**George Mason University**

**Fraternity & Sorority Life**

**Policies and Procedures on Membership Intake**

The purpose of this policy is to assist fraternities and sororities at George Mason University in the execution of their Membership Intake Programs. This document is meant to educate Mason fraternity and sorority members, their advisors, and aspiring members about the Membership Intake expectations, policies, and procedures of George Mason University’s Fraternity & Sorority Life. It is our goal to create a positive experience for all involved through collaboration between Fraternity & Sorority Life, Chapter Members, Advisors, and (Inter) National Organization.

**Privacy Statement**

To preserve the privacy and confidentiality of all chapters conducting Membership Intake, Fraternity & Sorority Life ensures that all documents submitted regarding Membership Intake will be kept confidential from students, student employees, or student leaders, including council officers. Any Membership Intake information will only be shared with university officials and (inter) national organization staff as needed. Fraternity & Sorority Life will store membership Intake files for a minimum of twenty-four (24) months.

*Note: No chapter will be required or asked to submit any ritualistic information. Only the dates of rituals should be submitted.*

**Prohibition of Hazing**

University’s Policy on Hazing (VII.15) states:

All forms of hazing such as any action taken or situation created, intentionally, to produce mental or physical discomfort, embarrassment, ridicule, or possibly cause mental or physical harm or injury to any person on or off the university campus, participant’s consent is notwithstanding. Hazing is a broad term that encompasses a multitude of actions or activities. The term hazing refers to any actions or activities that do not contribute to the positive development of a person or an organization; which cause mental or physical harm; or which subject individuals to harassment, embarrassment, ridicule, or distress. Examples of situations that are considered hazing include but are not limited to tests of endurance, physical abuse, psychological abuse, morally degrading or humiliating activities, forced ingestion of any substance, activities which interfere with academic pursuits, and servitude. Hazing is typically associated with membership selection and initiation into an organization. It is possible for hazing to occur before, during and after membership selection and initiation. Students allowing themselves to be hazed is a violation of this policy;

In addition to the university’s policy the state of Virginia has the following code:

§ 18.2-56. Hazing unlawful; civil and criminal liability; duty of school, etc., officials.

It shall be unlawful to haze so as to cause bodily injury, any student at any school, college, or university.

Any person found guilty thereof shall be guilty of a Class 1 misdemeanor.

Any person receiving bodily injury by hazing shall have a right to sue, civilly, the person or persons guilty thereof, whether adults or infants.

The president or other presiding official of any school, college or university receiving appropriations from the state treasury shall, upon satisfactory proof of the guilt of any student hazing another student, sanction and discipline such student in accordance with the institution's policies and procedures. The institution's policies and procedures shall provide for expulsions or other appropriate discipline based on the facts and circumstances of each case. The president or other presiding official of any school, college or university receiving appropriations from the state treasury shall report hazing which causes bodily injury to the attorney for the Commonwealth of the county or city in which such school, college or university is, who shall take such action as he deems appropriate.

For the purposes of this section, "hazing" means to recklessly or intentionally endanger the health or safety of a student or students or to inflict bodily injury on a student or students in connection with or for the purpose of initiation, admission into or affiliation with or as a condition for continued membership in a club, organization, association, fraternity, sorority, or student body regardless of whether the student or students so endangered or injured participated voluntarily in the relevant activity.

(Code 1950, § 18.1-71; 1960, c. 358; 1975, cc. 14, 15; 2003, cc. [62](http://leg1.state.va.us/cgi-bin/legp504.exe?031+ful+CHAP0062), [67](http://leg1.state.va.us/cgi-bin/legp504.exe?031+ful+CHAP0067).)

