

IOWA

Fraternity and Sorority Life

Multicultural Greek Council

MULTICULTURAL GREEK COUNCIL MEMBERSHIP INTAKE GUIDELINES

Fraternity and Sorority Life Programs

Iowa Memorial Union - 157

University of Iowa University, IA 52242

<https://fsl.uiowa.edu/>

319-335-3059

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GUIDELINE INFORMATION

Guideline Type

Administrative FSLP Procedure

Responsible Office(s)

Fraternity and Sorority Life Programs

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 Programs (FSLP) 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 Programs establish a system of communication with organizations wanting to conduct intake activities for new members.

Each of the affiliate organizations of Multicultural Greek Council (MGC) 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 Programs 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 Programs, Dean of Students Office (DOSO), 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. 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.
4. Members will be selected on the criteria set forth by the national headquarters of the organization.
5. Chapters will not engage in pre- or post-hazing activities.
6. Chapter advisors will be present at all membership related activities.
7. Chapters must be in good standing (defined as, "financially active with nationals, academically active with nationals and University of Iowa, not on any type of probation with either nationals or UI") with their national headquarters and University of Iowa prior to intake activities.
8. Chapters complete all required paperwork in a timely fashion.
9. Prospective members will be made aware of University of Iowa Hazing Policy.
10. No membership activity includes the presence or consumption of alcohol.
11. All membership intake activities are to be conducted in compliance with each national organization's intake guidelines and process.
12. All prospective members will attend the MGC Committed Prospective Meeting before being considered for membership in a MGC organization.

13. All members will attend the MGC member orientation.
14. 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.)
15. 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.
16. 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.
17. 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.
18. Organizations will comply with outlined membership intake guidelines prescribed by the UI Fraternity and Sorority Life Programs.

YEARLY INTAKE REQUIREMENT

1. All MGC 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 host intake once during both semesters of 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 MGC 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, rush, or smoker 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 MGC, 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 Programs 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 grid is 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.

IMPORTANT MEETING AND DATES

MGC Interest Meeting

Spring – TBD Fall – TBD

- All students interested in being considered for membership in one of the active MGC organizations are required to attend MGC Interest Meeting as a condition of participation in membership intake programs.
- Sessions will be offered on 2 days during the academic year, at the beginning of the fall and spring semesters. Make-ups will be offered but are only eligible to students who missed due to a class or documented illness.
- All MGC Executive board members are required to participate in the MGC Interesting.
- Advisors are not required but are invited to attend.
- Chapter members should be prepared to participate in various activities, as the format of the MGC Interest Meeting may change from time to time (i.e.- Question Panel; Video, Step presentation, breakout rooms etc.)
- All presentations should be done in a manner that professionally represents the university and the national organization.

CHAPTER COMPLIANCE STEPS

***If deadlines apply to the steps below, then they will be listed after the item. ***

Steps to take Pre-Interest Meeting	Comments
Reserve Spaces	Campus space can be reserved through IMU Event Services. Reservations are accepted for the next academic year starting April 15 th . Reserve space for probate as early as possible. Remember there are limited locations on campus to host probates; therefore, the earlier the better
Engage Forms	Complete the Engage Event Request Form no less than one (1) month before the date of probate. 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. FSLP, ushers, nor security will control 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 \$100 fine to be paid to MGC.
Security	A request for security should be placed no later than two weeks before probate Failure to do so will result in the presentation being cancelled. Contact UI Police for security needs

	You need to provide location, approximate attendance (matrix attached) Provide them with the Probate Plan you have completed (example attached)
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.

