2015 Intake Packet & Guidelines

Office of Fraternity and Sorority Life
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MEMBERSHIP INTAKE PLAN OF ACCOUNTABILITY

The Office of Fraternity & Sorority Life (FSL) at the University of South Carolina 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 we establish a system of communication with organizations wanting to participate in the intake of new members.

Each of the affiliate organizations of NPHC, MGC, NAPA, NALFO fraternities and sororities exist on campus because of collaboration/partnership between the entities. It is important that each chapter understand this relationship and operate within the set policies and procedures of our respective national bodies and the University. 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.

In order to be in accordance with policies and procedures from national headquarters of the NPHC, MGC, NAPA of NALFO fraternities and sororities and the University, it is necessary that the Office of Fraternity & Sorority Life establish a timeline for membership intake procedures. This is only to bring structure to the USC’s fraternities and sororities, not to take ownership of each individual chapter’s membership process. This plan is also meant to ensure that chapters are adhering to the zero tolerance hazing policy. It is important that it be understood that if these guidelines are not followed it will result in actions being taken by the FSL as well as contacting respective chapter’s advisor and national headquarters.

The intake registration process was designed to help chapters establish membership and ensure longevity on campus. For this reason, it is pertinent that teach chapter meets these expectations and follows the membership intake guidelines so that the membership intake process is operated with integrity, civility, and respect.

Office of Fraternity and Sorority Life

To protect the interests, privacy and confidentiality of the affiliate chapters of NPHC, MGC, NAPA and NALFO organizations all documents submitted will be treated as confidential information in accordance with South Carolina state law. No one other than the Vice President of Student Affairs, Associate Vice President for Student Affairs and the Office of 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. Entities outside of the aforementioned must complete a formal public records request. All membership information will be kept on file with the Office of Fraternity and Sorority Life for a period of one year from date of submission.
MGB & NPHC Intake Guidelines

Carolina is committed to the success of NPHC & MGB fraternities and sororities, and works closely with each chapter and their advisors to ensure a quality, safe experience for those going through intake.

Eligibility
NPHC & MGB groups in good standing on campus and with their national headquarters are eligible to conduct intake.
Groups must meet with the Assistant Director for Fraternity and Sorority Life at least 7 days prior to any intake activity.
Any USC undergraduate student in good academic standing with the university and academically eligible per the groups GPA is eligible for intake (some groups have higher GPA requirements). Individuals who are enrolled in Palmetto Programs, Gamecock Gateway, or any other program in which students are not billed the “Student Activity Fee” are not eligible for intake. The Office of Fraternity and Sorority Life verifies the GPAs prior to the process beginning.

Intake Process
All intake activities must comply with the USC Anti-Hazing Policy and South Carolina State Law.
Intake can occur throughout the year, including the summer.
A meeting must be held with the chapter president/or intake coordinator, Graduate Advisor, and the Assistant Director for Fraternity and Sorority Life, to get approval for intake. One week prior to any intake activity or informational.
Groups must submit to the Assistant Director of Fraternity and Sorority Life, one week prior to any activities, a schedule of intake activities from the interest meetings to initiation, including any “new member presentation” show. This will be confidential.
All intake activities, including initiation, presentations, and coming out shows, must be complete by the defined initiation/probate/presentation deadline.
Notification of termination of intake must be given to the Office of Fraternity and Sorority Life

Forms Required
Each semester all fraternities and sororities must sign the Anti-Hazing Compliance Form and complete the necessary intake verification paperwork.
All those going through the intake process must sign an USC grade release form and Anti-Hazing form at the time of the initial interest meeting.
Prior to any intake activities, the Assistant Director for Fraternity and Sorority Life must receive approval from the regional or national director confirming the chapter’s approval to conduct intake.

