



**FALL 2018**

**National Pan-Hellenic Council**

**Member Organizations**

**New Member Intake Policy**

**Revised April 2018**

Any questions or concerns? Please contact:

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NPHC Advisors  
270.745.2495  
DSU 2059



## Fall 2018 Intake Dates to Remember

**Form A/Cover Page Form B due**

4:30 p.m. Monday, August 20

**Intake opens**

8 a.m. Monday, August 27

**Form B due**

6 p.m. Tuesday, September 4

**Greek 101**

6 p.m. Wednesday, September 12 in **TBD**

**Greek 101**

7 p.m. Tuesday, October 9 in **TBD**

**Informational/Interest Deadline**

4:30 p.m. Thursday, October 18

**Form F due**

4:30 p.m. Friday, November 16

**Intake closes**

11:59 p.m. Friday, November 30



# Intake Policy

## Intake Window

All new member informational/awareness meetings, intake, education, initiations and presentations must occur within a window as defined by WKU Student Activities each fall and spring semester. The exact dates for this window will be set by the Department of Student Activities prior to the start of each semester.

## Intake Steps

All new member informational/awareness meetings, intake, education, initiations and presentations must occur within a specified window as defined by WKU Student Activities each Fall and Spring semester. The exact dates for this window will be set by the Department of Student Activities prior to the start of each semester. All forms are due on their respective dates to the NPHC Advisors for review and approval to ensure that organizations have a fully completed Intake packet.

1. Submit for approval the **Cover Page, Form A, and Form B of the Intake Plan** to the Department of Student Activities
  - Fall 2018
    - Cover Page and Form A- Monday, August 20
    - Form B- Tuesday, September 4
  - Remember, a representative from Student Activities MUST attend your "open" sessions
2. Submit complete list of persons who attended any informational/awareness/rush meetings (**Attendance Rosters included in packet**) signed by President, Membership Intake Coordinator, and chapter advisor to the Department of Student Activities
  - Within 24 hours after meeting time
  - Fall 2018 - varies
3. Submit complete list of all condoned, initiated or encouraged events, functions and meetings prior to and during the intake process (**Form C of the Intake Plan**). Please include formal initiation. Please include dates, times and location of any post initiation exhibition show practices and date.
  - Fall 2018 - varies
4. Submit complete list of persons who have been selected to participate in the New Member Education process and period (**Form D of the Intake Plan**) to the Department of Student Activities for the semester roster
  - 48 hours after MIP schedule is finalized
  - Fall 2018 - varies
5. Submit notice of new member presentation (**Form E of the Intake Plan**)
  - Due 10 business days before the event
6. Submit a sign copy of the Probates and Presentation of Members: Policies and Guidelines (**Form F of the Intake Plan**)
  - Due 10 business days before the event
7. Submit a complete list of persons who have been initiated or have successfully completed the New Member Education Period (success being define as intent to initiate) (**Form G of the Intake Plan**) to the Department of Student Activities
  - List should be submitted an hour before the New Member Presentation
  - Fall 2018 - varies

Organization: \_\_\_\_\_



# WKU Candidate Intake Requirements

**All Candidates for Membership Must Possess ALL of the Following Requirements to Participate in Intake:**

1. Full-time WKU student
2. Have achieved a minimum **Cumulative GPA of 2.25**
3. Have achieved a minimum **Previous Semester GPA of 2.25**
4. Have attended within the past calendar year **(1) WKU Greek 101 Workshop**

## **Fall 2018 Greek 101 Dates:**

Wednesday, September 12 at 6 p.m. **TBD**

Tuesday, October 9 at 7 p.m. **TBD**

\* This session of Greek 101 is an opportunity for any students who attended your informational/interest meetings who had not attended Greek 101 thus far to meet the requirement.

