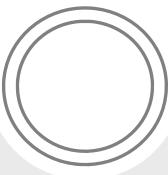


NPHC

Membership Intake Guide



afa

**Association of Fraternity Advisors, Inc.
9640 N. Augusta Drive, Suite 433
Carmel, IN 46032**

**317/876-1632
317/876-3981 (fax)**

www.fraternityadvisors.org

ACKNOWLEDGEMENTS

Editors:

Angela King, University of Kansas, Alpha Kappa Alpha Sorority, Inc.
Kelly Jo Karnes, University of Iowa, Sigma Sigma Sigma Sorority

Authors:

Angela King, University of Kansas, Alpha Kappa Alpha Sorority, Inc.
Mario E. Brown, University of Arkansas-Little Rock, Phi Beta Sigma Fraternity, Inc.
Colleen Coffey, The Leadership Institute-Women With Purpose, Inc., Alpha Sigma Tau Sorority
Christopher Jefferson, University of Missouri-Columbia, Phi Beta Sigma Fraternity, Inc.
Brooklynn Parrott, Kennesaw State University, Alpha Kappa Alpha Sorority, Inc.
Anissa Vitale, Sigma Lambda Gamma National Sorority, Inc.

Acknowledgements:

Jennifer M. Jones, President, National Pan-Hellenic Council, Inc.
Robert C. Smith, First Vice President, National Pan-Hellenic Council, Inc.

Copyright:

Electronic Copyright © 2008

Association of Fraternity Advisors
9640 N. Augusta Drive, Suite 433
Carmel, IN 46032
317.876.1632
info@fraternityadvisors.org
www.fraternityadvisors.org

This material is protected under Copyright Law and is subject to the same use restrictions as a work printed on paper. Copyright to this work is retained by the Association of Fraternity Advisors. Permission is granted for:

1. Back-up copying of the original file for security purposes.
2. Printing of pages for reading on paper.
3. The noncommercial reproduction of sample forms, figures, and short quotes from this work, provided a full bibliographic citation is given to the original source of the material.

The full work may not be reproduced, reposted, or otherwise distributed without written permission of the Association of Fraternity Advisors. Multiple use rights may be purchased at a reasonable cost by contacting the AFA Central Office.

TABLE OF CONTENTS

Introduction.....	Page 2
History & Traditions.....	Page 4
Membership Intake Process.....	Page 7
Best Practices.....	Page 10
Frequently Asked Questions	Page 11
References	Page 13
Appendix A: Terminology.....	Page 14
Appendix B: Fraternity/Sorority Information	Page 16
Appendix C: Sample Membership Intake Documents	Page 17

Introduction

“America is not a blanket woven from one thread, one color, one cloth.”
Jesse Jackson, Omega Psi Phi Fraternity, Inc.

The AFA NPHC Membership Intake Guide is intended to aide you in working with fraternities and sororities affiliated with the National Pan-Hellenic Council, Inc. (NPHC), particularly in relation to their processes of gaining new members. This document will clarify some of the ambiguity that campus-based professionals may face when navigating their relationships with undergraduate members of these groups. It is our hope that campus-based professionals will make a commitment to understand and embrace NPHC students, their organizations, and their traditions.

Objectives

By reviewing this resource, the reader will gain a more thorough understanding of the membership intake process associated with NPHC organizations by:

1. Developing an understanding of the history and cultural significance of NPHC organizations.
2. Reflecting on the importance of these member groups in the larger fraternity/sorority community.
3. Thinking critically about the best practices associated with advising NPHC organizations.
4. Thinking critically about how and when to communicate with inter/national umbrella organizations.
5. Gaining knowledge of terminology that is specific to these member groups.
6. Knowing whom to contact when communication with inter/national fraternity or sorority representatives about these groups is desired.

History & Traditions

*"To thee we'll cling forever, bound by ties of love and sisterhood, Guarding each aim that will
preserve our standards, Lest we should prove unworthy of thy name."
~ Sigma Gamma Rho Hymn*

Culture of Historically Black Fraternal Organizations

Historically Black fraternal organizations are a tangible example of the unremitting struggle of African-American society over the past centuries. Their culture is deeply rooted in social intimacy and mutual support of their race and is dynamically influenced by their progressive and ever-evolving customs. This process of evolution, while embracing history, has formulated many organizations of resilience, some of which are collectively noted today as the "Divine Nine" affiliates of the NPHC.

Many customs of historically Black fraternal organizations can be traced to an influence of African and African-American history. Today, these customs come in the forms of various calls, hand signs, artistic expressions, body art, colors, and membership processes, to name a few. This section provides information to assist the campus fraternity/sorority professional in understanding concepts specific to NPHC fraternity/sorority culture; however, it is not designed to be an exhaustive script into the many facets of their evolution.

The most prevailing characteristic of NPHC fraternities/sororities is the long-term relationship members have with their organization. The hymn of Sigma Gamma Rho Sorority, Inc., a member of NPHC, demonstrates this characteristic by reminding members that this commitment extends beyond college years. This basic tenet of Black fraternal culture inherently affects many of the values, processes, and network connections of these members.

