

IOWA

Fraternity and Sorority Life

National Pan-Hellenic Council

NATIONAL PAN-HELLENIC COUNCIL MEMBERSHIP INTAKE GUIDELINES

Fraternity and Sorority Life
Iowa Memorial Union - 157
University of Iowa, IA 52242
<https://fsl.uiowa.edu/>
319-335-3059

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GUIDELINE INFORMATION

Guideline Type

Administrative FSL Procedure

Responsible Office(s)

Fraternity and Sorority Life

Related Policies and University Procedures

Hazing Policy: <https://dos.uiowa.edu/policies/discipline-of-registered-student-organizations/>

Student Code of Conduct: <https://dos.uiowa.edu/policies/code-of-student-life/>

PURPOSE OF INTAKE GUIDELINES

Fraternity and Sorority Life (FSL) at University of Iowa (UI) 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 the Fraternity and Sorority Life establish a system of communication with organizations wanting to conduct intake activities for new members.

Each of the affiliate organizations of the National Pan-Hellenic Council (NPHC) exists on the UI campus because of a collaborative partnership between the two entities. It is important that each chapter understands this relationship and operates within the set policies and procedures of their respective national bodies and the University of Iowa. 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 by way of making sure that only those requirements listed within each organization's membership intake process occur, and there are no instances of unauthorized activity.

Herein stated, one will find the procedures required by the UI Fraternity and Sorority Life designed to ensure a smooth intake process. It is important that it be understood that if these guidelines are not followed it will result in actions being taken by the UI Fraternity and Sorority Life, Dean of Students Office (DOS), as well as contacting the respective chapter's advisor and national headquarters. Please handle the intake process with a sense of integrity, civility, and respect.

MEMBERSHIP INTAKE STANDING RULES

1. The academic mission of the institution will be upheld and promoted to new members.
2. Membership activities will not interfere with academic endeavors or class schedules.
3. Intake and membership activities must be conducted in an academic semester and cannot occur over summer or winter break.
4. The selection of new members will be free of any form of mental and/or physical abuse and hazing as defined by our UI Policy and federal law.
5. Members will be selected on the criteria set forth by the national headquarters of the organization.
6. Chapters will not engage in pre- or post-hazing activities.
7. Chapter advisors will be present at all membership related activities.
8. Chapters must be in good standing (defined as, "financially active with nationals, academically active with nationals and the University of Iowa, not on any type of probation with either nationals or the UI") with their national headquarters and the University of Iowa prior to intake activities.
9. Chapters complete all required paperwork in a timely fashion.
10. Rush/interest meetings and membership activities cannot be held in an off-campus location (i.e.- in a member's private residence) without prior approval from FSL staff.
11. Prospective members will be made aware of University of Iowa Hazing Policy.
12. No membership activity includes the presence or consumption of alcohol.

13. All membership intake activities are to be conducted in compliance with each national organization's intake guidelines and process.
14. All prospective members must attend an NPHC Orientation before being considered for membership in a NPHC organization.
15. All new member presentation shows are done in a tasteful manner and refrain from utilizing language or activities that allude to any type of pledge process (i.e.- hitting, slapping, referencing DP, Dean of Pledges, carrying bricks, physical labor, references to Big Sister, Big Brother, etc.)
16. A new member introduction show is a family event, with observers ranging in age. Therefore, out of respect for observers, no new member show should include sexually explicit language, gestures, references, or dismissive actions towards other organizations.
17. A chapter must maintain a minimum of a 2.50 cumulative chapter average to host membership intake activities. A chapter falling below 2.50 overall average will be placed on membership and social probation the following semester and will remain on probationary status until the overall cumulative average equals or exceeds a 2.50.
18. A chapter must maintain a minimum of a 2.50 semester chapter average to remain socially active. A chapter falling below a 2.50 semester average will be placed on social probation, but may still host membership intake if the cumulative grade point average is above a 2.50. The chapter will remain on social probation until the time that the semester grade point average meets or exceeds a 2.50.
19. Organizations will comply with outlined membership intake guidelines prescribed by the UI Fraternity and Sorority Life.

