

Guidelines and Expectations Intake/Recruitment Process

Purpose of Intake Guidelines

The Office of Fraternity & Sorority Life at UW - Madison is committed to the success and support of all new members and intake programs throughout our community. In order to provide transparency and increased communication between current active chapters and the office, the following guidelines and expectations are to be adhered to at all times. This reporting is mandatory and must be submitted to the office at least one week prior to starting intake for the academic semester.

Intake/recruitment will not be allowed to proceed if the chapter advisor and the Office of Fraternity & Sorority Life have not signed and reviewed the submitted paperwork. All paperwork will be reviewed by the council advisor and their respective chapter coach. All related activities will cease until proper paperwork has been completed and the Office of Fraternity & Sorority Life has been notified. The following documents must be read and submitted in order to begin an intake process for the semester.

**A candidate/aspirant/interest is someone who is currently going through the intake process of an organization for one semester.*

**A new member is considered someone who has been initiated/crossed, also known as neophytes.*

**An advisor will be explicitly named as a chapter advisor, council advisor, or chapter coach from the Office of Fraternity & Sorority Life.*

Privacy Statement

Each fraternity and sorority that is conducting a membership intake will keep the office informed of all activities each semester. All documents submitted to the Office of Fraternity & Sorority Life are to be kept confidential and only used as a form of communication and transparency with organizations. Documents and information may be shared with university officials and inter/national organization representatives as needed. No information will be released to the public without prior consent or if there is risk to an individual.

Stance on Hazing

Chapters are responsible for the actions of their members, alumni, and/or guests who participate in their new member/intake process and may be referred to a judicial review should there be any alleged violations of the student code of conduct. Chapter officers are responsible for communicating the University's Hazing Policy and Student Code of Conduct to all members, new members, alumni, and guests each semester. All intake/recruitment processes and activities must comply with local, state, and federal laws as well the UW-Madison Code of Conduct.

The University of Wisconsin - Madison strictly prohibits and has a zero-tolerance for all Registered Student Organizations with any activities or programs that engage in hazing. Any individual found sponsoring or engaging in hazing activities on or off-campus may be subject to University disciplinary action and any organization may be subject to suspension, expulsion, or revocation of University recognition. All actions of the organization, potential new members, and new members must adhere to the [Code of Conduct](#).

[Wisconsin State law](#) prohibits any forms of hazing and is defined as:

No person may intentionally or recklessly engage in acts which endanger the physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization operating in connection with a school, college or university. Under those circumstances, prohibited acts may include any brutality of a physical nature, such as whipping, beating, branding, forced consumption of any food, liquor, drug or other substance, forced confinement or any other forced activity which endangers the physical health or safety of the student.

Any individual can make a report through the [hazing incident report](#) or call the Office of Fraternity & Sorority Life. In reading this form and submitting Form F, chapter leadership understands the UW-Madison policies and the Wisconsin state laws regarding hazing. Chapter Officers are responsible to ensure that their new member program does not involve activities defined as hazing.

Intake and New Member Presentation Expectations

- Membership activities should not interfere with academic endeavors or class meetings.
- All activities must be completed before midnight (i.e. history lessons, study sessions, new member presentation practices).
- Membership activities should not include the presence, consumption, or encouragement of alcohol and/or illegal substances.
- Chapter advisors must be aware and sign off on all membership intake-related activities.

- There shall be no forms of hazing as outlined in the Student Code of Conduct, state, and federal laws.
- All new members must be notified of the hazing and student code of conduct policies.
- Chapters must be in good standing with their inter/national headquarters, Office of Fraternity & Sorority Life, and their respective governing council prior to beginning an intake process.
- Candidates/aspirants must submit the [Membership Information Form](#) prior to beginning the intake process. Only the Office of Fraternity & Sorority Life will have access.
- All new member presentations and new member activities must be appropriate, inclusive, and respectful of all backgrounds and identities.
- Candidates/aspirants are not required to attend an intake/new member event on religious or cultural holidays and provide flexibility during their process.
- New member presentation shows are to be appropriate and refrain from using language or activities that allude to any type of hazing process (i.e. hitting, slapping, referencing dean of pledges, carrying bricks, physical labor, etc.).
- No new member presentation shall include sexually explicit language, gestures, references, or dismissive actions towards each other or other organizations.
 - a. Music must refrain from using derogatory terms. If doing so, it will lead to a judicial board meeting with the organization.
- The council advisor of the Office of Fraternity & Sorority life must be notified 14 days prior to the new member's presentation.

