Guidelines for Conducting Membership Intake  
Oklahoma State University  
Office of Fraternity and Sorority Affairs  
National Pan-Hellenic Council

The purpose of this document is to provide the fraternities and sororities of the National Pan-Hellenic Council of the Oklahoma State University Greek Community, their Advisors, and prospective members with a source of information regarding Membership Intake. Chapter Members, Chapter Advisors, and the Office of Fraternity and Sorority Affairs will work together to ensure a successful and positive experience for all involved.

In order for the Office of Fraternity and Sorority Affairs to assist chapters with the intake process and avoid potential problems, chapters must adhere to the following guidelines if they are to conduct intake at Oklahoma State University:

Meeting and Documentation:

I.  TWO WEEKS Prior to any intake activities, including the first informational, at least one chapter member, the chapter president or intake director, will meet with the Advisor of Fraternity and Sorority Affairs. To schedule an appointment, call (405) 744-5490 or email ival.gregory@okstate.edu. At this meeting the chapter will submit/provide:

A. Any national or regional paperwork that needs to be signed by the Office of Fraternity and Sorority Affairs.
B. Completed Notice of Membership Intake (Attached)
C. Completed Fraternity and Sorority Hazing Compliance Form (Attached)
D. Member Compliance Form (Attached)
E. Completed Hazing Policy Compliance Certification Form (Attached)
F. OSU Hazing Compliance Form (Attached)
G. A complete calendar of events should include a timetable of any intake activities with dates, times, and locations. Activities to include on the calendar, if applicable:
   1. Informationals and/or interest meetings
   2. Selection date(s).
   3. Start date of the new member’s official process/education
   4. Initiation date
   5. Presentation of New Members (i.e.: “probate,” “rollout,” “neophyte show”) (if applicable):
      a) The date of the new Member Presentation must be approved by the Advisor of Fraternity and Sorority Affairs
   6. Any additional dates pertinent to a specific organization

II. Verification of Aspirants Form: All chapters conducting intake must submit a Verification of Aspirants Form. This form must be submitted 48 HOURS (or by 5 pm the second business day) after the interest/informational meeting, and prior to the start date of the official process/education of aspirants listed on the chapter’s intake calendar. This form will include all students attending the interest/informational session AND must include the list of the individuals approved by your chapter that will be submitted to your regional or national representatives as aspirants for membership. The verification form contains the following information:

A. List of candidates for membership that will include each new member’s:
   1. Name (please print)
   2. Signature
   3. CWID
   4. Academic Waiver
B. Total number of Candidates
C. Original signature of Chapter President
D. Signature of Faculty and Grad Chapter Advisor (chapter must bring in form with the original signature, no faxes will be accepted).
E. A separate line for verification of date received. (to be completed by the Office of Fraternity and Sorority Affairs)

III. Potential Member Hazing Compliance Form and OSU NPHC Eligibility Release Form: All chapters conducting intake must submit a completed Potential Member Hazing Compliance Form and OSU NPHC Eligibility Release Forms for all potential new members. All individuals approved by your chapter that will be submitted to your regional or national representatives as aspirants for membership must be included in these forms. These forms must be submitted 24 hours after the start date of the new members’ official process/education.

All documents supplied to the Office of Fraternity and Sorority Affairs are kept confidential from students and student leaders, including the Council Officers. They may be shared with university officials and national organization staff as needed. In the event that any dates and times need to be changed on the intake calendars of events, the chapter president or chapter member in charge of intake must notify the Advisor of Fraternity and Sorority Affairs (in writing) no less than 2 business days prior to the new event time/date.

Presentation of new Members (if applicable):

I. All organizations must adhere to the following guidelines when presenting new members to the campus community.
A. Presentation of new members must take place no more than 30 calendar days after the members have been initiated into the organization, or no later than two weeks prior to the last day of classes in the semester, whichever comes first.

II. Guidelines for those who present new members using a “show” (i.e.: “probate,” “rollout,” “neophyte show”):
A. Presentation “Shows” are not to be scheduled on the same night/time of a previously planned event of another chapter of the council.
B. No explicit language or revealing attire is to be used/worn by the new members or other “show” participants.
C. No alcoholic beverages will be permitted.
D. No physical abuse will be tolerated. This includes but is not limited to: slapping, kicking, spitting, punching, pushing, poking, caning, etc. No paddles or bricks are permitted (Canes, staffs, sticks, etc. may be used as a part of the performance but may not be used as an instrument to harm another individual.)
E. In the event of a fight during the presentation, those fighting will be disciplined immediately. If a member of the presenting organization is involved, the presentation show will be stopped immediately. (See Violations section for further details.)
F. 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.
G. A staff member from the Office of Fraternity and Sorority Affairs (full-time, professional or graduate) MUST be in attendance at all new member presentations.
National Pan-Hellenic Council Hazing Policy:

All members of the MSU NPHC are also held accountable for the National Council’s Joint Position Statement Against Hazing. All chapter officers are responsible for knowing and/or educating their chapter members about this policy. A complete description of the policy can be downloaded at:


Hazing Law Enacted for the State of Oklahoma

Notice to All Students

The following is an excerpt of an amendment to 21 O.S. 1981, Section 852. Please be sure to read this and keep it with your Student Rights and Responsibilities Governing Student Behavior statement. If you have any questions regarding this law, call the Student Activities Office at 744-5488.

“Section 3. NEW LAW. A new section of law to be codified in the Oklahoma Statues as Section 1190 of Title 21, unless there is created a duplication in numbering, reads as follows:

A. No student organization or any person associated with any organization sanctioned or authorized by the governing board of any public or private school or institution of higher education in this state shall engage or participate in hazing.

B. Any hazing activity described in subsection F of this section upon which the initiation or admission into or affiliation with an organization sanctioned or authorized by a public or private school or by any institution of higher education in this state is directly or indirectly conditioned shall be presumed to be a forced activity, even if the student willingly participates in such activity.

C. A copy of the policy or the rules and regulations of the public or private school or institution of higher education which prohibits hazing shall be given to each student enrolled in the school or institution and shall be deemed to be part of the bylaws of all organizations operating at the public school or the institution of higher education.

D. Any organization sanctioned or authorized by the governing board of a public or private school or of an institution of higher education in this state which violates subsection A of this section, upon conviction, shall be guilty of a misdemeanor, and may be punishable by a fine of not more than One Thousand Five Hundred Dollars ($1,500.00) and the forfeit for a period of not less than one (1) year all of the rights and privileges of being an organization organized or operating at the public or private school or at the institution of higher education.

E. Any individual convicted of violating the provisions of subsection A of this section shall be guilty of a misdemeanor, and may be punishable by imprisonment for not to exceed ninety (90) days in the county jail, or by the imposition of a fine not to exceed Five Hundred Dollars ($500.00), or by both such imprisonment and fine.

F. For purposes of this section:

1. “Hazing” means an activity which recklessly or intentionally endangers the mental health or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization operating subject to the sanction of the public or private school or of any institution of higher education in this state:

2. “Endanger the physical health" shall include but not be limited to any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, alcoholic beverages as defined in Section 506 of Title 37 of the Oklahoma Statues, nonintoxicating beverage as defined in Section 163.2 of Title 37 of the Oklahoma Statues, drug controlled dangerous
Violations:

Violations of the intake process may result in probation or suspension. Whether the chapter will be placed on probation or receive automatic suspension is based upon the infractions and is at the discretion of the Advisor of Fraternity and Sorority Affairs.

Probation is noted by a period of scrutiny wherein if the chapter commits any violation of the intake process or any other rules set forth by the Advisor of Fraternity and Sorority Affairs, the chapter will be placed on suspension. Suspension is noted by a period wherein all social and formal programming (this includes community service, all fundraising activities, and intake functions) is prohibited. The suspension period will be determined by the Office of Fraternity and Sorority Affairs staff and will be a time of no less than one semester. In the event that the chapter is disciplined as outlined above, the regional and national leadership of the fraternity/sorority will be notified.

Violations include:

1. Intentional submission of improper paperwork (i.e., changing of dates on forms, falsifying original signatures, incomplete paper work, etc.)
2. Holding membership intake without adhering to the Intake Guidelines set by the Office of Fraternity and Sorority Affairs.
3. Hazing: Any violations of the OSU Hazing Policy will result in a referral to the Office of Student Judicial Affairs.
4. Overt activity defined as any activity related to intake conducted in defiance of previous guidelines or warnings by council advisors.
5. Failure to adhere to Presentation of New Member Guidelines (as included in this packet).

Guidelines for Review of Chapter Status for Suspension:

1. Executive Board: Chapter President and/or 1 representative must be present.
2. The Chapter Advisors must be present.
3. The Advisor of Fraternity and Sorority Affairs must be present.