YEARLY INTAKE REQUIREMENT

1. All NPHC member organizations are required to host intake activities for the purpose of gaining new members, during the fall or spring semester of the academic year. An organization may vote to host intake once during both semesters of the school year as well.
2. The activities should include nationally approved interest meetings, Rush, etc. whose direct purpose is to be the first step to becoming a member of a NPHC sorority or fraternity.
3. Should these hosted events yield qualified applicants, the organization is expected to proceed forward with membership intake activities.
4. Failure to host an interest meeting or rush event for the purpose of gaining new members, will lead to the organization being placed on student organization probation status. A review of the chapter's reasoning for not hosting membership intake activities will occur. If probable reasoning is not providing for forgoing this requirement, the chapter will lose recognized student status.

PRIVACY STATEMENT

To protect the interests, privacy and confidentiality of the affiliate chapters of NPHC, all documents submitted will be treated as confidential information in accordance with Iowa state law. No one other than the Dean of Students and the 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.

MEMBERSHIP INTAKE GUIDELINES

(An additional timeline snapshot and checklist are attached for ease in working with deadlines/dates)

***Notice:** To ensure that enough time has been allotted for unexpected occurrences, all paperwork, reservations, etc. should be completed at least 1-2 months prior to the start of intake. The planning process for Membership Intake should begin the semester before your chapter intends to host intake.

NPHC ORIENTATION

NPHC Orientation

Spring – TBD Fall – TBD

- All students interested in being considered for membership in one of the active NPHC organizations are required to attend an NPHC Orientation as a condition of participation in membership intake programs.
- The sessions will be hosted by the NPHC Advisor/designated FSL staff and a member of the NPHC Executive Board and will cover how to join an NPHC organization, expectations of membership, etc.
- Sessions will be offered 2 times per semester, at varying times throughout the fall and spring semesters, and are good for one calendar year after the attendance date. Make-ups will be offered but are only eligible to students who missed due to a class or documented illness.
- Chapter advisors are invited but not required to attend.

CHAPTER COMPLIANCE STEPS

- Step 1.** **LETTER OF INTENT-** Submit a letter of intent. This letter should outline your organization’s intention to acquire approval from the appropriate representative of your national organization to conduct an intake process. The letter should also include the dates of all “pre-intake events” i.e., application due dates, interview dates, the chapter meeting where voting will happen, etc. Must also include the signature of the president and advisor and be placed on letterhead.
- Due: the Sunday before the last week of classes, in the semester prior to when you wish to conduct intake.***
- Step 2.** **NATIONALS APPROVAL-** Please submit proof of approval from your national organization once it has been acquired.
- Due: The first day of the semester in which the intake process will occur.***
- Step 3.** **CHAPTER ADVISOR AGREEMENT AND CHAPTER HAZING COMPLIANCE FORM-** These forms must be completed and brought to the Intake Meeting and should contain all required signatures. The forms will note the chapter and organization and contain signatures from the chapter advisor, chapter president, and membership intake chair.
- Due: Must be submitted at Intake Meeting.***
- Step 4.** **INTAKE MEETING-** If your organization plans to conduct an intake process, the chapter president and new membership chairperson are required to meet with the NPHC Advisor or designated member of the Fraternity and Sorority Life staff. During the meeting, be prepared to review your national requirements for Intake. You will also be expected to bring a calendar/schedule of all new member activities for the organization. Please include ritual dates, all new member education meetings, date of new member presentation, and all other dates related to your organization’s Intake process. Advisors are not required but are encouraged to attend this meeting. Intake meetings should take place after the letter of intent has been submitted and national approval has been acquired.
- Due: Must be scheduled and held in the first three weeks of the semester that the intake process will occur. .***
- Step 5.** **RUSH/INTEREST MEETINGS-** Rush/Interest meetings may take place at any point during the academic year. Location, date, and time of those meetings must be submitted to Engage for approval no later than two weeks in advance of the event. A copy of the event flyer (if applicable) must also be submitted/attached to the Engage form

for approval. Grade Release and Hazing Policy Notification Forms (see forms section) **must** be signed by each student attending the previously mentioned meetings or events.