Colors

Some of the values created in the 1960's through the 1980's have grown to be key symbols of Black fraternities/sororities (Kimbrough, 2003). Colors, for example, play a crucial role in the identity and pride of the group. Colors are strongly bonded to the history and mission of each organization; the inherent symbolism produces a very strong sense of pride in members. Additionally, colors oftentimes provide the basis for effective marketing of the organization. Strict and consistent use of colors creates a sustainable marketing concept for these organizations so that throughout the years, when one thinks of a certain color, it is related to a particular organization. Furthermore, NPHC members are more conservative than other fraternal organizations in their usage and portrayal of organization colors. For example, members of Black fraternal organizations typically would not display letters made of plaid or print material. This concept is illuminated by comparing Black fraternal organizations' use of colors and other insignia to basic principles governing the importance of imagery in another fraternal organization, the United States Army.

*"A vital ingredient of the Army's strength and military effectiveness
is the pride and self-disciplines that American soldiers bring to their
Service through a conservative military image." (U.S. Department
of the Army, 2005, p. 2)*

Idealistic views such as that of the United States Military can be used as a guiding principle in understanding the importance of colors and their usage in Black fraternities/sororities. Because

of such inherent principles, members also typically do not stray away from the officially sanctioned colors of the organization when displaying their letters or badges.

Hand Signs & Calls

Hand signs and calls have evolved into another historical facet of Black fraternal organization life. According to Kimbrough (2003), the concept of calls is imbedded in both African and African-American tradition. These sounds were a form of yodeling known as whooping in the Congo and Angola tribes. Additionally, these audible sounds, also known as cries and artwhoolies, could be heard being sung by slaves. It is not clear when calls were first used, however, it seems possible that calls used by NPHC organizations became prevalent during the mid-1970's.

Much like calls, the exact origin of hand signs cannot be pinpointed. According to Kimbrough (2003), pictures from college campuses of Black fraternities and sororities indicate that hand signs became a part of the Black fraternal experience during the 1970's. Although it is not clear how calls and hand signs evolved, these traditions are long standing.

These universal symbols can be seen as exclusive outward expressions of pride and of strong organizational identification. An example of this concept might be as follows. A non-affiliated sophomore is involved in several organizations and has many friends on campus. During the following semester, the student joins an NPHC fraternity and, with that, gains access to certain rights and privileges of that organization. By virtue of membership, this student immediately becomes part of an elite group whose members use specific hand signs and calls to recognize one another from non-members in various arenas. In a more spiritual sense, the elite nature of these groups encourages, exemplifies, and re-affirms pride and togetherness among members.

Hazing

Another characteristic of NPHC fraternity/sorority culture, as is with many fraternal organizations, is that of hazing. Historically hazing has been said to be a major defining event in the history of Black fraternal organizational culture (Kimbrough, 2003). However, the precedent of favoring traumatic violence over preserving the organizational history has caused a major influx of social and cultural change within these organizations. In 1990, as a result of the mounting pressure of lawsuits for wrongful deaths and injuries, NPHC took an official stance against hazing. Subsequently, through membership intake processes, potential new members are educated in an intense, short period of time on the history and workings of the organization under the direction of one or more graduate members.

Some students believe that hazing is a process through which potential members prove their worth to an organization, bonds are created between new and older members, and confidence and self-esteem are instilled in the potential members. This process commonly entails three main components:

- Awareness - the individual goes through experiences that challenge his/her preceding thoughts about the organization.
- Breakdown - the individual is tested to an extreme both physically and mentally.
- Support - the individual receives support from his/her "Dean" and "line brothers or sisters" or "prophets" in relation to his/her progress through the intake process.

Historically, it is the second stage that has proven to be the most controversial to university and fraternity/sorority organizational leaders.

Strolling

Strolling can be defined as a series of steps performed by members, usually performed during parties or step shows. The differences between strolling and stepping are evident in that strolls are generally performed to music. Strolling is also referred to as Walks, Party Walks, Struts or Halos. (Kimbrough, 2003)

Probate Shows & Stepping

Generally, after a period of induction, new members of NPHC fraternities/sororities participate in a "probate" or "coming out" show. These performances are typically held on the campus on which the chapter operates. In a historical sense, this process has strong ties to some Western African traditions of 1) separation from familiar environments, people, and regular activity; 2) intense physical and emotional experiences; and 3) the oral passing of history (Brown, Parks, & Phillips, 2005).

In particular, the term "probate" historically defined the status pledges had with the rest of their campus (Kimbrough, 2003). During this time, pledges were on high restrictions related to interaction with anyone except for a select few, such as members of the fraternity or sorority, faculty, and staff (Kimbrough, 2003). In contrast, a "probate" or "coming out" show of today is a culminating event, often seen as a re-birth or rite of passage into the fraternal experience. New names, clothing, and increased self-esteem may all be noticed during or after these performances. Probate shows may be confused by the outsider as simply a step show, in which chapter members perform together. These shows are distinctly different in their focus, in that the goal of a step show is to exemplify pride of their history through an aesthetic performance.