All questions and concerns must be expressed by the Chapter President to the Office of Fraternity and Sorority Affairs staff. If any questions regarding the Guidelines arise, they may be discussed between the Chapter President, Intake Coordinator, Chapter Advisors, and the Office of Fraternity and Sorority Affairs staff. Final jurisdiction and decision-making authority rests in the hands of the Office of Fraternity and Sorority Affairs staff. **Students found guilty of hazing will be subject to penalties outlined in Student**
Intake: Things to Remember
The Office of Fraternity and Sorority Affairs staff will present the intake guidelines at the first general body meeting of each academic semester.

1. Submit Membership Intake Intent Form by the end of the fourth week of classes.
2. Each chapter must submit a calendar of events for intake activities, a Notice of Membership Intake Form, Member Compliance Forms for all active members participating in intake, completed Hazing Policy Compliance Certification Form, completed OSU Hazing Compliance Form, and a Fraternity and Sorority Hazing Compliance Form at the initial meeting with the Office of Fraternity and Sorority Affairs staff.
3. The Notice of Membership Intake Form must contain the original signature (no faxes will be accepted) of the Chapter President and both the Faculty and Graduate Advisors.
4. The Fraternity and Sorority Hazing Compliance Form must contain the original signature of the Chapter President.
5. Submit the date of the presentation of new members.
6. Submit the Verification of Aspirants Form no later than 48 hours following the first interest/informational meeting.
7. Submit the Potential Member Hazing Compliance Form and OSU NPHC Eligibility Release Forms no later than 24 hours following the start date of the new members’ official process/education.

Without the submission of the required paperwork, intake will not be approved. In the event that the intake activities begin without the knowledge and signed approval of the Advisor of Fraternity and Sorority Affairs, and/or the chapter has not adhered to these written Intake Guidelines, intake activities will cease immediately, and the chapter may be placed on suspension. In addition, the regional and national leadership of the fraternity/sorority will be notified. These sanctions will be administered appropriately at the discretion of the Office of Fraternity and Sorority Affairs.
Oklahoma State University
NOTICE OF MEMBERSHIP INTAKE

The officers and members of ____________________________ are proud to announce the intake of new members for the Fall  Spring  (circle one) semester of ____________________________

Interest Meeting(s) will be held on (date) Time(s) and location(s):
Selection will conclude on (date) Time and location:
Education of aspirants/Intake process begins on (date) Time(s) and location(s):
Aspirants will be initiated on (date) Time and location:
New Members will be presented on (date) Time and location:

The person in charge of intake for the Chapter will be: ____________________________
The chapter advisor supervising intake for the Chapter will be: ____________________________

__________________________ ____________________________
Name Name
__________________________ ____________________________
Title in Chapter Title in Chapter
__________________________ ____________________________
Phone Number Phone Number

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

__________________________ ____________________________ ____________________________
President’s Name Printed President’s Signature President’s Phone #

__________________________ ____________________________ ____________________________
Grad Chapter Advisor Name Printed Grad Chapter Advisor Signature Grad Chapter Advisor Phone #

__________________________ ____________________________ ____________________________
Faculty Advisor Name Printed Faculty Advisor Signature Faculty Advisor Phone #

Department Use Only: Date of Meeting 1: ____________________________
Oklahoma State University
VERIFICATION OF ASPIRANTS FORM

Organization & Chapter Name

We hereby declare that on (date submitted), the following individuals are aspirants for membership into our organization and will be duly initiated pending the decision of our regional/national representative(s).

<table>
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<tr>
<th>Total Number of Candidates</th>
<th>Signature-Chapter President</th>
<th>Signatures-Grad Chapter Advisor and Faculty Advisor</th>
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<td>Aspirant's Name</td>
<td>Signature: I wish to waive my rights granted to me by the Family Educational Rights and Privacy Act of 1974 and permit OSU 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 Fraternity and Sorority Affairs that I no longer wish to allow such information to be released.</td>
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Department Use Only
Date Received:
Oklahoma State University  
Fraternity and Sorority Hazing Compliance Form

We certify that all activities sponsored or required by our national fraternity/sorority members or pledge/associate members comply with the OSU Hazing Policy, and with the State of Oklahoma.

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

We understand that failure to uphold the OSU Hazing Policy will result in referral to the Office of Student Judicial Affairs for an organizational violation of the Hazing Policy (i.e. the fraternity/sorority will face charges), and/or referral to the Office of Student Judicial Affairs for an individual violation of the Hazing Policy (i.e. the individuals within the fraternity/sorority who haze will face 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 grad 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 Office of Student Judicial Affairs.