Due: ALL Grade Release and Hazing Policy Notification forms must be returned to Fraternity and Sorority Life within 48 hours of the conclusion of the aforementioned meeting. Signed forms must be submitted of EVERYONE who attended the interest meeting.

Step 6. VERIFIED ASPIRANT FORMS- Once the chapter has conducted rush/interest meetings and have received approval to conduct membership intake, they must then complete and submit the two Verified Aspirant forms (Grade Release and Hazing Policy Notification). The Verified Aspirant forms must list and be signed by all potential new members who are participating in the chapter’s intake process. This must be submitted to the NPHC Advisor or designated FSL staff member immediately following the first new member education meeting (anticipated date for receiving this information should be indicated at the Intake Meeting).

Due: Must be returned to Fraternity and Sorority Life within 48 hours of the conclusion of the aforementioned events.

Step 7. NEW MEMBER ROSTER INVITATION- New members should be placed on the chapter’s roster immediately following invitation to new membership (e.g., the first new member education meeting). The chapter president has 48 hours from extension of new membership to send the roster invitation to new members. New members then have 1 week to accept the invitation and sign their Gold Card.

Due: Invitation must be sent to new members within 48 hours of the conclusion of the aforementioned events.

Step 8. NEW MEMBER DISCONTINUATION FORM- Should a new member wish to discontinue, at any point after being inducted/starting the new member education process, but before being initiated, the individual needs to fill out the New Member Discontinuation Form. This must then be submitted to the NPHC Advisor, or designated FSL staff member

Due: Must be returned to Fraternity and Sorority Life within 48 hours of the individual discontinuing.

Step 9. NEW MEMBER PRESENTATIONS- The chapter is completely responsible for reservation of venue and other logistical details as they apply to new member presentations. In order to be in accordance with university policies and procedures, the chapter will need to submit a plan to FSL concerning how the new member presentation will be run. This plan should include the following information:

***Note: All forms must be completed and submitted before new member presentation will be approved.**

<i>Information to be included in plan</i>	<i>Comments</i>
Date of Presentation	This date should be included on your intake calendar.
Venue	Campus space can be reserved through IMU Event Services. Reserve space for new member presentation as early as possible. Remember there are limited locations on campus to host new member presentations; therefore, the earlier the better.
Engage Forms	Complete the Engage Event Form no less than one (1) month before the date of new member presentation. It is important that you regularly check this form in case of questions or concerns.
Venue Set Up	IMPORTANT Event set up is a separate process from completing the Engage form!

	Failure to complete an event set up may result in your event being cancelled. All venue needs i.e., lighting, chairs, projector usage, etc. should be submitted to the proper office no later than two weeks before the presentation. Failure to do so may result in the presentation being cancelled.
Time doors will open	The chapter is required to be at the venue 1 hour prior to this time. If different parties of people are being let in at different times, this needs to be stated in the plan. The chapter is responsible for managing the door and controlling who is allowed in.
Time event will start	Events that start more than 20 minutes after the designated start time will result in the chapter receiving a \$50 fine to be paid to NPHC.
Presentation Script	The plan should also include a script of the new member presentation. The script should outline the entire presentation i.e., all information being presented, a list of any props being used during the presentation, music/audio that will be used, etc.
Clean Up	The chapter needs to submit a plan including who will be cleaning up venue after the presentation.
Miscellaneous Information	Please submit all other information in the plan that would be deemed beneficial for orchestrating a successful and efficient event.

*****IMPORTANT** Failure to submit a complete, fully drawn-out plan for New Member Presentations will result in the chapter no longer being able to host new member presentations.***

Step 10. COMMUNICATION- Fraternity and Sorority Life expects communication with each organization to be an open process. Should timelines change, it is the expectation that all the steps of the process are communicated with the NPHC Advisor or designated member of the FSL staff **immediately**. Any organization that fails to follow the proscribed process or guidelines will be subject to all activities being ceased.

Note: See New Member Intake Schedule for specific dates and deadlines. All dates are final unless prior approval has been received from a designated Fraternity and Sorority Life staff member and if necessary, Leadership and Engagement and or the Dean of Students Office.