In recognition of FIPG and (inter) national organizational standards, the activities listed below are also considered hazing by the Fraternity & Sorority Life:

* requiring active members to be called a particular title other than those prescribed by the (inter) national organization (if any)
* throwing harmful substances at members
* any activity requiring members to march around particular locations
* treasure hunts, scavenger hunts, quests and abandonment
* wearing of public apparel which is conspicuous and not normally in good taste
* line-ups
* quizzing or testing on meaningless information or while under duress

***The above definition applies to any act conducted on or off the Mason campus.***

**Expectations of Organizations Conducting Intake**

* Membership intake activities will not interfere with academic endeavors or class schedules, and will not include the presence or consumption of alcohol.
* The selection of aspirants will be free of any form of mental and/or physical abuse and hazing.
* Members will be selected on the criteria set forth by the (inter) national organization.
* Chapters will not engage in pre or post hazing activities. Hazing is not tolerated in any form—as part of the new member program or as acts of individual members of the chapter.
* Chapters will be in good standing with their (inter) national organization, their respective council, Fraternity & Sorority Life and George Mason University.
* Chapters will complete all required paperwork thoroughly, in a timely fashion, and will not willingly omit any information.
* Aspirants will be thoroughly educated on George Mason University’s Hazing Policy by the chapter.
* Chapters are not to engage in any Membership Intake activities outside of the parameters outlined by their (inter) national headquarters/organizations.
* All membership intake activities (including New Member Presentations and any alternatives) are to conclude prior to the first day of Final Exam Week.
* Aspirants should never be subject to sleep deprivation, servitude and/or moral degradation or humiliation.
* Aspirants should never be forced to stay or live anywhere against their will.

**Aspirants’ Rights**

The Membership Intake process should be conducted in a manner that respects the dignity of aspirants and protects their mental and physical well-being. Examples of acceptable behavior include activities that are not classified as hazing, but promote scholarship, promote service, develop leadership and/or social skills, assist career goals, involve students with alumni/ae, improve relations with others, build awareness of fraternity or sorority history, instill a sense of brotherhood or sisterhood, foster chapter solidarity or otherwise promote the institutional mission of the University.

**Membership Intake Procedures**

A. Prior to any Membership Intake activities being planned:

1. The organization will ensure that the official Membership Intake education policy set forth by the (inter) national organization will be on file with the Council Advisor (including any rules pertaining to New Member Presentations or its alternatives, and parties related to celebrating aspirants).
2. The Membership Intake Coordinator (MIC) and Chapter President must schedule a meeting with the Council Advisor at least ten **(10) business days** prior to the start of the Membership Intake Process. At this meeting, the MIC and Chapter President will provide the following:
	1. Any (inter) national and/or regional documents that are to be completed by Fraternity & Sorority Life
	2. Completed Notice of Membership Intake
	3. Signed copy of Anti-Hazing Agreement
	4. Completed Membership Intake Coordinator Agreement
	5. Certification Letter E-Mailed to Council Advisor which which should include (but is not limited to):
		1. Approval to conduct intake
		2. List of approved members who can participate in intake
		3. Intake Calendar
			1. All educational sessions
			2. Ritual or ceremony dates
			3. Study dates
			4. Initiation date
			5. New Member Presentation practices
			6. Community service projects
			7. Overnight activities
			8. Leadership development programs
			9. Big brother/sister activities
			10. Activities in which members will have an opportunity to meet and be involved with alumni/ae

*NOTE: Failure to bring any of these items entirely completed to this meeting will result in the meeting being rescheduled for a later date.*

B. Following the meeting between the chapter representatives and Fraternity & Sorority Life:

1. Within **five** **(5) business days**, the Chapter President and Membership Intake Coordinator will receive a letter from the Office of Greek Life certifying whether the Membership Intake process has been approved or not approved based on pending details. **If an organization has been approved**, they may begin the Membership Intake process. In the event the Membership Intake process **has not been approved**, the organization will need to submit additional information.
2. **Five (5) business days** following the chapter’s Interest Meeting, the MIC will submit the attendance sheet(s) for each Interest Meeting conducted.
3. **Five (5) business days** after the start of the Membership Intake process the Verification of Aspirants form must be turned in. The Verification Form must include the names of all individuals approved by your organization for membership. Additionally, at this time any **changes to the Notice of Membership Intake form must be submitted**.

