



Cumberland University Office of Greek Affairs

Intake Procedures

Informal Intake Activities

Phase 1 - Informal meeting(s) conducted for the purpose of observing potential membership interest

- Step 1: A letter from the graduate advisor, regional, or national officer must be submitted approving chapter's status (i.e. Good Standing) and approval of informal intake activities
- Step 2: Submit the necessary Intake Documents with the appropriate signatures **a week prior** to informal meeting:
 - Notice of Informal Informational Form
 - Electronic Copy of Informational Flyer

*** All documents must be signed by the chapter president, graduate advisor, and Greek Affairs Director a week prior to the meeting taking place. A confirmation email will be sent to approve the chapter to proceed forward.*

- Step 3: Immediately following the informal meeting the original sign in sheet must be submitted.
- Step 4: A letter from the graduate chapter advisor must be submitted stating the close of intake activities if no formal process is to continue.

Formal Intake Activities

Phase 1 - Formal meeting(s) conducted for the purpose of bringing in new members (i.e. interest meetings)

- Step 1: A letter from the graduate advisor, regional, or national officer must be submitted approving chapter's status (i.e. Good Standing) and approval of informal intake activities
 - If the chapter has already conducted an informal meeting in the **same** semester with approval, this step will not have to be repeated.
- Step 2: Complete the Notice of Formal Membership Intake Form. This document must be signed by chapter president, appointed representative, and Greek Affairs Director prior to any formal meeting taking place.
 - Any changes to membership dates must be submitted by the appointed representative.
 - New member presentation shows are on a first come, first serve basis. The organization that confirms their date first has the authority on whether they want to share that date.



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- Step 3: Submit an electronic copy of intake flyer. *A confirmation email will be sent to approve the chapter to proceed forward.*
- Step 4: Immediately following the formal meeting the original sign in sheet must be submitted.
- Step 5: Prior to any formal interviews or documentation from said chapter's national office being submitted, the Verification of Grades Form must be submitted to the Greek Director to be approved good academic/conduct standing status.
- Step 6: Once Greek Affairs approves candidate(s), it is the responsibility of the chapter president or advisor to send an e-mail validating which member(s) have been voted on by the chapter to move forward with the formal intake process. Any changes to candidates withdrawing from membership must be set to Greek Affairs immediately.
 - After candidate(s) are selected, they will be required to sign official grade release forms and the University anti-Hazing Agreement
 - Chapter's advisor/representative must read Hazing form policy to all candidate(s). All chapter members and candidate(s) must sign policy and return to Greek Affairs Office.

IF YOU FAIL TO ADHERE TO THE ABOVE GUIDELINES, YOUR PROCESS COULD BE DISCONTINUED.

Membership Intake Chairperson/Date _____

Chapter President/Date _____

Chapter Advisor/Date _____

Greek Affairs Director/Date _____

** Appointed representative - designated local alumni advisor, regional, or national official appointed to approve membership processes.



Cumberland University
Office of Greek Affairs

NOTICE OF INFORMAL INFORMATIONAL

Organization: _____

Date of Submission: _____

Informational - (please attach or email a copy of flyer/announcement)

Date: _____

Time: _____

Location: _____

Chapter President Signature: _____

Membership Chairperson Signature: _____

Chapter Advisor Name: _____

Telephone Number:

Email Address: _____

Signature/Date: _____



**Cumberland University
Office of Greek Affairs**

NOTICE OF MEMBERSHIP INTAKE

Organization: _____

Semester: _____

Informational Meeting (date, time, location):

Interest/Formal meeting (date, time, location):

Education of Aspirants/Ritual (date, time, location):

Initiation Date/Final Ceremony (date):

Presentation/Reveal (date, time, location):

** If you do not know the exact date at this time, please list the possible week that the events may take place. Note - chapter advisor, appointed alumni, regional, HQ officials can only change dates

Person In Charge of Intake

Name: _____ Title: _____

Phone Number: _____

The above information is accurate to the best of my knowledge:

President's Signature: _____

Chapter Advisor's Signature: _____



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VERIFICATION OF ASPIRANT'S FORM

Organization: _____

We hereby declare that on _____ (date submitted), the following individuals are aspirants for membership into our organizations and will be duly initiated pending the decision of our regional/national representative(s).

_____ Signature of Chapter President _____ Signature of Chapter Advisor
Total # of Candidates

I wish to waive my rights granted to me by the Family Education Rights and Privacy Act of 1974 and permit Cumberland University to release academic information about me to the above listed fraternity/sorority. I understand that this waiver will be in effect through the end of the current semester and I will sign an additional grade release form if I am offered membership into the organization.

	Print Name	A#	Signature
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11.			



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