Intake Violations

Any violations of the Intake/Recruitment guidelines, or the Code of Conduct, state and federal laws, may result in a meeting and referral to the Committee on Student Organizations (CSO) or the respective council within the Office of Fraternity & Sorority Life. A violation of the policies may result in sanctions ranging from loss of privileges and not in good standing with the respective council to interim action/suspension of all new member and chapter activities.

If you have any questions, you may contact Cristian McGough, Fraternity & Sorority Life Specialist for Multicultural Greek Council and National Pan-Hellenic Council executive boards, at camcgough@wisc.edu.

Timeline Process & Required Paperwork

The following timeline is required in submitting paperwork to the Office of Fraternity & Sorority Life. Chapters are to submit proper paperwork before beginning an intake process for the semester, along with scheduling a meeting with your chapter coach.

Form A: Chapter Contact Information *(Required)*

This form will serve as your cover page with important contact information pertaining to your chapter, along with the submission of Intake Intent Form. **This must be completed with your Intent Form and Hazing Compliance Form one week prior to each semester begins.**

Form B: Intake Intent Form *(Required)*

This form will serve as your intent to conduct an intake process for the semester. **It must be submitted one week prior to each semester beginning.** All chapters must complete this form noting whether they will or will not conduct intake.

If you will not be conducting an intake, you do not need to fill out Forms D - F.

Form C: Hazing Compliance Form *(Required)*

This form outlines what hazing constitutes, along with the policies from the University of Wisconsin - Madison and state/federal laws. Please submit the form in conjunction with the intent form. It is an agreement not to violate nor participate in any form of hazing.

- Signatures must include participating chapters members of the intake process who communicated this information.

Form D: Schedule of Intake

This form is used to provide detailed information regarding your informational and interest/recruitment meetings. We ask that you submit all meetings, gatherings, educational sessions(s), initiation ceremony, whether in person or virtual. **This form needs to be submitted three business day one week prior to any chapter hosted Activities (i.e. student org fair and council sponsored events do not count).**

Form E: Prospective Candidates Form

This form will need to be submitted 24 hours before starting an intake process.

Candidate/interests must also submit the online Membership Information Form to the Office of Fraternity & Sorority Life.

Form F: Notification of New Member Presentation

This form needs to be submitted 14 days prior to the date of the new member presentation. It will serve as your finalized logistics of your show and provide attention that a staff member from the Office of Fraternity & Sorority Life will confirm to be present at your presentation.

Membership Intake Chapter Contact Information

This information is to be submitted with your “Membership Intake Intent Form” to the Office of Fraternity & Sorority Life one week prior to the semester beginning. All information provided will be confidential and used only for the purpose of emergencies and/or if there are to be any violations of UW - Madison Code of Conduct, state, or federal law. (add link to docuSign)

Organization Name: _____

Chapter President

Full Name: _____

Email: _____

Phone: _____

Membership/Recruitment Chair

Full Name: _____

Email: _____

Phone: _____

Primary Chapter Advisor

Full Name: _____

Email: _____

Phone: _____

Inter/National Headquarters or Regional/State Director

Full Name: _____

Email: _____

Phone: _____

Membership Intake Intent Form

Please complete the following form one week prior to the semester beginning, noting whether your chapter will or will not conduct a membership intake this current semester. This form provides the Office of Fraternity & Sorority Life transparency within the organization and chapter advisor, along with stating your intentions regarding intake.

Organization Name: _____

Current Semester: (Fall/Spring) _____ (Year) _____

Is your chapter conducting a membership intake process for the current semester? Please circle below: Yes No

If answered no, please use the space to provide why your chapter will not conduct a membership intake for the semester.