ADDITIONAL NOTES

****EXTENSIONS-** All intake activities must be complete by or before the Sunday before the last week of classes. There are no exceptions to this rule.

****DEADLINES-** March 15th (spring) and October 15th (fall)
This is the last day to submit Membership Intake Forms unless you have been approved for an extension.

****CEASE ACTIVITIES-** The Sunday before the last week of classes
All intake activities must cease. Sanctions will be given to those organizations that do not adhere to this deadline.

****NEW MEMBERS-**

All new members will be required to participate in the FSL New Member Academy (NMA) following joining. New members will have one month to complete NMA, failure to do so will result in the chapter being placed on social probation and are not able to host events until that requirement is completed. New members must also complete their first Violence Prevention Education Tier the semester after they first join their organization.

Contact Information:

Questions should be directed to Fraternity and Sorority Life

Coordinator of Fraternity and Sorority Life/NPHC Advisor:

Alicia Hein, M.S. (she/her)
Coordinator, Fraternity and Sorority Life
154 Iowa Memorial Union, Iowa City, Iowa 52242
Office: (319) 335-3059

TIMELINE SNAPSHOT

Guideline	Description	Deadline	Submission Requirements
<i>NPHC Orientation</i>	The NPHC Orientation is the first official introduction that students have to Fraternity and Sorority Life. All students wanting to join an NPHC organization are required to attend an NPHC Orientation as a condition of participation in membership intake programs.	N/A	Prospective members must complete sign in.
<i>Interest Meetings/Rush</i>	Organizations may host advertised interest meetings/Rush events. Must be submitted to Engage at least two weeks prior to the event . A copy of the flyer must be submitted to Engage as well. All participants must complete the Intake Grade Release Form and Hazing Policy Notification Form.	N/A	Chapter must submit a copy of the flyer to Engage. Each attendee must complete 2 Forms: Intake Grade Release Form and Hazing Policy Notification Form. The Chapter must submit these to FSL within 48 hours of the event.
<i>Letter of Intent</i>	The Letter of Intent notifies the Fraternity and Sorority Life office that your organization plans to conduct an intake process in the following semester. The letter should also include dates for all “pre-intake events” i.e., application due dates, interview dates, the chapter meeting where voting will happen, etc.	The Sunday before the last week of classes, in the semester prior to when you wish to conduct intake.	Outlines your organization’s intention to acquire approval from the appropriate representative of your national organization to conduct an intake process.

<i>Intake Meeting and Advisor Verification</i>	An Intake Meeting must be scheduled with Fraternity and Sorority Life staff to discuss the chapter's new member education calendar and plan for dates. The President and/or Intake must attend this meeting.	Must be scheduled and held in the first three weeks of the semester that the intake process will occur.	What you will need at meeting: Calendar of Activities, Advisor Verification Form, and Chapter Hazing Compliance Form.
<i>Intake Verification Forms</i>	Once the chapter has determined who is eligible and approved by the National Organization to participate in Intake, then they must submit the two Verified Aspirant forms, signed by and listing each potential member. Once submitted, any changes in that list must also be documented with our office via the New Member Discontinuation Form.	Must be turned in 48 hours after induction/start of new member process.	Chapter must submit Verified Aspirant Forms. Each aspirant must complete the Hazing Policy and Grade Release Forms.
<i>New Member Roster Invitation</i>	New members should be placed on the chapter's roster immediately following invitation to new membership (e.g., induction or first new member education meeting).	Invitation must be sent no more than 48 hours after extension of new membership and new members have one week to accept and sign.	New members need to accept the invitation and sign their Gold Card.
<i>New Member Discontinuation Form</i>	Should a new member wish to discontinue, at any point after being inducted/starting the new member education process but before being initiated, the individual needs to fill out the New Member Discontinuation Form.	Must be turned in within 48 hours of the individual discontinuing.	Each individual choosing to discontinue needs to complete the New Member Discontinuation Form
<i>New Member Presentation Plan</i>	In order to be in accordance with university policies and procedures, the chapter will need to submit a plan to FSL concerning how the new member presentation will be run. **See grid on pages 6-7 for details**	Must be turned in three weeks prior to new member presentation	<i>Failure to submit a complete, drawn-out plan for New Member Presentations will result in the chapter no longer being able to host new member presentations.</i>
<i>Cease Activity</i>	Chapters may no longer have activity. Including new member presentations, rituals, meetings, etc. after this date.	The Sunday before the last week of classes	NO MORE ACTIVITIES ALLOWED AFTER THIS DAY



