusive of all Informational, Awareness, or Rush Meetings. All informational/interest sessions must be completed prior to Monday, March 26, 2018.

**Fraternity/Sorority Name**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PLEASE PRINT**

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| --- | --- | --- | --- | --- |
| **Event** | **Location** | **Event Coordinator/s** | **Date and Time**  | **Activity** |
| **Informational Sessions** | Mason Hall Auditorium | Jane Smith: President / Molly Smith: Membership Chair / Alex Wilson: Grad Advisor | 02/12/18 4 – 6 p.m. | History information, Requirements, Meet and Greet |
|  |  |  |  |
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| **Interest Sessions** | Curris Center, Ohio Room | Jane Smith: President / Molly Smith: Membership Chair / Alex Wilson: Grad Advisor | 03/01/18 6-9 p.m. | Applications due, Interviews, Chapter Voting |
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**President’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Advisor’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Greek Life Coordinator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Intake Plan: Attendance Rosters**

Submit complete list of persons who attended any informational/awareness/rush meetings

**DUE: 24 hours after informational/awareness/rush meeting**

**ALL ATTENDEES MUST SIGN**

My signature below affirms that I have read and agree to adhere to all Murray State University policies on hazing and intake. I further affirm that as a Murray State Student, I understand it is my duty to report any violations of the Murray State Office of Greek Life to the Office of Students Affairs and/or the Office of Equal Opportunity that I have participated in or witnessed and that my failure to do so could result in University Sanction.

*\*\*If the number of attendees to your event exceeds the number of spaces on this form, print multiple copies & return all to the Murray State Office of Greek Life\*\**

**PLEASE PRINT**

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| --- | --- | --- | --- | --- |
| **Last Name** | **First Name** | **Signature** | **M-Number** | **Mobile Phone** |
| Smith | Jane | Jane Smith | M00123456 | 123-456-7890 |
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**President’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Advisor’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Greek Life Coordinator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Intake Plan: Form C**

**Must be turned in with Form D**

**DUE: 48 HOURS AFTER NEW MEMBER PROGRAM SCHEDULE IS FINALIZED**

**PLEASE LIST IN DETAIL ANY AND ALL INTAKE EVENTS OR INTAKE RELATED EVENTS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date** | **Function** | **Activity** | **Location** | **Time: From - To** |
| 3/15/2015 | Education Session #1 | Organization History | CC Theater | 6pm-10pm |
| 3/17/2015 | Education Session #2 | Chapter History, Officers and Duties | CC Ohio Room | 6pm-10pm |
| 3/26/2015 | Ritual #2 | Final Initiation | Wrather | 1pm-6pm |
| 3/30/15 | Presentation Practice and Viewing with Greek Affairs Coordinator and Advisor | New Membership Show Presentation Practice | CC Ballroom | 7pm-9pm |
| 4/7/2015 | Presentation Practice | POM Practice | Wrather | 5pm-8pm |
| 4/11/2015 | New Membership Show | New Membership Show | Wrather | 6:08pm-8:08pm |
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 This list is to be inclusive of all condoned, initiated, or encouraged events, functions, and meetings prior to and during the intake process. Please include formal initiation. Please include dates, times, and location of any post initiation exhibition show practices and date (“New Member Step Exhibitions” etc.).

**President’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Advisor’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Greek Life Coordinator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Intake Plan: Form D**

 **Must be turned in with Form C**

**DUE: 48 HOURS AFTER NEW MEMBER PROGRAM SCHEDULE IS FINALIZED**

**ALL CANDIDATES FOR** **initiation IN MUST SIGN**

My signature below affirms that I have read and agree to adhere to all Murray State University policies on hazing and intake. I further affirm that as a Murray State Student, I understand it is my duty to report any violations of the Murray State Office of Greek Life to the Office of Students Affairs and/or the Office of Equal Opportunity that I have participated in or witnessed and that my failure to do so could result in University Sanction.

**PLEASE PRINT**

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| **Last Name** | **First Name** | **Signature** |  **M-Number** | **Mobile Phone** |
| Smith | Jane | Jane Smith | M00123456 | 123-456-7890 |
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**President’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Advisor’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Greek Life Coordinator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Intake Plan: Form E**

 **DUE: TO BE TURNED IN NO LATER THAN 24 HOURS POST INITIATION**

**New Initiates Form**

**PLEASE PROVIDE ALL NEW INTITATE INFORMATION**

**PLEASE PRINT**

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| --- | --- | --- | --- | --- |
| **Last Name** | **First Name** | **New Initiates Signature** | **M-Number** | **Mobile Phone** |
| Smith | Jane | Jane Smith | M00123456 | 123-456-7890 |
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**President’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Advisor’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Greek Life Coordinator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Intake Plan: Form F**

**Post Initiation Exhibition Form**

**DUE: 10 Business Days Prior to Post Initiation Exhibition/New Membership Show
OR by Monday, April 23, 2018 by 4:00 pm**

**Fraternity/Sorority Name:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**PLEASE PRINT**

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| --- | --- | --- | --- | --- |
|  | **Location** | **Event Coordinator/s**  | **Date** | **Time: From - To** |
| **SAMPLE** | **Indoor:** Curris Center Ballroom | Member: Sally Sisterhood | 04/20/18 | 6:08 p.m. – 7:08 p.m. |
| Advisor: Annie Advisor |
| Alumni: Anna Alumni |
| GLC: Jane Doe |
| **Outdoor:** Elizabeth Hall Amphitheater | Member: Sally Sisterhood | 04/20/18 | 6:08 p.m. – 7:08 p.m. |
| Advisor: Annie Advisor |
| Alumni: Anna Alumni |
| GLC: Jane Doe |
| **ACTUAL** | **Indoor:** | Member: |  |  |
| Advisor: |
| Alumni: |
| GLC: |
| **Outdoor:** | Member: |  |  |
| Advisor: |
| Alumni: |
| GLC: |

**\*Attach Room/ Venue Reservation\***

We, the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ chapter of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ have read and agree to follow the guidelines and policies for Presentation of New Members provided to us.