Stepping can be defined as a set of complex, synchronous, and precise rhythmic body movements choreographed by organization members and performed to the tune of stomps, songs, or chants. This particular facet of NPHC fraternities/sororities is theorized to have found its roots in African traditions of the Congo, gumboot dance, and "patting" (Malone, 1996). Interestingly, stepping can be seen as more of a product of African-American culture. As early as the 1930's, various forms of stepping have occurred on college campuses; over the years, from the influence of African Americans, it has evolved into an inter/national phenomenon. Today, stepping is seen as a motivator of discipline, camaraderie, and pride for NPHC organizations.

NPHC fraternal culture, even at this moment, is being defined through the subconscious and conscious thoughts of the organizations' members and the influences of their surrounding communities. As administrators, it is important to understand the historical contexts from which these organizations have derived and continue to derive their values and beliefs. With this information in hand, administrators will be more aptly prepared, in a theoretical sense, to assist with the development of these unique organizations.

Membership Intake Process

*“There is strength in unity”
~Phi Beta Sigma Fraternity Belief*

In 1990, the member organizations of the National Pan-Hellenic Council, Inc. (NPHC) adopted the current membership intake process to replace the previous pledging process for those interested in becoming members of NPHC organizations. The process may include, but is not limited to an informational meeting, application process, interview, and an educational process. The following steps may be used to help facilitate and understand the membership intake process on your campus.

Facilitate effective communication with the inter/national organization through regional and/or inter/national volunteers or fraternity/sorority staff members.

- Contact the chapter's Graduate Advisor first to obtain the information you need regarding the membership intake process. If he/she is not able to provide everything you need, contact a regional or inter/national officer or staff member. Be sure to communicate to the Graduate Advisor that you will contact the regional or inter/national representatives to obtain membership intake information before you actually do so. Be clear that this information will be used to ensure that the undergraduates are adhering to all inter/national and college/university guidelines.
- Utilize the contact information in Appendix B or refer to www.nphc.org to find the information necessary to connect with the appropriate individual from each NPHC member organization.
- When contacting a regional or inter/national representative, identify yourself as the fraternity/sorority advising professional at your college/university, and indicate that you would like to receive information on the membership intake process, including appropriate policies and procedures. As you are requesting confidential information, it is important for the representative to understand your role with the undergraduates and the college/university and your reason for requesting this information.
- When speaking with the regional or inter/national representative, be sure to communicate that you do not want copies of any ritual materials, but that you are simply requesting an outline of the membership intake process, including the timeline from start to finish, so that you may be a resource to the chapter leaders. Generally, you will find that NPHC organizations value confidentiality regarding their processes. Initially, they may be concerned with your inquiry, but in most cases they are able to provide you with the requested information once you state your purpose. They are usually happy to work with you in an effort to build a positive relationship with the college/university.
- The requested information should specify what activities are required during the intake process, so that you may be knowledgeable about all required intake activities on your campus. In the event that the undergraduate organization deviates from the process outlined at the inter/national level, you will be able to address this immediately and work with the graduate advisor to ensure that the undergraduates conduct an appropriate membership intake process.
- The information should also identify all required attendees for various intake activities. Many organizations may require the graduate advisor to be present at all membership

intake activities. The presence of the graduate advisor can ensure that intake activities are moving forward in accordance with inter/national guidelines.

- Find out the inter/national organization's minimum GPA requirements for joining. This will allow you to assist the chapters in ensuring that they are inviting academically sound members into their organizations.
- The inter/national organization should be able to inform you of all the membership intake documents that require the signature of the campus fraternity/sorority professional. You should be familiar with the documentation and expect to receive it if an organization is conducting intake, so that you may ensure that chapters are following the proper channels. This also allows you and the inter/national organization to share the same knowledge base regarding the chapter's membership intake process.
- The inter/national organization should indicate whether its chapters are permitted to implement a new member presentation (probate, coming out show, step exhibition, etc.). If the organization allows undergraduate chapters to have such events, the guidelines should be outlined at the inter/national level. By becoming familiar with the guidelines for new member presentations, you will be able to make certain that the guidelines are being carried out appropriately on your campus.

Upon receiving the requested information from the inter/national organization, be sure to keep it confidential. Only staff members who work directly with these chapters need to be aware of the details of the membership intake process. Student workers should not have access to this information. It is generally the expectation of both the organization and the undergraduates that you will keep all information regarding their process confidential. It is wise to reassure the inter/national organization and the chapter leaders that you understand and will abide by their need for confidentiality. This will put all parties involved at ease and make it evident that you have their best interests in mind.

Be aware of and understand the series of events leading up to the membership intake process.

The campus fraternity/sorority professional should be informed of all dates for membership intake activities prior to their occurrence. The fraternity/sorority office or department should have a policy requiring organizations to seek approval for all intake related activities. A sample membership intake policy is included in Appendix C.