C. Following Initiation:

1. Chapter Presidents must submit the End of Intake Report to Fraternity & Sorority Life within **five (5) business days** of initiation.
2. New Member Presentation: If the organization intends to have a New Member Presentation, the New Member Presentation Agreement must be submitted to Fraternity & Sorority Life at least **fifteen (15) business** days prior to the date of the show.
3. If the organization does not intend to have a New Member Presentation, written notice of any alternative activities (including date, time, location, and description of the activity) must be submitted to Fraternity & Sorority Life within **ten (10) business days** of the activity taking place. **Fraternity & Sorority Life must approve this activity for it to take place.**

**Forms**

All forms submitted must include original signatures. Without the submission of the proper paperwork, Membership Intake activities will not be approved. Should Membership Intake activities begin without adherence to the above mentioned policies and procedures, Membership Intake activities will cease immediately and the organization will be referred for judicial proceedings.

**Organizational Qualifications for Membership Intake**

All organizations participating in Membership Intake must be in good standing with Fraternity & Sorority Life, their respective council, and (inter) national organization. To be considered in good standing, organizations must be fiscally and judicially sound with their respective council, Fraternity & Sorority Life, the University and the (inter) national organization. If an organization has a question regarding their status, they are to contact the Council Advisor and/or their (inter) national organization.

**Aspirants’ Qualifications for Membership Intake**

All aspirants must **at least** meet the organization’s minimum academic (grades and credit hour) requirements in order to take part in Membership Intake. The criteria designated by the (inter) national organization should be the only criteria used for qualifying members for Membership Intake.

**Timeline of Membership Intake Activities**

All Membership Intake activities shall be conducted only in the fall or spring semester of each academic year. Special permission for any summer Membership Intake activities must be attained from Fraternity & Sorority Life.

The Membership Intake process will not last any longer than what the (inter) national headquarters/ (inter) national body for each organization has approved. If an organization is not able to comply with these steps (due to requirements from its (inter) national headquarters/ (inter) national body), **minor** alterations are acceptable as long as **changes and reason for the changes are submitted in writing by the Chapter Advisor, the Regional Director and/or (inter) national headquarters at least five (5) business days prior to the change. Fraternity & Sorority Life must approve these changes for them to be considered valid.**

**Interest Meeting**

Fraternity & Sorority Life defines an Interest Meeting as a meeting held by an organization for aspirants who are seeking general information about the organization and/or a formal meeting held by an organization for potential members that details the application process, rules of the organization, and allows them to show interest in being considered for membership. Based on these definitions, all Membership Intake paperwork should be filled out according to these descriptions. The Interest Meeting Attendance Sheet must be filled out and submitted to Fraternity & Sorority Life within five (5) business days of the Interest Meeting.

**Interest Meeting without Conducting Intake**

The nature of an Interest Meeting is to provide aspirants with general information about the organization. An organization can host an Interest Meeting without conducting Membership Intake the same semester. The Interest Meeting Attendance Sheet must be filled out and submitted to Fraternity & Sorority Life within **five (5) business days** of the Interest Meeting.

Following the Interest Meeting, organizationsare not to engage in any pre-pledging activities not part of the (inter) national Membership Intake process with these members.

**Flyers for Interest Meetings**

The chapter will turn in to Fraternity & Sorority Life at least twenty (20) flyers promoting Interest Meetings at least ten (10) business days prior to the event. These flyers will be available in Fraternity & Sorority Life for advertisement purposes.

**Violations**

A judicial process to determine violations of the Membership Intake policy and/or the anti-hazing policy by organizations and its members will be handled through Fraternity & Sorority Life and Office of Student Conduct. Violations of the intake policy may include (but are not limited to): intentional submission of improper paperwork (falsifying signatures, changing dates without approval, incomplete forms), holding Membership Intake without adherence to the policies and procedures set forth by the Fraternity & Sorority Life, and not adhering to the policies of the (inter) national organization, George Mason University, as well as municipal, state, and federal laws. Penalties for violations may include (but are not limited to): fines in specified amounts; probation for specified academic terms, with or without specified restrictions; loss of privilege of using University space and facilities; and revocation of the privilege of being a registered student organization. The (inter) national office of any student organization violating the anti-hazing rules and Membership Intake policies will be notified of any violations and all penalties.