*Any exceptions to the three aforementioned guidelines are at the sole discretion of the WKU Department of Student Activities. All requests will be reviewed and evaluated individually.*

**Failure to follow the letter and spirit of any of the aforementioned policies will result in the suspension of intake and possible organizational and individual sanctions by Western Kentucky University**

Organization: \_\_\_\_\_



# Intake Plan Cover Page

**Due no later than Monday, August 20 at 4:30 p.m. to Randall P. Bogard and/or Josclynn Brandon, NPHC Advisors**

Please complete the following forms. Please understand that a failure to fully complete and return in the following forms in the specified time period will result in the loss of intake privileges for the current semester.

Fraternity/Sorority Name

\_\_\_\_\_

## Chapter Advisor Information

Name: \_\_\_\_\_

Email: \_\_\_\_\_

Mobile Phone: \_\_\_\_\_

Office Phone: \_\_\_\_\_

## State and/or Regional Director Information

Name: \_\_\_\_\_

Email: \_\_\_\_\_

Mobile Phone: \_\_\_\_\_

Office Phone: \_\_\_\_\_

## Chapter President Information

Name: \_\_\_\_\_

Email: \_\_\_\_\_

Mobile Phone: \_\_\_\_\_

## Member Coordinating Membership Intake Information

Name: \_\_\_\_\_

Email: \_\_\_\_\_

Mobile Phone: \_\_\_\_\_

Organization: \_\_\_\_\_



# Intake Plan Cover Page

Please complete the following forms. Please understand that a failure to fully complete and return in the following forms in the specified time period will result in the loss of intake privileges for the current semester.

1. Is your organization participating in the Membership Intake Process for Fall 2018?

a. Yes

- i. If your organization decides it will no longer be participating in Intake, please email NPHC Advisors within 24 hours of the decision.
- ii. If there is a possibility that your organization may participate in Intake for the Fall 2018 semester, please denote what information your organization is waiting on to finalize potential participation in Intake for Fall 2018.

iii. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

b. No

- i. If you answered no, please use the space below to indicate why the organization is not participating in intake for the Fall 2018 semester.

ii. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- iii. Though you may not be participating in Intake for Fall 2018, all organizations are required to turn in Form A and the Cover Page, indicating that members have been educated, read and agreed to adhere to the spirit and letter of all Western Kentucky University policies on hazing and intake.

President's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

MIP Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Advisor's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Organization: \_\_\_\_\_



## Statement on Hazing

"Hazing refers to practices which are a part of initiation into or affiliation with any organization. Hazing is considered a serious violation of The Student Code of Conduct and is prohibited in all forms. This code of conduct is based on fair and equal treatment with consideration and respect for all students and applies to organization and individuals alike. Any person receiving bodily injury by hazing or mistreatment shall have a right to sue, civilly the person or persons guilty" (*Judicial, 2010*).

### Definition

"Western Kentucky University defines hazing as any action, physical abuse or creation of a situation which recklessly or intentionally endangers the mental or physical health of a participant by any person. A participant is defined as a university student, or any pledge. A person is defined as a university student, member, alumnus, affiliate alumnus, guest of any campus organization, or other individuals."

#### Physical Abuse:

- Forced or coerced use or consumption of liquor, drugs, or any other vile substance
- Calisthenics (push-ups, sit-ups, jogging, runs, etc.)
- Paddling
- Line-ups

#### Mental Abuse:

Harassment is defined by exacting degrading and disagreeable work, ridicule or abusive and humiliating conduct which tends to bring the reputation of the organization or University into disrepute. Any action that intentionally prevents students from fully participating in the academic process is also considered hazing.

- Theft of any property
- Sleep Deprivation
- Forced Nudity
- Personal Servitude
- Forcing a violation of University policies and federal, state, or local laws

**The foregoing statement is not intended to be inclusive of all acts that could be considered hazing.**

Organization: \_\_\_\_\_



# Intake Plan: Form A

Due no later than Monday, August 20 at 4:30 p.m. to Randall P. Bogard or Josclynn Brandon, NPHC Advisors

## ALL CURRENT CHAPTER MEMBERS MUST SIGN

My signature below affirms that I have read and agree to adhere to the spirit and letter of all Western Kentucky University policies on hazing and intake. I further affirm that I understand my individual conduct or conduct I give active or tacit consent to can result in individual sanctions and/or organizational sanctions, whether that conduct is officially organizationally sanctioned or otherwise condoned.