**President’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Advisor’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Greek Life Coordinator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Presentation of New Members (POM)**

**Policies and Guidelines**

**General:**

The presentation of new members (POM) are an important aspect to Greek-lettered organizations. This policy is not at all intended to detract from presentations. The intention of this policy is to ensure that POMs are conducted in a safe, timely, and respectable manner. Failure to comply will be referred to the appropriate standards/judicial board and may result in fines or probation of the organization.

Appropriate conduct is expected at all times during POMs. It is the responsibility of the organization hosting the POM to ensure that all of their members—including Murray State University students, alumni, and members from other campuses—role model the behavior that is expected of all attendees.

The organization hosting the POM is responsible for following the rules of the venue and ensuring a safe environment for all attendees. The organization should ensure that the venue is large enough to accommodate the anticipated crowd and they are aware of the venue rules and regulations.

There shall be a strict adherence to all University policies including policies on hazing prevention, alcohol, and rules of the venue where the POM is hosted.

Presentation of new members must take place no more than 30 calendar days after the members have been initiated into the organization and within the Intake window set by the university.

POMs will not be a part of any other program or event, i.e. not during a step show, educational program, or social event.

**Before:**

* The Office of Greek Life & Student Leadership Programs must be notified of the anticipated date at the time Intake Packet Form C and D is submitted.
* Intake Packet Form F and proof of room confirmation must be submitted ten (10) business days prior to the POM.
* Changes to the date must be submitted no less than 10 days in advance of the final date.
* Posters/marketing/etc. for POMs must be approved by the Coordinator of Greek Life & Student Leadership Programs before distribution.
* An alternative rain location must be scheduled if the POM is be held outside.
* The Coordinator of Greek Life & Student Leadership Programs and chapter advisor must preview POM at least one week in advance to ensure all policies and guidelines are followed.
* Organizations will be required to have an in person meeting or conference call with the Coordinator of Greek Life & Student Leadership Programs (or their designee), chapter members responsible for the event (i.e. President or Membership Intake chair), the chapter advisor, and the alumni monitor one week prior to the event. This meeting will provide everyone an opportunity to review the plans for the event and the responsibilities of each group prior to, during, and immediately after the POM.

**During:**

* POMs must be held on campus.
* POMs are not to be scheduled on the same night/time as a previously planned event of another chapter of the same council.
* The POM is limited to ninety (90) minutes from the advertised start time, including the dispersal of the crowd at the end of the event.
* POMs must start within 15 minutes of the advertised start time.
* POMs may not be scheduled to begin after 10:00 p.m.
* Organizations may ask for an exception of time limit and start time if there are extenuating circumstances (i.e. a large number of new members, unforeseeable delays). This extension is granted at the discretion of the Coordinator of Greek Life and Leadership Programs (or their designee).
* Faculty/Staff advisor for the organization or their designee must be in attendance for the entirety of the event.
* No explicit or revealing attire is to be worn by any of the new members or show participants.
* There will be no alcoholic beverages or drugs permitted.
* No physical abuse will be tolerated. This includes, but not limited to slapping, kicking, spitting, punching, pushing, poking, caning, etc.
* There will be no use of derogatory or inflammatory language and/or behavior including profanity and racist, sexist, homophobic, or otherwise offensive comments in both spoken word, gestures, and music.
* No dissing or negative language regarding other organizations or attendees.
* No fraternity shall mention or greet any other fraternities during their POM. No sorority shall mention or greet any other sororities during their New Member POM.
* Disruptions by other attending organizations will not be tolerated. This includes but is not limited to: walking through the show, talking over the presenting organization, 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.
* No fire or pyrotechnics.
* No bricks, bats, or paddles will be allowed at any new member presentation.
* In the event that anyone from the hosting chapter is involved in a fight during the presentation, the presentation show will be stopped immediately and those involved will be disciplined immediately by the appropriate person (e.g. Coordinator of Greek Life and Leadership Programs, chapter advisor, Director of Student Life & the Curris Center).

**After:**

* Following the conclusion of the show, all members and attendees must vacate the area within 30 minutes.
* The hosting organization is responsible for ensuring that the site used is left in its original state after use.
* Damages to the facility or the furnishings of the site will be the responsibility of the hosting Organization.

**Approved Locations:**

Organizations are responsible for securing reservations in advance of the POM. Reservation confirmation is required for Intake Packet Form F, so organizations should reserve a location at least two weeks prior to the POM:

* The Gates
* Carr Health (Inside/Outside)
* The Quad
* Curris Center (Inside/Outside) – Ballroom ONLY
* Wrather Auditorium
* Steps of Lovett
* Clock Tower of the Biology Building
* Elizabeth Hall Amphitheater
* Mason Hall (Nursing Building)

For clarification or questions contact the Coordinator of Greek Life & Student Leadership Programs, 270-809-6953.