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

________________________________  ________________________________
Fraternity/Sorority Name                                  Individual Chapter Name

________________________________  ________________________________
Printed Name of the Chapter President                        Printed Name of the Intake Chair

________________________________  ________________________________
Signature of the Chapter President                             Signature of the Intake Chair

___ / ___ / ___                                                   ___ / ___ / ___
Date                                                             Date
Hazing in any form is strictly prohibited. Hazing is a broad term that encompasses a multitude of actions or activities. The term hazing refers to any actions or activities that may negatively affect the 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.

National Pan-Hellenic Council Hazing Policy:

All members of the OSU NPHC are also held accountable for the National Council’s Joint Position Statement Against Hazing. All chapter officers are responsible for knowing and/or educating their chapter members about this policy. A complete description of the policy can be downloaded at:


State of Oklahoma Hazing Law

1. “Hazing” means an activity which recklessly or intentionally endangers the mental health or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization operating subject to the sanction of the public or private school or of any institution of higher education in this state:

2. “Endanger the physical health” shall include but not be limited to any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, alcoholic beverages as defined in Section 506 of Title 37 of the Oklahoma Statues, nonintoxicating beverage as defined in Section 163.2 of Title 37 of the Oklahoma Statues, drug controlled dangerous substance or other substance, or any other forced physical activity which could adversely affect the physical health or safety of the individual; and

3. “Endanger the mental health” shall include any activity, except those activities authorized by law, which would subject the individual to extreme mental stress, such as prolonged sleep deprivation, forced prolonged exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual.

For a complete description of the State of Oklahoma Hazing Law visit

http://www.okstate.edu/ucs/SJA/hazing.htm

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. Oklahoma State University will investigate all hazing allegations. Individuals and organizations found in violation of the OSU Hazing Policy will be sanctioned and turned over to the proper law enforcement agency. If you believe you or someone you know has been a victim of hazing, contact the Advisor of Fraternity and Sorority Affairs at (405) 744-5490 or the Office of Student Judicial Affairs at (405) 744-5470.

By signing this statement, I agree that I have read and understand the Fraternity and Sorority Affairs Hazing Policy. I agree to comply with this policy, local/state laws, the policies of my fraternal organization (which are more specific) and the local and national governing council to which my organization belongs.

Organization _________________________________       Chapter _____________________________
CWID ______________________________________ Semester ____________________________
Member’s Signature ___________________________ Date _______________________________
Membership Intake Process (MIP) Reporting Policy

The Office of Student Life endorses the process of membership intake as outlined by the National Pan-Hellenic Council and the nine member organizations. Hazing is in violation of Oklahoma State law and Oklahoma State University’s regulations and will in no way be tolerated.

The Office of Fraternity and Sorority Affairs further endorses the following expectations of the National Pan-Hellenic Council organizations:

1. That the academic mission of the institution will be upheld and promoted to new members.
2. That membership activities not interfere with academic endeavors or class schedules.
3. That the selection of new members will be free of any form of mental and/or physical abuse and hazing.
4. That members will be selected on the criteria set forth by the National Headquarters.
5. That chapters will not engage in pre or post pledging activities.
6. That chapter advisors will be present at all membership related activities.
7. That chapters be in good standing with their National Headquarters prior to intake activities.
8. That chapters complete all required paperwork from the Office of Fraternity and Sorority Affairs in a timely fashion.
9. That prospective members be made aware of the National Pan-Hellenic Council, the local chapter of the NPHC, and Oklahoma State University’s Hazing Policy.
10. That no membership activity includes the presence or consumption of alcohol.
11. That all membership intake activities are to be concluded two weeks prior to the end of classes in each semester.
Oklahoma State University  
National Pan-Hellenic Council  
Membership Intake Intent Form

The Office of Fraternity and Sorority Affairs must be notified prior to any National Pan-Hellenic Council chapter beginning a membership intake process. The purpose of notification is to make the office aware of membership activities and to ensure adherence to Oklahoma State University and National Headquarters policies. This form must be submitted to the Advisor of Fraternity and Sorority Affairs by the end of the fourth week of classes. If the chapter does not intend to have membership intake for the semester, the “Notice of Intentions Not to Have MIP” form must be completed and turned in by the end of the fourth week of classes.

The membership intake process will not last any longer than what the National Headquarters for each organization has approved. If an organization is not able to comply with these steps (due to requirements from its national body), minor alterations are acceptable. Changes must be submitted in writing from the chapter advisor. All membership activities must be completed two weeks prior to the end of classes.

The National Headquarters will be notified if all required information is not completed.