- Programming Efforts - Generally, NPHC groups conduct regular educational programs that are open to the college/university community. Individuals interested in becoming members of the organization are expected to attend these events to become familiar with the organization and decide if they wish to pursue membership.
- Informational - This is typically the venue in which the chapter gives interested parties information about the inter/national organization and the local chapter. Some chapters use the informational to informally interview potential membership candidates. Depending on the chapter, region, or institution, informations may be identified by other names (see Appendix A). Work with the undergraduates and the graduate advisor to learn what terminology they use.
- Formal Rush or Interest Meeting - This venue provides interested parties the opportunity to submit formal materials to request membership into the organization. Attendees are also

provided with inter/national policies on hazing, appropriate contact information, details about chapter activities, and an opportunity to meet the chapter members and advisors. As part of the college/university's membership intake policy, it is wise to require the chapter to share the college/university's hazing policy as well as the state law regarding hazing and have all attendees sign a form stating that they have been educated about this information. This form should be submitted to the fraternity/sorority office immediately following the interest meeting.

- The Selection Process - After the formal rush or interest meeting, the chapter will begin to make decisions regarding membership selection. Once they have completed the membership selection process, it is imperative that the campus fraternity/sorority professional receives a copy of the final selection list. The college/university's membership intake policy should require submission of grade release forms for selected members. It is also helpful to request contact and emergency contact information in the event that a crisis should arise.
- Educational Period - As part of the membership intake process, there will be an education period. This will allow potential new members to learn about the inter/national organization and local chapter. Potential new members are introduced to the inner workings of the organization. Some inter/national organizations require potential new members to complete a test before moving on to ritual and initiation.

Please note that while potential new members should implement effective time management skills to balance academics, the educational period, and other personal obligations, active chapter members should not impede potential new members' ability to perform academically or maintain healthy lifestyles.

- New Member Presentation - This is an opportunity for new members to be introduced to the campus. In the past, it was used as a way to indicate the end of a pledge process. When requesting information from the inter/national organizations, ensure guidelines for this activity are also shared. Verify that the inter/national organization allows the local chapter to have a new member presentation (probate, coming out show, step exhibition, etc.). The campus fraternity/sorority professional should be in attendance at all new member presentations. This ensures that things run smoothly, shows support for the organization, and builds rapport with the students.

It is wise for the campus fraternity/sorority professional to become familiar with the new members. If you have the ability, you should schedule a meeting with the new members, either individually or in small groups at chapter or other meetings, to introduce them to your office and the fraternity/sorority community.

Best Practices

*“Greater service, greater progress”
~The motto of Sigma Gamma Rho Sorority, Inc.*

Become familiar with the terminology.

- Your familiarity with terminology will prove that you are a credible and knowledgeable of NPHC organizations. Not only will you seem credible, you will have the ability to understand and effectively communicate with students. You will also have the ability to dissuade them from using inappropriate or derogatory terminology (i.e. the word “paper”) and explain the need for using appropriate terms.

Build rapport.

- As with the members of any student group, it is imperative to build rapport with your NPHC students. Show that you are interested in them outside of council meetings. Your interest might include attending chapter events or simply asking them about their interests outside of fraternity/sorority life. Establishing relationships with individuals will make it easier for you to work with them as organization leaders.

Do your research.

- The undergraduates should not be held responsible for being your sole educational resource on NPHC groups. You must be willing to consult colleagues, read books and articles, attend programs, and look for other opportunities to become educated on the subject matter. Your knowledge base will be apparent to the students and will be a great factor in establishing your credibility.

Use all of your resources.

- Take every opportunity to expand your knowledge base about NPHC groups. Your colleagues have a wealth of knowledge and are generally happy to share it with others working for the fraternal movement. Please note that while many of your resources might be colleagues who are members of NPHC organizations, others might be interfraternal brothers and sisters who have worked with these organizations for an extensive time period and are well versed. Do not underestimate the value that they can offer as a resource.
-

Do not allow students to use race as a barrier.

- Do not allow students to use race as a vehicle to alienate you as an advisor. Regardless of your race or ethnicity, you have the ability to advise and be a resource to all fraternal organizations on your campus. While many of your NPHC students may be from underrepresented populations, it is imperative that you hold these organizations to established standards just as you would other fraternities and sororities on your campus. As an advisor, it is important for you to provide the resources necessary for all organizations to meet the college/university’s expectations; lowering your expectations for NPHC organizations will only hinder their ability to excel within the fraternity/sorority community.

Frequently Asked Questions

“The greatest gift is not being afraid to question.”
~Ruby Dee, Delta Sigma Theta Sorority, Inc.

Q: *How much involvement should I have in the membership intake process?*

A: As an advisor for an NPHC organization, it is important that you understand the organization's specific intake process. You should be knowledgeable of the eligibility requirements for potential members to begin the intake process, the organization's procedures for getting permission from their inter/national or regional office to conduct intake, which chapter members may participate in the intake process (some may not be eligible due to financial, academic, or other reason), as well as a general time frame and length of the intake process. Your understanding of the inter/national organization's policies will allow you to meet with students prior to the process to review all the information they should know regarding the process. This will prove to be beneficial, as some newly elected leaders may forget some of the mandatory steps needed in order to conduct the intake process.

Q: *What topics are inappropriate to ask my NPHC students about regarding membership intake?*

A: It is always inappropriate to ask questions regarding ritual when discussing the membership intake process. As an advisor, you may request that NALFO and NPHC organizations provide you with the timeframe of the process, the name of the aspirants, and a copy of the membership intake process without the ritual, and the date of the new member presentation. The membership intake process without the ritual should be obtained the Graduate Advisor, Regional Director, or National Organization. Remember that all information is confidential and should only be shared with other university officials if the need should arise. It is never appropriate to share this information with other students unless given permission to do so.

