

Membership Intake/Rush Procedures

Due 1 week before Intake begins

For Multicultural Greek Council & National Pan-Hellenic Council

The steps listed below must be completed, as well as the national organization's new member policies and procedures, to cross new members. The provided information is private and only shared with the Assistant Director for Greek Life. These items are required in order to ensure the safety of 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 their actions may have repercussions on the collegiate chapter. Collegiate chapters are responsible for understanding and following the NPHC, Inc. and MGC Intake Procedures, Anti-Hazing Policy, and all University of North Carolina at Greensboro policies and procedures, as well as communicating these policies to all members, new members, alumni and members of their graduate chapters.

1. Notify the Assistant Director of Greek Life of intent to have interest meetings/begin the intake process via "Notice of Membership Intake/Rush" form.
 - 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.
2. After new members are selected, the officer responsible for educating and/or facilitating the new member process must file the "Notice of New Member Selection" form with the Assistant Director for Greek Life 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. **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 Assistant Director for Greek Life'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:
 - a. Complete a Student Group Event Contract with the Office of Campus Activities and Programs.
 - b. 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 cancellation of the show by the Assistant Director for Greek Life.