**Fraternity & Sorority Life**

George Mason University

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| **Membership Intake Checklist** |

*As your chapter proceeds through its Membership Intake process, please make sure that you complete the items on the Membership Intake Paperwork Checklist below. The checklist should be completed in its entirety and by all deadlines. Failure to submit paperwork and conduct meetings on time may result in the suspension of Membership Intake activities.*

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| **Action** | **Date Due** | **Completed by** |
| * Schedule and attend meeting with Council Advisor
 | **10 business days** prior to the start of Membership Intake process  | Chapter President and Membership Intake Coordinator  |
| * Bring (inter) national or regional paperwork to be signed by Fraternity & Sorority Life required by your organization.
 | Meeting with Council Advisor | Organization representatives designated on form |
| * Notice of Membership Intake and Process Outline
 | Meeting with Council Advisor | Chapter President, Membership Intake Coordinator and Advisor Overseeing Intake |
| * Anti-Hazing Agreement
 | Meeting with Council Advisor | Chapter President, Membership Intake Coordinator and Advisor Overseeing Intake |
| * Membership Intake Coordinator Agreement
 | Meeting with Council Advisor | Membership Intake Coordinator and any Assistant Membership Intake Coordinator  |
| * Interest Meeting Attendance Sheet
 | **5 business days** following Interest Meeting(s) | Aspirants, Membership Intake Coordinator, and Advisor Overseeing Intake |
| * Certification letter emailed from (inter) national or Regional representative
 | Meeting with Council Advisor | (inter) national or Regional organization representative |
| * Verification of Aspirants
 | **5 business days** after the Membership Intake educational process begins | Chapter President, Membership Intake Coordinator, and Advisor Overseeing Intake |
| * End of Intake Report
 | **5 business days** following Initiation | Chapter President, Membership Intake Coordinator, and Advisor Overseeing Intake |
| * New Member Presentation Agreement
 | **15 business days** prior to the date of the show | Chapter President, Membership Intake Coordinator, and Advisor Overseeing Intake |
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| **Notice of Membership Intake**  |

*Note:* *Must be TYPED-Due at one-on-one meeting with council advisor.* Also, *this form will not be accepted unless it is accompanied by a signed copy of the Anti-Hazing Agreement, the Membership Intake Coordinator Agreement, and emailed Certification Letter from Regional/National Director.*

**A. Timeline**

* The officers and members of       are proud to announce the Membership Intake of aspirants for the Fall[ ] /Spring [ ] ( *check one*) semester of      .
* **Interest Meeting(s)** will be held on the following dates, times, and locations:      .
* If applicable, **Interviews** will be held on the followings dates, times, and locations:      .
* **Selection** of Aspirants will conclude on the following date:      .
* **Education** of aspirants will begin on the following date:      .
* Aspirants will be **initiated** on the following date:      . The location of initiation will be (*check one*): [ ]  On campus [ ]  Off campus (If so, where?      )
* Aspirants will be **presented** on the following date:      . The presentation will be *(check one):*

[ ]  New Member Presentation [ ]  Other:

**B. Membership Intake Personnel**

The person in charge of Membership Intake for the chapter will be:

|  |  |
| --- | --- |
| **Name:**  |       |
| **Email:**  |       |
| **Phone Number:** |       |

The Advisor supervising Membership Intake for the chapter will be:

|  |  |
| --- | --- |
| **Name:**  |       |
| **Email:**  |       |
| **Phone Number:** |       |

**C. Regional Director Certification Letter – must be emailed to council advisor**

This letter should include the approval of the regional director for the chapter to conduct intake, intake calendar outline including date(s), time(s), who from the chapter is allowed to be in attendance (including advisors or alumni/ae), and a short description of all activities and events. ***Without this letter, this form will not be considered complete.***

The above and attached information is accurate and correct to the best of my knowledge.