PLEASE PRINT

Last Name	First Name	Signature	WKU I.D. Number	Mobile Phone
Smith	Jane	Jane Smith	800123456	123-456-7890

President's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

MIP's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Advisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Organization: \_\_\_\_\_





## Intake Plan: Form B

Due no later than Tuesday, September 4 at 4:30 p.m. to Randall P. Bogard or Josclynn Brandon, NPHC Advisors

This list is to be inclusive of all Informational, Awareness, or Rush Meetings. All informational/interest sessions must be completed prior to Thursday, October 18 at 4:30 p.m. Exceptions will be made at the discretion of the NPHC Advisors. NPHC Advisors are required to attend Informational, Awareness, or Rush Meetings if the organization plans to participate in intake for the semester. If your organization will be hosting an Informational event after a Presentation of Member Show, this form must be resubmitted to NPHC Advisors.

### Fraternity/Sorority Name

\_\_\_\_\_

#### PLEASE PRINT

Event	Location	Event Coordinator/s	Date and Time	Activity
OPEN INFORMATIONAL SESSIONS	DSU 3020	Molly Smith: Membership Chair Alex Wilson: Grad Advisor	08/26/17 7-8 p.m.	History information, Requirements, Meet and Greet
CLOSED SESSIONS (IF APPLICABLE)	DSU 3020	Molly Smith: Membership Chair Alex Wilson: Grad Advisor	09/15/17 7-8 p.m.	Applications due, Interviews, Chapter Voting

President's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

MIP's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Advisor's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Organization: \_\_\_\_\_



## Intake Plan: Attendance Rosters

A new form must be submitted for each different informational/awareness/rush meeting.

Individuals that plan to go through an intake process must attend the organizational informational/awareness/rush meeting during the semester of intake.

**DUE: 24 hours after meeting to Randall P. Bogard or Josclynn Brandon, NPHC Advisors**

Event Title: \_\_\_\_\_ Location: \_\_\_\_\_ Time: \_\_\_\_\_

### ALL ATTENDEES MUST SIGN

My signature below affirms that I have read and agree to adhere to the spirit and letter of all Western Kentucky University policies on hazing and intake. I further affirm that as a WKU Student, I understand it is my duty to report any violations of the WKU Student Code of Conduct I have participated in or witnessed and that my failure to do so could result in University Sanction.

### PLEASE PRINT

Last Name	First Name	Signature	WKU I.D. Number	Mobile Phone
Smith	Jane	Jane Smith	800123456	123-456-7890

President's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

MIP's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Advisor's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Organization: \_\_\_\_\_



# Intake Plan: Form C

Must be turned in with Form D

**DUE: 48 hours after MIP schedule/roster is finalized to Randall P. Bogard or Josclynn Brandon, NPHC Advisors**

**PLEASE LIST IN DETAIL ANY AND ALL INTAKE EVENTS OR INTAKE RELATED EVENTS**

This list is to be inclusive of all condoned, initiated, or encouraged events, functions, and meetings prior to and during the intake process. Please include formal initiation. Please include dates, times, and location of any post initiation exhibition show practices and date ("New Member Step Exhibitions" etc.).

Date	Function	Activity	Location	Time: From - To
3/15/2017	Education Session #1	Organization History	ALIVE Center	6pm-10pm
3/17/2017	Education Session #2	Chapter History, Officers and Duties	DSU 3025	6pm-10pm
3/26/2017	Ritual #2	Final Initiation	Knically Center	1pm-6pm
3/30/2017	Presentation Meeting with NPHC Advisors, President, MIP Chair, and New Members	Meeting with GAC	Student Activities Office	8 am-8:30 a.m.
4/7/2017	Presentation Practice	POM Practice	DSU Aud.	5pm-8pm
4/11/2017	New Membership Show	New Membership Show	DSU Aud.	6:08pm-8:08pm

