



# Membership Intake Packet

2020-2021





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## MEMBERSHIP INTAKE PLAN OF ACCOUNTABILITY



The Office of Fraternity & Sorority Life (FSL) at the University of South Carolina recognizes the importance of the membership intake process, and we support your efforts in the development of new members as well as your chapter. As students continue to seek membership in Greek letter organizations on our campus, it is important that we establish a system of communication with organizations wanting to participate in the intake of new members.

Each of the affiliate organizations of NPHC, MGC, NAPA, NALFO fraternities and sororities exist on campus because of collaboration/partnership between the entities. It is important that each chapter understand this relationship and operate within the set policies and procedures of our respective national bodies and the University. In addition, it is equally important that potential new members also understand that they must adhere to these same policies and procedures during the membership intake process.

In order to be in accordance with policies and procedures from national headquarters of the NPHC, MGC, NAPA of NALFO fraternities and sororities and the University, it is necessary that the Office of Fraternity & Sorority Life establish a timeline for membership intake procedures. This is only to bring structure to the USC's fraternities and sororities, not to take ownership of each individual chapter's membership process. This plan is also meant to ensure that chapters are adhering to the zero tolerance hazing policy. It is important that it be understood that if these guidelines are not followed it will result in actions being taken by the FSL as well as contacting respective chapter's advisor and national headquarters.

The intake registration process was designed to help chapters establish membership and ensure longevity on campus. For this reason, it is pertinent that each chapter meets these expectations and follows the membership intake guidelines so that the membership intake process is operated with integrity, civility, and respect.

### **Office of Fraternity and Sorority Life**

To protect the interests, privacy and confidentiality of the affiliate chapters of NPHC, MGC, NAPA and NALFO organizations all documents submitted will be treated as confidential information in accordance with South Carolina state law. No one other than the Vice President of Student Affairs, Associate Vice President for Student Life and the Office of Fraternity and Sorority Life staff will have access to any information submitted by a chapter.

While access to these documents will be restricted, university administrators, chapter advisors, and/or representatives from the national headquarters will have access on a need to know basis. Entities outside of the aforementioned must complete a formal public records request. All membership information will be kept on file with the Office of Fraternity and Sorority Life for a period of one year from date of submission.



## MGC & NPHC Intake Guidelines

*Carolina is committed to the success of NPHC & MGC fraternities and sororities, and works closely with each chapter and their advisors to ensure a quality, safe experience for those going through intake.*

### Eligibility

- ☐ NPHC & MGC groups in good standing on campus and with their national headquarters are eligible to conduct intake.
- ☐ Groups must meet with the Assistant Director for Fraternity and Sorority Life **at least 7 days prior** to any intake activity.
- ☐ Any USC undergraduate student in good academic standing with the university and academically eligible per the groups GPA is eligible for intake (some groups have higher GPA requirements). Individuals who are enrolled in Palmetto Programs, Gamecock Gateway, or any other program in which students are not billed the "Student Activity Fee" are not eligible for intake. The Office of Fraternity and Sorority Life verifies the GPAs prior to the process beginning.

### Intake Process

- ☐ All intake activities must comply with the USC Anti-Hazing Policy and South Carolina State Law.
- ☐ Intake can occur during the fall or spring semesters of the year. No summer intake will be approved.
- ☐ A meeting must be held with the chapter president/or intake coordinator, Graduate Advisor, and the Assistant Director for Fraternity and Sorority Life, to get approval for intake **One week prior to any intake activity or informational**.
- ☐ Groups must submit to the Assistant Director of Fraternity and Sorority Life, **one week prior to any activities**, a schedule of intake activities from the interest meetings to initiation, including any "new member presentation" show. This will be confidential.
- ☐ All intake activities, including initiation, presentations, and coming out shows, must be complete by the defined initiation/probate/presentation deadline.
- ☐ Notification of termination of intake must be given to the Office of Fraternity and Sorority Life

### Forms Required

- ☐ Each semester all fraternities and sororities must sign the Anti-Hazing Compliance Form and complete the necessary intake verification paperwork.
- ☐ All those going through the intake process must sign an USC grade release form and Anti-Hazing form at the time of the initial interest meeting.
- ☐ Prior to any intake activities, the Assistant Director for Fraternity and Sorority Life must receive approval from the regional or national director confirming the chapter's approval to conduct intake.