Q: *What can I do to make my NPHC students feel more involved in our fraternity/sorority community?*

A: First, work with your students and find out how they view their role within your fraternity/sorority community. You cannot *make* students feel comfortable, but you can encourage them to have interactions with other members of the community. One strategy would be to have student leaders from each council collaborate on a specific program that will rally all students in your community together under one cause.

Q: *Do you have suggestions for how I can help other students in the fraternity/sorority community and other campus constituents embrace and support /NPHC groups and the membership intake process?*

A: The best way to encourage support from other fraternity/sorority members or campus organizations is to facilitate the development of relationships among the groups. Provide avenues of communication in which members from Panhellenic/IFC groups can learn about the membership intake process and learn more about NPHC groups. Please note that this should be an exchange of information, allowing the opportunity for NPHC groups to learn about Panhellenic/IFC groups as well. The best way to provide support and embrace the culture of NPHC groups is to encourage all students to attend each others programs and service events.

Q: *What is the most important thing I should know about this process?*

A: It is always important to be informed about what is going on at your institution. Having an open line of communication and a relationship of trust and support will be your best assets as an advisor to help strengthen your NPHC groups. Regular meetings with NPHC groups go a long way to show that the institution and the administration support their contributions to the campus community. The greatest challenge is getting NPHC groups to understand the administrator's role as an advocate and a resource. Until they do, it may be difficult to get them to seek the help and advice of administrators.

References

- Brown, T.L., Parks, G.S., Phillips, C. M. (Eds.) (2005). *African American fraternities and sororities: The legacy and the vision*. Lexington, KY: University Press of Kentucky.
- Kimbrough, W. M. (2003). *Black Greek 101: The culture, customs, and challenges of Black fraternities and sororities*. Madison, NJ: Fairleigh Dickson University Press.
- Malone, J. Stepping: Regeneration through dance in African American fraternities and sororities. In *Steppin' on the Blues: The visible rhythms of African American dance*. Urbana: University of Illinois Press, 1996.
- U.S. Department of the Army. (2005). *Wear and appearance of Army uniforms and insignia* (AR 670-1). Washington, DC: Department of the Army. Retrieved June 17, 2007 from http://www.army.mil/symbols/Downloads/r670_1.pdf

Appendix A

Terminology

Anchor - last person of the line

Call - a sound that is unique among organizations; used by members to recognize one another

Captain - person who is considered the leader of the line

Cat - term used, primarily by NPHC women, to define a young lady who did not participate in a hazing process to become part of the organization

Dean of Pledges (DP) - overseer of the membership intake process

Graduate Advisor - supervises and advises the activities of the undergraduate chapter, and is a member of the undergraduate chapter's sponsoring Graduate Chapter; generally an unpaid volunteer

Graduate Chapter - consists of college graduates who may have been initiated into an undergraduate chapter or a graduate chapter; sponsors the undergraduate chapter and oversees its activities (Kimbrough, 2003)

Informational - a meeting held by a chapter for prospective members who are seeking general information about the organization

Intake - membership recruitment process

Interest Meeting - a formal meeting held by the organization for potential members that details the application process and rules of the organization; generally geared to potential members who have a serious interest

Jewel - a founder of an NPHC organization

Line Brothers/Sisters - individuals who are members of the same intake class

Neophyte - the newest members of an organization; also referred to as "Neos"; typically designated as such until another intake process occurs

Paper - a derogatory term used to refer to members who were not hazed during the intake process

Pearl - See "Jewel"

Probate - a show used to introduce new members of the organization

Prophyte - a member who has experienced at least one intake process as a member of an organization

Rush / Tea - See "*Interest Meeting*"

Sands - individuals from different chapters who joined their respective organizations during the same semester

Session / Set - a descriptive name for a planned hazing activity at a certain location

Ship - people who are members of the same intake class

Skater - See "*Paper*"

Smoker - See "*Interest Meeting*"

Soror - term used to identify members of the same sorority; sometimes used to refer to any sorority woman

Special / Spesh - a mentoring relationship between a new member and an established chapter member; generally selected while the new member is going through the intake process; can also be used regionally to describe a person going through intake who shares the number of an initiated member(Kimbrough, 2003)

Step - a series of complex, synchronous, and precise rhythmic body movements performed to the tune of stomps, songs, or chants created by organization members

Tail - See "*Anchor*"

Underground - term used to identify members who have participated in an illegal intake process and are not official members of the organization

Wood - a paddle; a term often used to describe hazing in which aspirants or new members are hit with a paddle by initiated members

Please note that terminology can be geographical and may be different according to the region of the world where your institution is located. This is not an all inclusive list.