New Member Presentation
Not all groups can conduct a new member presentation due to their national policies.
Shows are not to conflict with a previously planned event of another chapter of the same council.
Groups need to verify with the Office of Fraternity and Sorority Life at least one month in advance of the show to ensure proper event management procedures are addressed.
Members participating in the show must be fully initiated.
No physical abuse (slapping, kicking, spitting, punching, pushing, poking, canning, etc.) will occur.
During the show there will be no disrespecting other organizations, people, or groups.
The show should last no more than two hours from its publicized start time.
The Office of Fraternity and Sorority Life and the chapter will also work with the University Police and event management staff when shows are held on campus.
An FSL staff member will attend the show.

After Intake
New initiates will attend the New Member Institute after they are initiated and presented.
Fraternity and Sorority Life Anti-Hazing Policy Compliance Form

**Must be submitted one week prior to interest meeting flyers being posted**

All USC fraternities and sororities must file this form with Office of Fraternity and Sorority Life the first full week of class each semester to certify compliance with this policy. The preceding document remains in effect until a new one is filed.

**USC Hazing Policy**

Any activity, undertaken by a group or a member of a group, which subjects members to harassment, intimidation, physical exhaustion, pain, undue mental fatigue or distress, or mutilation or alteration of parts of the body. Such activities include, but are not limited to: tests of endurance; submission to potentially dangerous or hazardous circumstances; activities which have a foreseeable potential for resulting in personal injury; or activities profound in nature that would have a potential to cause severe mental anxiety, mental distress, panic, human degradation, or public embarrassment.

To report hazing anonymously, call the Hazing Hotline 24 hours/day at 803-777-5800. You will not be asked to identify yourself at any time.

**Hazing Agreement**

We, the undersigned, certify the following:

1. We have read AND understand USC's Hazing Policy
2. We have read AND understand our National Hazing policy
3. We verify that this policy will be read to our chapter
4. We verify that all activities sponsored and/or required by our chapter, in whole or part, comply with this policy
5. We verify that all our new members will be fully initiated, using all local and national ceremonies, by the established initiation deadline.
6. We further verify that all new member activities will be completed prior to midnight.
7. Failure of my organization to uphold this policy, in whole or part, will result in the referral of:
   a. My organization to the discipline office and/or the Greek Conduct Board
   b. Any individual members involved to the discipline office
   c. Any individual members to the campus police for criminal prosecution
   d. The president and new member educator/intake coordinator for supplying false information to the University (if they knew of hazing and didn’t take the steps to stop it)

By signing this form we agree to abide by the above.

Fraternity or Sorority ___________________________  Semester and Year ___________________________

President - Signature ___________________________  Printed _____________  Date _____________

New Member Educator/Intake Coordinator ___________________________  Printed _____________  Date _____________

University of South Carolina  803-777-3506  Email: sagreeks@mailbox.sc.edu
Columbia, SC 29201  Fax: 803-777-4874
Hazing Hotline: 803-777-5800
NOTICE OF MEMBERSHIP INTAKE

To be submitted one week prior to informational meetings or intake activity. Failure to complete this form by the deadline can result in your organization not being approved to begin intake.

The members of ______________________ are proud to announce the intake of new members for the Fall or Spring (please circle one) semester of ______. We have also submitted the required information to begin intake including; notification of approval and New Member Education information from regional/or national headquarters.

Interest meeting(s) will be held on the following dates: ______________________.
Advertisement for the interest meeting(s) will begin on ______________________.
If applicable, Chapter Interviews will be held on ____________________________.
Chapter selection of new members will be held on ____________________________.
Education of aspirants/intake process begins on ____________________________.
Aspirants will be initiated on ____________________________.
New Members will be presented on ____________________________.

President Name: _____________________________
Phone Number: ______________________________

Chapter Advisor’s Name: ___________________________
Sponsoring Graduate Chapter: _______________________
Phone Number: ______________________________

The above information is accurate and correct to the best of my knowledge.

President’s Signature: ___________________________ Date: ___________________________
Chapter Advisor’s Signature: _________________________ Date: ___________________________
VERIFICATION OF ASPIRANTS FORM

To be completed during official interest meeting, must be turned in the immediate business day after the interest meeting. Failure to complete this form by the deadline can result in a cease and desist of your intake.