Organization:_______________________________________________________

Date and Location of Informational: _____________________________________
__________________________________________________________________
__________________________________________________________________

Date(s) and Location(s) of other MIP Events:______________________________
__________________________________________________________________
__________________________________________________________________

Initiation Date and Location: ___________________________________________

Presentation of New Members Date and Location: __________________________
__________________________________________________________________

President’s Signature: ________________________________________________

Membership Officer: _________________________________________________

Chapter Advisor: ____________________________________________________
Notice of Intentions Not To Have MIP

The____________________________chapter of____________________________does not intend to have membership intake__________________semester. We understand that should that decision change, we must notify the Office of Fraternity and Sorority Affairs in writing, with approval from the chapter advisor. We understand that if we engage in pre-pledging activities, not a part of the National process, it will be reported to the Office of Student Judicial Affairs and the National Headquarters.
Oklahoma State University
Hazing Policy Compliance Certification

As President of the ______________________ chapter of ______________________ Fraternity/Sorority, Inc., I do hereby certify that I have received a copy of Oklahoma State University’s Hazing Policy, the National Pan-Hellenic Council’s hazing policy, and the laws of the State of Oklahoma governing hazing. All active members of the chapter have been informed of the Hazing policy and completed the Hazing Compliance Form.

I further certify that the chapter understands and will be in compliance with Oklahoma State University’s Hazing Policy. The members of my chapter further understand that they are not to engage in any membership activities outside the parameters outlined by our National Headquarters. The members also understand that if found in violation of the Hazing Policy, immediate disciplinary action will be taken. Such action may include, but is not limited to revocation of the University recognition of the chapter and suspension or dismissal of individual chapter members.

I understand that the Office of Student Judicial Affairs, the National Headquarters, and the chapter advisor(s) will be notified of cases of alleged and confirmed violations of the Hazing Policy.

________________________ _________________________ ____________
President (print)    Signature    Date

________________________ _________________________ ____________
Membership Officer (print)   Signature    Date

This assurance is hereby acknowledged by the Fraternity/Sorority Advisor(s).

________________________ _________________________ ____________
Advisor (print)    Signature    Date

________________________ _________________________ ____________
Advisor (print)    Signature    Date
OSU Hazing Compliance Form

We certify that all activities sponsored or required by our organization comply with the OSU Hazing policy.

We certify that all activities sponsored or required by our organization comply with our National hazing policy.

We certify that all activities sponsored or required by our organization comply with the state of Oklahoma hazing law.

We understand that alumni and outside members are absolutely not to haze or in any way violate the national policies, University policies, or the state hazing law, and we can be held responsible for their actions.

We understand that absolutely no activities should occur in the name of Membership Intake that does not comply with our nationally mandated process.

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

We have informed interested students and initiated members of the OSU and our National organization hazing policies.

We understand that violating the hazing policy will result in referral to the Office of Student Judicial Affairs for the chapter and/or those individuals involved in hazing and other inappropriate activities.

We understand that our national headquarters will be immediately notified if there are any concerns or allegations of illegal membership activities occurring.

We understand that the failure to uphold this policy may cause personal referrals to the Office of Student Judicial Affairs if we had prior knowledge of hazing and other violations and did not take the necessary steps to stop them from occurring.

This form has been read to the chapter. We understand and agree to adhere.

____________________________________                          _______________________
Organization                Chapter Name

_________________        ____________________    _____________________
Advisor             Membership Officer                  President
Potential Member Hazing Compliance Form

I attest that the OSU Hazing Policy has been read and explained, and I understand that I am not to engage in any activities that violate the policy. I understand that all illegal actions must be reported to the Office of Student Judicial Affairs. This form must be submitted no later than 24 hours following the start date of the new members’ official process/education.

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Oklahoma State University
National Pan-Hellenic Council
Eligibility Release Form

Name: _________________________________________________________________

CWID: __________________________________________________________________

Local Address: ___________________________________________________________

________________________________________________________________________

Local Telephone: _________________________________________________________

Permanent Home Address: _________________________________________________

________________________________________________________________________

Home Telephone: _________________________________________________________

I consent to have my student records released to the Office of Fraternity and Sorority
Affairs, Oklahoma State University, and to the fraternity/sorority that I wish to join. For
the purpose of record keeping, and verification. The authorization covers the entire time
of my enrollment at Oklahoma State University.

Signature_____________________________________ Date____________________

Organization_____________________________________________________________

I have also read and understand the Hazing Policy of Oklahoma State University and will
abide by it to the fullest.

This form must be signed by each potential new member of your organization attending
your first informational event and returned to the NPHC advisor 48 hours after the first
informational.

This form must be submitted no later than 24 hours following the start date of the
new members’ official process/education.