



## Membership Intake/Rush Procedures

For NPHC/MGC at UNCG

The steps listed below must be completed as well as the National Organization's New Member Policies and Procedures to "cross" new members. The following information is private and is only shared with the Greek Advisor. These items are required in order to ensure the safety of members and "new" members of NPHC and MGC organizations while preserving the traditions of the organization. It also serves to answer allegations of wrong-doing such as hazing or inappropriate new member activities. Members, new members, alumni and members of the Graduate Chapters will be held responsible for their actions during the new member process. It is important that they understand that their actions may have repercussions on the collegiate chapter. Collegiate chapters are responsible for communicating the NPHC, Inc. and MGC Intake Procedure and Greek-Lettered Social Organization Anti-Hazing Policy to all members, new members, alumni and members of their Graduate Chapters.

1. Notify the Greek Advisor of intent to have interest meetings/begin the intake process via "Notice of Membership Intake/Rush" form.
2. After new members are selected the officer responsible for educating and/or facilitating the new member process must file the "Membership Intake Report" form with the Greek Advisor at within one week after selecting new members. It must be typed or printed legibly and delivered in person. Failure to do so will result the suspension of the new member process and potentially the removal of new members by the Office of Campus Activities and Programs.
  - a. **Day by Day Schedule of the New Member Program**. It must include date, times and short description of activities and signed by the Chapter Advisor.  
Example: Monday, August 16 at 10:00 a.m. New Members will meet in the Alexander Room of the Elliott University Center to learn about the history of the Omicron Alpha Chapter of the Gamma Delta Sorority.
  - b. **Names and Student ID Numbers of New Members**. This is so that the Greek Advisor is aware of all new members participating in activities.
3. These forms are confidential and will be kept in the organization's file in the Greek Advisor's office.
4. If the organization would like to have a Coming Out/Probate Show on campus, they may do so but are not mandated by the University. The following steps must be met:
  - Complete a Student Organization Event Contract with the Office of Campus Activities and Programs.
  - Event Contract must be completed with all information and signatures at least four weeks before the event.  
Failure to do so may result in the Coming Out Show being cancelled by the Greek Advisor.

All University policies and procedure must be followed including, but not limited to: Merchandising, Student Organization Event Safety Policy, Traffic Procedures and Video/Software Materials.