

**DEPARTMENT OF FRATERNITY AND SORORITY LIFE
SUMMER INTAKE/RECRUITMENT POLICY**

INTAKE – this means your chapter will host formal interest meetings, require all aspirants/ interests to fill out a membership application, receive approval for all aspirants/interests from your national office, and participate in a formal membership intake process hosted by either your graduate chapter, area/regional office or your national office

If your chapter is thinking about hosting, or planning to host, intake please remember the following:

- A meeting must be scheduled with the NPHC/UGC advisor before any activities commence; this meeting should include chapter president, chapter member who is leading the process, and chapter advisor
- You must provide the listing of events and dates that are relevant to membership intake; this includes the dates for formal interest meetings and the **official Membership Intake Process (MIP) dates** one week prior to start of process.
- Prior to hosting any intake activities you must schedule the **Intake/Recruitment Workshop**; this meeting must include the entire aspirant/interest group and the chapter intake director/chairperson
- **No intake period can last longer than 6 weeks**; this timeline begins the day after you have received notification from your national office that aspirants are eligible and approved to participate in intake activities
- **ALL** intake activities must be **ALCOHOL FREE**
- **ALL** chapters **MUST** abide by the *University of Maryland Hazing Policy as well as state and local laws*.
- **All membership intake processes**, including neophyte presentations/coming out shows/probates, must be completed/hosted **2 weeks prior to the last day of class**; **All neophyte presentations/coming out shows/probates** must be announced to, and receive approval from, the PHC/UGC Advisor **at least 10 days in advance of the event**
- An opportunity for the PHC/UGC Advisor or his/her designee will review the neophyte presentation at least 48 hours prior to the event
- If your chapter would like to extend the intake program beyond the six week timeline a written appeal must be submitted to Corin Gioia, Assistant Director of Fraternity and Sorority Life, with a detailed set of reasons why the extension is necessary. Please consult your council advisor in OFSL for more information.

RECRUITMENT/RUSH – this means your chapter hosts a series of programs (typically for one week) that are designed specifically to recruit new members, at the end of that week your chapter extends bids/invitations for membership and conducts a new member education process for a period of time following the extension of bids/invitations for membership

If your chapter is planning to initiate a new class of new members please remember the following:

- Your schedule of recruitment events **MUST** be submitted to the NPHC/UGC Advisor one week prior to the beginning of any recruitment period
- Once bids have been accepted and prior to any intake activities hosted by the chapter the Intake/Recruitment Workshop must be scheduled with the PHC/UGC Advisor; this meeting must include the entire new member group and the new member educator/pledge director/membership coordinator/dean
- **ALL** recruitment events must be **ALCOHOL FREE**
- **ALL** chapters **MUST** abide by the University of Maryland Hazing Policy as well as state and local laws
- **No new member period can last longer than 6 weeks**; this timeline begins the day after your last scheduled recruitment event
- **All membership intake/new members education processes**, including new member/neophyte presentations/coming out shows/probates, must be completed/hosted **2 weeks prior to the last day of classes**;
- All new member/neophyte presentations/coming out shows/probates must be announced to, and receive approval from, the PHC/UGC Advisor at least **10 days** in advance of the event
- An opportunity for the PHC/UGC Advisor or his/her designee will review the neophyte presentation at least 48 hours prior to the event
- If your chapter would like to extend the new member/intake program beyond the six week timeline a written appeal must be submitted to Corin Gioia Assistant Director of Fraternity and Sorority Life, with a detailed set of reasons why the extension is necessary. Please consult your council advisor in DFSL for more information.