Appendix B

Fraternity/Sorority Information

National Pan-Hellenic Council, Inc. Organizations Contact Information

Current as of February 2008

Organization	Address	Phone Number	General E-Mail Address / Website
<i>Sororities</i>			
Alpha Kappa Alpha Sorority, Inc.	5656 S. Stony Island Ave, Chicago, IL 60637	773-684-1282	N/A www aka1908 com
Delta Sigma Theta Sorority, Inc.	1707 New Hampshire Ave., NW, Washington, DC 20009	202-986-2400	dstemail@deltasigmatheta.org www.deltasigmatheta.org/cms
Sigma Gamma Rho Sorority, Inc.	1000 Southhill Drive, Suite 200, Cary, NC 27513	919-678-9720	info@sgrho1922.org http://www.sgrho1922.org
Zeta Phi Beta Sorority, Inc.	1734 New Hampshire Ave., NW, Washington, DC 20009	202-387-3103	ihq@zphib1920.org www.zphib1920.org
<i>Fraternities</i>			
Alpha Phi Alpha Fraternity, Inc.	2313 St. Paul St., Baltimore, MD 21218	410-554-0040	admin@apa1906.net www.alphaphialpha.net
Iota Phi Theta Fraternity, Inc.	Founders Hall 1600 N. Calvert St. Baltimore, MD 21202	410-514-5225	Director_Undergrad_Affairs@iotaphitheta.org www.iotaphitheta.org
Kappa Alpha Psi Fraternity, Inc.	2322-24 North Broad St., Philadelphia, PA 19132	215-228-7184	Director@KappaAlphaPsi1911.com www.kappaalphapsi1911.com
Omega Psi Phi Fraternity, Inc.	3951 Snapfinger Parkway, Decatur, GA 30035	404-284-5533	info@oppf.org www.omegapsiphifraternity.org
Phi Beta Sigma Fraternity, Inc.	145 Kennedy Street, NW, Washington, DC 20011	202-726-5434	N/A www.pbs1914.org

Appendix C

Sample Membership Intake Documents

Please note that all document templates provided in the following pages are examples. Although the concepts may be transferred from campus to campus, private or public, each institution must establish and integrate its own policies and procedures.

Sample Membership Intake Reporting Policy

Guidelines for Conducting Membership Intake Sample University Fraternity/Sorority Life

This document provides Sample University fraternities/sororities, their advisors, and prospective members with information regarding the membership intake process for NPHC organizations. Chapter members, chapter advisors, and Student Life Center staff will work together to ensure a successful and positive experience for all involved.

In order for Student Life Center staff to assist chapters with the membership intake process and avoid potential problems, chapters must adhere to the following guidelines when conducting intake at Sample University.

Meetings and Documentation

Preliminary documentation must be completed and submitted, and a meeting with the Coordinator for Fraternity/Sorority Life must occur within the first three weeks of the semester during which the chapter's membership intake process is scheduled to take place.

- I. Prior to any intake activities, at least one chapter member, preferably the chapter president or intake director, must meet with the Coordinator for Fraternity/Sorority Life. To schedule an appointment, call the Coordinator for Fraternity/Sorority Life at (123)456-7890. At this meeting the chapter must submit:
 - A. Any inter/national or regional paperwork that needs to be signed by the Coordinator for Fraternity/Sorority Life.
 - B. Notice of Intention to Conduct Membership Intake Process Form (see page 23)
 - C. Fraternity and Sorority Hazing Compliance Form (see page 24)
 - D. Candidate/Aspirant Compliance Form (see page 25) [This form must be turned in 48 hours after an interest session/rush event.]
 - E. A calendar of events, including a timetable for any intake activities, with dates and times. Activities to include on the calendar, if applicable:
 1. Informationals and/or interest meetings
 2. Selection date(s)
 3. Start date of the new members' official process/education
 4. Initiation date
 5. Date of new member presentation (i.e.: probate, rollout, neophyte show), if applicable
 - a) Bring a copy of the space reservation confirmation notice (from Events Coordinator) required to proceed with the activity on the Sample University campus.
 - b) The date of the new member presentation must be approved by the Coordinator for Fraternity/Sorority Life.
 6. Any additional dates pertinent to a specific organization

- II. Verification of Candidates/Aspirants: All chapters conducting a membership intake process must submit a Verification of Candidates/Aspirants Form (see page 26) and a Candidate/Aspirant Contact Information Form (see page 27). Both forms must be submitted within 48 hours after the interest meeting or rush event. This form lists the individuals approved by your chapter whose names will be submitted to your regional or inter/national representatives as candidates/aspirants for membership. In cases where an inter/national intake team conducts the intake process, all correspondence forwarded to any regional or local representatives should also be forwarded to the Coordinator for Fraternity/Sorority Life.
- III. All documents supplied to the Student Life Center 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 director must notify the Coordinator for Fraternity/Sorority Life (via e-mail) no less than 2 business days prior to the new event time.

Presentation of New Members (if applicable)

All organizations must adhere to the following guidelines when presenting new members to the campus community.

