HOW TO NPHC

Membership Intake Process

National Pan Hellenic Council

Oklahoma State University

fraternity & sorority affairs
NPHC/MGC
INTAKE PACKET
FOUND ON GOGREEK.OKSTATE.EDU

MGC
CLICK “MULTICULTURAL GREEK COUNCIL” ON LEFT HAND SIDE OF THE WEBSITE
CLICK “MGC DOCUMENTS”
CLICK “MEMBERSHIP INTAKE PACKET” UNDER THE “POLICIES” HEADER

NPHC
CLICK “NATIONAL PAN-HELLENIC COUNCIL” ON LEFT HAND SIDE OF THE WEBSITE
CLICK “NPHC DOCUMENTS”
CLICK “MEMBERSHIP INTAKE PACKET” UNDER THE “POLICIES” HEADER
Why is the Intake Packet Important?

- Tracks retention
- Allows F&SA to advocate for your organization and the activities that you may have
- Allows F&SA to inform you of students not qualified for intake (i.e. disciplinary issues, etc)
- Creates steady communication between your organization and F&SA
STEP ONE.

MEETING WITH F&SA STAFF AND DOCUMENTATION
Schedule A Meeting with F&SA!

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We're Friendly. We promise!
REQUIRED FORMS NEEDED

BRING THESE FORMS WITH YOU TO YOUR INITIAL MEETING WITH F&SA:

NOTICE OF MEMBERSHIP INTAKE
ANTI-HAZING STATEMENT

HAZING POLICY MEMBER COMPLIANCE FORM (FROM EVERY MEMBER)

ANY OTHER FORMS FROM YOUR ORGANIZATION THAT THE OFFICE NEEDS TO SIGN
NOTICE OF MEMBERSHIP INTAKE (PAGE 6)

- MUST BE SUBMITTED AT LEAST TWO WEEKS BEFORE YOUR INFORMATIONAL/RUSH MEETING
- MUST BE SIGNED BY PRESIDENT, AND ALUMNI/GRAD CHAPTER ADVISOR
How to fill out Page 6

When you OFFICIALLY start the New Member Program

When you are OFFICIALLY done with the New Member Program
HAZING POLICY MEMBER COMPLIANCE FORM

HAS TO BE FILLED OUT BY EVERY CURRENT MEMBER IN THE CHAPTER.
ANTI-HAZING STATEMENT

FILLED OUT BY ALUMNI/GRADUATE CHAPTER ADVISOR, INTAKE/NEW MEMBER CHAIR, AND CHAPTER PRESIDENT
STEP TWO.

INFORMATIONAL/RUSH MEETING
REQUIRED FORMS NEEDED

VERIFICATION OF ASPIRANTS FORM (PAGE 9)

MUST BE SUBMITTED 48 HOURS (OR BY 5PM THE SECOND BUSINESS DAY) AFTER YOUR INFORMATIONAL/RUSH MEETING AND PRIOR TO THE START OF YOUR NATIONAL PROCESS

BANNER ID REQUIRED

INCLUDES ALL STUDENTS ATTENDING RUSH/INFORMATIONAL

MUST INCLUDE THE LIST OF INDIVIDUALS APPROVED BY YOUR CHAPTER THAT WILL BE SUBMITTED TO REGIONAL/NATIONAL REPRESENTATIVES AFTER SUBMISSION, MELISA WILL THEN CONTACT YOUR CHAPTER TO INFORM WHO IS APPROVED OR DENIED FOR INTAKE
What's so important about Page 9?

- Tracks new member retention
- Helps F&SA verify student eligibility for membership
- IT IS HARMLESS
- Their information will be safe with the office, and needs to be expressed to interested students

...AND IT'S HARMLESS
BUT, WHAT IF WE JUST WANT TO HAVE AN INFORMATIONAL WITHOUT HAVING INTAKE?
NOTICE OF INTENT NOT TO HOLD INTAKE
(PAGE 7)

MUST BE SUBMITTED AT FIRST MEETING WITH F&SA STAFF

DO NOT HAVE TO SUBMIT PAGE 9
SELECTING NEW MEMBERS
REPORT OF THOSE GOING THROUGH MEMBERSHIP INTAKE

SUBMIT THIS 3 DAYS AFTER YOU SELECT YOUR POTENTIAL MEMBERS

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Intake Chair Signature: __________________________

Grad Chapter Advisor Signature: __________________

Page ___ of ___
SET UP A MEETING WITH THE NPHC/MGC GTA FOR NEW MEMBER PAPERWORK

THREE SMALL TIPS TO HELP YOU DO WHAT YOU LOVE EVERYDAY

- The new line/member class will need to complete paperwork prior to starting your new member program.
- The chapter is responsible for booking room for the potential new members and NPHC/MGC GTA to meet (this can be in a discreet location if need be).
- New members sign the Fraternity & Sorority Affairs Membership Agreement Form and Fraternity & Sorority Affairs Hazing Prevention Agreement, provided by GTA.
- If someone quits your new member program, let us know ASAP.
INITIATION
REPORT OF NEW INITIATES

HAS TO BE SUBMITTED 7 DAYS AFTER INITIATION

SIGNED BY INTAKE CHAIR AND GRAD/ALUMNI ADVISOR

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Intake Chair Signature: ___________________________ Page __________ of ______

Grad Chapter Advisor Signature: ___________________________
STEP FIVE.

NEW MEMBER PRESENTATION
NEW MEMBER PRESENTATION GUIDELINES

• Presentation shows are not to be scheduled on the same night/time of a previously planned event of another chapter of the council
• No explicit language or revealing attire from the new members
• No alcoholic beverages
• No physical abuse
• No paddles or bricks
• No fighting
• No disruptions
• No disrespecting other Greeks or any other people or groups
• A staff member from FSA must be present at all presentations
NEW MEMBER PRESENTATION GUIDELINES

• Your organization is responsible for reserving the location of your new member presentation and submitting the event confirmation to the office two (2) week prior to the date of the presentation.

• If a new member decides they cannot, or decides not to participate in the show, the member must send a written and signed note to the Office of Fraternity & Sorority Affairs no more than 72 hours before the show explaining why they cannot, or have not decided to participate.

• No blatant skipping of numbers will be allowed (ex: 1, 2, 4, 5)

• The duration of the presentation show should be no longer than 2 hours total. Shows may not be scheduled to begin after 9:00pm and must start within 15 minutes of scheduled time advertised.

• Following the show, members of the presenting organization must vacate the area within 30 minutes. (This will help with crowd disbursement.) The presenting organization will be responsible for ensuring the site used is left in its original state after use.
NEW MEMBER PRESENTATION GUIDELINES

• If a New Member Presentation does not occur, new members must be presented in some formal way (reception, tweet, email, flyer, Instagram, etc.) acknowledging all new members.

• It is the chapter responsibility to notify visiting and alumni members of all of Oklahoma State University New Member Presentation rules.

• 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.
Presentation of new members must take place no more than thirty (30) calendar days after the new members have been initiated into your organization.

Meaning, when your potential new members are OFFICIALLY members of your organization, you have 30 calendar days from that day they become official members to present them.

SUMMER/WINTER BREAKS DO NOT COUNT.