Fraternity and Sorority Life

Leadership and Engagement

University of Iowa
154 Iowa Memorial Union
Iowa City, Iowa 52242
319-335-3059

fsl.uiowa.edu

(Date)

Dear *(NPHC Advisor)*,

Greetings! We, the *(chapter)* of *(organization)* are writing to submit a letter of intent to acquire approval to host intake events for the *(spring/fall xxxx)* semester. We are requesting this approval from *(NPHC Advisor)*, the NPHC Advisor at the University of Iowa and *(appropriate national representative)*, *(title of national representative)* of *(organization)*.

Our chapter intends to host intake events next semester for the purpose of expanding our organization and continuing to uphold our *(pillars/principles)* of *(insert pillars/principles)* while helping students find a community on the University of Iowa campus.

We will be hosting *(x number of rush events and/or x number of informational/interest meetings)*. Potential new members are required to attend *(x number of rush events and/or x number of informational/interest meetings)* in order to be *(offered a bid/considered for membership)*. Our calendar of events for next semester is as follows:

- Rush event and or informational/interest meeting(s) will take place on *(xx/xx/xxx and xx/xx/xxx)*
- Applications are due on *(xx/xx/xxxx)*
- Interviews will be on *(xx/xx/xxx and xx/xx/xxxx)*
- Voting will take place at chapter on *(xx/xx/xxxx)*
- Our new member process will begin on *(xx/xx/xxxx)*. We plan to have weekly meetings and will conclude with initiation on *(xx/xx/xxxx)*

We thank you for your consideration and if you have any questions, feel free to contact us directly.

Sincerely,

(Signature)

(Name), Chapter President

(Signature)

(Name), Chapter Advisor

***Note:** *The letter of intent is due the Sunday before the last week of classes, in the semester prior to when you wish to conduct intake. Also please note that the Iowa letterhead is for example only and should be replaced with your organization's letterhead.*

**University of Iowa
National Pan-Hellenic Council
Chapter Advisor Agreement**

As an advisor, I agree to ensure that the Organization will comply with the University of Iowa's Rules and Regulations governing the Intake/Initiation Program:

Note Items listed below:

- Organization will ensure that all forms will be returned to the Fraternity and Sorority Life within 48 hours of the rush event, interest meeting, or awareness seminar.
- Organizations must complete and submit all forms required per the University of Iowa NPHC Intake Guidelines.
- Potential New Members will sign and complete all required documents as stated in the University of Iowa NPHC Intake Guidelines and be returned to Fraternity and Sorority Life before they begin the organization's membership program.
- Organizations must adhere to all deadlines dates and expectations.
- Organizations must submit all requested documents, information, paperwork, and timelines as outlined in the University of Iowa NPHC Intake Guidelines.

Advisor Agreement

I, _____ have agreed and approved all activities associated with the Membership Intake Process for
Advisor

_____. I will be present and/or ensure that a responsible representative will oversee
Organization

all activities associated with their Membership Intake Process for the above stated organization.

Advisor's Signature

Date

**University of Iowa
National Pan-Hellenic Council
Fraternity and Sorority Chapter Hazing Compliance Form**

We certify that all activities sponsored or required by our national fraternity/sorority members or pledge/associate members comply with the UI Hazing Policy, and with the State of Iowa.

We have informed the candidate/aspirant member(s) of our fraternity/sorority of the contents of the UI Hazing Policy. This policy will be read to aspirants at the beginning of each semester’s intake process.

We understand that failure to uphold the UI Hazing Policy will result in referral to the Dean of Students for an organizational violation of the UI Hazing Policy (i.e., the fraternity/sorority will face charges), and/or referral to the Office of Student Accountability for an individual violation of the UI Hazing Policy (i.e., the individuals within the fraternity/sorority who haze will face charges).