- I. Presentation of new members must take place no more than 30 calendar days after the members have been initiated into the organization or prior to the last day of classes in the semester of initiation, whichever comes first.
- II. Presentation shows (i.e. probate, rollout, neophyte, etc.) are not to be scheduled on the same night/time of a previously planned event of another chapter of the same council.
- III. A copy of the reservation confirmation notice must be submitted to the Coordinator for Fraternity/Sorority Life.
- IV. No explicit or revealing attire is to be worn by the new members or other show participants/performers.
- V. Disparaging comments about other organizations or use of foul language will not be tolerated.
- VI. No alcoholic beverages will be permitted.
- VII. No physical abuse will be tolerated. This includes, but is not limited to: slapping, kicking, spitting, punching, pushing, poking, caning, 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.
- VIII. In the event of a fight during the presentation, those fighting will be disciplined immediately by the appropriate person (e.g., Coordinator for Fraternity/Sorority Life, graduate advisor, chapter president). If a member of the presenting organization is involved, the presentation show will be stopped immediately (see Violations section for further details).
- IX. 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.
- X. Presentations must begin no later than 8 p.m. and last no longer than 2 hours. Following the show, members of the presenting organization must vacate the area within 30 minutes to assist with crowd disbursement. The presenting organization will be responsible for ensuring the site used is left in its original state after use.
- XI. A Student Life Center staff member (professional or graduate) MUST be in attendance at all new member presentations. The presenting organization must coordinate the schedule with the staff member who will be present.

Sample University Hazing Policy

Sample University has a zero tolerance hazing policy. Hazing in any form is prohibited. No student or student organization, including, but not limited to sororities/fraternities, clubs, and athletic teams shall ensure that pledge/new member education and initiation programs do not include any hazing activities. Hazing policies apply to ALL members of sororities/fraternities, clubs, or athletic teams, regardless of how long a student has been a member.

Hazing shall be defined as:

1. Any action taken or situation created, on or off the premises of the University, to produce mental or physical discomfort, embarrassment, harassment, ridicule, or suffering as a means to gain entry into an organization.
2. Any activities which are life threatening to the individual or intended to physically hurt the individual or humiliate the individual mentally.

Hazing may include, but is not limited to the following activities:

- paddling, physical exercise, kidnapping, branding, burning cigarettes on skin, scavenger or treasure hunts, quests, blindfolding, road trips, or any activity resulting in excessive fatigue, or physical or psychological shocks
- wearing of apparel which is uncomfortable to the individual, or, if worn publicly, is conspicuous or not normally in good taste
- engaging in public stunts or buffoonery, hair cutting, morally degrading or humiliating games or activities, giving of food or drink (alcoholic or non-alcoholic) that is distasteful or designed to provoke nausea or inebriation
- any form of verbal harassment
- any action or situation that subjects an individual to a condition where he/she might lose self-respect, suffer injury, or degrade personal or religious values
- any activities that interfere with the student's scholastic responsibilities
- any other activities that are not consistent with inter/national fraternity/sorority policy or ritual; policies of Sample University; or laws of the State.

It is the duty of all current and prospective members to report immediately, in writing, any violation of this policy to the Coordinator for Fraternity/Sorority Life, the Vice President for Student Affairs, the Dean of Students, and/or the University Police. If it appears to a University official that an organization is conducting any hazing activities, the appropriate organization officers will be contacted to discuss the situation. Any alleged violation of this policy will be investigated, and appropriate disciplinary sanctions will be imposed, as detailed in the Student Code of Conduct.

State Hazing Law

Insert text of your state's hazing law here.

Sample University

Information Regarding Violations of Hazing and Membership Intake Policies

This is a sample document. Information regarding specific campus policies pertaining to student and student organization conduct would be included in this section.

Violations of the policies regulating the membership intake process may result in probation or suspension of the violating chapter. The University 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 severity of the infractions, at the discretion of the Coordinator for Fraternity/Sorority Life. 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 (this includes community service, all fundraising activities, and membership intake functions) is prohibited. The suspension period will be determined by the Coordinator for Fraternity/Sorority Life 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, falsifying signatures, incomplete paper work, 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 Sample University Hazing Policy will result in a referral to the Dean of Students.
4. Overt activity, defined as any activity related to membership intake conducted in defiance of established guidelines or warnings by chapter advisors and/or Student Life Center staff.
5. Failure to adhere to Presentation of New Member Guidelines (included in this packet).

Guidelines for Review of Chapter Status for Suspension:

1. Executive Board: Chapter president and/or one representative must be present.
2. The chapter advisors must be present (both faculty and graduate chapter advisors).
3. The council advisor(s) and the Coordinator for Fraternity/Sorority Life must be present.

All questions and concerns must be expressed by the chapter president to the council advisor(s). If any questions regarding the guidelines arise, they may be discussed with the council advisor(s). Final jurisdiction and decision-making authority rests in the hands of the council advisor(s) and the Coordinator for Fraternity/Sorority Life.

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

Sample University

Membership Intake: Things to Remember

The Coordinator for Fraternity/Sorority Life 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 for Fraternity/Sorority Life. The calendar of events must be submitted to the Coordinator for Fraternity/Sorority Life within the first three weeks that school starts. This must be submitted before any intake related activities commence.
2. The Notice of Membership Intake Form and the Fraternity and 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 and bring a copy of the reservation confirmation required to proceed with the show, if applicable. If this cannot be submitted at the initial meeting with the council advisor and/or the Coordinator for Fraternity/Sorority Life, notify one of the previously listed individuals no less than 48 hours prior to the event. At this time, chapters must submit the signed permit required to proceed with the activity to the Student Life Center.