Chapter President Name Signature Date

Membership Intake Coordinator Name Signature Date

Advisor Supervising Intake Name Signature Date

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| **Membership Intake Coordinator Agreement** |

*Note: Must be TYPED-Due at one-on-one meeting with Fraternity & Sorority Life Staff*

|  |  |
| --- | --- |
| **Semester:** | Fall[ ] /Spring[ ]  |
| **Year:** |  |
| **Organization:** |  |
| **Membership Intake Coordinator Name:**  |  |

|  |  |
| --- | --- |
| **\_\_\_\_\_\_\_**(Initials) | I certify that I have read in full **ALL** of George Mason University’s Membership Intake Policies and Procedures, pertinent university policies, and other relevant information from my inter/(inter) national organization regarding Membership Intake.  |
| **\_\_\_\_\_\_\_**(Initials) | I will educate my chapter and the aspirants on all of the regulations of Membership Intake and will keep Fraternity & Sorority Life informed on all Membership Intake activities conducted by chapter.  |
| **\_\_\_\_\_\_\_**(Initials) | I agree to provide the names of the aspirants to Fraternity & Sorority Life within five (5) business days after the start of the Membership Intake process.  |
| **\_\_\_\_\_\_\_**(Initials) | I understand that if the Membership Intake forms are not fully completed and signed by all parties by the outlined deadlines, intake of aspirants will NOT be allowed. |
| **\_\_\_\_\_\_\_**(Initials) | I declare that I will thoroughly review all information submitted to Fraternity & Sorority Life, and will only allow information that is true to be turned in. I also hereby give permission to Fraternity & Sorority Life to verify the validity of all information submitted.  |
| **\_\_\_\_\_\_\_**(Initials) | I understand that if any of the information submitted to Fraternity & Sorority Life is found to be false or misleading, Fraternity & Sorority Life reserves the right to suspend the Membership Intake process pending full investigation of all statements.  |
| **\_\_\_\_\_\_\_**(Initials) | I understand that Fraternity & Sorority Life reserves the right to deny Membership Intake Processes if evidence is present that indicates the chapter is unfit for initiating aspirants.  |
| **\_\_\_\_\_\_\_**(Initials) | I have read and signed the Anti-Hazing Policy and agree to abide by the statement. I will also make sure that all members (including alumni/ae) understand and follow these guidelines. I further understand that Fraternity & Sorority Life reserves the right to suspend the Membership Intake process if my chapter is found or suspected of being in violation of this policy.  |
| **\_\_\_\_\_\_\_**(Initials) | I understand that all Membership Intake activities will coincide with the policies set forth by my (inter) national organization. Any deviation from the policies of my (inter) national organization must be supported in writing by the Chapter Graduate Advisor, the Regional Director and/or my (inter) national headquarters.  |

Membership Intake Coordinator Name Signature Date

Asst. Membership Intake Coordinator Name Signature Date

Asst. Membership Intake Coordinator Name Signature Date

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| **Anti-Hazing Agreement**  |

Note: *Due at one-on-one meeting with Fraternity & Sorority Life Staff*

**A. Compliance Statement**

We certify that all activities sponsored or required by our fraternity/sorority members or aspirants comply with George Mason University Hazing Policy as well as our (inter) national organization’s hazing policies.

We have informed the aspiring members of our fraternity/sorority of the contents of the Anti-Hazing Policy. This policy will be read to aspirants at the beginning of each semester of a chapter’s Membership Intake process.

Hazing will not be tolerated in the George Mason University community. No student or organization has the right to inflict physical or mental harm on a person or to demean, disgrace, or degrade a person. All forms of hazing by any university student, student organization members (including alumni/ae), or employee, are expressly prohibited and serious penalties, such as separation from the University or loss of recognition by George Mason University, may be imposed on individuals or groups found in violation of these rules.

We understand that failure to uphold the University’s Anti-Hazing Policy as stated in the George Mason University Student Code of Conduct and in the Membership Intake Policy may result in organizational and/or individual charges.

We understand that participation in any hazing activity or knowledge of it 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/alumni status or affiliated at another institution of higher education, to haze our aspirants. Failure to report any such activity of which we become aware of may result in individual charges.

