New Member & Intake Program  
Outline Cover Sheet

PLEASE RETURN THIS FORM ALONG WITH YOUR NEW MEMBER EDUCATION/INTAKE PROGRAM OUTLINE TO THE OFFICE OF STUDENT DEVELOPMENT

Fraternity/Sorority: _____________________________________________________________

New Member Educator/Intake Coordinator: __________________________________________

   Email: ___________________________ Phone #: ____________________________

Process Start Date: ___________________ Initiation Date: _____________________

Total Number of Weeks: ______________

Alumni Advisor/Graduate Chapter Advisor: _________________________________________

   Email: __________________________ Phone #: ____________________________

Location of initiation: ___________________________________________________________________

__________________________________________________________________________________

At minimum, the New Member Education/Intake Program Outline should address the following areas:

1. Mission and Goals of the Program
2. Expectations of a New Member
3. Outline of the New Member Program (Dates/Times/Locations MUST be Included)
   a. A calendar of ALL involvement by New Members
   b. We understand that some chapter activities will include ritual ceremonies. Please indicate those in your outline.
4. Scholarship Expectations/Program
5. Community Service Involvement
6. Philanthropic Involvement
7. Leadership Development
8. Big Brother/Big Sister Program (if applicable)

**Any changes that are made in the outline after submission must be given approval by the Office of Student Development prior to the change**
NEW MEMBER RECRUITMENT & INTAKE REQUIREMENTS

As the recruitment of new members is integral to the success and longevity of any organizations, the University has adopted the following procedures and protocols to foster and support Fraternity and Sorority New Member Recruitment and Intake.

For our purposes all students who have entered into a new member or intake process shall be called “new members”.

New Member Eligibility
No chapter shall offer membership to a student not listed as eligible by the Office of Student Development. A list of those eligible can be found on the Fraternity & Sorority Blackboard.

Recruitment
All recruitment activities must follow inter/national and Stockton policies. All recruitment activities must be alcohol-free and end by midnight.

Membership Invitations
No chapter shall extend bids or membership invitations to a student not listed as eligible by the Office of Student Development.

New Member Activities & Intake Processes
1. Chapters must receive approval from the Office of Student Development before beginning a new member or intake process. Before approval, a chapter must:
   a. Submit a New Member & Intake Program Outline with cover sheet
   b. Submit a signed Hazing Prevention Compliance Form
   c. Submit a New Member List
2. Guidelines for New Member Activities & Intake Processes:
   a. New member/intake processes must be no longer than 8 weeks
   b. New member/intake processes must conclude prior to modified class schedule begins
   c. New members must be given notification of the initiation date 1 week in advance
   d. New member activities must not exceed 15 hours of programming per week
   e. New member activities must conclude by 12:00 midnight
   f. Any new member who drops out of the new member/intake process must complete a New Member Drop Form

Initiation
An Initiation Form must be submitted to the Office of Student Development within 24 hours of initiation/crossing.

New Member Presentations
All New Member Presentations or Coming Out Shows must be scheduled at least 7 days in advance and follow the guidelines set forth in the Presentation of New Members Policy.