We understand that participation in any hazing activity or knowledge of it and taking no action to stop the hazing is in effect giving our approval to haze. We understand our responsibility to not allow members of our organization, whether grad status or affiliated at another institution of higher education, to haze our aspirants. Failure to report any such activity of which you become aware may cause personal referral to the Dean of Students.

Our signatures below certify that we have read, understand, and agree to abide by the UI Hazing Policy.

Fraternity/Sorority Name

Individual Chapter Name

Printed Name of the Chapter President

Printed Name of the Intake Chair/New Member Educator

Signature of the Chapter President

Signature of the Intake Chair/New Member Educator

____/____/____
Date

____/____/____
Date

**University of Iowa
National Pan-Hellenic Council
Rush/Interest Meeting Grade Release Form**

Organization & Chapter Name: _____ Date: _____

I hereby authorize the University Registrar to release specific education record information to Fraternity and Sorority Life, my chapter, and my Inter/National organization, including number of hours earned each semester, date of birth, mid-semester D/F class grade reports, semester grade point average, cumulative grade point average, and any academic honors. The Registrar will not identify classes taken by course name or identify individual class grades, except for mid-semester D/F class grade reports. In publicizing any academic achievements or leadership achievements I earn, I authorize FSL to disclose my chapter membership along with my education record information to the general public. Furthermore, I permit the Office of the Dean of Students to release public crime record information to FSL, my chapter, and my Inter/National organization. I understand that I may revoke this release at any time by writing to FSL. The purpose for this release is to verify with my fraternity/sorority my eligibility for membership and to aid scholarship program development. FSL calculates fraternity and sorority grade point averages using individual member semester grade point averages. Chapter grade point averages are released to the public without individual members identified and without individual grade point averages identified. The citation/arrest information on individual members is distributed to my chapter in order to aid in membership development and accountability. When chapter citation/arrest rates are released to the public, individual students will not be identified. FSL will maintain my semester and cumulative grade average information and any public crime record information on file for two years after separation from the University. While on file, the information will be released only to my fraternity/sorority president, current chapter advisor, and Inter/National organization. My fraternity/sorority president or FSL may disseminate the information to appropriate local chapter officers and Inter/National and regional representatives as needed.

Number of Aspirants	Aspirant's Name (Please print neatly)	Signature:	UI Hawk ID (Please print neatly)
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**University of Iowa
National Pan-Hellenic Council
Rush/Interest Meeting Hazing Policy Notification Form**

Organization & Chapter Name: _____ Date: _____

***Policy:** Hazing is prohibited. Physical hazing violates statutes of the State of Iowa. Any member and/or group failing to comply with this policy is subject to disciplinary action. This policy pertains to all pledges, active, and alumni members of the fraternity, sorority, or other organizations. For purposes of this policy, hazing is defined as any individual or organization who, in the course of another person's initiation into or affiliation with any organization, intentionally or recklessly engages in conduct which creates a substantial risk of physical injury to such other person or a third person.*

Number of Aspirants	Aspirant's Name (Please print neatly)	Signature:	UI Hawk ID (Please print neatly)
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VERIFIED ASPIRANTS GRADE RELEASE FORM

**University of Iowa
National Pan-Hellenic Council
Verified Aspirants Grade Release Form**

Organization & Chapter Name: _____

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

 Number of Candidates Signature: Chapter President Signature: Intake Chair Signature: Advisor