- Step 1. MGC CERTIFICATION TRAINING** – Each chapter must have at least two (2) representatives in the Intake Certification Training. The president and/or membership intake chair and a chapter advisor must attend the training. It is only required that each chapter attend this meeting once per academic year. **Training Date: TBD**
- 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 informational meeting, rush, or conduct an intake process. Must also include the signature of the president and graduate advisor and be placed on letterhead. **Due: 2 weeks prior to the Intake Meeting.**
- Step 2. INTAKE MEETING-** If your organization plans to conduct an intake process, the chapter president and/or new membership chairperson is required to meet with the MGC Advisor or a designated member of the Fraternity and Sorority Life. During the meeting, be prepared to review your national requirements for Intake. Be prepared to submit documentation that certifies your chapter’s eligibility for Intake. Please include appropriate name, telephone number, and email address for state and/or regional officers of your organization. Also you will be expected to bring a calendar/schedule of activities for the organization, and the official flyer announcing the informational/interest/rush meeting. Please include date of informational, date expected to send off applications, interview dates, ritual dates, study dates, date of probate show, and all other dates related to the Intake process. Advisors are required to participate in this meeting and bring along the Advisor Verification Form. Intake meetings can take place after the letter of intent has been submitted and before or immediately after scheduled interest meetings, etc. have taken place. **Must be scheduled and held two weeks prior to initial interest meeting.**
- ADVISOR AGREEMENT/NATIONALS APPROVAL-** Please submit proof of approval from your national organization once it has been acquired. Advisor Agreement Form must accompany letter of approval from national organization. **(Must be submitted at Intake Meeting)**
- Step 3. INTEREST MEETINGS/RUSH (etc.)**
- Informational meetings, interest meetings or awareness seminars may take place during the time periods listed above.
 - Eligibility Release and Hazing Policy Notification Forms (see forms section) **must** be given to each student attending the previously mentioned meetings. **ALL Eligibility Release and Hazing Policy Notification forms must be returned to Fraternity and Sorority Life Programs within 48 hours of the conclusion of the aforementioned meeting. Sign in sheets must be submitted of EVERYONE who attended the interest meeting.**
 - Location, Date, and Time of meeting must be included in the letter of intent. The interest meeting/rush must be submitted and approved no later than 48 hours in advance of the event.
 - A copy of the interest meeting/rush flyer must be submitted to Coordinator for Fraternity and Sorority Life.
- Step 4. HAZING COMPLIANCE FORM-** This form must be brought to the intake meeting and contain all required signatures. The form will note the chapter and organization, and contain signatures from the chapter president and membership intake chair. **Must be submitted at Intake Meeting.**
- Step 5. NOTICE OF INTAKE FORM-** This form must be submitted at the intake meeting and contain all required signatures, dates, etc. The form will note the dates as approved by the national office of the organization, contact

information, and signatures from the chapter president, intake chair, advisor, and Coordinator for Fraternity and Sorority Life. **Must be submitted at Intake Meeting.**

Step 6. ASPIRANT VERIFICATION FORM- Once the chapter has conducted interest meetings or rush and has received approval to conduct membership intake, then they must complete and submit the Verification of Aspirants Form. The Verification of Aspirants Form must list all potential new members who are participating in the process. This must be submitted to the MGC Advisor or designated FSLP staff member immediately following approval from your national organization. In addition, all potential new members must sign the **Hazing Policy New Member Compliance Form**. This should be turned in along with the Intake Verification form. Both of these documents must be submitted prior to the start of your organizations new member education sessions, ceremonies, or process. (Anticipated date for receiving this information should be indicated at the Intake Meeting. Follow-up will take place in the FSLP to ensure that this information is received and a time is communicated.)

****All forms must completed and submitted before probate will be approved****

Step 7. NEW MEMBER PRESENTATIONS- The chapter is completely responsible for reservation of venue, security, and other logistical details as they apply to probates and new member presentations. In order to be in accordance with university policies and procedures, the chapter will need to submit a plan to FSLP concerning how the new member presentation will be run. This plan should include the following information:

Information to be included in plan	Comments
Date of Presentation	This date should be included on your intake calendar.
Venue	Campus space can be reserved through IMU Event Services. Reservations are accepted for the next academic year starting April 15 th . Reserve space for probate as early as possible. Remember there are limited locations on campus to host probates; therefore, the earlier the better
Engage Forms	Complete the Engage Event Request Form no less than one (1) month before the date of probate. 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. FSLP, ushers, nor security will control 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 \$100 fine to be paid to MGC.
Security	A request for security should be placed no later than two weeks before probate Failure to do so will result in the presentation being cancelled. Contact UI Police for security needs You need to provide location, approximate attendance (matrix attached) Provide them with the Probate Plan you have completed (example attached)

