

Office of Fraternity and Sorority Life Intent for Intake

The Valparaiso University Fraternity and Sorority Life office has been putting forth an effort to encourage increasing development for our fraternity and sorority community and require equal reporting while ensuring the safety and well being of our students, other fraternities and sororities, local community, and the University's reputation. We are requiring that each organization conducting membership intake will keep the Fraternity and Sorority Life office informed of all membership recruitment or intake activities each semester. This reporting is mandatory and may be available for review and revision each semester as needed.

Members, new members, alumni and members of Graduate Chapters will be held responsible for their actions during the new member process. It is important that these men and women understand that their actions may have repercussions on the undergraduate chapter. Undergraduate chapters are responsible for communicating the governing council and Valparaiso University Anti-Hazing Policy to all members, new members, alumni and members of their Graduate Chapters.

The steps listed below must be completed in addition to the inter/national organization's Policies and Procedures for Intake. The following information is private and is only available to the Assistant Dean of Students. These items are required in order to ensure the safety of all members, while preserving the traditions of the organizations.

1. Notify the Assistant Dean of Students of the chapter's intent to have interest meetings.
2. The officer responsible for educating and/or facilitating the new member process must file the following with the Assistant Dean of Students at least one week prior to beginning the new member process. It must be typed and delivered in person.
 - a. **General Intake Schedule.** It must include the dates of interest meetings, the date of the start of the new member process, the anticipated end date of the new member process, and the expected date of the new member show/presentation.
3. Within 48 hours of being accepted for membership, the **Name and Student ID Number of all New Members** must be submitted through the completion of the Fraternity and Sorority Life Grade Release and Anti-Hazing card. This is so that the Assistant Dean of Students is aware of all new members participating in activities. These cards are available in the Fraternity and Sorority Life office.
4. If New Members would like to have a New Member Show/Presentation, they may do so, but shows are not mandated by the University. The following procedures should be used, and failure to do so will result in the New Member Show/Presentation being cancelled indefinitely by the Assistant Dean of Students.
 - a. Notify the Assistant Dean of Students of the date of New Member Show.
 - b. The space reservation will then be made by the Assistant Dean of Students and the chapter to meet to review the details of the show.
 - c. All University policies and procedure must be followed.

If you have any questions regarding the paperwork that you need to submit please contact the Assistant Dean of Students at 219-464-541. We want you to know that your cooperation with these reporting procedures is greatly appreciated and will continue to help create a more complete fraternity and sorority experience.

**Valparaiso University Fraternity and Sorority Life Office
Membership Intake Information Form**

This form must be completed and turned in one week prior to start of intake accompanied by:

- A copy of paperwork from the Inter/National Headquarters or other proper authority, which indicates permission for the chapter below to conduct membership intake.

CHAPTER INFORMATION

Fraternity/Sorority: _____

Chapter President: _____

Individual Overseeing Intake Process: _____

Chapter Advisor: _____

Date of Interest Meeting/Formal Rush: _____

Location: _____

Process Start Date: _____

End Date: _____

Will the chapter host a New Member Show/Presentation? Yes No

Preferred Date and Time: _____

PROSPECTIVE MEMBER INFORMATION

Within 48 hours of membership acceptance, the chapter is required to submit the Fraternity and Sorority Life office Grade Release and Anti-Hazing cards for each new member in process. These cards are available in the Fraternity and Sorority Life office.

PROCESS OUTLINE

- I understand that if this form and the accompanying documents are not complete before the beginning of the intake process, no intake of new members will be allowed. Forms need all required signatures.
- I declare that all information submitted on this form is true to the best of my knowledge, as well as that of the entire chapter membership, and hereby give permission to the Fraternity and Sorority Life office to verify the validity of this information.
- I understand that the Assistant Dean of Students may reserve the right to deny intake if evidence is presented that indicates that a chapter is unfit for initiating new members.
- If any of this information is found to be false or misleading, the Fraternity and Sorority Life office reserves the right to suspend the intake process pending full investigation of false statements.
- I understand that all intake activities will conform to the policy of my inter/national organization.
- I understand that auxiliary groups (little sister, little brother groups) are inconsistent with the purpose and philosophy of single-gender fraternal organizations, and are not allowed to be associated in any way with fraternities and sororities.
- I understand that any deviation from the policy of my inter/national organization must be supported in writing from the Regional or National Headquarters.
- In the event of any illegal activity perpetrated against potential or prospective new members taking place before, during, or after the time period specified for intake, liabilities as a result of those actions will be the sole responsibility of the Chapter. The Faculty/Campus Advisor, the Fraternity and Sorority Life office, and Valparaiso University will NOT be held liable nor considered responsible for any illegal activities.

Chapter President Signature

Date

Phone

Email

I hereby give _____ chapter of _____ permission to conduct intake activities during the time period from _____ until _____. The chapter is in both good academic and financial standing with the inter/national organization.

Chapter Alumni Advisor

Date

Phone

Email