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 Student Life Center, and/or the chapter has not adhered to these written Membership Intake Guidelines, 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 for Fraternity/Sorority Life.

Sample University

NOTICE OF INTENTION TO ABSTAIN FROM CONDUCTING MEMBERSHIP INTAKE PROCESS

The _____ chapter of _____ does not intend to conduct membership intake during the _____ semester. We understand that should that decision change, we must notify the Student Life Center in writing, with approval from the Chapter Advisor. We understand that if we engage in pre-pledging activities not a part of the inter/national process, it will be reported to the Coordinator for Fraternity/Sorority Life, the Vice President for Student Success and Enrollment Services, and/or the University Police and the inter/national organization.

President's Name Printed	President's Signature	President's Phone #
Chapter Advisor Name Printed	Chapter Advisor Signature	Chapter Advisor Phone #
Coord. for Fraternity/Sorority Life Name Printed	Coord. for Fraternity/Sorority Life Signature	Coord. for Fraternity/Sorority Life Phone #
President's Name Printed	President's Signature	President's Phone #
Chapter Advisor Name Printed	Chapter Advisor Signature	Chapter Advisor Phone #

Sample University

NOTICE OF INTENTION TO CONDUCT MEMBERSHIP INTAKE PROCESS

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 _____

Selection will conclude on _____

Education of candidates/aspirants/intake process begins on _____

Candidates/aspirants will be initiated on _____

New members will be presented on _____

The person in charge of membership intake for the Chapter will be:

Name _____

Title in Chapter _____

Phone Number _____

The chapter advisor supervising membership intake for the Chapter will be:

Name _____

Title in Chapter _____

Phone Number _____

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

Coord. for Fraternity/Sorority
Life
Name Printed _____

Coord. for Fraternity/Sorority
Life
Signature _____

Coord. for Fraternity/Sorority
Life
Phone # _____

This form must contain original signatures no faxes will be accepted.

Department Use Only:	Date of Meeting I: _____
-----------------------------	--------------------------

Sample University

FRATERNITY AND SORORITY HAZING COMPLIANCE FORM

We certify that all activities sponsored or required by our inter/national fraternity/sorority and/or members or pledge/associate members comply with the Sample University Hazing Policy, and with the State law.

We have informed the candidate/aspirant member(s) of our fraternity/sorority of the contents of the Sample 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 Sample University Hazing Policy as stated will result in referral to the Dean of Students for an organizational violation of the Sample University Hazing Policy (i.e. the fraternity/sorority will face charges), and/or referral to the Dean of Students for an individual violation of the Sample University Hazing Policy (i.e. the individuals within the fraternity/sorority 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 Dean of Students.

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

Fraternity/Sorority Name

Individual Chapter Name

Chapter President's Name
Printed

Chapter President's
Signature

Date

Intake Chair's Name
Printed

Intake Chair's Signature

Date

Chapter Advisor's Name
Printed

Chapter Advisor's
Signature

Date

This form must contain original signatures. No faxes will be accepted.

Department Use Only:	Date of Meeting I:
---------------------------------	-----------------------

Sample University

CANDIDATE/ASPIRANT COMPLIANCE FORM

This form must be signed by all attendees at your interest session/rush event.

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.

The _____ State Law is as follows:

(Insert information about your state's laws pertaining to hazing.)

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. Sample University will investigate all hazing allegations. Individuals and organizations found in violation of the Sample University 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 Coordinator for Fraternity/Sorority Life at 123.456.7890.

By signing this statement, I agree that I have read and understand the Sample University Hazing Policy. I agree to comply with this policy, local and state laws, polices of my fraternal organization, and policies of the local and inter/national governing council to which my organization belongs.

Organization_____

Chapter _____

Academic Period _____

Semester _____

Sample University

VERIFICATION OF CANDIDATES/ASPIRANTS FORM

Organization & Chapter Name

Date Received: _____
Date Entered: _____

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/inter/national representative(s).

Total Number of Candidates

Signature-Chapter President

Signature- Primary Chapter Advisor

Aspirant's Name	<u>Signature</u> : I wish to waive my rights granted by the Family Educational Rights and Privacy Act of 1974 and permit Sample University to release academic information about me to my sorority/fraternity. I understand that this waiver will be in effect until I notify the Student Life Center that I am no longer an active member of my fraternity or sorority.	SU ID Number	Cumulative GPA
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
Department Use Only	Date Received:		

Only candidates selected for membership in your fraternity/sorority
need to be included on this list.

Chapter advisor only can fax their signature for this form directly to the
Coordinator for Fraternity/Sorority Life at (123) 456.7890

Sample University

NATIONAL PAN-HELLENIC COUNCIL CANDIDATE/ASPIRANT CONTACT INFORMATION

Name: _____

Sample University ID #:_____

Local Address: _____

Local Telephone: _____

Permanent Home Address: _____

Home Telephone: _____

Parent/Guardian and/or Spouse Contact: _____

Telephone: _____

Signature _____ Date _____

Organization _____

I have also read and understand the Hazing Policy of Sample 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 Coordinator for Fraternity/Sorority Life by the end of the next business day (5 p.m.) following the event.

Only those candidates selected for membership in your fraternity/sorority need to fill-out this form.