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 drawn out plan for New Member Presentations will result in the chapter no longer being able to host new member presentations.***

Step 8. COMMUNICATION- The Fraternity and Sorority Life Programs expects communication with each organization to be an open process. Should timelines change, it is an expectation that all the steps of the process are communicated with the MGC Advisor or a designated member of the FSLP 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 staff member of The Fraternity and Sorority Life Programs and Dean of Students Office.

ADDITIONAL NOTES

****EXTENTIONS-** All intake activities must be complete by or before April 30th (Spring) and December 3rd (Fall). There are no exceptions to this rule.

****DEADLINES-** April 16th (Spring)/November 19th (Fall). This is the last day to submit and Membership Intake Forms unless you have been approved for an extension.

****CEASE ACTIVITIES-** April 30th (Spring) and December 3rd (Fall)
All intake activities must cease. Sanctions will be given to those organizations that do not adhere to this deadline.

****New Member Class-** All newly initiated students will be required to participate in the FSLP New Member Academy following joining.

****FSLP Meeting-** All chapters are required to schedule a time for a member of the UI FSLP Staff to come meet with verified applicants to discuss expectations of being a new MGC member.

Contact Information

Questions or concerns should be directed to Fraternity and Sorority Life Programs

Assistant Director of Fraternity and Sorority Life Programs /MGC Advisor:

Jailand C. Williams M.Ed. (He, Him, His)
Coordinator, Fraternity and Sorority Life Programs
157 Iowa Memorial Union, Iowa City, Iowa 52242
Office: (319) 335-3059

TIMELINE SNAPSHOT

Guideline	Description	Deadline	Submission Requirements
MGC Interest Meeting	MGC Committed Prospective Meeting is the first official introduction that students have to Greek Life. All Students participating in Intake must attend and all MGC Exec must attend.	TBD	All MGC Exec must attend. Prospective members must complete sign in.
Letter of Intent	The Letter of Intent notifies The Fraternity and Sorority Life Programs that your organization plans to have intake or entertain the possibility of intake through an Interest meeting or rush activity.	Due two weeks prior to interest meeting	Outlines your organization's intention to acquire approval from the appropriate representative of your national organization to conduct an informational meeting, rush, or conduct an intake process.
Intake Meeting and Advisor Verification	An Intake Meeting must be scheduled with The Fraternity and Sorority Life Programs to discuss the chapter's calendar and plan for dates. The President, Intake Coordinator, and Advisor must attend this meeting. Advisors are asked to submit their Verification Form at the time of the meeting.	*Must be scheduled and held two weeks prior to initial interest meeting.	What you will need at meeting: Calendar of Activities, Notice of Intake Form, Advisor Verification, Hazing Compliance Form, Proof of Approval for Intake from National Office, and copy of flyer.
Interest Meetings/Rush	Organizations may host advertised interest meetings and Rush Activities. Must be submitted to the MGC Advisor 10 days prior to the interest meeting/rush . These activities must take prior to a pre-determined date. All participants must complete an Intake Eligibility Release Form and Hazing Policy Notification Form. These must be submitted to The Fraternity and Sorority Life Programs.		Chapter must submit a copy of the flyer. Each Attendee must complete 2 Forms: Intake Eligibility Release Form, and Hazing Policy Notification Form. The Chapter must submit these to FSLP within 48 hours of the interest meeting.
Intake Verification Form	Once the chapter has determined who is eligible and approved by the National Organization to participate in Intake, then they must submit the Verification of Aspirants form, listing each potential member. Once submitted, any changes in that list must also be documented with our office.	Must be turned in prior to probate being approved.	Chapter must submit Verification of Aspirant Form. Each aspirant must complete the Hazing Policy New Member Compliance Form.
New Member Presentation Plan	In order to be in accordance with university policies and procedures, the chapter will need to submit a plan to FSLP concerning how the new member presentation will be run. **see chart above**	Must be turned in two weeks prior to probate	Failure to submit a drawn-out plan for New Member Presentations will result in the chapter no longer being able to

			host new member presentations.
Cease Activity	Chapters may no longer have activity. Including probates, ceremonies, crossings, meetings, etc. after this date.	Fall: December 3 rd Spring: April 30 th	NO MORE ACTIVITIES ALLOWED AFTER THIS DAY