### New Member Presentation

- ☐ Not all groups can conduct a new member presentation due to their national policies.
- ☐ Shows are not to conflict with a previously planned event of another chapter of the same council.
- ☐ Groups need to verify with the Office of Fraternity and Sorority Life at least one month in advance of the show to ensure proper event management procedures are addressed.
- ☐ Members participating in the show must be fully initiated.
- ☐ No physical abuse (slapping, kicking, spitting, punching, pushing, poking, canning, etc.) will occur.
- ☐ During the show there will be no disrespecting other organizations, people, or groups.
- ☐ The show should last no more than two hours and start within 30 minutes from publicized start time.
- ☐ The Office of Fraternity and Sorority Life and the chapter will also work with the University Police and event management staff when shows are held on campus.
- ☐ An FSL staff member will attend the show, if schedules allow.

### After Intake

- ☐ New initiates will attend the New Member Summit after they are initiated and presented.



## Fraternity and Sorority Life Anti-Hazing Policy Compliance Form

**\*\*Must be submitted one week prior to interest meeting flyers being posted\*\***

All USC fraternities and sororities must file this form with Office of Fraternity and Sorority Life the first full week of class each semester to certify compliance with this policy. The preceding document remains in effect until a new one is filed.

### USC Hazing Policy

Any activity, undertaken by a group or a member of a group, which subjects members to harassment, intimidation, physical exhaustion, pain, undue mental fatigue or distress, or mutilation or alteration of parts of the body. Such activities include, but are not limited to: tests of endurance; submission to potentially dangerous or hazardous circumstances; activities which have a foreseeable potential for resulting in personal injury; or activities profound in nature that would have a potential to cause severe mental anxiety, mental distress, panic, human degradation, or public embarrassment.

**To report hazing anonymously, call the Hazing Hotline 24 hours/day at 803-777-5800.  
You will not be asked to identify yourself at any time.**

### Hazing Agreement

We, the undersigned, certify the following:

1. We have read AND understand USC's Hazing Policy
2. We have read AND understand our National Hazing policy
3. We verify that this policy will be read to our chapter
4. We verify that all activities sponsored and/or required by our chapter, in whole or part, comply with this policy
5. We verify that all our new members will be fully initiated, using all local and national ceremonies, by the established initiation deadline.
6. We further verify that all new member activities will be completed prior to midnight.
7. Failure of my organization to uphold this policy, in whole or part, will result in the referral of:
  - a. My organization to the discipline office and/or the Greek Conduct Board
  - b. Any individual members involved to the discipline office
  - c. Any individual members to the campus police for criminal prosecution
  - d. **The president and new member educator/intake coordinator for supplying false information to the University (if they knew of hazing and didn't take the steps to stop it)**
  - e. **Please list your pre-determined initiation date below for this semester.**

**By signing this form we agree to abide by the above.**

\_\_\_\_\_  
**Fraternity or Sorority**

\_\_\_\_\_  
**Semester and Year**

\_\_\_\_\_  
**President - Signature**

\_\_\_\_\_  
**Printed**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**New Member Educator/Intake Coordinator**

\_\_\_\_\_  
**Printed**

\_\_\_\_\_  
**Date**



## NOTICE OF MEMBERSHIP INTAKE

**To be submitted one week prior to informational meetings or intake activity. Failure to complete this form by the deadline can result in your organization not being approved to begin intake.**

The members of \_\_\_\_\_ are proud to announce the intake of new members for the Fall or Spring (please circle one) semester of \_\_\_\_\_. We have also submitted the required information to begin intake including; notification of approval and New Member Education information from regional/or national headquarters.

Interest meeting(s) will be held on the following dates: \_\_\_\_\_.

Advertisement for the interest meeting(s) will begin on \_\_\_\_\_.

If applicable, Chapter Interviews will be held on \_\_\_\_\_.

Chapter selection of new members will be held on \_\_\_\_\_.

Education of aspirants/intake process begins on \_\_\_\_\_.

Aspirants will be initiated on \_\_\_\_\_.

New Members will be presented on \_\_\_\_\_.

President Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

New Member Educator Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Chapter Advisor's Name: \_\_\_\_\_

Sponsoring Graduate Chapter: \_\_\_\_\_

Phone Number: \_\_\_\_\_

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

President's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

New Member Educator's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Chapter Advisor's Signature: \_\_\_\_\_

Date: \_\_\_\_\_



### UPDATING ROSTER

*To be completed two (2) business days after the first day of education. Failure to complete this form by the deadline can result in a cease and desist of your intake and roster error.*

1. Ensure all candidates have completed the FSL Membership Card Form on Garnet Gate (<https://garnetgate.sa.sc.edu/submitter/form/start/433754>)
2. Visit the Roster System (<https://www.sc.edu/greekhousingcorp/rosters/>)
3. Click **Roster Update**
4. Click **Add new member to roster outside of Formal Recruitment/Intake**
5. Enter the following information for **each** new member/candidate
  - a. Legal First Name
  - b. Legal Last Name
  - c. USC ID (A12345678)
  - d. File Upload: This may be a word document stating that the Garnet Gate Form has been completed.