Fraternity/Sorority ____________________________________________________________

We hereby declare that on ______________________, the following individuals participated in an interest meeting and are considering the process of membership selection. If selected, these aspirants will be duly initiated into our organization pending any regional/national approval needed and successful completion of the intake process.

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By signing above, I am authorizing the Registrar’s Office to release my grades to the Office of Fraternity and Sorority Life and to my fraternity/sorority for the entire time I am an undergraduate at USC, should I be selected to join.
NPHC, MGC, NAPA, NALFO NON-HAZING DOCUMENT

To be completed by each aspirant at the interest meeting and turned in with the verification of aspirants’ form. Everyone listed as present at the interest meeting should also have completed this form.

I, ____________________________, a student at the University of South Carolina, hereby acknowledge that I am knowledgeable of the policy of the University prohibiting hazing and/or pre-initiation activities as they are set forth in the University’s Code of Student Conduct and the State of South Carolina Hazing Law.

“Hazing” means the wrongful striking, laying open hand upon, threatening with violence, or offering to do bodily harm by a superior student to a subordinate student with intent to punish or injure the subordinate student, or other unauthorized treatment by the superior student of a subordinate student of a tyrannical, abusive, shameful, insulting, or humiliating nature by State of South Carolina Hazing Law Code Ann. 59-101-200, Article 6, Chapter 3 of Title 16, and Section 30-4-40(a)(2) and 30-4-70(a)(1).” This includes any willful act on or off the property of the University of South Carolina.

I am aware that there shall be no physical, mental, or verbal abuse, scare tactics, horseplay, practical jokes, or tricks, or any humiliating, or demeaning acts which might negatively affect myself or any other prospective member prior to, during, or after the new membership intake process to become a member of any fraternity or sorority at the University of South Carolina.

If hazing occurs, I will immediately contact the organization’s chapter advisor and the Office of Fraternity & Sorority Life. I will also follow-up with a written statement in regards to the allegation. I am aware of the University’s disciplinary policies and South Carolina hazing state law regarding its ramifications as a criminal offense. The University reserves the right to discipline students for acts of misconduct such as hazing wherever they may occur.

I understand that the Office of Student Conduct, University Police, as well as the National Headquarters and the chapter advisor(s) will be notified of cases of alleged and confirmed violations of the Hazing Policy.

The Office of Fraternity and Sorority Life is committed to fostering and maintaining an environment free from all forms of hazing. As such, fraternities and sororities are not permitted to engage in any form of hazing activities.

University of South Carolina’s Anti-Hazing Statement

No student shall engage in hazing. Hazing is defined as intentionally or recklessly engaging in acts, which have a foreseeable potential for causing physical or emotional harm to any person for the purpose of initiation or admission into or affiliation with any chartered student, fraternal, or sorority organization. Depending on the circumstances, such actions may include, but are not limited to, paddling, consumption of alcohol or gross mixtures, causing excessive fatigue, physical or psychological shock, blindfolding, treasure hunts, scavenger hunts, road trips, causing the wearing of apparel which is insufficient or excessive for weather conditions, buffoonery, morally degrading or humiliating games or events, and work sessions which interfere with scholastic requirements.

Any activity as described in this definition upon which the initiation or admission into, affiliation with, or continued membership in a fraternity or sorority is directly or indirectly conditioned shall be presumed to be a "forced" activity, the willingness of an individual to participate in such activity notwithstanding. Any fraternity or sorority that commits hazing is subject to disciplinary action.

My signature indicates that I hereby consent to abide by the Non-Hazing Document and Anti-Hazing Statement above.

Your signature: ____________________________ Date: ____________________________

University of South Carolina
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803-777-3506
Fax: 803-777-4874
Email: sagreeks@mailbox.sc.edu
Hazing Hotline: 803-777-5800