**B. Expectations**

1. Membership intake activities will not interfere with academic endeavors or class schedules, and will not include the presence or consumption of alcohol.
2. The selection of aspirants will be free of any form of mental and/or physical abuse and hazing.
3. Members will be selected on the criteria set forth by the (inter) national organization.
4. Chapters will not engage in pre or post hazing activities. Hazing is not tolerated in any form—as part of the new member program or as acts of individual members of the chapter.
5. Chapters will be in good standing with their (inter) national organization, their respective council, Fraternity & Sorority Life and George Mason University.
6. Chapters will complete all required paperwork thoroughly, in a timely fashion, and will not willingly omit any information.
7. Aspirants will be thoroughly educated on George Mason University’s Hazing Policy by the chapter.
8. Chapters are not to engage in any Membership Intake activities outside of the parameters outlined by their (inter) national headquarters/organizations.
9. All membership intake activities (including New Member Presentations and any alternatives) are to conclude prior to the first day of Final Exam Week.
10. Aspirants should never be subject to sleep deprivation, servitude and/or moral degradation or humiliation.
11. Aspirants should never be forced to stay or live anywhere against their will.

Our signatures below certify that we have read, understand, and agree to abide by George Mason University’s Hazing Policy. We understand that the Office of Student Conduct, the (inter) national headquarters, and the chapter graduate advisors(s) will be notified of cases of alleged and/or confirmed violations of the Anti-Hazing Policy.

Chapter President Name Signature Date

Membership Intake Coordinator Name Signature Date

Advisor Supervising Intake Name Signature Date

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| **Interest Meeting Attendance Sheet** |

*Note: Due 5 business days following the Interest Meeting*

|  |  |
| --- | --- |
| **Semester:** | Fall[ ] /Spring[ ]  |
| **Year:** |  |
| **Organization:** |  |
| **Meeting Date/Time/Location:** |  |

This organization requires that interested students must have a minimum grade point average of a       on a 4.0 scale. ***Please note that students who do meet the minimum qualifications are not guaranteed membership in the organization.***

|  |
| --- |
| **Interested Students in Attendance** **(attach an additional sheet if more space is needed)** |
| **Name** | **Phone** | **Email** | **G#** |
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***I hereby certify that no names were left off of this attendance sheet and that this Interest Meeting was held in compliance with our (inter) national organization’s procedures and guidelines.***

Membership Intake Coordinator Name Signature Date

Advisor Supervising Intake Name Signature Date

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| **Verification of Aspirants** |

*Note: Must be TYPED-Due 5 business days after the beginning of the Membership Intake process (additional sheets may be attached if necessary)*

|  |  |
| --- | --- |
| **Semester:** | Fall[ ] /Spring[ ]  |
| **Year:** |  |
| **Organization:** |  |
| **Total Number of Aspirants:** |  |
| **Date of Initiation Ceremony:** |  |

**A. Declaration**

We hereby declare that as of       (date submitted), the individuals listed below are aspirants for membership into our organization and will be duly initiated per the approval of our regional and/or (inter) national representative(s).

Chapter President Name Signature Date

Membership Intake Coordinator Name Signature Date

Advisor Supervising Intake Name Signature Date

**B. Anti-Hazing Policy Agreement & Grade Consent**

By signing below, I attest to the following:

* That the state of Virginia laws and George Mason University policies on hazing have been reviewed and explained to me. I understand that I am not to engage in any activities that violate the policy or law. I understand that all illegal actions must be reported to the Office of Greek Life.
* That I wish to waive my rights granted to me by the Family Educational Rights and Privacy Act of 1974 and permit George Mason to release academic information about me to my Sorority/Fraternity. I understand that this waiver will be in effect until I notify the Office of Student Involvement that I no longer wish to allow such information to be released.
* That I request the information below be released for the remainder of my undergraduate career, for the purposes of membership eligibility and recognition, to the chapter president, chapter executive board members, campus and chapter advisors and national representatives of      fraternity/ sorority.

Information to be released: credit hours enrolled in, credit hours passed, semester grade point average, individual cumulative grade point average.