I hereby authorize the University Registrar to release specific education record information to Fraternity and Sorority Life, my chapter, and my Inter/National organization, including number of hours earned each semester, date of birth, mid-semester D/F class grade reports, semester grade point average, cumulative grade point average, and any academic honors. The Registrar will not identify classes taken by course name or identify individual class grades, except for mid-semester D/F class grade reports. In publicizing any academic achievements or leadership achievements I earn, I authorize FSL to disclose my chapter membership along with my education record information to the general public. Furthermore, I permit the Office of the Dean of Students to release public crime record information to FSL, my chapter, and my Inter/National organization. I understand that I may revoke this release at any time by writing to FSL. The purpose for this release is to verify with my fraternity/sorority my eligibility for membership and to aid scholarship program development. FSL calculates fraternity and sorority grade point averages using individual member semester grade point averages. Chapter grade point averages are released to the public without individual members identified and without individual grade point averages identified. The citation/arrest information on individual members is distributed to my chapter in order to aid in membership development and accountability. When chapter citation/arrest rates are released to the public, individual students will not be identified. FSL will maintain my semester and cumulative grade average information and any public crime record information on file for two years after separation from the University. While on file, the information will be released only to my fraternity/sorority president, current chapter advisor, and Inter/National organization. My fraternity/sorority president or FSL may disseminate the information to appropriate local chapter officers and Inter/National and regional representatives as needed.

Number of Aspirants	Aspirant's Name (Please print neatly)	Signature:	UI Hawk ID (Please print neatly)
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**University of Iowa
National Pan-Hellenic Council
Verified Aspirants Hazing Policy Notification Form**

Organization & Chapter Name: _____ Date: _____

***Policy:** Hazing is prohibited. Physical hazing violates statutes of the State of Iowa. Any member and/or group failing to comply with this policy is subject to disciplinary action. This policy pertains to all pledges, active, and alumni members of the fraternity, sorority, or other organizations. For purposes of this policy, hazing is defined as any individual or organization who, in the course of another person's initiation into or affiliation with any organization, intentionally or recklessly engages in conduct which creates a substantial risk of physical injury to such other person or a third person.*

Number of Aspirants	Aspirant's Name (Please print neatly)	Signature:	UI Hawk ID (Please print neatly)
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University of Iowa
National Pan-Hellenic Council
New Member Discontinuation Form

Organization & Chapter Name: _____ Date: _____

Discontinuing Individual's Name: _____ HawkID: _____ University ID#: _____

Please list the reason(s) for discontinuing:

Advisor's Signature

Date

Chapter President's Signature

Date

New Member Educator's Signature

Date

***Note: This form is to be completed by the chapter president/new member educator(s) within 48 hours of a new member's voluntary discontinuation from the new member education process. Please also submit proof of your national organization's approval when submitting this form to Fraternity and Sorority Life.*

CHECK LIST

See the complete NPHC Intake Guidelines located on pages 5-9 for a more in depth look at requirements.

Guideline	Description	Deadline	Turned In/Attended
<i>NPHC Orientation</i>	The NPHC Orientation is the first official introduction that students have to Fraternity and Sorority Life. All students wanting to join an NPHC organization are required to attend an NPHC Orientation as a condition of participation in membership intake programs.	N/A	
<i>Interest Meetings/Rush</i>	Organizations may host advertised interest meetings/rush events. Must be submitted to Engage at least two weeks prior to the event . A copy of the flyer must be submitted to Engage as well. All attendees must sign the Grade Release Form and Hazing Policy Notification Form.	N/A	
<i>Letter of Intent</i>	The Letter of Intent notifies the Fraternity and Sorority Life office that your organization plans to conduct an intake process in the following semester. The letter should also include dates for all “pre-intake events” i.e., application due dates, interview dates, the chapter meeting where voting will happen, etc.	The Sunday before the last week of classes in the semester prior to when you wish to conduct intake.	
<i>Intake Meeting and Advisor Verification</i>	An Intake Meeting must be scheduled with the NPHC Advisor to discuss the chapter’s new member education calendar and plan for dates. The President and Intake Coordinator(s) must attend this meeting. Advisors are asked to submit their Verification Form at/by this meeting.	Must be scheduled and held in the first three weeks of the semester that the intake process will occur.	
<i>Intake Verification Forms</i>	Once the chapter has determined who is eligible and approved by the National Organization to participate in Intake, then they must submit the Verified Aspirants form, listing each potential member. Once submitted, any changes in that list must also be documented with the FSL office via the New Member Discontinuation Form.	Must be turned in 48 hours after induction/start of new member process.	
<i>New Member Roster Invitation</i>	New members should be placed on the chapter’s roster immediately following invitation to new membership (e.g., first new member education meeting).	Invitation must be sent no more than 48 hours after extension of membership and new members have one week to accept and sign.	

