

Winthrop University Membership Policy: Checklist for NPHC Intake Guidelines

Refer to the [NPHC Intake Guidelines](#), if you have any questions.

Please note: If the chapter has opted to not conduct a membership intake process they must submit a [Notice of Intention to Abstain from Conducting Membership Intake Form](#)

The President/Membership Intake Coordinator must schedule Chapter Planning Meeting prior to any intake activities. The chapter must submit/provide the following information in order to obtain approval:

- _____ Any national/regional paperwork that needs to be signed
- _____ [Notice of Membership Intake Form](#) (p. 8, Intake Guidelines)
- _____ [OFSA Hazing Compliance Form](#) (p. 9, only valid if signed by current officers and advisors)
- _____ Space Request for interest meeting submitted.
- _____ Copy of most updated National Intake Policy and Procedures. Be prepared to discuss
- _____ Completed [Intake Plan](#) (detailed calendar submitted and/or approved by regionals/inter/nationals)
- _____ Copy of Interest Meeting Flyer for approval ([Sample Flyer](#))
- _____ Projected date of New Member Presentation
- _____ Schedule Progress Meeting. This meeting will be _____ (date/time of Progress Meeting)

Please note-Chapters **MAY NOT** conduct interest meetings until approval has been received from the Assistant Director of Student Activities for Fraternity & Sorority Affairs via e-mail.

- _____ Advertise Interest Meeting 1 week, (7 days), prior to the meeting while following all posting guidelines as outlined in the policy. Bring 4 copies of flyer for approval to the Student Activities Office to be posted in DIGS.
- _____ Have all attendees sign the [Interest Meeting Roster](#) (p.10, Intake Guidelines). It is due to the Assistant Director next business day following Interest Meeting.
- _____ Ensure that all candidates have [registered with OFSA](#) and have been verified for participant eligibility by being added to the eligibility list only the chapter president and intake coordinator has access to. (Have a computer/tablet at Interest/Rush for attendees to register if they have not done so already)

Progress Meeting must take place prior to the notification to the candidates. Chapters must bring the following items to the meeting:

- _____ Copy of intake approval letter from Regional Director/National Office
- _____ Typed list of selected/rejected candidates
- _____ Copy of the acceptance/rejection letter
- _____ Confirm date for when the Assistant Director (or designee) will meet with the candidates to review OFSA resources and Hazing Policy and have them complete the [Candidate/Aspirant Compliance Form](#). This needs to occur at the first meeting of the intake process.
- _____ New Member Presentation date along with copy of the space request or reservation confirmation email for both primary and rain locations (if applicable).
- _____ New Member Presentation Planning Meeting is _____

Please note-Chapters **MAY NOT** notify candidates until cleared to do so by the Office of Fraternity & Sorority Affairs after the Progress Meeting Occurs

_____ [Verification of Aspirants Form](#) (p. 11) must be submitted within 24 hours following the start date of the official process/education of aspirants listed on the chapter's Intake Plan.

Communication & Process Updates:

_____ Communication & Process Updates will be communicated Weekly on _____ (day of the week) by _____ (email/meeting/drop-in) with the Assistant Director. *Any changes in dates, times, and/or locations that need to be made on the Intake Plan must notify the Assistant Director no less than 2 business days prior to the new event time.*

_____ If any individual withdrawals, the chapter is responsible for notifying the Assistant Director the following business day by email with the person's name, email, and reason for withdrawal.

New Member Presentation Show Planning and Guidelines:

_____ Review [New Member Presentation Show Guidelines](#) with chapter and have all information outlined prepared for planning meeting.