MEMBERSHIP INTAKE FORMS

CHAPTER ADVISOR AGREEMENT

**University of Iowa
Multicultural Greek 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 potential members has or will participate in the MGC Committed Prospective Meeting.
- Organization will ensure that eligibility release forms will be returned to the Fraternity and Sorority Life Programs within 48 hours of the informational meeting, interest meeting, or awareness seminar.
- Organizations must complete and submit all forms required per the University of Iowa Intake Guidelines.
- Potential New Members will sign and complete all required documents as stated in the University of Iowa Membership Intake Guidelines and be given to The Fraternity and Sorority Life Programs before he/she begins the organization’s membership program.
- Organizations must adhere to all deadline dates and expectations.
- Organizations must submit all requested documents, information, paperwork, and timelines as outlined in the University of Iowa Membership 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 be in charge of
Organization

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

Advisor’s Signature

Date

**University of Iowa
Multicultural Greek Council
Fraternity and Sorority 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

RUSH/INTEREST MEETING GRADE RELEASE FORM

**University of Iowa
Multicultural Greek Council
Rush/Interest Meeting Grade Release Form**

Organization & Chapter Name: _____ Date _____

Number of Aspirants	Aspirant's Name (Please print neatly)	Signature: I wish to waive my rights granted to me by the Family Educational Rights and Privacy Act of 1974 and permit UI to release academic information about me to my Sorority/Fraternity. I understand that this waiver will be in effect until I notify the Office of Fraternity & Sorority Life that I no longer wish to allow such information to be released.	UI Hawk ID (Please print neatly)
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RUSH/INTEREST MEETING HAZING POLICY NOTIFICATION FORM

**University of Iowa
Multicultural Greek Council
Rush/Interest Meeting Hazing Policy Notification Form**

Organization & Chapter Name: _____ Date _____

Number	Aspirant's Name (Please print neatly)	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.	UI Hawk ID (Please print neatly)
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NOTICE OF MEMBERSHIP INFORMATION

**University of Iowa
Multicultural Greek Council
Notice of Membership Information**

PLEASE ATTACH OFFICIAL SCHEDULE AS SENT BY NATIONAL AND/OR REGIONAL OFFICE

Information should include the following items:

- Interest meeting date(s)
- Date, time, and location where selection and/or voting will occur
- Date, time, and location the educational sessions for intake process
- Date, time, and location of all meetings, activities, etc. related to the membership intake
- Date, time, and location of Initiation
- Date, time, and location of New Member Presentation

These items may be submitted in a listed format on a Word document or a calendar layout

*Notice: Your Membership Intake Process is not approved until all listed items above have been submitted to the Fraternity and Sorority Life Programs along with other required documents listed in the MGC Membership Intake Guidelines.

VERIFIED ASPIRANTS GRADE RELEASE FORM

**University of Iowa
Multicultural Greek 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 of Intake Chair Signature: Advisor

Number	Aspirant's Name	Signature: I wish to waive my rights granted to me by the Family Educational Rights and Privacy Act of 1974 and permit UI to release academic information about me to my Sorority/Fraternity. I understand that this waiver will be in effect until I notify the Office of Fraternity & Sorority Life that I no longer wish to allow such information to be released	UI Hawk ID
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MGC Advisor Signature _____

Date _____

**University of Iowa
Multicultural Greek Council
Verified Aspirants Hazing Policy Notification Form**

Organization & Chapter Name: _____ Date _____

Number	Aspirant's Name	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.	UI Hawk ID
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CHECK LIST