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Signature** | **Student ID** | **Cum. GPA** |
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| **End of Intake Report** |

*Note: Must be TYPED-Due 5 business days after Initiation (additional sheets may be attached if necessary)*

|  |  |
| --- | --- |
| **Semester:** | Fall[ ] /Spring[ ]  |
| **Year:** |  |
| **Organization:** |  |
| **Total Number of Aspirants:** |  |
| **Date of Initiation Ceremony:** |  |

*Directions: List* ***ALL*** *individuals that started your intake process below and place the appropriate check next to the categories pertaining to them. Attach additional sheets if necessary.*

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **List of Interested Individuals**  | **Submitted Membership Application** | **Selected to Participate in Membership Intake**  | **Accepted Opportunity to Participate in Membership Intake** | **Started Membership Intake Process but Removed Self** | **Started Membership Intake Process but Removed By Chapter** | **If Individual left or was removed from the process, indicate date:** | **Completed the Requirements and Were Initiated**  |
|  | [ ]  | [ ]  | [ ]  | [ ]   | [ ]  |  | [ ]  |
|  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |  | [ ]  |
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Our signatures below certify that no names were omitted from this list and no false information was presented.

Chapter President Name Signature Date

Membership Intake Coordinator Name Signature Date

Advisor Supervising Intake Name Signature Date

**Fraternity & Sorority Life**

George Mason University

4400 University Dr MS 2D6

Fairfax, VA 22304

(703) 993-2909 FAX (703) 993-4566 si.gmu.edu/greek-life

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| **New Member Presentation Guidelines** |

1. All shows must be held no more than 30 business days after the members have been initiated into the organization or prior to the start of Final Exam Week (whichever one comes first) and in a reserved location on the George Mason University.
2. No explicit or revealing attire is to be worn by the aspirants or other Show participants.
3. No alcoholic beverages are to be consumed prior to or during the New Member Presentation.
4. References to hazing and/or other illegal activities will be not allowed.
5. No physical abuse will be tolerated. This includes, but is not limited to: slapping, kicking, punching, pushing, poking, caning, etc. (canes, staffs, sticks etc. may be used as part of the performance but may not be used as a weapon to threaten or harm another individual).
6. Props and/or spectacle to be used during the show must be approved. Any outright symbols of “pledging” (such as but not limited to paddles, bricks, and rocks) will not be allowed.
7. No profane language (in any language)/gestures in chants, music or speech will be used before, during, or after the show. No members of the organization may dance provocatively with any members of the audience.
8. Chants/sayings/songs will not allude to any other Greek organization, individual, or student group.
9. There are to be no references to any individual(s) departing from the Membership Intake Process.
10. 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, derogatory speech or comments and death marches.
11. The duration of the show will be no longer than 2 hours. Shows may not be scheduled to begin after 9:00 pm and must start within **20 minutes of scheduled time advertised**.
12. In the event of a fight or other altercation during the show, individuals involved will be removed immediately. If a member of the presenting organization is involved, the show will be stopped immediately and the show will not be rescheduled.
13. The presenting organization will be responsible for ensuring the site is left in its original state after use.
14. The New Member Presentation Agreement must be submitted to Fraternity & Sorority Life no later than 15 business days before the date of the show.
15. A Fraternity & Sorority Life staff member will be in attendance at all shows.
16. All actions of organization members/aspirants must adhere to the Student Code of Conduct.
17. Violation of these guidelines will result in a referral to council advisor and could result in sanctions.

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| **New Member Presentation Agreement** |

*Note: Must be TYPED and attached to the Event Space Confirmation*

*Due 15 business days prior to New Member Presentation*

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| **Organization** |       |
| **Date of Show** |       |
| **Time of Show**  | **Advertised time of start:**      **Actual start time:**      **End time:**       |
| **Location**  |       |
| **Description of Show**  |       |
| **Materials/props that will be used during the show:**  |       |

*\*\*Fraternity & Sorority Life will keep the details of this show confidential and will use the information for planning purposes only.\*\**

**My signature below indicates that:**

* I have read, understand, and agree to the New Member Presentation Guidelines.
* The information provided on this form is accurate and true.
* The show will not stray from the spirit and written description of the show or those details approved by Fraternity & Sorority Life.
* I understand that my organization, in addition to the President and individuals within, will be held accountable should any of the guidelines be violated.

Chapter President Name Signature Date

Membership Intake Coordinator Name Signature Date

Chapter Graduate Advisor Name Signature Date