CHECKLIST FOR NEW MEMBER PROCESS

Fall 2008 Membership Intake Window:
IFC: September 5, 2008 – November 14, 2008
PC: August 24, 2008 – November 9, 2008

As your chapter begins/proceeds through its membership intake process, please make sure that you complete the items on the Membership Intake checklist below. The checklist should be completed in the order listed below. Please note that interest meetings and flyers are permitted before the intake window; however, the chapter SHOULD NOT under any circumstances have a formalized relationship with prospective members (IGs, interest groups, prepledging programs, etc.) prior to the beginning of the intake window. Regardless of start date, all membership intake activities SHALL end no later than the end date for your specific council listed above.

☐ Complete Membership Intake Intent Forms (all MGC and NPHC chapters must complete the form whether they plan on having intake or not). Forms are due to the Office of Sorority & Fraternity Affairs no later than the beginning of the new member intake/education window.

☐ Attend Outcomes of Membership Intake/Education Workshop that is conducted by the Office and your council. This workshop will chronicle the historical and present role of membership intake at the University of Florida as well as the desired outcomes of such a process. During the presentation the council will discuss (a) the current state of membership intake on campus (process, coming out shows, etc.), (b) the outcomes or skills that a new neophyte should know/possess upon the completion of his/her process (e.g. should know how to plan and execute a chapter program, etc.), and (c) the Office of Sorority & Fraternity Affairs requirements for membership intake.

**Outcome of Membership Intake Workshop:**
- MGC: Tuesday, September 9, 2008
- NPHC: Saturday, September 13, 2008
- IFC: Wednesday, August 27, 2008
- PC: Thursday, August 14, 2008

*Required for Membership Intake Chair, Chapter President, & Advisor. All other members are encouraged to attend.

☐ Sign Anti-Hazing Contract (Chapter Officers overseeing intake)

☐ Chapter holds Interest Meeting and attendees complete Interest Meeting Sign in Form. Effective Fall 2006, the Office of Sorority & Fraternity Affairs must have a representative present at chapter interest meetings in order to present the University’s policy on hazing.

☐ Submit Interest Meeting Sign in Form and a Grade Release Form for each candidate to Council Advisor. The Office of Sorority & Fraternity Affairs checks grades for students who attended interest meetings. **CHAPTERS SHOULD NOT FORMALIZE PLEDGE CLASSES UNTIL THE CHAPTER VERIFIES THE GRADES.**

☐ Complete and submit Candidate Selection Form along with a Grade Release Form for each candidate who did NOT attend the interest meeting. This MUST be turned immediately after class/line has formed!

☐ Chapter/National organization conducts Cluster/Initiation

☐ Submit New Member Roster within three days of initiation/coming out show, whichever is later. **All activities MUST commence by end of window listed above.**