Guideline	Description	Deadline	Submission	Turned In/ Attended
MGC Committed Prospective Meeting	MGC Committed Prospective Meeting is the first official introduction that students have to Greek Life. All Students participating in Intake must attend and all MGC Exec must attend.	TBD	All MGC Exec must attend. Prospective members must complete sign in.	
Letter of Intent	The Letter of Intent notifies The Fraternity and Sorority Life Programs that your organization plans to have intake or entertain the possibility of intake through an Interest meeting or rush activity.	Due two weeks prior to interest meeting	Outlines your organization's intention to acquire approval from the appropriate representative of your national organization to conduct an informational meeting, rush, or conduct an intake process.	
Intake Meeting and Advisor Verification	An Intake Meeting must be scheduled with The Fraternity and Sorority Life Programs to discuss the chapter's calendar and plan for dates. The President, Intake Coordinator, and Advisor must attend this meeting. Advisors are asked to submit their Verification Form at the time of the meeting.	*Must be scheduled and held two weeks prior to initial interest meeting.	What you will need at meeting: Calendar of Activities, Notice of Intake Form, Advisor Verification, Hazing Compliance Form, Proof of Approval for Intake from National Office, and copy of flyer.	
Interest Meetings/ Rush	Organizations may host advertised interest meetings and Rush Activities. Must be submitted to the MGC Advisor 10 days prior to the interest meeting/rush . These activities must take prior to a pre-determined date. All participants must complete an Intake Eligibility Release Form and Hazing Policy Notification Form. These must be submitted to The Fraternity and Sorority Life Programs.		Chapter must submit a copy of the flyer. Each Attendee must complete 2 Forms: Intake Eligibility Release Form, and Hazing Policy Notification Form. The Chapter must submit these to FSLP within 48 hours of the interest meeting.	
Intake Verification Form	Once the chapter has determined who is eligible and approved by the National Organization to participate in Intake, then they must submit the Verification of Aspirants form, listing each potential member. Once submitted, any changes in that list must also be documented with our office.	Must be turned in prior to probate being approved.	Chapter must submit Verification of Aspirant Form. Each aspirant must complete the Hazing Policy New Member Compliance Form.	

New Member Presentation Plan	In order to be in accordance with university policies and procedures, the chapter will need to submit a plan to FSLP concerning how the new member presentation will be run. **see chart above**	Must be turned in two weeks prior to probate	Failure to submit a drawn out plan for New Member Presentations will result in the chapter no longer being able to host new member presentations.
Cease Activity	Chapters may no longer have activity. Including probates, ceremonies, crossings, meetings, etc. after this date.	Fall: December 3 rd Spring: April 30 th	NO MORE ACTIVITIES ALLOWED

APPENDIX

- Example of Probate plan
- University of Iowa Hazing Policy
- Code of Student Life
- Social and Events Policy

EXAMPLE OF PROBATE PLAN

I hope all is well with you. This email serves as a response to the new MGC 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 ShirDonna Lawrence 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 is also complete. We will also have insert number of confirmed ushers (if using Lee Hall) people serving as ushers for this presentation.

As we understand the concern regarding security and managing the amount of people that will come, insert responsible party has spoken with the UI Police Department. We as the insert chapter have agreed to help security manage our event. It is impossible for us to guarantee that no incident will happen; however, we feel that we have taken the measures necessary to put in place safeguards that will ensure our program is a great experience for all in attendance.

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

Entrance into the Neophyte Presentation:

Family Members will enter from specify time

Members of insert organization name will enter from specify time

Greeks will enter from specify time

General Public will enter from specify time

The show 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 in to the Iowa Theater. Once capacity is reached on each level, no more individuals will be allowed access.

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. 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 FSLP Membership Intake Guidelines and the MGC Constitution.

As for advertising, we will advertise using social media and word of mouth on campus. We are also familiar with the advertising policies that are instated on campus.

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 position

Insert phone number

Best wishes

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](#)

SOCIAL AND EVENTS POLICY