When will you begin intake? _____

Candidates will be initiated on: _____

Neophyte presentation will be presented on: _____

Chapter President Signature: _____ Date: _____

New Member/Intake Educator Signature: _____ Date: _____

Chapter Advisor Signature: _____ Date: _____

**Office of Fraternity & Sorority Life
Hazing Compliance Form**

This form must be submitted one week prior to the semester beginning.

We understand and certify that all activities sponsored or required by our national fraternity/sorority members or associate members comply with the UW-Madison Hazing Policy and with the State of Wisconsin.

We have informed the candidate/aspirant member(s) of our fraternity/sorority of the contents of the UW - Madison Hazing Policy. This policy will be read to all interests at the beginning of each semester's intake process.

We understand that participation in any hazing activity or knowledge of it and taking no action to stop the activity is in effect giving our approval to haze. It is our responsibility to not allow members of our organization, whether graduate status or undergraduate, to haze our interests and members. Failure to report any such activity of which you become aware may cause a referral to the Dean of Students Office.

We understand that failure to comply with the UW Madison Hazing Policy, state and federal laws will result in referral to the Dean of Students Office for an organizational or individual violation of the policies,

Our signatures below certify that we have read, understand, and agree to abide by the University of Wisconsin, state, and federal hazing policies/laws.

Fraternity/Sorority Organization

Individual Chapter Name

Printed Name of Chapter President

Printed Name of Intake/New Member Educator

Signature of Chapter President

Signature of Intake/New Member Educator

____/____/____
Date

____/____/____
Date

Membership Intake Calendar/Timeline

Please list in detail: all meetings, gatherings, educational session(s), initiation ceremony, & new member presentation. You can also attach your own file. **This is required three business days to any chapter membership activity.** The first two lines provide an example.

Organization Name: _____

Date	Function	Activity	Activity Description	Location	Time (From-To)
09/12/2021	Education Session #1	Org. History	Classroom set up w/powerpoint	Zoom	6p-10p
09/19/2021	Ritual #1	First Ceremony	Chapter ceremony	Union Room	2p-4p

Membership Intake Participants

Please list all undergraduate and graduate members participating in your membership intake process for the semester. You can also attach your own file. **This form needs to be submitted 24 hours before starting your intake process.**

**Each candidate must also submit an online [membership information form](#) within the Office of Fraternity & Sorority Life*

Organization Name: _____

Full Interest/Candidate Name	Status (Undergraduate/Graduate)	NetID

New Member Presentation

This form must be submitted 14 days prior to your new member presentation so that a staff member within the Office of Fraternity & Sorority Life can be in attendance.

Your organization has successfully completed new member education and we could not be more thrilled to invite your new members to the Fraternity & Sorority Life community. We are providing you as a reminder of the following guidelines so that new member presentations remain a positive aspect of the experience for chapters, new members, and the campus community alike.

- All new member presentations and new member activities must be appropriate, inclusive, and respectful of all backgrounds and identities.
- In an effort to be inclusive, chapters cannot require candidates/aspirants to attend required intake/new member events on religious or cultural holidays.
- New member presentation shows are to be appropriate and refrain from using language or activities that allude to any type of hazing process (i.e. hitting, slapping, referencing dean of pledges, carrying bricks, physical labor, etc.).
 - a. This includes the use of derogatory language in music.
- No new member presentation shall include sexually explicit language, gestures, references, or dismissive actions towards each other and other organizations.
- A staff member, either the council advisor or chapter coach, of the Office of Fraternity & Sorority life must be notified 14 days prior to the new member presentation and be present.

Organization Name: _____

Location	Date & Time	Presentation Specifics
Indoor/Outdoor:	Date: Start Time: End Time:	<i>Please list who will be with new members.</i> Name: Phone:

Chapter President Signature: _____

Date: _____

New Member Educator Signature: _____

Date: _____

Chapter Advisor Signature: _____

Date: _____