President’s Signature:

\_\_\_\_\_

Date: \_\_\_\_\_

MIP’s Signature:

\_\_\_\_\_

Date: \_\_\_\_\_

Advisor’s Signature:

\_\_\_\_\_

Date: \_\_\_\_\_

Organization: \_\_\_\_\_



# Intake Plan: Form D

Must be turned in with Form C

**DUE: 48 hours after MIP schedule/roster is finalized to Randall P. Bogard or Josclynn Brandon, NPHC Advisors**

**ALL CANDIDATES FOR INITIATION IN MUST SIGN**

My signature below affirms that I have read and agree to adhere to the spirit and letter of all Western Kentucky University policies on hazing and intake. I further affirm that as a WKU Student, I understand it is my duty to report any violations of the WKU Student Code of Conduct I have participated in or witnessed and that my failure to do so could result in University Sanction.

**PLEASE PRINT**

Last Name	First Name	Signature	WKU I.D. Number	Mobile Phone
Smith	Jane	Jane Smith	800123456	123-456-7890

President’s Signature:

\_\_\_\_\_

Date: \_\_\_\_\_

MIP’s Signature:

\_\_\_\_\_

Date: \_\_\_\_\_

Advisor’s Signature:

\_\_\_\_\_

Date: \_\_\_\_\_

Organization: \_\_\_\_\_



# Intake Plan: Form E

**DUE: 10 Business Days Prior to Show to Randall P. Bogard or Josclynn Brandon, NPHC Advisors**

PLEASE PRINT

	Location	Event Coordinator/s	Date	Time: From - To
<b>SAMPLE</b>	<b>Indoor:</b> DSU Auditorium (back-up location)	MIP: Sally Sisterhood	4/20/17	6:08 p.m. – 8:08 p.m.
		Fac./Staff Advisor: Annie Advisor		
		President: Polly President		
		GAC: Jane Doe		
	<b>Outdoor:</b> The Colonnades	MIP: Sally Sisterhood	4/20/17	6:08 p.m. – 8:08 p.m.
		Fac./Staff Advisor: Annie Advisor		
		President: Polly President		
		GAC: Jane Doe		
<b>ACTUAL</b>	<b>Indoor:</b>	MIP:		
		Fac./Staff Advisor:		
		President:		
		GAC:		
	<b>Outdoor:</b>	MIP:		
		Fac./Staff Advisor:		
		President:		
		GAC:		

We, the \_\_\_\_\_ chapter of \_\_\_\_\_ have read and agree to follow the guidelines and policies for Probates and Presentation of Members provided to us.

<b>President's Signature:</b>	_____	<b>Date:</b>	_____
<b>MIP's Signature:</b>	_____	<b>Date:</b>	_____
<b>Advisor's Signature:</b>	_____	<b>Date:</b>	_____

Organization: \_\_\_\_\_



# Intake Plan: Form F

## Probates and Presentation of Members

### Policies and Guidelines

**DUE: 10 Business Days Prior to Show to Randall P. Bogard or Josclynn Brandon, NPHC Advisors**

#### **General:**

The presentation of members (POM) is an important aspect to Greek-lettered organizations. This policy is not at all intended to detract from probates and presentations. The intention of this policy is to ensure that POMs are conducted in a safe, timely, and respectable manner. Failure to comply will be referred to the appropriate judiciary board and may result in fines or probation of the organization.

Appropriate conduct is expected at all times during POMs. It is the responsibility of the organization hosting the POM to ensure that all of their members—including Western Kentucky University students, alumni, and members from other campuses—role model the behavior that is expected of all attendees.

The organization hosting the POM is responsible for following the rules of the venue and ensuring a safe environment for all attendees. The organization should ensure that the venue is large enough to accommodate the anticipated crowd and they are aware of the venue rules and regulations.

There shall be a strict adherence to all University policies including policies on hazing prevention, alcohol, and rules of the venue where the POM is hosted.

