

Intake Procedures for CMC and NPHC

The Fraternity and Sorority Involvement Center at UCR will continue to be concerned with the success and support of the new member education and induction programs throughout our Fraternity and Sorority Community. In the recent history, new members of our organizations have been initiated into their respective chapters and our community without consultation with our office. In our afforded effort to encourage the development of our community, increasing the communication between the chapter advisors, and students, the following procedures will require equal reporting among the Collaborative Multicultural Council and the National Pan-Hellenic Council to ensure the safety and well-being of our students, fraternities and sororities, local community and the University's reputation. **This reporting is mandatory and may be reviewed and revised each quarter as needed.**

Each fraternity and sorority conducting membership intake will keep the office informed of all membership recruitment or intake activities each quarter. All documents submitted to the Fraternity and Sorority Involvement Center are kept confidential from students, student workers or student leaders, including the respective council officers. Documents may be shared with university officials and inter/national organization staff as needed. Members, new members, alumni, and/or members of Graduate Chapters are responsible for their actions during the new member process, as their actions may hold infractions for the collegiate chapter. Collegiate chapters are responsible for communicating to the Fraternity and Sorority Involvement Center their Intake Procedures and the University Hazing Policy to all members, new members, alumni and members of their corresponding Graduate Chapters.

Required Documentation:

Prior to any intake activities, the chapter president and intake director/new member educator will meet with their chapter liaisons (i.e. chapter advisor, graduate advisor) and/or a Fraternity and Sorority Involvement Center Advisor. **The Chapter Advisor should either attend this meeting or make arrangements to be included via phone (no exceptions).** The meeting will consist of a review of the University Hazing Policy, Student Conduct Code and an overview of the Membership Intake Procedures. In addition to the meeting (either prior to or at the meeting), the chapter representatives will submit the following:

- A. Any inter/national or regional paperwork that needs to be signed by the Fraternity and Sorority Involvement Center.
- B. Each chapter must submit a **New Member Educator Form** before intake activities begin (please see the accompanying document) which also contains the University Hazing policy which must be adhered to. The New Member Educator Form must contain the original signature) of the new member educator, chapter president, risk management chair (as applicable), and the Faculty or Graduate Chapter Advisors.

- C. Verification of Potential Members: Each chapter will submit a list of potential members to the Fraternity and Sorority Involvement Center at least 48 hours prior to the beginning of the official process/education of new members listed on the chapter's intake calendar (please see the accompanying document). The Staff will also verify each student's enrollment status.

Important Dates: We understand and recognize that intake varies within each council and organization. Thus, we expect that each of you/your organizations will self-report prior to the beginning of any intake activities.

Meetings and Documentation:

Verification of Potential Members: All chapters conducting intake must submit a **Verification of Potential Members Form**. The verification form must be submitted at least 48 hours prior to the start date of the official process/education of new members listed on the chapter's intake calendar. This form is the list of the individuals approved by your chapter that will be submitted to your regional or inter/national representatives as prospective for membership. In cases where the inter/national intake team conducts the intake process, all correspondence forwarded to any regional or local representatives should also be forwarded to the Fraternity and Sorority Involvement Center. The verification form contains the following information:

- A. List of candidates for membership that will include each new member:
 1. Name (please print clearly)
 2. SID
 3. Signature
- B. Total Number of Candidates
- C. Original signature of the chapter president
- D. Signature of Faculty or Grad Chapter Advisor (chapter must bring in form with the original signature).

Violations:

Violations of the intake procedures may result in a referral to the Fraternity and Sorority Involvement Center and/or Student Conduct and Academic Integrity Programs. These violations may result in a loss of recognition of your chapter which will prevent the organization from participating in/hosting any social functions (on or off campus), participating in philanthropies, reserving space on campus, or otherwise functioning as a student organization.

Violations may also include but not limited to:

1. Intentional submission of improper paperwork (i.e., changing of dates on forms, falsifying original signatures, incomplete paperwork, etc.).
2. Holding membership intake without adhering to the Intake Procedures established by the Fraternity and Sorority Involvement Center.
3. Hazing: Any violations of the University Hazing Policy, Student Conduct Code, or the Fraternity and Sorority Involvement Center may result in a referral Student Conduct and Academic Integrity Programs.

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 council advisor(s), and the

chapter has not adhered to these written Intake Procedures, intake activities will cease immediately, and the chapter may be referred to the Fraternity and Sorority Involvement Center and/or Student Conduct and Academic Integrity Programs.

Chapter President (print)	Signature	Date
---------------------------	-----------	------

Chapter Advisor (print)	Signature	Date
-------------------------	-----------	------

Staff Advisor (print)	Signature	Date
-----------------------	-----------	------

If you have any questions regarding the paperwork that you need to submit please contact the staff in the Fraternity and Sorority Involvement Center at 951-827-2438.