<i>New Member Discontinuation Form</i>	Should a new member wish to discontinue at any point after starting the new member education process, but before being initiated, the individual needs to fill out the New Member Discontinuation Form.	Must be turned in within 48 hours of the individual discontinuing.	
<i>New Member Presentation Plan</i>	In order to be in accordance with university policies and procedures, the chapter will need to submit a plan to the NPHC Advisor concerning how the new member presentation will be run. **See grid on pages 6-7 for more details**	Must be turned in at least three weeks prior to new member presentation	
<i>Cease Activity</i>	Chapters may no longer host intake activities. Including new member presentations, rituals, meetings, etc. after this date.	The Sunday before the last week of classes	NO MORE ACTIVITIES ALLOWED AFTER THIS DAY

APPENDIX

- Example New Member Presentation Plan
- University of Iowa Hazing Policy
- Code of Student Life

EXAMPLE NEW MEMBER PRESENTATION PLAN

I hope all is well with you. This email serves as a response to the NPHC Intake Policy, concerning Neophyte presentation shows. We the insert chapter of insert organization, want to make sure that we are doing all we can to ensure the enjoyment and safety of all in attendance. As such, we have spoken with NPHC Advisor to discuss the best way of moving forward with our new member presentation. Herein stated are the details of our conversation.

In order for us to abide by the structure set by our national constitution and the University, we have to have it on insert date of probate. Insert location has been booking by insert name of responsible party, and the set-up forms are also complete.

Brothers/Sisters/Siblings of the chapter name will report to insert location at specify time

Audience entrance into the New Member Presentation:

Family Members will be able to enter at specify time

Members of insert organization(s)/council(s) name will be able to enter at specify time

General Public will be able to enter from specify time

The presentation will start at specify time

Family members and members of insert organization will understand that they have to be on time. If they are not there at their designated times then we will continue with the seating schedule.

The members of insert chapter will make sure that the entrance schedule remains accurate, and that people are being seated properly. As this is a free event, we will make sure that our ushers standing at the doors will keep count of the amount of people that are let into the insert location. Once capacity is reached on each level, no more individuals will be allowed access.

Attached to this email is our new member presentation script, which outlines the new member presentation in its entirety. The script has also already been approved by our chapter advisor and national organization.

As for advertising, we will advertise using social media and word of mouth on campus. We have attached our flyers and the promotional video that we will be using to advertise prior to the event. We are also familiar with the advertising policies that are instated on campus.

As for cleanup, the current members and the new members of the insert chapter and organization will handle cleaning insert location. I, insert name of responsible party, have had a conversation with the chapter about this on insert date. The chapter understand that any member that leaves prior to the venue space being clean will face consequences in line with their actions and may cause the chapter to be placed on probation, fined, or any other consequences aligned with the NPHC Membership Intake Guidelines and the NPHC Constitution.

Insert advisor name, our advisor, has stated that they will be there before, during, and after the event to make sure that all items outlined in this email take place.

Should you have any concerns or questions please do not hesitate to contact me:

Insert Name

Insert postion

Insert phone number

Best wishes,

Signature

UNIVERSITY OF IOWA HAZING POLICY

The Office of Student Accountability has also established rules for student organizations. These rules are specified below:

Hazing. In accordance with Iowa state law, hazing is defined as any intentional or reckless behavior, action, or situation, occurring with or without consent, that endangers or creates risk of injury, mental or physical discomfort, hinders student engagement, harasses, embarrasses, and/or ridicules an individual. This includes assisting, approving (implicitly or explicitly), organizing, or otherwise participating in the prohibited behaviors. For the purpose of initiation into, affiliation with, or as a condition for continued membership or a leadership role in any student organization, fraternity, sorority, or team recognized by the University of Iowa Student Government or by any other University sponsor or department.

CODE OF STUDENT LIFE

- [Full Code of Student Life](#)
- [Administration of Registered Student Organizations](#)
- [Discipline of Registered Student Organizations](#)