Presentation of new members must take place no more than 30 calendar days after the members have been initiated into the organization and within the Intake window set by the university. Exceptions to this may only be granted by the NPHC Advisors.

POMs will not be a part of any other program or event, i.e. not during a step show, educational program, or social event.

#### **Before:**

- Greek Affairs must be notified of the anticipated date at the time Intake Packet Form C and D is submitted
- Intake Packet Form F and proof of room confirmation must be submitted ten (10) business days prior to the POM
- Changes to the date must be submitted no less than 10 days in advance of the final date
- Posters/marketing/etc. for POMs must be submitted to the NPHC Advisors for approval
- An alternative rain location must be scheduled if the POM is to be held outside

#### **During:**

- POMs must be held on campus
- The POM is limited to two hours (120 minutes) from the advertised start time, including the dispersal of the crowd at the end of the event.
- POMs must start within 15 minutes of the advertised start time
- POMs may not be scheduled to begin after 9:00 p.m.
- Organizations may ask for an exception of time limit and start time if there are extenuating circumstances (i.e. a large number of new members, unforeseeable delays). This extension is granted at the discretion of the NPHC Advisors (or their designee)
- Faculty/Staff advisor for the organization or their designee must be in attendance for the entirety of the event

Organization: \_\_\_\_\_



- The NPHC Advisors or their designee must be in attendance for the entirety of the event
- The Faculty or Staff Advisor and the alumni/graduate member will assist in crowd control and general event management
- No explicit or revealing attire is to be worn by any of the new members or show participants
- **There will be no alcoholic beverages and/or substances permitted**
- No physical abuse will be tolerated
- **There will be no use of derogatory or inflammatory language and/or behavior including profanity and racist, sexist, homophobic, or otherwise offensive comments in both spoken word, gestures, and music (Edited music required)**
- No dissing or negative language regarding other organizations or attendees
- Disruptions by other attending organizations will not be tolerated. This includes but is not limited to: walking through the show, talking over the presenting organization, etc.
- Canes, staffs, sticks, paddles, etc. may be used as a part of the performance but may not be used as a weapon to harm another individual
- No fire or pyrotechnics
- No bricks or bats will be allowed at any new member presentation
- In the event of a major disruption or violation of any of the policies, the NPHC Advisor(s) at their discretion may immediately stop the presentation show

**After:**

- The hosting organization is responsible for ensuring the facility is cleared, cleaned and arranged by the end time on their facility reservation. Hosting organizations will be subject to additional charges by facility if they go over time.
- Damages to the facility or the furnishings of the site will be the responsibility of the hosting organization

**Approved Locations:**

Organizations are responsible for securing reservations in advance of the POM. Reservation confirmation is required for Intake Packet Form F, so organizations should reserve a location at least two weeks prior to the POM. Below are some suggested locations on campus for POMs, but this list is not exhaustive – POMs must take place on campus.

- Downing Student Union
- The Colonnades
- Guthrie Tower
- Centennial Mall
- South Lawn

**President's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**MIP's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Advisor's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

For clarification or questions contact NPHC Advisors:

Randall P. Bogard at [randall.bogard@wku.edu](mailto:randall.bogard@wku.edu) or Josclynn Brandon at [Josclynn.brandon@wku.edu](mailto:Josclynn.brandon@wku.edu) or 270-745-2495

Organization: \_\_\_\_\_



# Intake Plan: Form G

**DUE: 1 hours before the New Member Presentation.**

New Initiates Form

**PLEASE PROVIDE ALL NEW INITIATE INFORMATION**

**PLEASE PRINT**

Last Name	First Name	New Initiates Signature	WKU I.D. Number	Mobile Phone
Smith	Jane	Jane Smith	800123456	123-456-7890

President’s Signature:

\_\_\_\_\_

Date: \_\_\_\_\_

MIP’s Signature:

\_\_\_\_\_

Date: \_\_\_\_\_

Advisor’s Signature:

\_\_\_\_\_

Date: \_\_\_\_\_

Organization: \_\_\_\_\_