



Office of the Dean of Students
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Membership Recruitment and New Member Education/Intake Approval Process

Purpose

The purpose of this process is to assist fraternities and sororities at Lehigh University with their Membership Recruitment and New Member Education/Intake (NME/I). This document is meant to educate fraternity and sorority members, their advisors, and aspiring members about the Membership Recruitment and NME/I Process expectations and procedures as outlined by the Lehigh University's Office of Fraternity and Sorority Affairs (OFSA). OFSA believes that partnership between fraternity and sorority members, alumni advisors, and inter/national headquarters ensures a successful and positive experience for all involved in the new member education/intake process. *It is our philosophy that Membership Recruitment and NME/I activities support the mission and core values of Lehigh University, OFSA, and each inter/ national organization.*

Statement of Transparency

In the interest of transparency, OFSA believes in the practice of sharing the New Member Education/Intake (NME/I) experience with all our stakeholders. When a chapter is conducting NME/I, Part I and Part II of the packet will be posted in an active link on the OFSA website. Any personal identifying contact information will be omitted.

Expectations of Organizations Conducting Recruitment and New Member Education/Intake

1. In order to conduct any Membership Recruitment or NME/I advertising, programs, events, etc., the organization must complete and submit this packet to via DocuSign to OFSA, including all requested attachments, information and signatures, meeting all stated deadlines.
2. The organization must not start NME/I until Part I and Part II have been approved or acknowledged by OFSA staff, alumni advisors and inter/national headquarters staff.
3. NME/I must meet all requirements outlined in the Recognition Policy.
4. NME/I must not extend longer than six-weeks and must be completed by the last day of classes.
5. NME/I must not occur outside of an academic semester and must not extend beyond one semester.
6. NME/I and initiation must occur within the same semester the new member received and signed the Bid Acceptance Agreement.
7. NME/I must not take place earlier than 8:00am and must conclude no later than 11:00pm.
8. NME/I must not interfere with academic or University sanctioned commitments.

Failure to meet these expectations may result in violating the Recognition Policy, which may result in loss of recognition.

Organization: _____

Semester: _____

Membership Recruitment and New Member Education/Intake Packet Overview & Checklist

Part I: Notice of Process... *due three (3) weeks prior to the start of new member education/intake*

- 1.1 Membership Recruitment and New Member Education/Intake Notice (p. 2)
- 1.2 Membership Recruitment & Selection Timeline (p. 2)
- 1.3 New Member Education/Intake Timeline (p. 3)
- 1.4 Membership Recruitment and New Member Educator/Intake Leadership (p. 3)
- 1.5 Acknowledgement of Notice (p. 3)

Part II: Outline & Agreements... *due one (1) week prior to the start of new member education/intake*

- 2.1 New Member Education/Intake Process Outline (p.4)
- 2.2 Acknowledgement of Policy (p. 4)
- 2.3 New Member Rights (p. 5)

Part III: Verification of Initiates... *due two (2) business days following initiation*

- 3.1 Verification of Initiates (p. 6-7)

Part IV: New Member Drop Notice... *due two (2) business days following notice to chapter*

- 4.1 New Member Drop Notice, *if applicable* (p. 8)
- 4.2 New Member Drop Notice, *if applicable* (p. 9)

Part V: Other Documents... *if applicable see deadline below*

- 5.1 COB Modified New Member Education Plan, *due one (1) week prior to the start of NME/I* (p. 10)
- 5.2 New Member Presentation Outline, *due one (1) week prior to the New Member Presentation* (p. 11)

Part I: Notice of Process
due three (3) weeks prior to the start of new member education/intake

1.1 Membership Recruitment & New Member Education/Intake Notice

Organization: _____ Chapter Designation: _____
(i.e. Alpha Beta Gamma) (i.e. Alpha)

Semester: _____
(i.e. Fall 2021)

By checking this box, this chapter is indicating that they intend to conduct Membership Recruitment & New Member Education/Intake during the stated semester.

1.2 Membership Recruitment & Selection Timeline

Target/Goal # New Members? _____

**to assist OFSA staff with advising conversations related to membership recruitment and new member education/intake planning*

How will potential new members be informed of chapter **financial obligations and membership expectations** during the recruitment process?

List **Events/Activities/Open Houses** that will be held... *include event name, date, time, and location*

Applications (if applicable) will be distributed on: _____
(date) (time) (method)

Interviews (if applicable) will be held on: _____
(date) (time) (method) (location)

Selection of new members will conclude on: _____
(date) (time)

Chapter will **verify eligibility** of potential new members using the following OFSA method prior to extending a bid/invitation (*check one*) OFSA AD Structured/Formal Recruitment Open Bids/COB Structured/Formal Recruitment & Open Bids Other: _____

Bids/Acceptance Letters will be distributed on: _____
(date) (time)

Bids/Acceptance Letters will be **delivered** in what way? _____

